

Welcome Safety Plan

January 30, 2026

The purpose of the Welcome Safety Plan is to: (1) provide a warm friendly welcome to all at our building entrances, (2) provide a basic level of safety for children, youth and adults at the entrances, and (3) recruit and care for the volunteers who provide this hospitality and safety.

1. Unlocking of the church doors.

- The CMCL Sexton unlocks the Parrot Gallery door at 8:45. *(Those who need access to the building before 8:45 will let one of the pastors know prior to Sunday morning. The Pastor will give electronic guest pass access to those with smartphones. For congregants who do not have a smartphone, other arrangements would be made with one of the pastors.)*
- The Foyer Monitor unlocks the Orange Street door at 9:00.
- The Christian Education Vestibule (CEV) door unlocks automatically at 9:00.
- The CEV greeter unlocks the outside Lift door and the inside Lift door at 9:00.

2. Hospitality and Greeting for the Parrot Gallery.

- Add a Greeter for the Parrot Gallery entrance from 9:00-9:45. The CMCL Sexton is in the building between 8:45-9:00.
- Lower the wall inside the Parrot Gallery entrance on the left to increase visibility and allow the hospitality person to keep an eye on the Parrot Gallery entrance.
- During fall/winter/spring, add a Parrot Gallery Greeter to cover the door during the Fellowship Time and Christian Ed from 10:40 - 11:45. The Greeter would also mingle in the Parrot Gallery to help folks feel welcome and get to know visitors.

3. Christian Ed Vestibule (CEV).

- During fall/winter/spring, add a second Christian Ed floater to keep an eye on the CEV door and Lift after Worship and during Christian Ed.

4. The Orange Street Door.

- During fall/winter/spring, the Foyer Monitor locks the Orange Street door at 11:00. Those coming for Christian Ed after 11:00 can enter through the Parrot Gallery entrance. Place a sign at the Orange Street door inviting guests to enter through the Parrot Gallery door.

RESPONSIBILITIES.

- **Head Ushers** continue to schedule the Foyer Greeters, Ushers, and CEV/Lift Greeters
- **Welcome/Safety Coordinator** selected by the Leadership Selection Committee.
 - Coordinates, recruits, and schedules the Foyer Monitors and Parrot Gallery Greeters.
- **Parrot Gallery Greeter**
 - Be a welcoming presence at the Parrot Gallery entrance from 9:00-9:45.
 - Lock the Parrot Gallery door at 9:45 a.m.
 - Unlock the Parrot Gallery door and the outer lift at 10:40 a.m.
 - Lock the outer lift at 11:10 a.m.

- Be a welcoming presence in the Parrot Gallery from 10:40 to 11:45 while mingling in the Parrot Gallery to help everyone feel welcome including visitors.
- **Foyer Monitor**
 - Unlock the Foyer front entrance door at 9:00 a.m.
 - Be a welcoming/safety presence in the Foyer from 9:00 - 11:00 a.m.
 - Lock the Foyer front entrance door at 11:00 a.m.
- **Welcome Safety Committee** serves as a Program Support Committee.
 - **Members:** Safe Church Chair, Facilities Chair(s), Head Ushers, Director of Children’s Ministries, Congregational Care Pastor, Administrative Pastor, Welcome/Safety Coordinator. The Administrative Pastor serves as chair.
 - **Meetings:** Meet annually with additional email communication or meetings as needed.
 - **Responsibilities:** Check-in about ways CMCL offers a friendly and welcoming presence to all. Review any needs or concerns regarding the welcome and safety of all attendees during Sunday morning worship and education gatherings.

	Christian Ed Vestibule (CEV)	Lift Panel	Parrot Gallery Door	Orange St Door & Foyer	MOOS Door
Pre-Worship	Auto unlocks 9:00 CEV/Lift Greeter covers 9:00-9:45	CEV Greeter unlocks Lift doors at 9:00 covers 9:00- 9:45	Sexton unlocks 8:45 PG Greeter 9-9:45	Foyer Monitor unlocks 9:00	Locked
Worship Service	Auto locks 9:45 Auto unlocks 10:40	CEV Greeter locks Outer Lift at 9:45 PG Greeter unlocks Outer Lift at 10:40	PG Greeter locks at 9:45 unlocks at 10:40	Foyer Monitor covers 9:00-11:00 Foyer Greeter 9:15-9:30	Locked
Fellowship Time	CE Floater 10:40-11:10	CE Floater 10:40-11:10	PG Greeter 10:40-11:00	Foyer Monitor locks at 11:00	Locked
Christian Education	Auto locks 11:10 Auto unlocks 11:45	PG Greeter locks Outer Lift at 11:10	PG Greeter 11:00-11:45	Remains Locked	Locked
Post CE	Auto locks 12:30	Sexton locks Inner Lift 12:30	Sexton locks 12:30	Sexton checks door	Locked

During the Summer Schedule: (1) there will be no CE Floater and PG Greeter after worship, (2) the Christian Ed Vestibule door is automatically unlocked at 10:30 and locked at 11:30, and (3) CMCL Sexton locks the Lift Panel, Parrot Gallery door, and Orange St door at 11:30.

Approved by CMCL Council - July 21, 2025