

FPCL Phase One In-Person Worship

Check-In Instructions (without RSVP)

Thank you for being willing to be the person checking in our in-person worshipers! A person who does this role well will need to...

- Be committed to the safety rules for Phase One In-Person Worship
- Be willing to lovingly remind people of the requirement for everyone to wear a mask or face shield at all times
- Be willing to ask people if they are experiencing any of the symptoms listed on the symptom poster, and direct them to online worship if they are experiencing any of the symptoms

Check-In Preparation Checklist

- Arrive at the church 20 minutes before the worship service (ex: 9:10 for a 9:30 worship service)
 - If you do not have a key, you may text the Trustee or Usher to let you in.
- A blank check-in sheet should be on a clipboard on the table by the Windermere door. If it is not, ask Pastor Cody to print it for you.
- The **check-in list will show you how many seating zones are still available**. Each seating zone can handle 1-3 people (some can handle 4 if the group includes 2 kids). Once the 23 main seating zones are gone, we have two additional options.
 - The Overflow spots are in the 4th floor youth room with a live video feed of the worship service
 - There are also sometimes spots on the front row if we don't have guest musicians that Sunday. Ask a pastor.
 - After that point, all we can do is invite people to join us online for worship.
- Just **write down how many people are in the group** and let people know **if they need to split up** (bigger than 3 or 4 in group). We **don't need to write down names**.
- Wear your mask or face shield until it is time to clean up. Feel free to take one of the disposable masks on the table if you forgot your own.
- Doors open 15 minutes before the service starts (ex: 9:15 for a 9:30 worship service).

Check-In Process (do every step for every person)

- Give everyone an enthusiastic hello!
- Point to the symptom poster and ask if they are experiencing any of these symptoms.
 - If they say yes, say something like, "I'm so sorry, but anyone with these symptoms puts everyone else at risk when we gather together. But our online worship is still available for you."
- Make a note of every group
 - Make sure we have room in our walk-up seating zones. If we do, write their group size on one of the blank lines and they can go in.
 - If we do not have room, tell them we have an overflow area with a live video feed on the fourth floor or they can join us online for worship. Sometimes we can fit people on the front row as well if there aren't guest musicians. Ask Pastor Cody or Pastor Carol.
- Remind people that masks or face shields are required at all times.
 - If they do not have a mask or face shield, direct them to the table where they may take one.
- Invite people to sanitize their hands as they go in.
- Remind people to proceed directly to the Sanctuary and to pay attention to the signs inside.

Cleaning Up

- It is usually helpful to give people a few extra minutes to arrive. We have been starting the service about three minutes late to account for this. So about 3-5 minutes after the service is scheduled to begin, you can start the cleanup process.
- Close and lock the Windermere door.
- Sanitize your own hands before heading upstairs for worship.

Sample Check-In List

- NOTE that Billy Big Group has four adults, so they require two seating zones.
- Use the blank spots to write in details for any walk-up groups.

RSVP LIST		DATE:	04/04/2021 11am	
Household #	First Name	Last Name	People In Group	Children for Sunday School
1	Testy	McTesterson	three	0
2	Billy	Big Group	three	0
3	Billy	Big Group	one	0
4	Some	Family	three	1
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
Overflow (4th floor live video feed)				
1				
2				
3				

After this, you can ask a pastor if there are any spots in the front row available this week