

WUMC Reopening – Outdoor Services Training for Greeters & Ushers



Woodbury United Methodist Church



7 July 2020

Version 1.1



Outdoor Worship Services

Summary of What to Expect




- Services to be held on Woodbury's North Green at 9:30am, from July 12th until early Sept.
- 'Reserved' handicap parking near two check-in points on North Green.
- Socially spaced worship team
- Attendees asked to bring their own seating, masks, and bulletin. Limited sanitized chairs will be available for those with limited mobility
- Boundaries will be roped off the day of service to provide two check-in points, allowing greeters to apply admission criteria and record attendance
- Rope boundaries will be removed at the end of service to allow unrestricted exit
- No Fellowship Hour (in-person or virtual)
- Church's lower entrance/restrooms will be open
- Recorded service will be available later on Sunday
- Service restrictions in compliance with NYAC guidelines (see next page)



Outdoor Services – Restrictions

- Anyone that is sick (or has been in close contact with a person diagnosed with COVID-19 within the previous 14 days) should stay at home and enjoy recorded service broadcasts
- While not required, we encourage vulnerable church family members to stay safe at home
- Masks must be worn at all times, except Pastor, liturgist, and soloist when speaking/singing
- At least 10 feet social distance between families (sit at locations designated with flags); children must remain with parent(s) at all times
- No Sunday School or child care
- No congregational singing at this time
- No greeting line or Fellowship Hour




**THE WOODBURY
UNITED METHODIST CHURCH**

**With Care, Concern
& Love Recommends That**
Persons in Vulnerable Categories
Due to Age* &/or
Significant Health Conditions
**Including the elderly or under 2 yrs.*

STAY SAFE @ HOME

*Because We
Love You!*





Greeter / Usher Team



- 4 Greeters – 2 at each check-in area
- 1 Usher – at cross walk at corner of Main & Church Streets





Greeter Responsibilities



- **Usher:**
 - Welcome and help with traffic control as necessary.
 - Will have temporary cross walk sign in middle of the street.
- **Greeters** (see next 2 slides):
 - Welcome and apply admission criteria
 - Record attendance and contact info
 - Provide reminders of mask / social distancing guidelines/restrictions
 - Collect visitor cards and donations
- **Lay Leader (or delegate):**
 - Oversee check-in processes and worship service to ensure compliance with guidelines/restrictions
 - Handle any delicate situations resulting from non-cooperation
 - Collect attendance sheets and boxes for visitor cards and donations
 - Complete NYAC Worship Checklist
 - Enter attendance sheet information into online master tracking sheet



Check-In Area Setup Checklist

(for Setup Team at each of two areas)



- Signage (see signage slide)
- Two six-foot tables and two folding seats
- Two collection boxes (visitor cards and donations)
- Attendance sheet
- Two bottles of hand sanitizer
- Sanitizing wipes
- Cup of sanitized pens and empty cup for used pens
- Handouts to be available for self-pickup
 - Stack of bulletins for those who did/cannot print at home
 - Spare masks for those that forget
 - Communion ‘kit’ on first Sunday of month
 - Visitor information cards



Check-In Process



- One Greeter at each table, cones will mark waiting line (6-ft distancing)
- Attendance sheet will reflect pre-registered attendees (see next slide)
- **Greeter #1** Welcomes each family, records attendance, & provides handouts
 - **Attendance:** Record actual number of attendees and contact info (if blank). If family is not already on the master sheet, add to last page, recording family name and primary contact info. Asks visitors if they would fill out visitor card.
 - **Handouts:** Bulletins, spare masks, visitor card, cup of sanitized pens, communion kit (on first Sunday of month)
- **Greeter #2** Applies admission criteria and reminds of guidelines & drop-offs
 - **Admission Criterial:** Non-contact temp and symptoms of illness or COVID-19 (fever/chills, shortness of breath, difficulty breathing, chronic chest pains, coughing/sneezing (not explained by seasonal allergies), fatigue, body aches, headaches, sore throat, recent loss of smell/taste, gastro/intestinal distress}.
 - **Reminders:** Masks required, take seats at empty marked location closest to front boundary near gazebo, children must remain with parent(s) at all times, and no congregational signing. Use hand sanitizer upon leaving check-in.
 - **Drop-offs:** If applicable, drop off visitor card/ used pen and donation



Sample Attendance Sheet



- Sheet will be pre-populated with registered families (highlighted in yellow)
- Greeter records # actually present, # children present, and contact # if blank
- Greeter adds attendees not already on master list on last page

WOODBURY UNITED METHODIST CHURCH						
Attendance Record July 12, 2020						
WORKING COPY						
Totals						
	16	0				
#	P Reg	Present	Last Name	First Name	# Children	Contact Number
1	4		Beavers	Leeah Joo & Paul Jr.	2	
2	1		Beavers	Paul Sr.		
	2		Behlman	JoAnn & Robert		
			Bilbrough	Allyson		
			Bodwell	Matt		
	4		Boisseau	Alicia & Michael	2	
7				David & Lynn		
8				Lynn Ramsden		
9				Sandra		
10				Anna		
11	2		Carnes	Jennifer & Rodney		
12			Chen	Nancy		
13			Ciaburri	Susan (Kelly)		
14			Clark	Nancy		
15	3		Cloud	Amanda & Travis	3	

4 pre-registered attendees in family, including children

Greeter records actual total # attending including children

of children attending



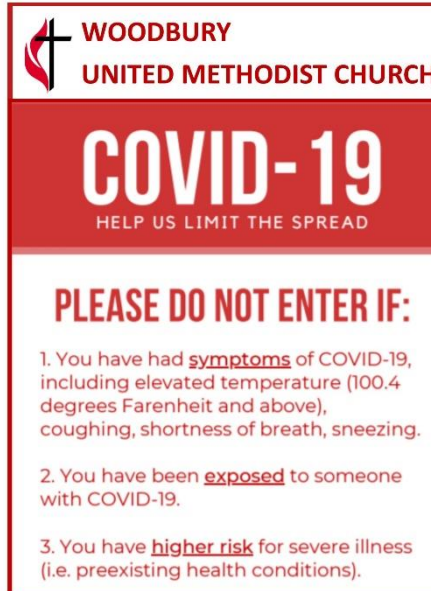
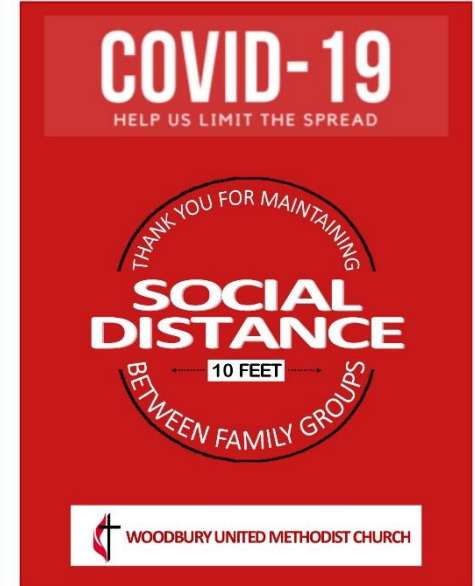
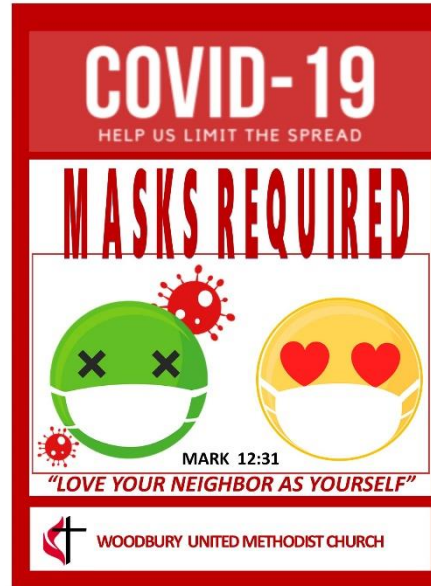
Likely Signage – Work in Progress



6x3 ft sign for each check-in area



Work-in-Process Graphics to be combined into one poster at each check-in area





Q & A