

LOGISTICS FOR RE-OPENING YOUR CHURCH

OVERALL VISION: LIFE CHANGE... ONE LIFE AT A TIME

ONLINE REGISTRATION:

- To prepare, provide attendees the opportunity to register online for the worship experience they will attend.
- Some sites that may be useful for this:
 - Brushfire
 - Event Brite
 - Facebook RSVP Event
 - Planning Center (If you already use this)
 - RSVPify.com for wedding showers, birthdays, and churches

PARKING GUIDES

- Guides in the parking lot along with parkers to give instructions and welcome
- Guides will have hand-held signs with COVID Precautions
- VIP Parking will be in place for first-time guests
- Park every other space
- This is the point of crowd control and helps ensure that you don't create a log jam anywhere else.

GREETERS

- Outside of the building and in the atrium to direct guests
- Entry and exit positions

WORSHIP HOSTS

- In the atrium, directing guests and seating in the worship center
- Use all entries and all exits for quick and easy ingress and egress.
- Use clear pathways that prevent any crossing traffic.
- Seat every other row and 3 seats between each family group
- There will be an MC on stage whenever people are in the room to intersperse videos, fun, safety reminders, etc. They will remain on stage until the beginning of the worship experience.
- During EXIT have an MC on stage
- Dismiss everyone row by row, from back to front (hosts will direct, MC will reinforce)
- Place offering boxes at all exits
- One host at doors watching offering box. The host will have instructions to NOT LEAVE until the offering box is removed by security/finance team
- Signage - above each worship center door to easily identify entrances for volunteers who are giving directions.
- Green round stickers (bright neon) to place on each row where we will be seating
- Our Phase One will be a family-friendly worship experience, there will be no childcare.

RESTROOM ATTENDANTS

- Monitor number of people that are entering and exiting
- Sanitize during and after each worship experience
- Sanitize water fountains

VOLUNTEER TEAMS

- Team leads will remind teams to maintain social distancing the entire time they are on campus.

VIP

- We will have VIP parking for our first-time guests and one person will host the VIP gift table at a table lot near the main entrance
- The Connect Card can be filled out on the FC app and online

MISC

- Our goal is to exceed CDC guidelines
- Disinfectant - available in armrests & restrooms
- Hand sanitizer - available for volunteers upon request, encourage them to bring bottle they can keep in their pocket for easy access, as needed, without leaving their volunteer position.
- Masks
 - Worn by all volunteers (Church will provide)
 - Masks available for any guest who doesn't bring one- this will be strongly encouraged, but not required, as per our state and CDC guidelines
 - No masks for onstage (worship team, band, pastor, MC)
- There will be no coffee/water hospitality stations
- Bookstore will not be open
- MC - will offer reminders during the service and at the end of the worship experience, the lights will stay up to enable worship hosts to easily seat guests and the MC will remind everyone to stay seated until directed to leave.
- Radios - all Team Leads will have radios for thorough communication and quick response
- Screening stations- located near main entrance. Medical staff will take the temperature of anyone exhibiting symptoms.

VOLUNTEER TRAINING:

- Meet with Team Leads
- Send video training to teams
- Send verbiage to teams
- Send assignments to teams

