
LIGHT OF CHRIST

*Welcome Team
Server Training*

Flexibility & Planning in "Pencil"

SCHEDULING

FOR GRAND OPENING

Team Rosters on "Pause".

Sign Up via "Open Schedules"
through November 22.

If we return to 3 services, rosters
will be revised / updated.

ARRIVAL

For November 7 / 8, we will arrive
40 minutes early.

For all other services, we will arrive
30 minutes early.

ARRIVAL

Go to kitchen.

Check - in with Team Leader.

Secure name tag.

Stay in kitchen for team prayer &
instructions, review, Q&A.

WELCOME TEAM ROLES



WELCOME TEAM ROLES ON TEMPORARY HOLD



COMMUNION
SERVERS

COFFEE STATION
HOSTS

GREETER

GREETER NORTH
(Facing Crystal Lake)

GREETER SOUTH
(Facing Elgin)

GREETER

Greeters will hold door.

No hand shaking. Smile with your eyes!

Direct guests to Connection Center desk for check-in.

Offer masks / remind to wear as they enter the building.

GREETER

Offer masks / remind to wear as they enter the building.

A basket of disposable masks will be available inside the vestibule for those that do not have one.

GREETER

If someone refuses to wear a mask
(which we have not yet
experienced and don't anticipate),
we will kindly ask them to worship
with us online from home.

GREETER

If the situation escalates (which we are NOT expecting), notify your nearest Team Leader to step in.

CONNECTION CENTER HOSTS

CONNECTION REGISTRATION

CONNECTION T1

CONNECTION T2

CONNECTION CENTER HOSTS

Connection Registration hosts will "check-in" worshiping parties as they arrive.

Check-in sheet will be located in my mailbox inside the copy room.

CONNECTION CENTER HOSTS

Connection T1 & Connection T2
hosts will take temperatures of
guests as they check in.

Temperatures will NOT be
recorded.

CONNECTION CENTER HOSTS

Connection T1 & Connection T2
will kindly ask guests with a
temperature of 100 or higher (and
their entire party) to worship with
us online from home.

CONNECTION CENTER HOSTS

After visiting the Connection Center, guests will be directed to one of two places:

FaithLand Check-In, if they have kids in FaithLand

Worship Center to be seated

CONNECTION CENTER HOSTS

If a visitor arrives that is NOT on our list, and a service has reached capacity either by registration or walk-in, we will begin directing guests to the Annex Overflow Room.

CONNECTION CENTER HOSTS

Connection Registration Hosts will keep a running list of Overflow worshiping guests & the number of people in their party. Capacity for the Annex is 50 people (25% capacity).

CONNECTION CENTER HOSTS

Connection Center Hosts will still offer Gift Bags to both Adults & Children.

There are still drawers for completed new guest forms, as well as a bin and mail slot for PATH Sermon Reflection sheets.

CONNECTION CENTER HOSTS

New FaithLand Families that are not in CCB will be asked to fill out a New FaithLand Family Form. Must be filled out entirely.

Give the FL attending child a name tag (and parent a tag), placing the parent's phone number on EACH tag.

CONNECTION CENTER HOSTS

Walk parent / child to designated FaithLand Room, and hand the completed form to the teacher in Great Room or Preschool / Nursery.

*FAITHLAND
HOSTS*

FAITHLAND I-PADS

FAITHLAND HALLWAY

GREETER

FAITHLAND HOSTS

FaithLand I-Pad Hosts will oversee the Check-In Station.

Greet guests, trouble shoot when necessary, and help new families not in CCB fill out a New FaithLand Family Form.

FAITHLAND HOSTS

FaithLand Hallway Greeters will be located in the Children's Ministry Hallway.

Help direct families to the Preschool / Nursery room or to the Great Room (K-5).

New banners located in hallways to help guests find rooms.

FAITHLAND HOSTS

FaithLand Hallway Greeters will also direct those dropping children off to exit back through the main Children's wing entry doors, so as to return through the Worship Center to be seated and receive pre-packaged communion.

FAITHLAND HOSTS

A Team Leader will secure the Children's Ministry entry doors 10 minutes after the service begins.

This means that no one will be allowed to enter this area without permission until after service is over.

FAITHLAND HOSTS

Should someone be called to retrieve an unsettled child, or if someone wishes to pick up their child early, they must connect with a Team Leader located near the Children's entrance, who will radio to the Director of Children's Ministry to confirm early pick up and then unlock door.

PARENTS ROOM

Living Room 1 will serve as our Parents' Room. The services will be livestreamed to this room.

Parents are welcome to use it at any time.

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USHERS

USHER (COMMUNION)

USHER (SECTION A)

USHER (SECTION B)

USHERS

After a guest checks in at the Connection Center (and FaithLand Check-In), they will enter for worship through the center set of double doors.

They will be received by Usher (Communion).

USHERS

Usher (Communion) will ask which side of Worship Center guests would like to sit on.

They will then direct guests to pick up pre-packaged communion on tables located on either side of the Worship Center.

USHERS

The Usher (Communion) will then direct the guest to Usher Section A or Usher Section B to be seated.

Usher Section A & Usher Section B will seat guests (Guided Seating) with 3 seats (approximately 6 feet) in between parties.

USHERS

One of the best ways to ensure safe distance between parties is to use the "outside" of the rows.

We will also leave one row empty in between worshippers, and alternate those rows every service.

Longer rows are able to accommodate inside seating.

USHERS

Once worship begins, the Ushers will close the double doors to create a sound barrier between the Welcome and Worship Centers.

Watch for late arriving guests, and please seat them as they come in.

USHERS

Offering will be collected via stationary baskets located on a table next to communion.

Immediately following the service, ushers will collect the baskets and place the money in the safe located behind the door in the worship storage area.

USHERS

The two-person, non-family member rule will still apply for handling the offering.

There will be bags designated for each service, as before, to place in the safe.

USHERS

After the service, parents with children in FaithLand will be directed to go back to the Welcome Center to enter the Children's wing doors to pick up their children.

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ANNEX OVERFLOW HOSTS

Two hosts will be designated to the Annex to receive guests should the need arise.

Again, capacity will be limited to 50 guests.

We will need to extend kindness and hospitality in such a way that guests feel truly engaged in this room.

ANNEX OVERFLOW HOSTS

One host will remain in the room at all times to receive and seat guests.

They will be offered communion, and will experience guided seating, where the host will ensure 3 chairs in between worshiping parties.

ANNEX OVERFLOW HOSTS

The second host will likely travel between the Connection Center and the Annex to deliver guests to the space.

One Annex Overflow host will be responsible for having a radio, to ensure communication between Team Leaders with capacity limits, etc.

WELCOME TEAM RADIOS

The Welcome Team has been issued radios for use here at Longmeadow.

Team Leaders will likely be issued radios first, but you may be asked to use one at some point.

*WELCOME
TEAM RADIOS*

1 Radio - Welcome Center

1 Radio - Worship Center

1 Radio - Annex Overflow

1 Radio - FaithLand Great Room
Teacher

WELCOME TEAM RADIOS

We have a designated channel - 4.

Users will have their own
individual ear piece to connect to a
radio.

READERS

Readers are asked to arrive 15 minutes before the service begins.

Please sit on the left side of the Worship Center, in one of the first two rows on the isle.

READERS

Before service begins, please ensure that the bible has the correct pages marked, as in past.

We will have a smaller altar bible available at some point. For now, plan to bring your own until it arrives.

READERS

As you know, we now use the New Living Translation.

If you so choose, you may join the band / production team for pre-service prayer.

READERS

After the worship song preceding the Scripture Reading ends, and the Pastor walks up to the stage - once he / she is on the stage - you will move to the stairs, come up, and stand behind the altar facing the congregation.

READERS

You may begin reading when the Pastor concludes the short introduction to the scripture.

You will exit the stage in the same direction you entered.

Please review reading guidelines for further instructions.

TEAM T-SHIRTS

Until otherwise noted, we will ask you to wear your Welcome Team "Ask Me, I'm Here to Help" T-Shirt when you serve. Team Leaders may also wear their leadership polo shirts.

(*This does NOT apply to readers).

Questions

WELCOME TEAM PICTURE



*Readers gather
near stage*

*Welcome Servers
gather in Welcome Center*

*TEAM LEADERS & JENNIFER
AVAILABLE FOR QUESTIONS*

Scheduling Requests

Connect with Jennifer afterwards.

Closing Prayer
