

CHAPTER 14

17 IN THIS VOLUME

The Master Clock.

CHURCH TIMELINE COORDINATOR

The single printed sheet that every coordinator carries with every event time locked down in the same order, on the same page.

Without it, the Traffic Coordinator is guessing when the motorcade rolls, the Usher Supervisor is guessing when the doors open, and the Honor Guard is guessing when the casket arrives. With it, fifty coordinators stay synchronized down to the minute.

The Church Timeline Coordinator keeps this document up to date, distributes it to every role, and updates it immediately when reality shifts.

PRACTICAL GUIDANCE – FROM AGENCIES WHO HAVE DONE THIS

- 01 **Print it. Paper does not crash.** Every coordinator carries a printed copy. When the venue Wi-Fi fails, the paper still works.
- 02 **Number the rows.** When someone in the command post calls out "we're slipping on row 14," everyone knows what is slipping.
- 03 **Update the actuals in real time.** The running log of actual times is the most useful artifact for after-action review.
- 04 **Pad the early steps.** Briefings, parking controls, and usher positions almost always run long. Build five-to-ten-minute cushions.
- 05 **Hold the service-start time.** Once the sanctuary is full, starting on time is a kindness to everyone.
- 06 **When time slips, tell everyone within two minutes.** Silent drift causes cascading failures.
- 07 **Close the loop after the service.** Save the actual-times log with the master plan; the next agency benefits from your honest record.

MODERN CONSIDERATIONS • 2026

- **Live-updating shared timeline.** Google Sheets / SharePoint — any coordinator can see running time vs. planned.
- **Encrypted broadcast.** Timeline keeper posts running-time updates every fifteen minutes.
- **Livestream cue sheet.** AV team's cues mapped to the timeline.
- **Motorcade GPS ping.** Lead unit's actual departure time auto-updates the master.
- **Post-event archive.** Completed timeline, with actuals, saved with after-action package.

TURN THE PAGE FOR THE CHECKLIST →

CHECKLIST 14 • HONORING THE FALLEN

Church Timeline Coordinator checklist.

A working one-page reference. Begin at first assignment; complete through service close.

PRE-DAY SETUP

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| ☐ Build master timeline with Funeral Coordinator. | ☐ Use venue constraints, clergy order, and walk-through travel times. |
| ☐ Print on a single page; distribute to every coordinator. | ☐ Post at command post, briefings, traffic command vehicle. |
| ☐ Push digital version into shared cloud folder. | ☐ Designate timeline keeper at command post. |

DAY-OF MILESTONES

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| ☐ Parking lot open and controlled. | ☐ Command post operational. |
| ☐ Briefings complete (supervisors, ushers, traffic, logistics). | ☐ Press area opened and credentialed. |
| ☐ Doors closed; phones silenced; livestream begins. | ☐ Service begins on time. |
| ☐ Recessional complete; family exit clear. | ☐ Motorcade departs. |
| ☐ Graveside service begins / ends. | ☐ Reception begins / ends. |
| ☐ Venue sweep complete; command post closed. | |

DISTRIBUTION & CONTINGENCIES

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|--|---|
| ☐ Every coordinator on the distribution list confirmed. | ☐ Encrypted messenger broadcast group active. |
| ☐ Family-arrival buffer ($\pm$ 10 min) communicated. | ☐ Weather-delay alternative times pre-printed. |
| ☐ Photographer timestamps tied to timeline. | ☐ Live-updating cloud sheet visible to team. |