

JOB DESCRIPTION for Sunday AM Worship

Arrive 8 am

- ☐ Familiarize with all entrances to the church.
- ☐ Walk around the main floor of the church from 8-9:30 (FLC-breakfast 8:30-9), Library, entrances, coffee bar, Atrium, Rainbow rooms (preschool classrooms)
- ☐ Pay attention to the surroundings and the people
- ☐ Be aware and intervene if there is any altercations between individuals
- ☐ Periodically go outside and be aware of the activity on and around the church property. Smoking is permitted on the steps by the dumpster and outside the FLC doors
- ☐ Once during each worship service (9:30 and 11) walk the entirety of the building to check for anyone being in a room or somewhere outside of scheduled Sunday activity

Flow of Sunday morning

- ☐ Doors open at 8 am, many individuals who come for breakfast come to the Atrium at this time.
- ☐ Breakfast is open and is served in the FLC at 8:30, most people go to the FLC at that time
- ☐ At 9 am people are invited to go to the Sanctuary for worship, get coffee in the Atrium or go to the library to sit and be. We encourage people to put their luggage or bags on the shelves by the college street door OR take it to the library with them. We prefer to not have large bags/backpacks in the sanctuary.
- ☐ 9:30-11, unhoused folks can be in the library. We are trying to keep the Atrium clear of people who do not attend church and encourage going to the library if he/she is going to camp out.
- ☐ SMOKING is permitted on the steps by the dumpster. IF people are smoking at the red benches in the front, please kindly ask them to smoke on the steps.
- ☐ Snacks and coffee in between worship is available to everyone.
- ☐ Second worship starts at 11, again people are invited to attend worship or stay in the library (eventually we will be able to live stream into the library with a smart tv)
- ☐ Playground doors and Gay street doors should be locked 10 minutes after the worship begins (9:40 and 11:10)

Before leaving

- ☐ Between 12 and 12:15, make sure all exterior doors are locked.

- ☐ Walk through the entire church to ensure there are no people hiding out in any classroom/bathroom or other room.
- ☐ Front doors (north parking lot) are electronically locked at 12:30 pm
- ☐ Kindly escort people out if needed.