

Small Group Attendance & Contact Sheet

St. James Lutheran Church asks that all groups meeting within our building facility complete an attendance and contact sheet for each meeting that occurs in the building. In the case that a participant contracts COVID-19 or becomes in contact with a person who has been diagnosed with COVID-19, we ask that the participant contact Katy Clowney, Church Administrator (kclowney@stjamesgettysburg.org; 717-334-2012 x 201).

By completing and submitting this attendance and contact sheet at each meeting, St. James staff will be able to effectively and efficiently notify others.

Group Leaders: Feel free to use this document to create a template for your regular meeting participants and their contact information and bring a copy to your meeting. Record the attendance, adding individuals not already on the sheet. Please then put the completed contact sheet in the mailbox outside the church office at the conclusion of your meeting.

Group Meeting: _____ **Date:** _____ **Group Leader Name & Phone:** _____

	Participant's Name	Phone	Email	In Attendance?	
				Yes	No
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

	Participant's Name	Phone	Email	In Attendance?	
				Yes	No
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					