PARKING HOSTS

DAYBREAK HOST TEAM



OUR PURPOSE

The Host Team exists to help people move from the street to their seats by creating clear, intentional, and welcoming pathways for every person to feel seen, known, and loved here at Daybreak.

OUR WHY

We are not just volunteers.
We are hosts welcoming people to our home, creating memorable moments, and sharing the love of Jesus with others.

OUR WIN

We hope that every person who walks onto our campus feels seen, welcomed, and invited into the community.

We know we're winning when:

- Guests feel welcomed and at home.
- New people come back and Daybreakers take their next steps
- Our team enjoys serving together
- We're growing together

OUR IMPACT

- **People feel seen** - A simple smile or greeting reminds someone they matter.
- **Anxiety turns into comfort** - guests go from unsure to at ease within minutes.
- **Barriers are removed** - Friendly help and direction make it easier to engage.
- **Guests come back** - First impressions often determine if someone returns.
- **People encounter God** - When hearts feel safe, they're more ready to receive.
- **Moments turn into life change** - A warm welcome can be the first step in someone meeting Jesus.
- **The lonely are invited into community** - A moment of kindness can lead to an unexpected friendship.
- **The church feels like family** - Hospitality turns a service into a relationship.

CARLSBAD

The Role and Responsibility

Parking Hosts are the first impression that guests encounter on a Sunday morning. They direct vehicles and pedestrians coming onto the campus to provide a safe and welcoming experience for first-time guests, visitors, and regular attendees.

- 8:00a Service: 7:15am - 8:15am - 3 people*
- 9:45a Service: 9:15am - 10:15am - 4 people*
- 11:30a Service: 11:00am - 12:00p - 3 people*
  (*ideal)

Let us know in advance if you are unable to attend at your scheduled time.

- Check-In prior to serving and grab your name tag from our Volunteer Check In. Wear your name badge every week *(Name tags are kept in the parking bin in storage)*.
- Dress modestly.
    - Since the parking team is on their feet outside most of the time that they are serving, team members are encouraged to wear comfortable shoes.
    - Do not wear clothing with tears or holes in it.
    - No tank tops or tight shorts.
    - For sun protection team members are encouraged to wear hats, sunglasses, and sunscreen. Sunscreen is in the storage bin along with the reflective vests.

Service Tasks

- Parking will be equipped with a Walkie Talkie to communicate with teammates about open and full lots, incidents, and positions. They can also communicate with our Safety Team members.
- The first service shift is responsible for placing all signage in their respective places. *(see below for signage and set up notes)*.
- The last service shift is responsible for collecting all signage and cones from the lots and returning them to the cart and into the storage room *(see below for signage and set up notes)*.

Parking Guidelines

- Direct New Guests and Handicap guests into the middle parking lot, small vehicles into the compact spots in the upper lot when possible and large vehicles to the side drive and larger parking spots when able.

- Parking along the side drive: Put out the 7 cones for the spots along the side drive near the curb in the LL. These are for the 7 curbside spots near Ambrosia along the south property boundary. Having these cones in place is important for your safety because of the 2-way traffic. Ultimately you will remove these cones and let people park in these spots as you are wrapping up around 11:40 am.
- 10 min before each service, send a bunch of cars to the Upper Lot. This really helps when we get to 10 minutes into service as then there will still be some spots in the LL for the late arrivers.
- **Please DO NOT park people:**
    - In front of Playground - EMERGENCY VEHICLE HAZARD
    - In front of the Dumpster in LL - EMERGENCY VEHICLE HAZARD
    - Last 2 spots along red curbs near Ambrosia Ln

Procedure

- **If 2 Teammates**
    - Both Teammates start their shift in the LL until it is full and then the team will put out the "Lot Full' Signs and move to the UL - one stationed near Fisherman Dr and the other parking compact cars and manning the aisles nearest to the building
- **If 3 Teammates**
    - Two Teammates start their shift in the LL until it is full and the other goes to the top of the side drive to help direct smaller vehicles into the compact spots and larger trucks onto the side driveway (8:30a service) or to the Fisherman Entrance to direct traffic from Redeemer, Fisherman, and out of our parking lot (10:00a and 11:30a). After the LL team puts out the "Lot Full' Signs, one will stay down there to usher cars into spots that become available or direct traffic up. The other will move to the UL near Fisherman Dr to help direct traffic to and from the UL and out of the Redeemer Lot (8:30a), and at the 10:00a and 11:30a services this teammates will go to park compact cars since a teammate will already be up by Fisherman.
    - When the lot becomes full, communicate alternative parking options to guests
- **If 4 Teammates**
    - Two Teammates start their shift in the LL until it is full, one will go to the top of the side drive to help direct smaller vehicles into the compact spots and larger trucks onto the side driveway and the last will be nearest to Fisherman drive to help direct traffic into the UL and the Redeemer Lot. After the LL team puts out the "Lot Full' Signs, one will stay down there to usher cars into spots that become available or direct traffic up.

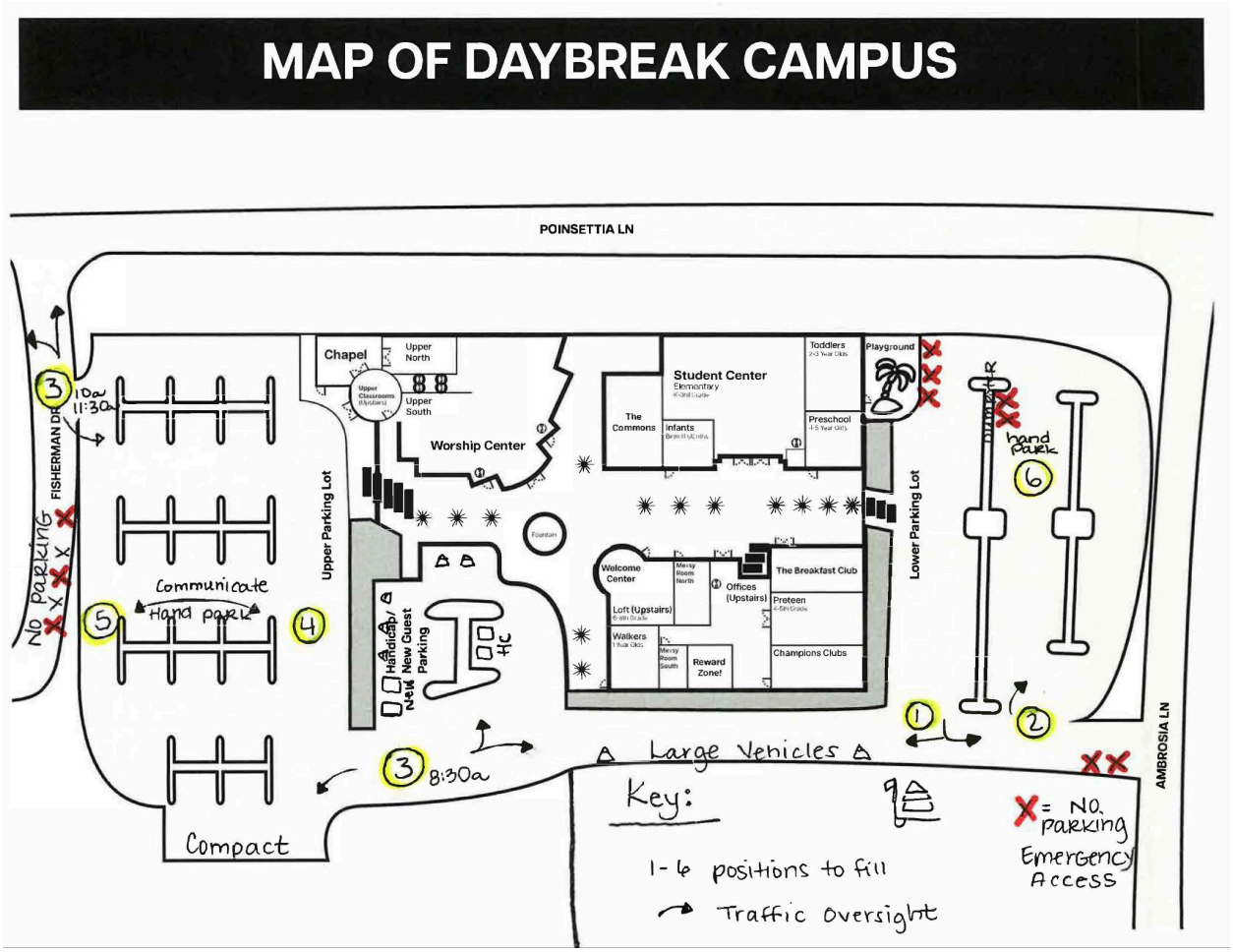
    - The other teammate will move from LL to the Fisherman Entrance to direct traffic from Redeemer, Fisherman, and in/out of our parking lot
    - The teammate that was on the side drive will partner with them by overseeing aisles nearest to the buildings - communicating and directing traffic to available spots
- **If 5 Teammates**
    - Two Teammates will oversee the LL and restrict cars from "No Parking Zones". One will be assigned to help Fisherman and Redeemer cross traffic, and Two will be assigned to the UL at the top and bottom of the aisles to hand park compact cars and fill spots in each aisle one by one.
- **If 6 Teammates**
    - Two Teammates will oversee the LL and restrict cars from "No Parking Zones". One will be stationed on the side drive directing large vehicles, handicap and new guest parking. One will be assigned to help Fisherman and Redeemer cross traffic, and Two will be assigned to the UL at the top and bottom of the aisles to hand park compact cars and fill spots in each aisle one by one.

Set up and Signage

- Use the large cart to transport signage from storage to their respective places.
- Use the cone cart to bring 12-15 cones into the lower lot and stage it on the sidewalk near the amphitheater.
- 2 Handicap Signs - lower center spots in middle lot
- 2 New Guest Parking Signs - far upper left spots in middle lot
- 8 Blue Handicap cones - in the 8 additional spots in middle lot
- Redeemer By the Sea Parking Only, No Daybreak Parking Beyond this Point Sign - center of the closest speed bump in Redeemer Lot
- Add 6 orange cones on speed bump (3 on each side)
- Put the 2 "Lot Full" signs for the Lower Lot (LL)
    - When needed, Lot Full signs should be placed in the center of the road where highly visible, but still allowing traffic to come in/out as necessary.
- Put out 2 "Lot Full" signs for the Upper Lot (UL)
- Put out the 7 cones for the spots along the side drive near the curb in the LL.
- All the above cones/signs go into storage
- 3 cones go in front of the playground
- 2 cones go in front of the dumpster

Important Parking Notes

- We have been allowed additional parking in the Redeemer by the Sea Parking Lot.
    - When this lot is not in use, it will be chained off and can be unlocked by Jeff Myers or the Redeemer Team.
    - We can park up until the first speed bump in the lot, allowing us an additional 60 parking spots.
    - We are not to allow our guests to park any further in the lot.
    - We are not to allow our guests to drive through their parking lot.
- "No Church Street Parking" on Fisherman Drive.
    - If applicable, please do not engage any complaints or feedback from our neighbors, simply thank them for their feedback or apologize for any inconvenience, and have them direct any concerns to info@daybreakchurch.org or to call the office at 760-930-7773
- ADDITIONAL parking available:
    - Ambrosia Lane
    - Aviara Park
    - Blackrail
    - Aviara Oaks Middle School (AOMS) for special events when we shuttle.



Radio Basics
Simple Guidelines

- Identify yourself first – start with who you are, what team you are on. Identify who you are calling when necessary
- Keep messages short and clear.
- Listen before speaking to make sure the channel is open.
- Do not interrupt unless it's an emergency.

Common Radio Terms

- Go Ahead – you can speak.
- Standby – wait a moment.
- Roger – message received.
- Affirmative – yes.
- Negative – no.
- Say Again – please repeat.
- Over – I'm done speaking, your turn.
- Out – conversation finished.
- Break **Repeated 3 times** – emergency interruption.

MEADOWLARK

The Role and Responsibility

Parking Hosts are the first impression that guests encounter on a Sunday morning. They direct vehicles and pedestrians coming onto the campus to provide a safe and welcoming experience for first-time guests, visitors, and regular attendees.

- 9:00a Service: 8:15am - 9:15am - 3 people

Let us know in advance if you are unable to attend at your scheduled time.

- Check-In prior to serving, grab a quick bite to eat, and a name tag.
- Get a name badge from our Volunteer Check In and wear your name badge every week (Badges are kept in the parking bin in storage)
- Dress modestly.
    - Since the parking team is on their feet outside most of the time that they are serving, team members are encouraged to wear comfortable shoes.
    - Do not wear clothing with tears or holes in it.
    - No tank tops or tight shorts.
    - For sun protection team members are encouraged to wear hats, sunglasses, and sunscreen. Sunscreen is in the storage bin along with the reflective vests.

Service Tasks

- Parking will be equipped with a phone app called Zello that allows teammates to use their phones as a Walkie Talkie to communicate with teammates about open and full lots, incidents, and positions. They can also communicate with our Safety Team members.
- The first service shift is responsible for placing all signage in their respective places. (see below for signage and set up notes).
- The last service shift is responsible for collecting all signage and cones from the lots and returning them to the cart and into the storage room (see below for signage and set up notes).

Parking Guidelines

- We have about 85 spots in the lot and 25 on the street.
- Direct New Guests and Handicap guests into the spots immediately surrounding the patio.
- Direct guests in the second entrance to flow around the perimeter to the front of the lot and fill front to back. Guests will exit in one direction, out the nearest entry way.
- There are roughly 12 parking spots behind the Worship Center that can be used in emergency or on holidays where additional parking is necessary
- **Please DO NOT park people:**
    - In front of Playground or Worship Center - EMERGENCY VEHICLE HAZARD
    - In front of the Dumpster - EMERGENCY VEHICLE HAZARD

Procedure

- **If 2 Teammates**

    - One teammate will be at the entrance welcoming and guiding the cars in with a smile. The second will be at the far end of the lot, continuing to signal to cars that they can drive through to the front. This teammate will be responsible for keeping an eye on available parking spaces.
    - When full, put a LOT FULL sign out near the lot entrance. Encourage guests to street park.
- **If 3 Teammates**
    - One teammate will be at the entrance welcoming and guiding the cars in with a smile. The second will be at the far end of the lot, continuing to signal to cars that they can drive through to the front. This teammate will be responsible for keeping an eye on available parking spaces.
    - Another teammate will be located at the back left of lot and directing cars in, one spot after another
    - When full, put a LOT FULL sign out near the lot entrance. Encourage guests to street park.
- **If 4 Teammates**
    - One teammate will be at the entrance welcoming and guiding the cars in with a smile. The second will be at the far end of the lot, continuing to signal to cars that they can drive through to the front. This teammate will be responsible for keeping an eye on available parking spaces.
    - Another teammate will be located at the back left of lot and directing cars in, one spot after another
    - Another teammate will be located at the front left of the lot and directing cars in, one spot after another. Teammates will hand park vehicles and communicate with one another row by row.
    - When full, put a LOT FULL sign out near the lot entrance. Encourage guests to street park.

Set up and Signage

- There should be traffic barricades put up in the parking lot near the Worship Center
- Put 4 cones to distinguish the flow of traffic as one way and designate separate entry/exit.
- Use the “Lot Full” sign when necessary at the entrance to the lot.
    - When needed, Lot Full signs should be placed in the center of the road where highly visible, but still allowing traffic to come in/out as necessary.

Important Parking Notes

- If applicable, please do not engage any complaints or feedback from our neighbors, simply thank them for their feedback or apologize for any inconvenience, and have

them direct any concerns to info@daybreakchurch.org or to call the office at 760-930-7773

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