

# FBC - Hall Monitor Guidelines

## Dress Code:

1. Dress pants or dress khaki pants.
2. Button up shirt or polo shirt.
3. **No jeans or t-shirts.**

## Hall Monitor Responsibilities:

### **A. Front Hall – 204 Atkinson Street**

1. Monitor the front lobby, front parking lots frequently.
2. Lock the front door after the first congregation song has finished.
3. Notify all hall monitors to be sure and lock all doors.
4. Monitor the security cameras via iPad.
5. Conduct radio checks.
6. Contact the Main Street hall monitor when the 11:00 Sunday morning service and Wednesday night services are closing.
7. **Do not leave the Front Hall until all monitors have reported back.**

### **B. Back Hall**

1. Monitor the back hallway and parking lots between the auditorium and gym and behind the auditorium periodically. Notify Front Hall when you leave the building to check the parking lots or will not be in the back hall.
2. Lockdown both doors (push bars) in the back hall after the first congregation song has finished.
3. Notify Main Street monitor when people are headed to the Main Street building.

### **C. Main Street – 911 West Main Street**

1. Monitor the Main Street hallways and the parking lots around the building.
2. Lock all doors five minutes after the service has started (deadbolt on the front door to remain unlocked).
3. Notify Back Hall monitor when people are headed to the Auditorium building.
4. When notified by Front Hall the service in the Auditorium is closing, ring the bell for three seconds to let the teachers know to close out their lessons.
5. When notified by Front Hall the service in the auditorium has dismissed, ring the bell for two seconds, pause and ring the bell for two more seconds. This will let the teachers know they can dismiss their classes. If a class has a function in the Fellowship Hall, notify the teacher/monitor that is with the class.
6. The hall monitor should not allow any bus kids to exit the building until the bus captain and driver are on the bus. At least two adult should be on the bus before any kids are allowed on them.
7. **The hall monitor should not leave the building until all the kids/teens have left the building.**

### **D. GYM Lobby (Sunday School Only) – 208 Atkinson Street**

1. Monitor the lobby entrance and the parking lot in front of the gym.
2. Lock the front door five minutes after the service has started and remain at the doors. If it is required that you leave the area by the doors, be sure to unlock the door.
3. Verify that a Sunday school teacher will lock the building and if needed wait with them.