

## **Drive-In Church Protocols | Hughson United Methodist Church**

### **Purpose:**

The purpose of these protocols is to provide a plan and direction for Hughson United Methodist Church as we prepare to launch a drive-in worship experience in our community. A secondary purpose is to demonstrate to the California - Nevada Conference of the United Methodist Church our commitment to following local, state, and conference guidelines for this worship experience.

We understand that drive-in church is not ideal, but feel it is the best option for us to increase participation and serve our community.

### **Service Plan:**

As a basis for a plan, you will find an attached parking lot diagram that depicts how we plan to place parked cars, stage area, sound area, and offering boxes. We anticipate that the service will last roughly 35 minutes, and it will have 4 participants – Worship Director, Vocalist, Liturgist, and Pastor. We intend to use a flatbed trailer as a staging area, and each participant will have their own microphone that will be used by them and disinfected immediately following service by the person who used it. We will broadcast the service live at 9 am using an FM transmitter that is FCC Part 15 certified. A specification and layout is included at the end of this document for review. We have measured our property and have determined that with the selected device, our broadcast will be limited to our property and a few neighboring houses. We will be notifying these neighbors ahead of time to avoid any conflicts.

### **Volunteer Plan:**

We intend to carry out this service with a staff/volunteer team of 10 people that will share the responsibility of leading our service and encouraging the proper safety protocols. A detailed list of these people will be available a week before the service takes place. These volunteers will attend a volunteer training the Friday before the service and will also be assigned specific jobs. They will also be issued red shirts that will help to identify them as volunteers on the day of Worship. These roles include but are not limited to worship director, song leader, liturgist, parking attendant, safety observer, and bathroom attendant for emergencies. We will encourage folks to go before they come, but will also be prepared for emergencies. All volunteers will wear appropriate safety equipment (Gloves, Facemasks, etc.) and will also practice social distancing if from a different household. The church will provide sanitizer for them to use before, during, and after service. They will also assist in disinfecting everything after the service. The church will provide cleaning products for this process.

### **Parking Lot Plan:**

Cars will all enter from the drive on the east side of church property, and they will proceed to be parked facing west by a volunteer parking team following the diagram. Spaces will be marked

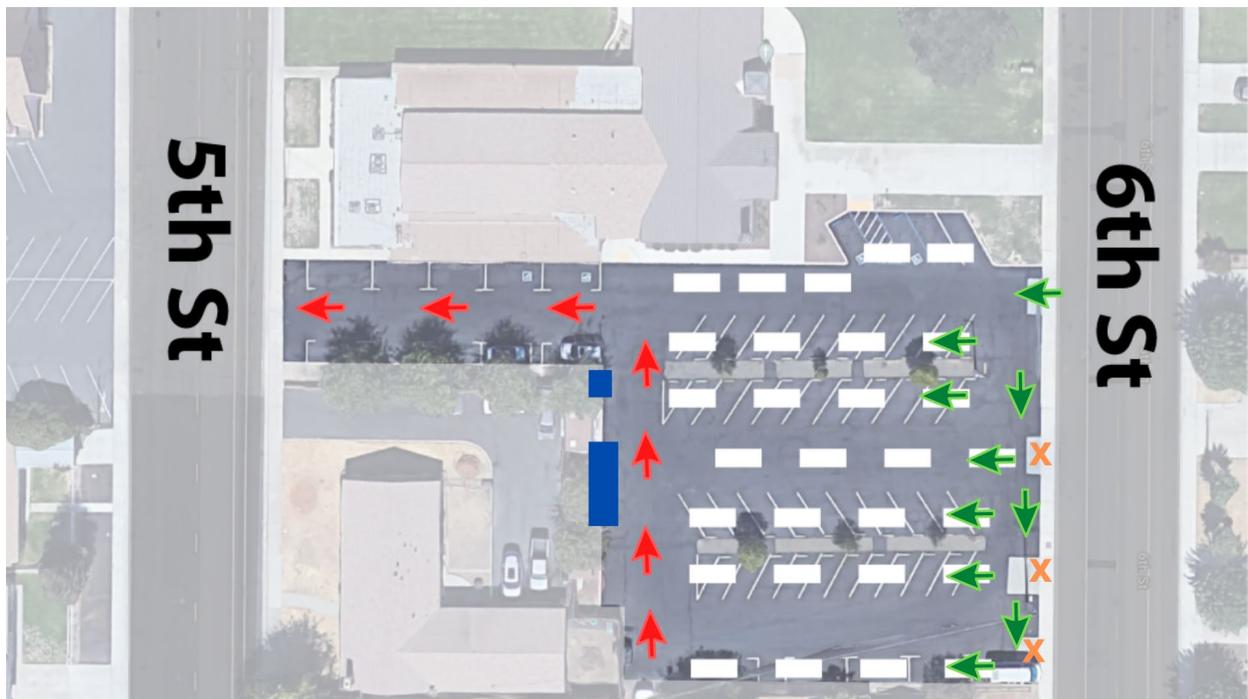
with visible chalk lines, and special care will be given to make sure we park cars so that they have a clear view of sight to the platform. We have space for 29 cars (not including volunteer parking) in our parking lot set up. After service, they will exit towards the west driveway with direction from our parking attendants. We are purposely trying to avoid having people back up or take on overly challenging vehicle maneuvers.

Our plan is to make reservations ahead of time from people who plan to attend so that we can do our best not to exceed capacity. Still, we will have overflow parking available on streets (Fifth ST. and Sixth ST.) to the east and west of the church. Reservations will be made by contacting the church office via email or phone. When making a reservation, people will let us know how many people from their household will be attending the service, if they have children and if they need a printed service bulletin. We plan to encourage people to use our church's e-bulletin or print it out at home for themselves, but due to age and technical ability, we anticipate some people will need printed materials. Our staff will wear masks and gloves and prepare those limited print bulletins 48 hours before the service. We will continue to provide children's materials online, and people will be encouraged to print out the documents and bring their own art supplies if the kids wish to participate. The offering will be collected as people exit the parking lot via dropbox that will be picked up immediately after service. It will be taken and secured inside the church facility following appropriate conference guidelines. On the first Sunday of the month, we will distribute prepacked communion materials to everyone, a picture of these has been supplied for you to view. They will be packed in sealed plastic bags 48 hours before the service and passed out as people enter the parking lot. People can also bring their own elements from home if they wish.

Should an issue arise during the service, cars will be instructed to turn on an emergency flasher, and a parking attendant will help address the issue. People will be instructed to only roll their window down a quarter of the way.

We are prepared to offer a second morning or evening service if reservations reveal this will be needed. We will also be recording the service and posting it online at a later time for those who choose to not attend the in-person experience at this time. We will inform the congregation of this information via email, letter, website, phone call, and social media video. In that announcement, we will include a note about not attending in person if people feel ill or are immune-compromised. This communication will also include notes about safety and behavioral guidelines for the day of the event.

# Parking Lot Layout



# FM Transmitter



## FM Transmitter

The FM Transmitter with digital and analog audio inputs is a great solution for sending wireless audio to any FM receiver device including car radios. Use our commercial grade FCC certified transmitter for any live event, curbside pickup or drive-in application including churches, graduations, weddings and more. Broadcast audio over your own FM station to car radios, walkmen or any device that can receive FM stations. We include a 1/4" adapter, 6' audio cable (3.5mm to 3.5mm) and a power supply and offer a 5 year warranty.



### Features:

- ✓ Use for live events, drive-in concepts, parking lot service, translation, for the hearing impaired, and more.
- ✓ Part 15 FCC Certified.
- ✓ Broadcast your audio up to 300 feet in all directions. Unlimited users.
- ✓ Easy to install. Connect the FM Transmitter into the audio output of your audio device and select an available FM station.
- ✓ For drive-in applications, have your customers park in the parking lot and remain in their vehicles.
- ✓ Your customers only need to tune to the FM station you selected.
- ✓ Includes 1/4" to 3.5mm adapter, power supply and 6'- 3.5 to 3.5mm audio cable.

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# Communion Supplies

