

## **Scheduling Meetings & Events at St. Johns**

All events related to the life the church should be part of the church calendar regardless of the meeting location. Meetings and events that are not on the church campus may be set up by group leaders in Realm for planning and to track engagement.

Standing meetings of committees, panels, boards, etc. set annually will be input by the church office and assigned a room based on group size. Group leaders must contact the church to request these meetings be virtual only or a hybrid meeting and a Zoom option added. Any changes or cancellations of regularly scheduled meetings should be communicated to the church office. The administrative staff can now create Zoom meetings.

If you or your group are offering an event that will require registration, or payment, or people outside of one group, contact the church office to create a registration event.

Attendance at all church events should be collected. When meeting at the church, utilize a check-in station in the lobby. When meeting off site or virtually, a leader will need to mark attendance in Realm. Hybrid meetings will require a group leader to mark attendance for those not present in person.

**June/July** – Fellowship Meetings & Special Interest groups may meet in Broach Hall (100) or the Lounge (25). See below for how to request a meeting/event.

**August & Following** – Contact the church office to schedule all meetings and events not part of the typical church calendar. Off-site events may be held if they are set up in Realm.

### **For groups that are requesting to meet at the church:**

1. Contact the church office and speak to Jacquelyn to reserve a meeting room. You may do so by phone or email. The only meeting rooms available in the summer of 2021 will be Broach Hall and the Lounge. Please notify the staff if you would like to have a hybrid meeting of in person and Zoom\*.
2. Within one business day the church staff will create the event for your group in Realm and Zoom (if necessary, for hybrid meetings).
3. Group members will be encouraged to RSVP to the group event via Realm or contact the church office to do so on their behalf.
4. The group leader may make edits to details about the event in Realm and change some information for fellowship needs.

5. On the day of the meeting/event, all attendees will check-in at the kiosk at the main entrance or outside their reserved room for meetings at the church. For off site events, group leaders should enter attendance at that time or within 3 following days.

*\*The church staff will create a Zoom meeting when requested but the group must supply their own hardware to share out the meeting from their meeting space to those who are off site.*

***Groups are responsible to return the space they used to the condition they found it. Return furniture to the original confirmation, remove trash, and sweep the floor unless special arrangements have been made.***