

Instructions for Volunteering at Studio Church

Your service provides an important introduction and welcome to our worship community. You are also providing radical hospitality and helping our guests feel at ease and at home.

For all volunteers:

- ***If you have a fever, cough and are having difficulty breathing, please contact your doctor and let the Volunteer Coordinator know you will not be able to volunteer.**
- Please arrive 30 minutes before the service begins
- Please wear a mask at all times, even if volunteering outside. We have masks available; if needed.
- When assisting our guests, please maintain 6 feet distance, if at all possible
- Please wear the printed name tag we have provided for you. You will find them on top of the ushering cabinet in the back of the sanctuary. You may leave your name tag with your name in it for future use.

Check- In Greeter Outside (weather permitting):

Check-in set up: table is located to the right of the second set of doors when entering the church. All materials needed should be on table- tablecloth, child and adult face masks, hand sanitizer, signage, check in sheet with clipboard, pen, and communion individual servings if applicable.

- If weather allows, prop open the door so guests do not need to touch it. If inclement weather, host opens the door for others.
- Greeter stands outside to welcome members
- **If members are not wearing a mask, kindly offer a mask and remind them that masks are required inside**
- If inclement weather: set up check-in right inside the entry or at top of stairs. One group at a time is allowed for checking in. When check-in table is busy, groups of attendees wait on socially distanced markings until check-in is clear and greeter ushers them inside.
- Greet members as they approach. Ask their name, and if applicable, how many are in their group today. Mark off number of attendees on sign in sheet
- Go through checklist of COVID symptoms. If member is exhibiting any of the symptoms listed, please ask them to return when they are feeling better.
- Guide guests inside to ushers or if host is present, host guides guests inside. If usher is assisting another group, ask them to wait on the at the socially distanced markings
- **Please avoid getting into lengthy conversations with your friends while you are checking-in guests**

Clean-up:

- After all guests have arrived, bring table back to its original location
- Any paperwork and nametag go back on top of the ushering cabinet.
- We welcome feedback! After all guests have left, please share your comments to the Volunteer Coordinator or note on paperwork.

Host:

- After guests are checked-in, host guide guests inside and up the stairs to usher for check in. Show them a place to stand if needed to wait. Tell them _____ (name of usher) will assign you a space to sit in the sanctuary. Show them map of sanctuary if time so they can get accustomed to the new layout.
- If guests are not wearing a mask, kindly offer a mask and remind them that masks are required inside (masks located on check-in table)
- If groups are waiting to check-in outside, give an explanation as to what they are waiting for: *Thank you for your patience. When it is your turn you will check-in with _____ (name of check in volunteer). From there, I will walk you to _____ (name of usher) inside who will assist in assigning you a pew.*
- Assist usher, if necessary. May have to accompany a guest to their seat if needed.
- Please avoid getting into lengthy conversations with your friends while you are checking-in guests

Clean up: please assist check-in greeter or usher as needed

Usher/s

Prep: Pick up name tag, clipboard with seating diagrams, attendance sheet and pen from the top of the ushering cabinet

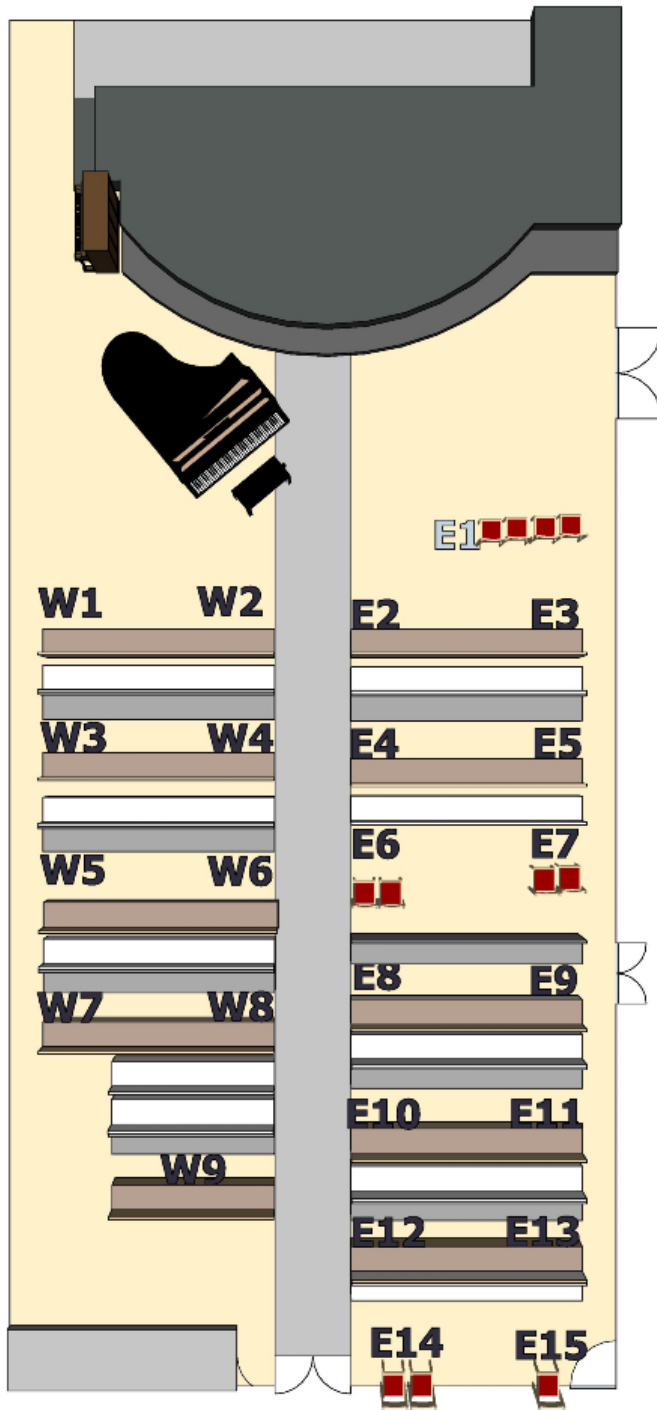
- Stand outside of sanctuary doors. These stay open for the entirety of the service.
- As members arrive, assign them a spot to sit.
- Mark their location on your diagram and walk them to their spot or ask them if they want a diagram with their location marked to usher themselves. Please see diagram and photo below and photo below for reference.
 - The majority of seating assignments are designed for groups of two. Two areas are held for groups of four. However, families with young children can have their children sit across from their parents in any pew. The children will just not be facing the front of the sanctuary. Also, a large family can sit in the entire pew if needed.
 - If usher is assisting another group, guests need to wait on the designated socially distanced markings
- If two ushers are present, each usher takes one side of the sanctuary to assign seating.
- "Overflow" guests can be seated in the Wesley Room and Large Conference Room where a monitor can be turned on to stream the service
- Count attendance:
 - Please wait 15 minutes after the start of service to begin counting attendance.
 - Please record the number of people who attend the service on the attendance form located on top of the usher cabinet. If there is not a pink "Usher- Attendance Count" sheet, the sheets can be found in the usher cabinet. These sheets can left on top of the ushering cabinet at the end of the service.

- o Please try to be discreet when completing the count, without drawing attention to yourself, as to not distract from the service.
- We do not have offering at this time
- Ushers are “on duty” during the service to provide assistance as needed. Please be alert to guests who may walk in late or folks going to the restroom as to ensure social distancing
 - o Feel free to sit in the chairs along the back windows of the sanctuary.
- One person/family group uses the restroom at a time. Please ask others to wait in the Commons area, if needed.
- Before the end of church, “open up” the retractable belt barriers in the Commons area as the folks exit out of the sanctuary a different way. Pastors will dismiss rows of guests at the end of the service.
- End of service:
 - o Open up outside doors
 - o Stand in the Commons Area to ensure guests leave the building straightaway.
 - o If guests congregate in the sanctuary or Commons, please ask them to continue their discussions outside.
 - o When guests have exited the building, please open up all of the retractable belt barriers as the space is used by the preschool during the week.
- Please avoid getting into lengthy conversations with your friends while checking-in guests and while guests are exiting church.
- **T-Coil for hearing assistance:** As long as folks are sitting within the gray strip that surrounds the seating in the sanctuary, they can utilize the T-coil. They should be able to set their hearing aid to the setting needed. If their hearing aid does not work with the T-coil, the sound technicians have a couple of devices that folks can use. If you have any questions, please ask the sound technicians for help.
- **Please note:** The LHUMC Trustees are working on comprehensive emergency plans, if someone needs emergency assistance, please ask for help from LHUMC staff or call 911 if needed. Also, LHUMC does have a defibrillator located in the hallway across from the church office.

Clean Up:

- All paperwork and materials go back on top of ushering cabinet
- We welcome feedback! After all guests have left, please share your comments to the Volunteer Coordinator or note on paperwork.
- After the service, please clean up any bulletins left in pews.
- Pack up any materials taken out

Thank you for your service!



All seating assignments are designed for two people with the exception of E1 and W9 which can accommodate four people. If more large families attend, they can have an entire pew or children can sit across from them in a pew that is turned around (they will be facing each other however) Please save W1 and W2 for musicians. Ushers can sit in E14 or E15.

This map will be available to hand out to each pod of guests.



Further information about Studio Church:

We are calling onsite worship “Studio Worship” because you will be part of the livestream recording. It will be a slightly different experience than worship was pre-pandemic. All participants will be required to wear masks.

Pre-registration is required and people will reserve seating “pods” based upon the quantity in their party. The specific Sanctuary “pod” will be assigned upon arrival Sunday morning. Note: The pew spacings have been adjusted to allow for better social distancing .

Furnishings, musicians, singers, etc. have been moved to ensure social distancing for worship leaders, and to accommodate the four cameras that are used to stream/record the worship service. Under guidance from the MN Dept of Health, no singing will be permitted, though humming along or listening to the many talented musical worship leaders is encouraged. No coffee/cookies will be served, and the drinking fountain has been shut off (bottle filling station is operable).

Screening Questions for COVID

Are you currently caring for someone who is ill?

During the last two weeks, have you been diagnosed with COVID-19?

During the last two weeks, have you had contact with someone diagnosed with COVID-19 or suspected to have COVID-19?

During the last two weeks, have you lived in or visited a place where COVID-19 is spreading?

Do you consider yourself high-risk, unable to follow the in-person meeting precautions, or otherwise feel uncomfortable with attending an in-person gathering?

If you answered yes to any of the screening questions, please come back when you are feeling well and continue to worship online.

10 Awesome Tips for Church Greeters: (Courtesy: evangelismcoach.org)

Remember, the duties of a church greeter are more than a handshake. First impressions are not about right doctrine, but about the emotional and relational experiences that a person has with your congregation.

1. Smile (with your eyes)
2. Make eye contact.
3. Greet each person with a verbal welcome as they arrive.
4. When we can do so offer a handshake (or a high five for children). However, not everyone likes handshakes. Read the body language of your guest to determine the appropriate greeting. Hands in the pocket is a good indicator that person does not want to shake hands. Avoid hugs, kisses, and arm touches.
5. Avoid asking "Are you new?" Say instead, "I don't think I've met you yet, I'm {insert your name here.}" —or- If you think you know the face but can't recall the name, try this approach: "Hello, I'm _____. I believe I've seen you here before but I don't know that we've had the opportunity to meet. What is your name?"
6. Avoid asking "Is this your first time visiting us?" If it is someone you don't know, or a guest you can say: "Good morning. My name is _____, what is yours?"
7. Personal warmth — look like you enjoy welcoming people.
8. If anyone appears to need help, please offer your assistance.
9. Be prepared to give directions or walk newcomers to restroom
10. Please avoid getting into lengthy conversations with your friends.

Examples of what to say:

"Welcome to Lake Harriet!"

"We are glad you're here!"

"Good morning!"

"Thank you for coming."