

# PARKING LOT

## **ROLES & RESPONSIBILITIES:**

- Confirm Planning Center by the Wednesday before you are scheduled to serve. If you are unable to serve on your assigned date, please contact Max Ingram as soon as possible.
- We currently will only have an 11am Parking Lot Team, however as the 9am service grows, we will need a team for each service.
- Arrive no later than 10:15am ready to serve.
- All Parking Lot Team Members must wear a safety vest found in the Volunteer Closet and use the orange wands to direct cars. There are umbrellas in the Volunteer Closet if needed.
- **When setting up for the 9am service:**
  - 1st Sandwich Board set at entry to 1st Lot showing "Welcome, Please Slow Down"
  - 2nd Sandwich Board set at the back right edge of Lot 1 (located at the end of the first drive, near the Chapel/Garage) pointing people to Lot 2 and the sign showing "9am Parking"
  - Orange cones set up to block-off parking in Lot 1 as guests are directed to the back, second lot.

- **When setting up for the 11am Service:**

- Ensure the 1st Sandwich Board remains at the entry to Lot 1 showing "Welcome, Please Slow Down"
- Flip the 2nd Sandwich Board around so the sign reads "Additional Parking"
- Remove orange cones blocking off front drive and handicapped parking of Lot 1
- Attend the 10:35 Huddle in the Sanctuary

- **Parking Technique:**

- Begin filling parking spots furthest from building (and closest to the Chapel/Garage).
- Have guests pull through and then have next guest park behind the first row of parked cars
- Those who are handicapped or have small children, park in the spots closet to the building.
- Once paved spots are filled, park cars along the gravel spots - some will choose to back into those spots, especially larger vehicles and trucks
- Once all available spots are filled, Overflow parking along the right side of the curb that connects Lot #1 and Lot #2
- Fifteen minutes after the service begins, remove all cones and place back into Volunteer Closet

## **ONCE WE ENTER THE THIRD WING:**

- "You're Car Ushers"
- The Parking Lot Team is responsible for putting out all cones.

- Team will now cover both services.
- There will be a speaker for the parking lot for music - team is responsible for bringing it out and back in after service.
- Handicapped drivers will put on hazards (at direction of yard signs) for special parking.
- We will be purchasing larger vests for the team.
- We are looking into the gravel situation.
- **Please provide your shirt size for Team t-shirts and possibly hoodies.**