

Appendix I – Checklist For An Outdoor Worship Service

This checklist provides a detailed 24 steps that must be taken to host an outdoor workshop service at OBUMC and the position or persons responsible for each step.

Task #	Time	Description
1	Day Before	The Worship Service Bulletin is loaded to the church website by the Executive Director.
2	Day Before	The QR Code is created for the Worship Service Bulletin and is printed on 8.5 by 11 inch paper by the Executive Director.
3	Day Before	Someone from the HCT check the circles in the grass and apply any touch-up paint as required.
4	2 hours before	The Executive Director will print off the most current version of the Printed Registration List and give it to Greeter #1 and #2
5	1 hour before start	The Pastor, Executive Director, the 6 Greeter, and any musicians (if applicable) will gather to open the morning in prayer.
6	1 hour before start	The QR Codes are posted outside for congregants to scan to access the Worship Service Bulletin
7	1 hour before start	Executive Director will setup the sound system: The outdoor speakers, lapel microphone and FM transmitter are all tested and function properly.
8	1 hour before start	Greeters #1 and #2 review the parking plan and discuss how they will direct vehicles to park and also how to direct vehicles to the FM listening spaces when requested.
9	1 hour before start	Greeters #3 and #4 setup the registration table and put the Printed Registration List on the clipboard
10	1 hour before start	Greeters #3 and #4 setup the large and easy to read Health Acknowledgment Poster next to the Registration Table
11	1 hour before start	Greeters #5 and #6 will post the Reminder Yard Signs at the entrance to the church and in the circular drive grass to be viewed as people approach the Registration Table.
12	45 minutes before start	Greeter #1 will be stationed at the top of the parking lot to direct vehicles to Greeter #2, who is standing near the next parking spot to be filled.
13	45 minutes before start	Greeter #2 will be at the other end of the parking lot to point vehicles into the specific parking space to ensure an empty parking space remains on either side of any vehicle. Greeter #2 will also direct congregants to the registration table.
14	30 minutes before start	Congregants will begin arriving, parking and getting out of the cars with plenty of space around them. Congregants will have their masks on when they step outside of their car and will be directed to the registration table.
15	30 minutes before start	As congregants arrive, Greeters #3 and #4 will be asking congregants to affirm the Health Acknowledgment Poster (easily displayed on a sign or sandwich board). The Greeters will then make two checkmarks on the Printed Registration List: checking in all of the congregants as attending and also that they affirmed the Health Acknowledgment Poster. If the email or phone number is missing on the Printed Registration List, the Greeter will be the person to fill in that information. NOTE: The congregant is not to write in their contact information or touch the Printed Registration List.
16	30 minutes before start	Greeters #5 and #6 will be standing in the grass field and direct people to their specific assigned circle.

Task #	Time	Description
17	At the start of the outdoor worship service	Once the service starts, Greeter #2 and #3 will remain at the Registration Table and also manage the number of people entering the building to use the bathroom. Only one person at a time is allowed to be in the bathroom and all congregants should have used the bathroom prior to departing their home.
18	During the Benediction/End of the Service	<p>The Pastor will remind everyone to pack up their chairs and then wait until their row is notified to leave by a Greeter.</p> <p>Rows will be dismissed starting at the back circles and then moving towards the Pavilion.</p> <p>Remind everyone to maintain social distancing as they walk to their cars and load their chairs.</p>
19	After the Benediction	Greeters #5 and #6 will then direct congregants to leave, one row of circles at a time and starting from the back row and work way forward. The rows will be dismissed with time between rows to ensure 6 feet of distancing while they return to the vehicles.
20	After the worship service	Sound System is packed up and put away
21	After the worship service	Greeter #1 and #2 put away the Registration Table and turn in the Printed Registration List to the Executive Director
22	After the worship service	Greeter #3 and #4 put away the Registration Table and turn in the Printed Registration List to the Executive Director
23	After the worship service	Greeters #5 and #6 will put away the Reminder Yard Signs that are at the entrance to the church and in the circular drive grass
24	After the worship service	Executive Director will lock up the church building