

Reopening Church Implementation Plan
06/07/20 version

Activity:	Assigned to:	Comments:
1. Removal of pew items	Jerry	
2. Helpful reminder signage in place throughout the building & restrooms	Robbie	
3. Any needed cleaning/preparations of bldg..	Jerry & Robbie	
4. Traffic flow markers in place	Robbie & Charlotte	
5. Make bows to mark pews	Sam	
6. Signs for pew seats	Jane	Make 75 8.5 x 10" signs with message: TO ALLOW FOR SOCIAL DISTANCING, PLEASE DO NOT SIT IN THIS PEW.
7. Small signs to attach to pew bows where people can sit	Jane	Make 75 3 x 5" colorful signs with message: WELCOME BACK!
8. Put signs in pew seats and attach bows on pews	Charlotte & Sam	
9. Make any needed adjustments to pulpit and altar area	Patricia	
10. Set up recording camera/equipment	Lynn	Test with Patricia present
11. Create instructional signs for outside using 2 white sandwich boards	Jane & Robbie	What are the key things to tell folks before entering the building? (Ex: Wearing masks required, social distancing, follow usher instructions for seating, restroom availability, etc.)
12. Signage to close off areas	Lynn & Robbie	Such areas as elevator, choir room, stairwell, etc.
13. Recruit volunteers to stand outside bathrooms	Charlotte	
14. Usher training	Patricia, Charlotte, Sam	
15. Create hand sanitizer stations	Robbie	
16. Post Reopening report on website	Jane	Time this with release of Patricia's letter
17. Write pastor's message to communicate reopening decisions	Patricia & Jane	This needs to get out the week of June 8th
18. Write feature article for The Connection on music	Dwight; coordinate with Jane	Consider a Q&A format for the article, answering such questions as: Why can't we sing in worship? Will there be any music in our service? When can we sing again? Can we hum?

		Will we have the Sing Along Messiah this year?
19. Prepare special letter for those at risk because of an advanced age (65? 70?) or with underlying conditions	Alston – compose Abbie- mailing	
20. Go through communication recommendations and make specific plans	Patricia, Jane & Sam	Schedule a call to do this. Determine what is to be issued, when and how.
21. Announce Church Office reopening	Patricia & Lee	
22. Determine policy for outside group usage of facility	Lynn & Trustees	
23. Develop temporary funeral and wedding policies	Patricia & Charlotte	
24. Collect homemade masks to go along with purchased supply	Robbie & Sam	Karen L & Beth M will bring masks; need to find a container to put them in like a basket
25. Finalize small group reopening recommendations	Licia & Lynn	We probably need some type of preliminary report by the second week in July in time to consider and present to Church Council at its 7/20 meeting.
25. Finalize technology assessment	Lynn & others helping him	
26. Set up collection stations	Charlotte & Sam	
27. Determine how worship guides will be distributed	Charlotte & Sam	
28. Experiment with inserting taped components in a live stream service	Jane	Get guidance from Patricia and Dwight
29. What do we communicate specific to children being a part of worship?	Licia	Things such as: no nursery, no children's moments, no children's church (sounds very unwelcoming!!)
30. Plan sermons, music, scriptures, schedules, etc through July and August	Patricia, Dwight & Worship Design Team as needed	
31. Continued monitoring of data	Lynn & Patricia	
32. Make a decision about use of balcony	Dwight & Patricia	Will we use it for overflow seating or for music or a combination of both?
33. Evaluate the "reopened" services	Reopening Team & Worship Design Team	After the 3 July services, we should evaluate the time, Wed vs. Sun., and the content
34. Consider a second congregational survey about phase 2 reopenings. Add a question or 2 from WDT about	Lynn, Licia, Jane and Jan	

“reinventing” the 9:00 am service		

Notes:

- Give suggestions for our YouTube reopening video to Jane (things such as content, who narrates, graphics to include, etc.