

Faith in Action!

**MBC Officers' Re-opening Orientation
June 27, 2020**

Agenda

- 1. Safety Announcement**
- 2. Objective**
- 3. The Journey**
- 4. Worship Service Activities:**
 - a) Seating Plan**
 - b) Seat Reservation Process**
 - c) Entering & Exiting Sanctuary**
 - d) Restroom Usage**
 - e) Tithes & Offering Collection**
- 5. Cleaning & Disinfecting**
- 6. Utilization of Church Space**
- 7. Summary - Major Changes in the Worship Experience**
- 8. A Few More Things**
- 9. New Additional Safety Announcement**
- 10. Are You Ready to Return?**
- 11. Appendix**



From the Safety and Security Ministry:

Emergency Information:

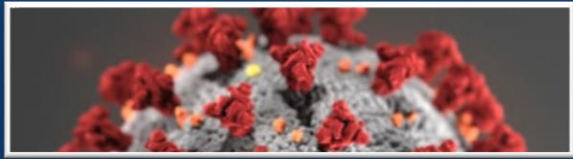
- **In the event of an emergency, Macedonia has two members designated to dial 911. No need for numerous people to do so.**
- **In case of fire, please exit through the nearest door and proceed to Wilson Avenue (front of church) to receive additional directions.**
- **At each service/program held at Macedonia, someone trained in CPR (cardiopulmonary resuscitation) is present.**

Objective

The purpose of this meeting is to familiarize church officers with the changes and processes necessary to operate in the “Re-opening” phase of the COVID-19 pandemic.

The material was compiled to inform and train church leadership so they can be ready when the church building is again available for congregational worship and other activities in “doing ministry”. This session will also include a brief journey from “Slow the Spread” to “Re-opening”.

Ultimately, the hope is that this information will also be shared with members of ministries, as well as the congregation on a whole, so they can appreciate the level of preparation underway and feel safe and confident coming back to the MBC congregational worship experience.



Coronavirus/COVID-19 →

Slow the Spread

As Things Re-Open What Do You Need To Remember?

People of color are more “at risk.” Don’t let your guard down! Continue to:

- **Practice social distancing – no closer than 6 feet to people outside your home.**
- **Sanitize/Wash your hands for, at least, 20 seconds and keep unclean hands away from your nose, mouth and eyes.**
- **Wear a face covering when in public space.**
- **STAY HOME if you feel sick!!**

For additional information go to:

www.macedoniaofalbany.org/COVID-19InformationandResources



Assessing...Preparing

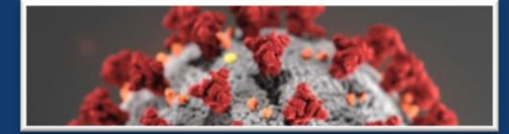


Church/Ministry Leaders & COVID-19 Workgroup

- Pastor has held frequent ZOOM meetings with church/ministry leaders and the COVID-19 Workgroup members.
- Under Pastor's leadership all ministries assessed how effective the work of the Workgroup has been during "Slow the Spread" phase. Final assessment analysis shared with church officers so they can implement suggested actions.
- Pastor ensures everyone's minds, bodies and spirits are of one accord guided by God, and emphasizes that God has given us the wisdom to determine how to use all available information in designing how best to do ministry and to worship during this time.



Re-opening



- Macedonia has never been closed. We livestream our worship services, and communicate via E-News, Weekly Updates, and our COVID-19 Workgroup. Our ministries meet via tele- and videoconferencing. Members call/text/email one another. This is how we have shown love for one another. (*Read Thessalonian 2:16*)
- Each ministry has developed a “Re-opening Plan” for how the ministry will function taking into consideration all health and safety practices, especially social distancing, face masks and hand cleanliness. Ministry will be different for the foreseeable future. We will all have to learn new ways and make cultural and operational adjustments.



Pre-COVID-19 → **Slow the Spread** → **Re-opening**

Operating Conditions	Unrestricted	Restrictions	Less Restrictions		Minimum Restrictions
Period	Pre-COVID-19	Slow the Spread	Reopening		Vaccine
Strategy					
Unrestricted					
Restrictions		Reopening Continues until a Vaccine is Available to all			
Reopening					

Seating Plan

To meet social distancing guidelines and provide a smooth & efficient flow of congregants into and out of the sanctuary, there is a seating plan:

- 1. Please DO NOT MOVE CHAIRS! The chairs are set in observance of social distancing guidelines.**
- 2. Sanctuary - The ushers will direct you to seats appropriate for your group.**
- 3. Balcony - has flexible seating. Remember, 3 chairs = ~6 feet = space between household groups. Select the seats your group needs and allow 3 seats between your group and the next group.**

New Sanctuary Seating Plan



Seat Reservation Process

We are currently having only one weekly worship service on Sunday at **11:00 a.m.** Everyone who comes to church will be seated if there are available seats. However, to aid our planning it helps if you make a reservation following the directions below.

METHOD #1 - Online	METHOD #2 – Phone
<p>Wednesday, 11/11/20 – Friday, 11/13/20</p> <ul style="list-style-type: none">• Go to the church website (www.macedoniaofalbany.org)• Scroll to “For Your Information”• Complete “Sunday Service Reservation” form and Submit.• If there is a problem, you will receive a call.	<p>Wednesday, 11/11/20 - Friday, 11/13/20 10:00 a.m. – 2:00 p.m.</p> <p>Call the church office at (518) 489-4370</p> <p><i>Contact the Deacons if assistance is needed to register</i></p>

Entering the Sanctuary

1. Entry to the sanctuary is only through the main door (nearest the office).
2. Doors will be kept open as congregants are entering to limit touching of door handles.
3. Everyone should wear masks.
4. Ushers will wear gloves.
5. There will be social distancing markers on sidewalk leading to entrance.
6. Hand sanitizer dispensers will be available.
7. Temperature checks and symptom screening will be done.
8. Please see Appendix for Self-check before coming to church.

Exiting the Sanctuary

1. All doors except the one leading to the café will be utilized to speed up exit.
2. Doors will be kept open so members don't have to touch handles.
3. Social distancing will still be in effect during exit.
4. Congregants will be instructed to leave section by section:
 - a) Order will be back to front
 - b) Exit from the sanctuary through the door closest to your seats – front sanctuary doors, side door to the backyard, or side door toward the playground.
5. No gathering in sanctuary after service. Congregants can meet outside and converse while practicing social distancing.

Restroom Usage

- 1. Only first floor restrooms (male, female, handicap) will be open for use.**
- 2. No more than 3 people can exit the sanctuary at a time to go to restroom.**
- 3. No more than 1 person in each restroom at any time (unless with a child).**
- 4. Children under 12 must be accompanied by an adult.**
- 5. Disposable seat covers will be available for use.**
- 6. There will be a sign to indicate occupied/unoccupied status of each restroom.**

Tithes & Offering Collection

- 1. Members are encouraged to continue making their financial contributions electronically through “online giving”, by US Mail or drop off.**
- 2. Members will place their envelopes in a basket in the vestibule as they enter the sanctuary.**
- 3. Two Trustees will monitor this activity.**
- 4. At the appointed time in service, Trustees will bring the offering up front to be blessed. It will not be necessary to allow time for taking up offering during the service since that will already be done on entry.**

Cleaning & Disinfecting

Sanctuary:

- 1. Sanctuary will be cleaned and disinfected after each service.**
- 2. All entry way door handles and windows will be wiped down and disinfected.**
- 3. Sanctuary will be vacuumed after Sunday services.**

Rest of the Building:

- 1. First floor bathrooms will be disinfected after each use.**
- 2. First floor hallway leading to bathrooms will be vacuumed and mopped.**
- 3. Pastor's office, Trustees' office and counting office will be vacuumed and disinfected before and after all services.**
- 4. Hand sanitizer and wet wipes will be placed in all rooms.**
- 5. Other rooms not specifically mentioned above will be disinfected after usage – Custodial team needs 48 hours notice whenever any space will be used by church members.**

Utilization of Church Space

- 1. Usage of rooms of the church such as fellowship halls, media center, etc. will need to be reserved through church Office Manager who will consult with Safety & Security ministry.**
- 2. Use of rooms assigned to specific ministries such as choir room and wellness room should be coordinated with Church Office Manager.**
- 3. Custodial team must be notified 48 hours before rooms are used so that they can be disinfect afterwards.**
- 4. Members are encouraged to self-screen themselves for high temperature and symptoms before coming to the church for any group activity.**

Electronic Space Reservation Process

- Usage of the church building and grounds will need to be electronically reserved (paperless system) ahead of time via the “Resource Utilization Reservation Form” on our website. Below is a link that will take you to the appropriate location on the site. After you click the link, scroll down to the “Resource Utilization Reservation Form” section and complete it then click the “submit” button. You will receive a response and any further directions in a day or two.

<https://macedoniaofalbany.org/resources/>

- Everyone is encouraged to self-screen themselves for high temperature and other conditions as listed on the “COVID-19 Self-Check” page before coming to the church for any group activity.
- For now we are not allowing external entities to use facilities except for special cases approved by Pastor.

Major Changes in the Worship Experience

1. Church will be allowed to accommodate only 25% of maximum building capacity until the next reopening phase.
2. There will be temperature and symptom checking before entry into sanctuary (must be under 99 degrees to be allowed in).
3. Strict adherence to social distancing - no physical touching (no hand shaking, embracing, kissing, etc.).
4. Baptisms - will be limited to one person each day
5. Communion - new, improved Lord's Supper kit will be utilized.
6. No choirs or congregational singing.
7. No bulletins - announcements will be shown on the projection screens.
8. Services may be potentially shorter (close to current livestream format).
9. Café is closed and chairs removed from that area.
10. No eating or drinking in the building.

A Few More Things

1. Each ministry should be prepared to implement its approved re-opening plans.
2. Study this material carefully to ensure that you understand it clearly.
3. Share information with your ministries as you think appropriate. Be mindful not to overwhelm them with too much information at once. What's most important is to be able to answer any questions they may have. Be aware that there may be individuals who are hesitant to come back to church at this time and may need more time. Don't push them!
4. Be mindful that we are not yet into full re-opening mode from New York State so some re-opening activities may still be affected.
5. At all times and all places, be always mindful of the practices listed on page 5.

From the Safety and Security Ministry



General Information:

- **Feel free to avail yourselves of the hand sanitizer dispensers as you enter the church and sanctuary.**
- **Facemasks are required.**
- **The Café area is closed. No congregating inside the building.**

Entry to and Exit from the Sanctuary:

- **Entry to the sanctuary is only through the main door (nearest the office).**
- **Exit from the sanctuary through the door closest to your seats – front sanctuary doors, side door to the backyard, or side door toward the playground.**

From the Safety and Security Ministry



Seating:

- **Please DO NOT MOVE CHAIRS! The chairs are set in observance of spatial distancing guidelines.**
- **The ushers will direct you to seats appropriate for your group.**
- **Balcony – has flexible seating. Remember, 3 chairs = ~6 feet = space between household groups.**

Restrooms:

- **Only the restrooms on the first floor will be open for use.**
- **No more than 3 people can exit the sanctuary at a time.**
- **No more than 1 person in each restroom at any time (unless with a child).**
- **Children under 12 must be accompanied by an adult.**

Are You Ready to Return?

As congregants across New York prepare to resume worship services, churches are trying to gauge the mood of their members. Many have used surveys to gather information. At Macedonia we have had ongoing communication with members, so we have a sense of the answers to many of the questions others are asking. However, there are two areas we need to better understand:

- 1. We are preparing to open for worship in the sanctuary on Sunday, August 9th. Will you personally feel most comfortable returning to worship in the sanctuary at that time or at a later date? If later, how much later?**
- 2. There are several recommended protocols for churches to consider before re-opening their sanctuaries, including no singing, wearing masks at all times, 6-feet of distance between worshippers in the pews, temperature checks prior to entry, etc. Would these protocols deter or encourage you to return to in-person worship?**

We will discuss these at the semi-annual meeting on July 11th. However, if you have a thought on them, please send a note to: connectmacedoniaofalbany@gmail.com

Appendix



COVID-19 Self-Check

Do a Self-Check Prior to Coming to Church!

- | | | |
|--|--|--|
| <p>1. Do you have a body temperature of 99 degrees or more?</p> <p>2. Have you traveled recently? (Please review the new NY State Advisory at the following website)
https://coronavirus.health.ny.gov/covid-19-travel-advisory</p> | <p>3. Have you had any of the symptoms of COVID-19 in the past 14 days:
Trouble breathing; chest pain/pressure; confusion; difficulty waking up; bluish lips/face; cough; fever/ chills; fatigue; muscle/body aches; headaches; new loss of taste/smell; sore throat; congestion/runny nose; nausea/vomiting; diarrhea</p> | <p>4. Have you been in contact with a person who tested positive for COVID-19 or who has had to quarantine due to COVID-19 exposure in the past 14 days?</p> |
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COVID-19 Self-Check

If you responded “Yes” to any of the Self-Check questions

Please stay home!

For everyone’s safety, be aware that you will not be allowed into the sanctuary for worship service!

For additional information go to www.macedoniaofalbany.org/COVID-19InformationandResources