

Welcomer Role Description –10am Service 2021

3-4 Welcomers required. Arrive by 9:30am.

GOVERNMENT REQUIREMENTS dictate that we record names and phone numbers of all persons entering Wellspring.

Although we have already been doing this through the use of Adminosaur/ipads there is one change:

Please ASK visitors/newcomers this question when you take down their details:

would you be happy for us/Wellspring to contact you using these details?

If they say NO still enter them on the ipad, however please record a NC beside their surname.

This will ensure they are categorised in Elvanto so that we do not contact them for anything church related and later delete their information (after 28 days).

These directives are from the Director of Public Health.

If the newcomer says YES then you need not change any of your usual processes regarding entering them as new people.

Welcomer 1

1. Greets people at Grosvenor Street entrance, advising them to use sanitizer. Man post until children come out of Auditorium.
2. Direct all people down the red arrows to the Ushers at the Auditorium entrance to be checked in.

Welcomers 2 and 3

Operate ipads to check people in.

Direct people to seats, down front first or non-singing area upper gallery close to Lord Street house. **(Make sure there is only non-singing people in this area)** Save a few places for people who can't go downstairs on the upper area. Tap adults on shoulder to go out if there are any children outside who would need to be in for the children's segment. They can come back in once the children go out.

1. ipads in office (either on charge or in top right pigeon hole)
2. Connect to "Wellspring" wifi (not Wellspring Staff)
3. Go into Safari, in favourites, click on Adminosaur, then login (tech@wellspring.org.au Password SandyBay7005) and go to Nametags, 10.00am. If someone is new when you enter their details in

make sure you enter their phone number. It is not necessary to get their email address. Please do not enter the names of more than one person eg: Jack & Jill Smith. (this affects attendance numbers). Each person should have a separate "I'm new"

SEE INFORMATION ABOVE REGARDING VISITORS.

4. Check in musicians, tech operators and Rob.

5. As numbers are limited to 103 in the auditorium don't check in yourself, the other ipad operator and the Grosvenor Street welcomer until children go out and anyone else who does not go into the Auditorium . Once you get to 103, check in people and direct them into the Cry Room (8 people only) or put extra chairs in the foyer. (Check the Loft and see if there is anyone up there who is not going into the Auditorium who has been checked in – this will give you extra numbers)

ONLY CHECK IN PEOPLE IF YOU PHYSICALLY SEE THEM e.g. Family may be checking in but not all listed are physically there.

If you have a family with children waiting to go in, get Ushers in Auditorium to tap adults (same number of adults as children going in) on shoulder so children waiting to go in and go down for the Children's segment. After the children come out everyone else can go back to their seats.

5. Make sure ventilation windows are open in auditorium (above Exit sign).

6. During the first song cast an eye over seating making sure everyone is 1.5m apart. (a reminder will be announced at start of service). If people are too close discretely ask them to move to 1.5m apart.

7. Count money. If no money still complete a form stating this.

FOR BIG EVENTS SUCH AS EASTER, CHRISTMAS SERVICES, ETC once you get to 103 checked in both ushers move back to the stairs leading to St. Peter's and check people in there. Direct them to go into St. Peters where the service will be zoomed.