

PARKING

** The purpose of this manual is to provide a clear and specific guide to guarantee the optimal operation and development of the department, in order to serve as an instrument of support and institutional improvement.*

PURPOSE

The parking team is a ministry that gives you an opportunity to impact and connect with new people every week. The goal is to connect, have fun, and welcome guests as they enter and leave from service. The parking team not only creates a friendly atmosphere but also adds organization to services. Serving on the parking team supports our value of **SERVE** and is an extension of Word of Life.

POLICIES & PROCEDURES

- **Connection:** The most important thing you will do as a parking team member is to be a connector first. Before you do anything else, we want you to embrace connection. Great parking team members are great connectors. Think of yourself as an outdoor connector first, and a traffic director second.
 - **How to Connect:** Look for someone you don't know and get to know them. Invite them to get connected in the church as a member/volunteer.
 - **Commitment:** Consistency is key in any serving position. This requires a commitment of time and passion to create a great experience and first impression for guests and members. It's a fun and fulfilling ministry, but does require you to give your best every time you serve.
 - **Communication:** One call, that's all. If you are ever running late, sick, or out of town, please make sure you let your team leader know for your scheduled service. Just like we honor our boss when we can't come in to work, we honor God even more and call our leader. Communication is so important because we are a team and have many people counting on you to play your position.
 - **Before Service:** Check in at the parking serve team room with your leader at least 30 minutes prior to service start time. Being on time is the best way you can serve your church family and your team. Arrival times for services are below. You may enter into service 15 minutes after the service begins. After each service, the team will assist the next service for 15 minutes. Example - You will come into service at 10:15 for the 10AM service and assist afterward from 11-11:15AM.
 - **Sunday Arrival Times:**
 - 10AM - Arrive by 9:30AM
 - 11:30AM - Arrive at 11AM
 - **Parking Basics:** Each team member should remain in his station to connect with and assist guests in finding a parking space.
 - **Right This Way:** Welcome everyone you park with a smile and motion them with your hands towards the right direction. You will send cars from your lot to another until it becomes full. Once your lot becomes full, you will notify the parking captain.
 - **After Service:** During the message, the parking team will come into service to hear the message. At the close of most services, a staff pastor will give an
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invitation for people to answer the altar call and have everyone close their eyes. At this time, the parking team will exit the service to get into position in the lot to direct traffic after service for 15 minutes.