

# CATL LEAD GREETER

## ***Your Mission – To Own the Welcome Experience***

- Help the Greeting Team volunteers feel supported and encouraged.
- Ensure every worship guest receives a warm welcome and knows where to go from the moment they arrive until they reach worship.

## ***Mid-Week Prep***

- Wednesday or Thursday (between 9a-3p), pick up a **transport supply bin** in Calvary's Hospitality Room that includes: clipboard with volunteer list, walkie talkies, offering bag, replacement supplies.

## ***Sunday Prep (arrive at Luther Crest between 8:45-9a)***

- Prepare walkie talkies (turn on, channel 1)
- Bring out Bin #1 and Bin #2 from the utility closet behind the Dining Hall (bins are marked with supply contents)
- Give transport supply bin to Lead Worship Area volunteer (keep clipboard + walkie talkies)

## ***Sunday Greeter Team Huddle (9:15a – inside Dining Hall)***

- Welcome volunteers and review assignments or announcements (see clipboard)
- Distribute walkie talkies
- Distribute t-shirts if needed (Bin #2)
- Remind Greeting Team to set up Welcome Flags w/sandbags (shed) at walking paths
- Give some signs (pink bag, shed) to Family Greeters

## ***As Worship Guests Arrive***

- Support greeters and family greeters
- Troubleshoot issues or find a Luther Crest / Calvary Staff Member if needed
- Remain with Greeter Team until 5 minutes after worship begins to welcome late-comers

## ***During Worship***

- After the offering, the Lead Worship Area volunteer will give you the offering bag to lock in your car. ***Ask Katie Dahl or Katie Rentschler if you have questions about the offering.***

## ***After Worship***

- Collect and Return to Calvary (electronic key card for the building is inside the offering bag):
  - **Supply Bin** (Hospitality Room): Clip Board, Supply Inventory Sheet, any First Time Guest Forms, Walkie Talkies
  - **Offering Bag** (Sacristy Safe): 2 people should do the deposit together



### ***Your Mission***

- Be the first friendly face people meet. Help guests know where to go and make everyone feel welcome.

### ***When You Arrive***

- Check-in with Lead Greeter in the Dining Hall at 9:15a
- Pick up walkie talkie if indicated\*
- Help set up Welcome Flags (w/sandbags) at the top of the walking paths
- Go to your assigned location:

1. **Dining Hall Doors**

2. **End of Sidewalk / Golf Cart Pick-Up\***

3. **Path to Worship Area\***

4. **Boat Landing**

### ***As Guests Arrive***

- Smile and greet everyone – "Good Morning!" and "Welcome!"
- Direct guests to:
  - Dining Hall
  - Restrooms (inside Dining Hall)
  - Worship Area
  - Golf Cart Pick-Up
- Dining Hall Entrance: hold doors open when possible
- Use walkie talkie to call for golf cart rides
- Remain at your station until 5 minutes after worship begins

### ***After Worship***

- Return flags and sandbags to shed
- Return walkie talkies to Lead Greeter
- Help with worship area tear-down if able / needed

### ***Helpful Reminders***

- Put your phone away while greeting.
- Avoid long conversations with friends.
- Focus on guests, especially if someone looks lost or confused.
- Find the Lead Greeter if you have questions.

### ***Your Mission***

- Create excitement and energy before guests even reach the worship area.

### ***Family Greeters A***

- **9:15-10a**
  - When you arrive, check-in with Lead Greeter in the Dining Hall at 9:15a
  - Pick up:
    - Walkie Talkie
    - Signs from the pink bag (in the shed behind the Dining Hall)
  - Ask a golf cart take your family to the entrance of camp

### ***Family Greeters B***

- **10-10:35a**
  - Ask a golf cart take your family to the entrance of camp
  - Swap with other family:
    - Walkie Talkie
    - Signs
  - Stay until 5 minutes after worship begins to welcome late comers
  - Ask a golf cart to bring you back
  - Return signs to pink bag (in the shed behind the Dining Hall)
  - Return walkie talkie to Lead Greeter

### ***As Worship Guests Arrive***

- Smile and wave to greet people – have fun!
- Hold signs where they can be easily seen
- Follow parking instructions on walkie talkie from attendants if lots fill

### ***Helpful Reminders***

- Find shade if needed.
- Signs are fragile – handle carefully.
- Enthusiasm matters more than perfection!

### ***After Worship***

- Help with worship area tear-down if able / needed

# CATL DINING HALL GREETERS

## ***Your Mission***

- Create a warm and welcoming brunch experience.

## ***When You Arrive***

- Check-in with **Lead Greeter in the Dining Hall at 9:15a**
- Set out all Table Tents (from Bin #2 – Lead Greeter will give this to you)

## ***As Worship Guests Arrive***

- Help guests find food, coffee, and seating
- Welcome everyone with a smile
- Keep an eye on coffee and cups
- Help guests through the line if needed
- Clear dishes when appropriate
- Walk around and greet people
- *Ask Luther Crest staff if food or supplies need attention – but please stay out of the kitchen.*

## ***After Brunch***

- Spray and wipe tables
- Put table tents back into Bin #2
- Return Bin #2 to utility closet (behind Dining Hall)
- Spot sweep around tables and re-set (push in chairs)

## ***Helpful Reminders***

- Put your phone away while greeting.
- Avoid long conversations with friends.
- Focus on worship guests, especially if someone looks lost or confused.
- Find the Lead Greeter or a Calvary Staff Member if you have questions.

# CATL LEAD PARKING ATTENDANT

## ***Your Mission – To Own the Arrival and Departure Experiences***

- Help the Parking and Golf Cart Team volunteers feel supported and encouraged.
- Create a safe, organized, and stress-free arrival experience for worship guests.

## ***Sunday Prep (arrive at Luther Crest between 8:45-9a)***

- Check that golf carts are ready (if not sitting out, check Luther Crest sheds); wipe down seats if dusty (kitchen can give you paper towels)
- Pick up 8 Walkie Talkies from Lead Greeter
- Ensure the cones block service road as directed (see map / parking guidelines)
- Coordinate wooden road sign and directional signs (you can set them up or instruct the golf cart drivers to set them up)

## ***Sunday Parking and Golf Cart Team Huddle (9:15a – behind Dining Hall)***

- Welcome volunteers and facilitate introductions
- Distribute walkie talkies and parking wands (Bin #1 – ask Lead Greeter)
- Lead Greeter has extra t-shirts if needed
- Remind Golf Cart drivers to drive on the *paved road* down to the Worship Area and NOT the walking path
- Review parking plan (see map / parking guidelines)
- If you haven't set up wooden road sign or directional signs, ask someone to do that.

## ***As Worship Guests Arrive***

- Communicate via walkie talkie
- Direct vehicles efficiently
- Watch for late-coming pastors, musicians, and special vehicles (see parking guidelines)
- Be ready to move cones and start parking in Lot #2 (see parking guidelines)
- Be ready to move parking team to Lot #4 (see parking guidelines)
- Stay in Parking Lot until 5 minutes after worship begins to welcome late-comers

## ***During Worship***

- Ensure Golf Carts are parked near worship area

## ***After Worship***

- You and 1-2 Parking Attendants should be ready to direct traffic exiting camp
- All Golf Carts will assist with rides
- Ensure all signs (wooden and directional) are collected and returned to shed
- Return walkie talkies to Lead Greeter
- Assist with tear-down / help bring bins up the hill if available

# Parking Guidelines for Calvary at the Lake

*Updated and Approved July 2025*    *Amended 6-7-2026*

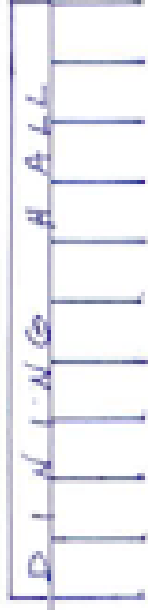
Submitted by: Donn Frahm (701)302-0431 / Parking Leaders – don't hesitate to call Donn prior to Sunday if you need help interpreting these guidelines and best practices. Refer also to the parking maps. We're grateful for you!

- 1. Five (5) parking attendants will be scheduled including the parking leader.**
  - a. All MUST have wands and walkie-talkies, and be in place by 9:30 a.m.
  - b. Check with the leader and refer to the maps for instructions on where to stand and how to direct the parking.
- 2. Plan to work until 10:40 a.m. for late arrivals.**
- 3. Locations of Attendants:**
  - a. Attendant in Y area of entrance, with cones – place cones by 9:00 a.m.
  - b. Three (3) attendants in Lot #1 (transfer to Lot #2 when full w/leader).
  - c. Three (3) attendants in Lot #2. **Leader parks cars according to maps. IMPORTANT: Park cars R-L, L-R, R-L and L-R in grassy area rows**
  - d. Two (2) attendants in Lot #3 Cabin/Overflow parking area – move from Lot #2.
  - e. One (1) attendant transfer to Lot #4 road area after Lot #2 is full-use golf cart  
Park cars in rows, beginning with a row along the road.
  - f. Three (3) attendants work **after the church service** to “unpark” cars, and  
Attendant at Y directs traffic and walkers – safety is paramount!  
**IMPORTANT: Tell walkers to use LEFT side of road. Watch traffic speed!**
- 4. All attendants should assist in the parking area most needed – ROTATE!** Call for golf carts as needed for elderly, people with mobility concerns, and young children.
- 5. There are two shifts of Family Greeters (9:30-10 a.m. & 10-10:35 a.m.)** They MUST have a walkie-talkie, and will need to be transported by golf cart to Lot #4 Road area and be prepared to direct traffic to Lot #4 when Parking Leader communicates by walkie-talkie. They can also call for golf carts, as needed.
- 6. Parking leader communicates with attendant on the “Y” entrance when Lot #1 is full and directs attendant to move cones to asphalt area, to begin diverting traffic to Lot #2 (grassy area-see maps).**
- 7. Order of filling lots – Reserve Shop area for employees, band.**
  - a. Lot #1 - Including diagonal and parallel parking (refer to diagram).
  - b. Lot #2 - Do NOT park vehicles with trailers in this grassy area.
  - c. Lot #3 - Cabin diagonal parking #3, and nine-car overflow area
  - d. Lot #4 - Road Area - Use when all other parking areas are full. (Use for trailers.)

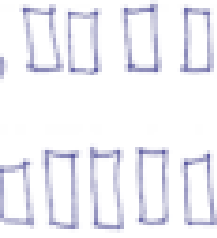
Please do not allow vehicles into Lot #2 until attendants park them! Use this opportunity to promote positive public relations for Calvary! Attendants, remember to smile, give a thumbs up, a thank you, and a “Welcome to Luther Crest” when members/guests are exiting their vehicles. Be willing and ready to improvise, as there are unknowns we must all adjust to.

**Thank you very much for volunteering!**

7-7-8025



Overflow PARK: 19 - Lot #3



Lot #1

Est. CAP. - 65

CAMPER LINE



Lot #2

Est. CAP. - 73



C A B I N S

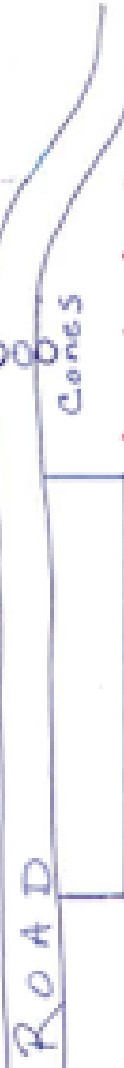
Lot #3

Est. CAP. - 22



Est. CAP. 30  
Cones 000

OUT AREA



Est CAP - 7  
Reserve

S T A F F

S H O P

Lot #4

Road Area

LutherCrest



Est. cap. -  
60-100

# Lot #4 Road Area



H-0#3A7 #11

Cones 000  
Area

GREETERS

Road to Luthercrest

LUTHER CREST  
7-7-2025

# CATL PARKING ATTENDANTS

## ***Your Mission***

- Help guests arrive safely and efficiently.

## ***When You Arrive***

- Check-in with **Lead Parking Attendant at 9:15a**
- Pick up walkie talkie from leader
- Review parking plan (leader has a map for reference)

## ***As Worship Guests Arrive***

- Welcome drivers
- Use parking wand to direct traffic
- Use walkie talkies to communicate with golf carts and greeters
- Be ready to move cones and direct to Lot #2 (leader will direct the process)
- Be ready to move to Lot #4 (leader will direct the process)
- Stay in Parking Lot until 5 minutes after worship begins to welcome late-comers

## ***Helpful Reminders***

- Smile and wave – you're the first impression for many guests.

## ***After Worship***

- Leader and 1-2 Parking Attendants should be ready to direct traffic exiting camp
- Assist with tear-down / help bring bins up the hill if available
- Return walkie talkie to Lead Greeter

# CATL GOLF CART DRIVERS

## ***Your Mission***

- Help guests safely get between the parking lot and worship area.

## ***When You Arrive***

- Check-in with **Lead Parking Attendant at 9:15a**
- Pick up walkie talkie from leader
- Review parking plan (leader has a map for reference)
- Set up wooden road sign and directional signs (from small shed)
- Help set-up crew bring bins down the hill

## ***As Worship Guests Arrive***

- Wait near Dining Hall sidewalk
- Offer rides to anyone who would benefit
- Drive on the road, not the walking path
- Use walkie talkies to communicate with parking attendants and greeters
- Be ready to move to Lot #4 (leader will direct the process)
- Stay in Parking Lot until 5 minutes after worship begins to welcome late-comers
- Park carts near Welcome Tent once worship begins

## ***Helpful Reminders***

- Drivers of older, white golf carts must be 16+ years old
- *Driver of the new, blue, 6-seater golf cart must be adults*
- Use folded seats on *old golf carts* or utility cart for supplies / trash
- Watch your starts and stops and communicate with riders
- Hospitality matters as much as transportation!

## ***After Worship***

- Provide rides back to vehicles
- *Pick up and return all signs to small shed – wooden and directional*
- Help transport supplies back up the hill
- Return Walkie Talkie to Lead Greeter
- NOTE: If it's a baptism Sunday, we'll need at least 1 Golf Cart driver to stay until baptisms are done.

# CATL LEAD WORSHIP AREA

## ***Your Mission – To Own the Worship Area Experience***

- Help the Worship Area and Welcome Tent volunteers feel supported and encouraged.
- Ensure the worship area is ready, organized, and welcoming for worship guests.

## ***Sunday Prep (arrive at Luther Crest no later than 9a)***

- Pick up Supply Bin (if applicable) from Lead Greeter
- Ask Golf Cart drivers to help bring supplies (from utility room behind Dining Hall or small shed) down to the worship area:
  - All large bins (#3 through #8)
  - Coffee & Water (from LCBC kitchen)
  - Welcome Tent (black bag) + Sandbag weights if windy
  - Tan Garbage Bins

## ***Sunday Worship Area Team Huddle (9:15a – Worship Area)***

- Welcome volunteers and facilitate introductions
- Coordinate chair trailer unloading, Welcome Tent, and table set-up
- Set out Blankets on the hill (if it's too windy, leave in buckets)
- Assign ushers and greeters for Offering (right away after announcements, recruit more people if needed, Blue Buckets) and Communion (1st Sundays, end of service)

## ***As Worship Guests Arrive***

- Welcome people and be available to answer questions or direct to Calvary Staff Members
- Be ready to look for extra chairs that can be pulled and set aside for late-coming guests

## ***During Worship***

- Coordinate offering (give bag to Lead Greeter once collected – no need to count / sort)
- Coordinate extra communion distribution, if it's the 1st Sunday

## ***After Worship***

- Oversee Trailer Packing
- Collect supply inventory sheet and 1st time guest forms from Welcome Tent
- Ensure coffee, water, blankets, and supplies are put away
- Help take down Welcome Tent and return bins to storage area
- Empty trash (dumpster) and stack trash bins

# CATL WORSHIP AREA / USHERS

## ***Your Mission***

- Prepare the worship space and help it run smoothly.

## ***When You Arrive***

- Check-in with **Lead Worship Area Volunteer at 9:15a**
- Help take bins, Welcome Tent, garbage bins, coffee and water down the hill

## ***Before Worship***

- Unload and set-up chairs and tables
- Help Welcome Tent as needed
- Be ready to welcome guests by 10:00 AM

## ***As Worship Guests Arrive***

- Offer a friendly greeting to people
- Help people find seating
- Assist with chairs or blankets as needed
- Distribute communion (1st Sunday)

## ***During Worship***

- Help collect offering (Blue Buckets – all rows and hills)
- Distribute extra communion, if it's the 1st Sunday

## ***Helpful Reminders***

- Put your phone away while ushering.
- Avoid long conversations with friends.
- Focus on worship guests, especially if someone looks lost or confused.
- Find the Lead Worship Area volunteer or a Calvary Staff Member if you have questions.

## ***After Worship***

- Pack trailer: Chairs, Long Tables, Small Tables
- Help Welcome Tent pack bins and return Dining Hall storage
- Pick up trash and empty garbage
- Shake off blankets (return dirty ones in Supply Bin to be washed at Calvary)
- Many hands make quick work—jump in wherever needed.

# CATL WELCOME TENT

## ***Your Mission***

- Answer questions, assist guests, and help the worship area run smoothly.

## ***When You Arrive***

- Check-in with **Lead Worship Area Volunteer at 9:15a**
- Help take bins, Welcome Tent, garbage bins, coffee and water down the hill

## ***Before Worship***

- Set-up Welcome Tent and tables and prep: Guest Forms / Pens, Gifts, Headphones (black basket), Activity Sheets / Crayons (black basket); Suckers (black basket), Coffee & Water, Cups, Coffee Supplies, Flyers if applicable (weather or VBS)
- Set-up 2 white round tables in the shade down the hill (2 Red Buckets w/ Activity Sheets / Crayons; 2 Red Buckets w/Suckers)
- Set out Blue Buckets for ushers (offering)
- Organize bins neatly under the tables
- Be ready to welcome guests by 10:00 AM

## ***As Worship Guests Arrive and During Worship***

- Welcome and assist people
- Refill supplies as needed
- Have 1 volunteer stay at the Welcome Tent at all times

## ***Helpful Reminders***

- Put your phone away while at the Welcome Tent.
- Avoid long conversations with friends.
- Focus on worship guests, especially if someone looks lost or confused.
- Ask guests to fill out forms, but don't pressure them.
- Write down any important comments or concerns guests share.
- Find the Lead Worship Area volunteer or a Calvary Staff Member if you have questions.

## ***After Worship***

- Welcome 1st Time Guests (forms, gifts) – please make sure handwriting is legible
- Collect guest forms – give to Lead Greeter
- Complete inventory sheet – give to Lead Greeter
- Return supplies to bins and return to Dining Hall storage
- Many hands make quick work—jump in wherever needed.