

CAR CARE MINISTRY SIGN UP & DUTY STATIONS:

GREETERS:

Team Leader: _____

Arrival Instructions: Minimum of two people (one for each lane). Greet ladies and help them fill out the checklist form, then escort them to the hospitality area. Pass clipboard with checklist form to System Check Station 1 or place on dashboard and move car forward.

Lane 1: _____

Lane 2: _____

STATION 1: SYSTEMS CHECK –

Team Leader: _____

Minimum of four people (two in each lane). Check "Auto Systems" on checklist form (check all fluids tire pressure, wiper blades, signals, horn, etc.). Pass clipboard/checklist form with car to station 2.

Lane 1: _____

Lane 1: _____

Lane 2: _____

Lane 2: _____

STATION 2: INTERIOR CLEANING –

Team Leader: _____

Minimum of four (two in each lane). Check "Interior Clean Items" on checklist (vacuum interior, clean dash, wash interior windows). Pass clipboard/checklist form with car to station 3.

Lane 1: _____

Lane 1: _____

Lane 2: _____

Lane 2: _____

STATION 3: EXTERIOR CLEANING –

Team Leader: _____

Minimum of four (two in each lane). Check "Exterior Clean" Items on checklist form (wash exterior, Armor All tires, wash exterior windows). Take car and clipboard with checklist form back to the Greeter.

Lane 1: _____

Lane 1: _____

Departure Instructions: Accept clipboards and keys from Station 3. Give keys to car owner and review any recommendations on form. Say a prayer with the car owner before leaving.

Lane 2: _____

Lane 2: _____