



Small Group Leader Responsibilities

- Apply for gathering two weeks in advance of desired meeting date
- Attend small group leader training via Zoom prior to gathering
- Send link to SignUpGenius form to group members so that they can register at least four days in advance of meeting date
- On day of gathering:
 - Arrive 15 minutes in advance of start time to prepare
 - Physically open door and allow in only members who have registered in advance
 - Check in attendees using registration list provided by church, receiving verbal Health Acknowledgement from each person
 - Checks temperature of each attendee and does not admit anyone with a temperature of 100.4 degrees or greater
 - Ensures members are wearing masks and continue to wear them throughout the gathering
 - Verbally reminds attendees to practice social distancing, use hand sanitizer, and not touch their faces
 - Ensures group members stay in designated space only
 - Ensures social distancing rules are followed during the gathering
 - Ensures that volunteers from the group clean all chairs, tables and other objects used during the gathering using the cleaning products supplied, and return all items to their original locations
 - Stays until all members have exited
- If the group wishes to offer an option for virtual attendance in addition to in-person attendance, the leader is responsible for securing and setting up necessary equipment