

RETURN TO CHURCH COMMITTEE MEETING

April 17, 2021 @ 4:05 PM

I. CALL TO ORDER AND OPENING PRAYER: Callis Rowe

II. ROLL CALL: Lilian Baker, Lydia Dixon, Victoria Kibler, Jun Munalem, Sam Palomero, Joy Palomero, Callis Rowe, Ken Smith

III. APPROVAL OF MINUTES:

MOTION: Approve Return to Church Committee Meeting Minutes on October 20, 2020

ACTION: Unanimously approved by all members present.

IV. SUPPLIES CURRENTLY AVAILABLE:

Covid 19 Questions Laminated Sign
Infrared Thermometers x2
Ultraviolet Sanitizer Lamp x1
Touch Free Sanitizer/Soap Dispensers x4

IV. GUIDELINES FOR REOPENING AND RETURNING TO CHURCH BUILDINGS REVIEW
(See Attachment of Revised Version)

Corrections/Additions:

1. Omit #1 (Amenities, Bulletins and Hand Sanitizer) on Restrooms. Restrooms will be used.
2. Slowly phase in use of microphones in # 5 (Worship Services)
3. Available masks will be provided as needed by greeters (Staff: Greeters and Volunteers)

V. MISCELLANEOUS:

1. Lilian Baker will check on streamlining on You Tube using cell phone.
2. Victoria Kibler and Joy Palomero will be in charge of giving in service to volunteers and greeters
3. Initial greeters: Lilian Baker, Victoria Kibler, Joy Palomero and Ramel Oviatt
4. Jun Munalem and Del Munroe will be in charge of security cameras
5. Purchase another UV Sanitizer Lamp as already decided and approved.
6. Sam and Joy Palomero will be in charge of setting up the Ultraviolet Sanitizer before and after use of the church and putting up and breaking down of church sign for Worship Services

7. Two restrooms will be available for use in the main church building and one in the Fellowship Hall.
8. Volunteers for cleaning up are Gil, Victoria Kibler, Lilian Munalem and Lilian Baker
9. Sam Palomero will check on possible cost for deep cleaning help on Fridays.
10. Suggested start date: May 15, 2021. A survey will be sent out to members regarding this.
11. Committee will report regarding items discussed including suggestion for start date on Leadership Meeting on May 2, 2021 for approval.

VI. CLOSING PRAYER: Ken Smith

VII. ADJOURNMENT: 5:57PM

GUIDELINES FOR REOPENING AND RETURNING TO CHURCH BUILDINGS

TABLE OF CONTENTS

- Preparing Your Church
- Service Times and Locations
- Worship Services
- Amenities
- Staffing and Volunteers
- Sabbath School/ Small Groups
- Preschool/Children
- Choirs and Orchestra
- Tech Teams

As our church reopens, we encourage you to follow and consider these guidelines. These are considerations, not mandates.

BE INFORMED

Know the risk factors for the virus. This can help you make decisions on staffing, volunteers, and whether you will return sooner or later. For example, those with preexisting conditions and those over 65 years old are at higher risk of experiencing worse symptoms than others if they contract the virus.

Poll your congregation on their expectations. Be in constant communication. Also know that there is no rush to return to the building. You can continue doing online services or drive-in church if your congregation is still experiencing anxiety and fear.

PREPARE YOUR CHURCH

1. Deep clean your entire church. Where will germs be transferred? Consider sanitizing pews, bathrooms, doorknobs, light switches and microphones.
2. Use chemicals and disinfectants as directed and allow for the proper dry times.
3. Pay attention to the preschool and children's areas. Consider removing everything nonessential from the room to limit surfaces for potential contamination and do a thorough cleaning in between uses.
(Please see the preschool/children section for more information to consider).
4. Remove Bibles, hymnals, pens, information cards, etc. from the backs of chairs/pews.
5. Post signs about not shaking hands and doing non-contact greetings. You can promote the hashtag #itsoktosmileandwave.
6. Consider placing some kind of block/s in your sanctuary or classrooms to ensure social distancing.
7. Tell your congregation through flyers on the doors, email and social media about how you've prepared the church for their arrival. Be sure to use the words "clean, safe, and mindful of health needs and issues in preparation for a "non-touch experience" or something similar. Also say that if they are sick, then they should not be present and can join online instead.

SERVICE TIMES AND LOCATIONS

1. Keep an online meeting option for those who are afraid or unable to attend your service in person. Many churches have seen a spike in engagement since their online presence has increased. Capitalize on it!
2. Determine how many volunteers you have available to assist. Limit volunteers to those who do not have preexisting conditions and those who are under 65 years old.

WORSHIP SERVICES

1. Celebrate the return! Hopefully you have some time to plan a Comeback Service. Encourage praise, provide times of testimony, and a sermon that spurs people to embrace life changes God has revealed to them during the quarantine.
2. If your people are from the same household, they can sit together. Consider spacing out other groups. (See the preparation section).
3. Remember to avoid handing out bulletins, and instead project all announcements on screens. Also, do not allow people to come by and pick up bulletins out of stacks.
4. Change the way you offer communion. Avoid passing a plate or bowl. There are combined elements of communion available that can be picked up as people enter- but make sure that people are not picking from a deep bowl.
5. Avoid passing microphones on the stage. Have sanitizing wipes available for cleaning after each use. (Use of microphones will slowly be phased in).
6. You may consider not using choirs/or praise team in worship services.
7. Continue offering online giving options. Have stations in the church where people can drop offerings instead of passing a plate.
8. Come up with a fun way to greet others in a no-contact way.
9. Clean the pulpit after each use.
10. Consider dismissing in an orderly way to ensure there is social distancing.

AMENITIES, BULLETINS AND HAND SANITIZER

1. Do not hand out bulletins. Do not allow people to come by and pick them up out of stacks.
2. We recommend withholding potlucks or group meals at this time. You can stay attuned to the guidelines to know when is best to reintroduce these services.
3. If you choose to keep your restrooms open, be sure to post signs about washing hands in bathrooms with appropriate guidelines to doing so.
4. Display hand sanitizer throughout the church.
5. Masks are required for church attendance. Families will supply own masks. Available masks will be provided in the foyer as needed.

STAFF: GREETERS AND VOLUNTEERS

1. Provide security and enlist ushers to be both inside and outside greeters. Instruct them on how to greet post-quarantine: **NO** hand shaking or hugs.
2. Ensure doors are propped open or have the greeters hold them open.
3. Greeters and volunteers should be able to answer questions on procedures and policies upon the return to the building. Train them beforehand if possible.
4. If your bathrooms are open, have greeters monitor the bathrooms to ensure hands are washed and social distancing is followed.
5. Consider a temperature check on all staff and volunteers.

SABBATH SCHOOL AND SMALL GROUP

1. Have church members enter the building and immediately go into the worship service . to be seated. (For more information, see the “Worship Services” section)
2. When conducting multiple Sabbath schools or small groups, please see previous point.
3. If you do have a class, please know you should clean the doorknobs, water fountains, and other high traffic areas in between uses.
4. Have a plan for your leaders and teachers. Will they discuss what God revealed to them in the quarantine? Will you encourage a prayer and praise time?

PRESCHOOL AND CHILDREN

1. The American Academy of Pediatrics recommends that children 2 years of age and under do not wear masks or face coverings. Please keep this in mind as you decide.
2. Limit leaders in the preschool and children’s areas to those who do not have pre-existing conditions. Also, limit leaders to those under 65 years old.
3. Have extra volunteers to help in the preschool ministry where some children may suffer from separation anxiety after only being with parents for a long time
4. Have only one person handle child check in stations and do not pass the check-in device. A sign will be placed on the fellowship hall door to remind children and parents to have their temperatures checked before entering.
5. Have a checklist of what’s been cleaned and when in each room.
6. Develop a list of procedures for your volunteers. Train them on this list through Zoom prior to the first meeting.

CHOIRS, ORCHESTRAS, PRAISE TEAMS, ETC

1. Praise Teams: Do not use the full team. Consider rotations.
2. Wipe down music stands and microphones after use.

TECH TEAMS

1. Clean microphones, headphones, computers, laptops, etc after every use. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are best.
2. Rotate your tech team, if possible. Again, encourage those who feel sick or run down to not come into the service.
3. Keep using the online services. *Facebook* may be more accessible as many people have accounts, but consider other options like You Tube for those who'd like to watch on their smart TVs.
4. Add in text on screens through projectors if you haven't already. This may be a good opportunity to do so. Secure a CCLI license for copyright compliance if you do.