

# Summer 2020 Grace BFC Worship Service Volunteer Info Sheet

## WELCOME

We are so glad you are willing to volunteer to help make our worship services welcoming, safe and God honoring this summer. Below you will find a description of each volunteer position and the number of people we anticipate needing for each as we begin services with a limited number of people in June. As we increase the number of people allowed to attend throughout July some of the positions and number of people needed may be adjusted. After the job descriptions there is a section for ALL VOLUNTEERS with information you will each need to review. THANKS for your service to Grace and the Lord!

## VOLUNTEER POSITIONS

- **Volunteer Coordinator (1)** – Trish Lawton will serve as Volunteer Coordinator, handling all scheduling of volunteers and overseeing the functioning of all but the Ushers on site. Either Trish or someone appointed by her will circulate on Sunday to help as needed.
- **Head Usher (1)** – Dan Seal will oversee the ushers who serve in the gym, serving as one of them as needed. (Trish will handle scheduling of ushers along with other volunteers)
- **Parking Lot Greeters (2)** – Verbally greet people as they get out of their cars. Remind people to put on their masks as they approach the building. Directing people to entrances (Carport or Ramp). Discouraging extended socializing in parking lot prior to service. This position is just for before the service, people are free to socialize in the parking lot or leave after the service as they see fit.
- **Health Screeners (2 at first, 3 as congregation size grows – preference given to health care professionals)** – One inside each entrance (Main Lobby and Ramp entrances). Stand behind a table with no-touch forehead scanner. Scan each person to assure they do not have a temperature above 100.4. Ask an adult from each family if they have read and can answer yes to each of the posted safety questions for their entire family (and if not ask them each question). If anyone does not have a mask on offer them one from the supply on the table and instruct them that everyone over the age of 2 must wear a mask in the building until they take their seats, and everyone over age 9 must wear them throughout the service. Suggest they sanitize their hands from the bottle on the table. Point them toward the gym entrance. (Once most people have arrived you can join the service – all but lobby door will be locked, security will scan late arrivals)
- **Greeter (1 person or 1 couple)** – stand behind table at entrance to gym to verbally greet people as they enter. Offering plate will be on the table, as well as additional masks and hand sanitizer. On communion weeks direct all those wishing to partake to pick up sealed elements from the table. Children's handout / crayons will also be available on table. Note: people should only touch what they take and should not return anything to the table. Direct people to move to left or right and wait for an usher to seat them. Greeter should remain at table throughout service since offering is on the table.

- **Ushers** (3 + Head Usher) – Seat families front to back, adjusting seats as needed to seat families together and assure 6-foot distancing between each family. During service available for any needs within the gym. After service dismiss people from parking lot side of the gym to far end (people should leave the gym after the service and do any socializing in the parking lot, out in the open air ... or if raining, they can talk under the car port, but not inside the building).
- **Bathroom Attendant** (1) – Stationed in the hall close to the 1<sup>st</sup> floor bathrooms to direct people so only one person in a bathroom at a time (or 1 parent and their children). Also assure social distancing of those in the hall and proper use of water fountain.
- **Worship Team / Tech Team / Pastors / Others on Platform** (Variable Number) – Upon arrival go through health screening, and then reserve seats for yourself and family in the front of the gym closest to where you will be during the service (minimizing the number of other families you need to go around to get to and from the platform).
- **Security** (1+) – David Lawton, or Deacon(s) appointed by him, will handle security before, during and after the service. Also do health screening of late arrivals.

## **ALL VOLUNTEERS**

- All volunteers should either be present for the dry run on June 21 or for a week prior to the first time they are scheduled so they can see how everything works before serving.
- All volunteers, except worship team, will be scheduled by Trish Lawton. We plan to schedule in 2- or 3-week blocks with a new team of volunteers for each block.
- If you cannot make a scheduled shift, even if you arrange for your replacement, please contact Trish. For contact tracing we need to know who is in the building.
- Volunteers and their families may attend the service and do not count toward any limit to the number of worshipers (ex. At first, we are only allowing 50 worshippers, but volunteers and their families are in addition to the 50).
- There is a separate registration section on the website for volunteers, so we know how many family members to expect. Goto [gracebfc.org/register](http://gracebfc.org/register) and scroll to the grey Volunteers section at the bottom of the page.
- **Please arrive by 9:15** unless your position requires you to arrive earlier (Health Screeners please arrive by 9:00)
- If possible please park at far ends of parking lot to leave room close to building for those with difficulty walking.
- All volunteers must wear masks at all times when in the building – we suggest putting on your mask when you get out of your car (the only exception is singers and speakers on the main stage during the time they are on stage)
- All volunteers should use the main entrance by the car port
- All volunteers must go through health screening before entering building
- All volunteers should check in with volunteer coordinator (normally Trish Lawton)
- Then go to the gym and claim seats – please put your family in a place you can access after your shift with minimal walking around other people.
- After reserving seats you can go to your station to serve
- When your function is over please join the service and enjoy!