

Sunday Readiness Worksheet

A self-guided readiness snapshot for ministry leaders.

A) Authority & Communication Structure

- Primary Leader (pastor/staff) is clearly identified.
 - Safety Lead / Sunday Coordinator is clearly identified.
 - Children's Ministry Lead is clearly identified.
 - Volunteers know: **who to notify first**.
 - Communication remains: **clear, brief, factual**.
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B) Sunday Zones & Presence

- Exterior / Parking coverage exists.
 - Lobby / Welcome coverage exists.
 - Worship Center coverage exists.
 - Kids zone hallway/check-in coverage exists.
 - Volunteers remain relational and approachable (not confrontational).
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C) Child Protection & Reunification Readiness

- Check-in/out is consistent (no casual exceptions).
 - Restroom procedures are defined.
 - Parent communication flow is clear during disruptions.
 - Hallway flow/access is controlled during reunification.
 - Child release verification is required every time.
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D) Medical Readiness Basics

- AED and supplies are known and accessible.
 - Medical response steps are understood (recognize/report/respond/refer/recover).
 - "When in doubt, call 911" is practiced.
 - Crowd/space management is calm and supportive.
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E) Scenario Response Protocols

- Medical incident.
 - Fire / evacuation.
 - Missing child.
 - Suspicious behavior (observe + report, don't confront).
 - Agitated/disruptive person (calm + notify staff early).
 - Severe weather (shelter flow + calm communication).
 - Active threat posture understood.
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F) Recovery, Documentation, and Follow-Through

- Incident documentation is expected and simple.
 - Debrief occurs after disruptions.
 - Improvements are made one step at a time.
 - Volunteers and affected families are cared for pastorally.
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Your Top 3 Risks to Address in the Next 30 Days

1. _____
2. _____
3. _____

Your Top 3 Improvements That Cost \$0

1. _____
2. _____
3. _____

Ownership (who will ensure it gets done)

Owner for #1: _____
Owner for #2: _____
Owner for #3: _____

Guardrail:

These tools exist to strengthen calm Sunday clarity and child protection.