

**The Woods Baptist Church**  
**Long Range Planning Committee Meeting**

**May 12, 2020**

Members present: Dale Hawbaker, Lon Graham, Andrea Hathcote, Larry McClain, Teresa Kahler, Haley Melton, Holly Lutmer

Welcome & Opening Prayer: The meeting was started at 6:34 pm, and Lon opened with prayer. Greetings to committee members.

Approval of Minutes: Motion was made by Larry to approve the May 5, 2020 minutes and seconded by Teresa. Motion passed.

Old Business:

- a) Discuss questions from May 5, 2020 meeting.
  - a) Is the COVID Survey for everyone?
  - b) Have there been conversations with churches that have opened?
  - c) Did an open church hold Sunday School?
- b) Discuss possible use of survey Relaunch Congregational Survey.
  - a) Sent through email, newsletter
  - b) Good for communication from committee to members
- c) Decide on unified terminology for relaunch of in-person meetings
  - a) Suggested to use term revitalize

Discussion Topics:

**Revitalize Procedures and Processes**

**a) Screening Staff and Volunteers Procedures**

- 1. Require screening?
  - i. Yes
- 2. Use pre-screening?
  - i. Yes
  - ii. Potentially simplify process
  - iii. Useful for attendance
- 3. Use questionnaire?
  - i. Yes as part of pre-screening or initial screening if not pre-screened
  - ii. Useful for collecting contact information for visitors

- iii. Require volunteers to write information to eliminate transfer/contact
- 4. Check temperature?
  - i. Not at this time if completing questionnaire
- 5. Entrance for volunteers?
  - i. Require entry in designated door
  - ii. Kitchen can become staging area for cleaning team
- 6. Require masks?
  - i. Some may, like traffic monitors, greeters, ushers, front facing
  - ii. Cleaning volunteers may/may not; up to individual
- 7. Require gloves?
  - i. Cleaning volunteers for protection
  - ii. Prop open as many doors as possible to eliminate transfer/contact
  - iii. Volunteers handing out offering envelopes

#### **b) Signage and Communication of Expectations**

- 1. Signage for parking lots
  - i. As quickly as we can entering campus
- 2. Signage outside front doors
  - i. Wait here for \_\_\_\_\_
- 3. Signage for front foyer
  - i. Offering location
- 4. Signage in Sanctuary
  - i. Traffic flow
- 5. Communication on projectors
- 6. Guidelines in chairs
- 7. Communication in emails
- 8. Communication in newsletter
- 9. Communication in pre-registration
- 10. Communication on website

#### **c) Cleaning and Disinfectant Procedures**

- 1. Foyer

- a. Tables
    - i. Remove unnecessary furniture
  - b. Doors
2. Sanctuary
- a. Doors, sound booth, offering container
  - b. Chairs
    - i. Whether used or not
    - ii. Test run is vital
  - c. Pulpit and microphones
  - d. Remove hymnals and Bibles?
    - i. Yes
    - ii. Remove items in chair pocket
    - iii. Volunteers fill out and hand over offering envelope
3. Hallway
- a. Tables
    - i. Remove furniture
  - b. Doors
    - i. Corner molding
4. Restrooms
- a. Open or closed
    - i. Open
  - b. Cleaning procedures if open
    - i. Designated volunteer for social distancing
    - ii. 1 sink, 1 stall, count and clean in between (restroom closed sign)
  - c. Water fountain closed
5. Postings
- a. Who, when, and where?
    - i. Documentation posted in hallway with initials
  - b. Sanitizer, disinfectant, wipes availability
    - i. May can use some supplies from UT BSM
    - ii. Local suppliers

- c. Number of volunteers
  - i. Needing 12-16 total
- d. Trash cans in sanctuary and hallway

**d) Traffic Patterns and Control Procedures**

1. One way in and one way out – tape on floors?
  - i. Come in front door to sanctuary to seats
  - ii. Exit via double doors in back of sanctuary to exit front of church
  - iii. No passing in hallway, traffic one direction
2. Select monitoring locations
  - i. At front door
  - ii. At sound booth (each side)
  - iii. At restrooms
3. Allow exit and re-entry?
  - i. One direction, volunteer to help guide traffic
4. Attendee registration/screening
5. Parking lot fellowship
  - i. Signage to remind people of social distancing

**e) Service Capacity and Attendance Procedures**

1. Use current chair configuration
  - a. Encourage to sit in middle, or fill in from one end
2. Maintain social distancing guidelines
3. Attendee screening
  - a. Use pre-registration?
  - b. Use questionnaire?
  - c. Check temperature?
    - i. No, use questionnaire/pre-registration
4. Dismissal
  - a. Ushers escort?
    - i. Yes
  - b. By section, row, or other?

- i. Yes

5. Track attendance through registration
6. “Do not sit” signs in chairs
7. Do not use signs for unused rows
  - a. Moveable signs to designate
8. Service length
  - a. Not a problem since restroom open
9. Time between multiple services?
  - a. Allow ample time to clean

**f) Prohibited Activities and Actions**

1. Restrooms
  - i. Open
  - ii. Water fountain prohibited
2. Offering plates
  - i. Designated area
  - ii. Envelopes at registration table
3. Group gathering
4. Refuse sick and known exposures
5. Community afghans, shawls, or other coverings
6. Meet and greet time
  - i. Greeting area for Lon & Amy
    1. Behind tables outside front door

**g) Contingency Plans**

1. Contact tracing
2. Refusal of guests
3. At-risk seating
  - i. No designated section
4. Exceeding capacity

**h) Feedback methods**

1. Web form
- i) Target date for first in-person service?**
  1. Tentative dates:
    - i. Trial May 31
    - ii. First Sunday June 7

Tabled discussion topic for next meeting:

1. Define Stage 1, Stage 2, Stage 3

New Business:

None

Next meetings will be May 19, 2020 at 6:30 pm & May 28, 2020 at 6:30 pm

Adjournment: Motion was made by Larry to adjourn and seconded by Holly. Motion passed. The meeting was adjourned at 8:25 pm. Dale closed the meeting in prayer.