

Sunday Morning Worship Re-Entry Plan

Topic	Discussion	Action Items	Person Responsible/When
SPRT team and volunteer schedule and arrival	SPRT team requested to arrive at 8:30-8:45am. Need to develop weekly and monthly schedule to insure enough people are available to Implement the plan.	The team will work together to create an ongoing schedule	SPRT
HVAC and MERV System	The system needs to be turned on as soon as the building is opened for maximum effectiveness.	All SPRT team members should be trained to turn the system on and off.	Persons will be identified each week
Members and guests must RSVP for Sunday Service	Members will be required to RSVP to the church office no later than Friday by 12 noon each week with the names of who will be attending Sunday service. Families must arrive together for group seating.	The church office will print out four copies of the list weekly, three copies will be placed at the front entry way and one copy at the rear door for handicapped access. Lists will be used to check off members and guests as they arrive to facilitate speedy access.	Sister Watkins and Sister Walker on Friday by 4PM. Sister Garret will coordinate transportation.
Framework CDC Guidelines	Universal Approach will be implemented. Vaccinated and Unvaccinated people will be together. All attendees to always wear masks in the Sanctuary, restrooms and any indoor room on the church campus and maintain a minimum of 3 ft. social distancing.		SPRT

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Entering the Church for Service	<p>As members and guests arrive for service, they will enter the door at the front of the building on the piano side designated for entering only. Two tables will be set up to facilitate screening process. Once they enter and have been screened, they also will be asked to answer yes or no to the following questions:</p> <ol style="list-style-type: none"> 1. Are you sick today? 2. Have you had COVID-19 within the last 14 days? 3. Have you been exposed to anyone with COVID-19 within the last 14 days? 4. Do you have any symptoms of COVID-19 in the last 14 days? If anyone answers “yes” to any of the questions, they should not enter the sanctuary. <p>How do we handle members and guests that have not RSVP’d?</p>	<p>Members of the Healthcare Ministry will be primarily responsible for screening activities. Minimum of five people required: Front door-one for security, and two for screening. Back door-one for security, one for screening. Usher Board, Helpers, Welcome Ministry along with the SPRT will assist as needed in getting members and guests safely through this process.</p>	<p>Persons will be identified each week</p> <p>Scheduling HealthCare Ministry.</p> <p>Deacon Harris will be responsible for scheduling Security.</p>
Seating arrangements during Worship Service	<p>Once members and guests have completed the screening process, they will be escorted into the sanctuary by the Ushers/identified persons where they will be seated. Seating will start in the middle section at row 4 then skip 1 row and continue the process. The side sections will seat every other row. We will utilize the balcony and seat every other row as well as the choir stand where we will start seating on the second row and skip a row and so on. The praise team will sit on the first row in the middle</p>	<p>Ushers will be primarily responsible for seating. If we get any walk- in guests, we will follow protocol and we will utilize the last two rows of either side sections and seat them accordingly using 8 seats in all.</p>	<p>Sister McLauchlin will be responsible for scheduling ushers. Balcony needs to be marked. When will this be done on a weekly basis?</p>
Use of Rest Room Facility	<p>The rest rooms behind the pulpit will be in use ONLY.</p>	<p>The lower level remains closed</p>	

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Order of Service will be	<ul style="list-style-type: none"> • Praise and Worship • Invocation • Welcome • Corporate Prayer (All will be asked to stay at their seats however they can stand if they wish). • Sermonic Selection • Sermon • Invitation to Discipleship • Announcements or Remarks • Offering and Benediction 	<p>Anyone wanted to join will be asked to raise their hands and a member of the Deacon Board will give them a form to complete.</p> <p>Plan A- As people exit the sanctuary have them put their offering in a basket.</p> <p>Plan B- Have Security hold basket at the door when they exit</p>	
Praise and Worship	First two rows on the organ and piano sides will be reserved for the Praise and Worship Team.		Sister Richardson will work with the Choir Director, Praise and Worship team and Musicians.
Invocation			
Communion on first Sunday	Members will pick up the elements at the door and take their seat	Deacons will stand at the top of the stairs and pass out the elements to the attendees before the Ushers seat them.	Deacon Richardson and Deaconess Andrews will coordinate
Welcome			
Corporate Prayer	All will be asked to stay at their seats however they can stand if they wish		

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Invitation to Discipleship		Anyone wanting to join will be asked to raise their hand.	A member of the Deacon Ministry will give them a form to complete
Collection of Tithes and Offerings	Offering will be obtained during the exit process. Attendees will put tithes and offerings in the container.	Plan A- As people exit the sanctuary have them put their offering in a basket. Plan B- Have Security hold baskets at the door when they exit.	Deacons, Ushers and Security will coordinate
Exiting the building after Service	At the end of service, Pastor/ Pastor Designate will announce that the exit from the building will be under the direction of the Ushers. We will exit the building using the two front door exits and one rear exit for the handicapped only. Attendees will exit first from the middle row and alternate with the side rows. The ushers or member of the other team listed above will assist in making our exit process as safe as the entry process.		Ushers will be assigned for the exit plan.