

REPORT OF ADAPTATIONS TASK FORCE to SESSION OF CPC, REDMOND:

The Session of Community Presbyterian Church approved the creation of a task force to discuss, research and recommend procedures to re-introduce future in-person gatherings and ministries of the church while implementing any current social distancing requirements, following closure of the church facility with the Stay-at-Home Orders in Oregon in March 2020. The Session received this report with gratitude on 5.19.20. In the Session meeting on that date, it was decided that staff would gradually resume working in the office on alternating schedules after June 1. Small group gatherings and meetings under 25 will explore resuming on site after June 1. In-person worship will not resume again until July 5 at the earliest. Special Session Meeting set for 6.9.20

Task Force consists of Elders Rebecca Parker, Frank St. Peter, Diane Wilson and Pastor Andrew Hoeksema.

Meetings occurred weekly on Mondays beginning 4.27.20 through 5.11.20

Areas addressed below include:

- Sunday Morning Worship Gatherings
- Smaller Groups and Gatherings on site
- Ministries to Children and Youth
- Staffing and Personnel
- Cleaning the Facility
- Financial Considerations
- Future Communications and Action Plan

SUNDAY MORNING WORSHIP GATHERINGS

1. **What if your worship gathering is initially limited to no more than 100 people?**
 - a. We recommend resuming public Sunday morning worship gatherings when the state allows meetings of up to 100 persons.
 - i. In Deschutes county, this may be in Phase 2, as early as June 7. We recommend waiting later into June (21 or 28?), giving staff and volunteers time to plan, communicate, and prepare for adaptations.
 - ii. The priority for decision making will be the health and safety of our members and the broader community in Central Oregon.
 - b. Will we do one service or two?

- i. As of May 11, the team saw the value of going either direction with this decision.
- ii. With one combined worship service, it might be difficult to keep gathering size to 100 or less people.
 - 1. Last summer worship at one 10:00am service averaged 140-160. How much less will it be in coming months?
 - 2. Advantage: Staff are currently accustomed to blended worship style
 - 3. Advantage: Continuing Livestream will be simpler if only one service.
 - 4. Overflow space could be made available in Fellowship Hall.
 - 5. A possible Adult Ed. option could happen before or after in Fellowship Hall.
 - 6. How would we respond if significantly more than 100 people come together? Prepare for overflow
- iii. Two services could accommodate 50-90 people each.
 - 1. Downside is cleaning the building in between usages.
 - 2. Two different worship styles but no choir until the Fall and not all praise team volunteers on stage.
 - 3. Which would we choose to livestream?
 - 4. We will have less total volunteers for all tasks, including flow of people and technology.
- c. How will we manage worship styles if two services?
 - i. Worship could resume with Contemporary and Traditional styles but musical volunteers may be reduced initially, esp choir.
- d. If two services - Time in between two services will require a full cleaning of building – 10 volunteers will be needed and lots of supplies.

2. How will the space of the sanctuary be used?

- a. We recommend seating worshippers in every other pew, one family unit per section. There are six sections across first floor with aisle access.
- b. Balcony will be encouraged and used also at similar distancing
- c. Ushers will be in the church to facilitate worshippers' distancing efforts
- d. Following the service, ushers release one row at a time. Worshipers in balcony, exit side doors.

3. Will there be ushers and greeters at the doors?

- a. Sanctuary doors will be wide open as weather permits.
- b. Greeters will be outside underneath the carport – waving and welcoming.
- c. Greeters with gloves could hand out bulletins...OR
- d. Bulletins could be spread out in the pews, placed in advance to suggest recommended spacing.

4. Will we continue streaming online?

- a. Certainly desirable and maybe necessary for those not yet comfortable leaving their homes, yet resource intensive.
 - i. Managing the online worship is primary component of Ryan’s work this past month. He will need to share that responsibility, so he can resume focus on other work.
 - ii. We will need increased volunteer power.
 - iii. We will need more space in the booth - possibly move one function out of booth?
- b. If one service, we could stream that service. If two, we would have to choose which one to put online live. Too much work to do both.

5. MUSIC: How will congregation, choir or praise band participate in worship?

- a. There is significant scientific evidence and concern about the increase in aerosols from singing. More space is required. Aerosols linger in air. Majority of congregation will be wearing masks.
 - i. See “Church Music in the age of Covid-19” Advisory from Wisconsin Council of Churches.
 - ii. How will we discourage public singing if band is up front leading?
- b. A blended praise band could be utilized with appropriate distancing in rehearsal and in worship. We may keep front pew inaccessible
- c. This will be more difficult for a choir of 15-20 people.
 - i. Small groups, e.g. quartets, could be utilized in traditional worship spread out in choir loft or on stage.
 - ii. We recommend suspending rehearsal and worship participation of full choir (more than 4 persons) until Fall or later.
- d. We may not want a separate prelude player touching piano before staff accompanist.
 - i. Worship and personnel committee and supervisory staff will discuss value and timing of bringing on staff new traditional accompanist (piano and organ). She interviewed but was not hired in March.

6. What adjustments will you make to the Lord's Supper and baptisms?

- a. Communion:
 - i. One appropriate option is separate self-contained sealed containers – with wafer and juice. We should decide quickly on this to order in advance (e.g. <https://www.concordiasupply.com/Fellowship-Cups-500>)
 - ii. Not passing trays down the aisle. Volunteers to place them in the holders prior to worship. Worshippers remove their own to trash.
- b. Baptisms are rare in our congregation. Will be addressed when needed.

7. How will we collect offering?

- a. Labeled deposit boxes will be located near all entrances, potentially including top of the stairs to balcony.
 - i. Volunteers will need to remove offerings at the end of the morning.
 - ii. Boxes will need to be cleaned after each service.

8. Will nursery be offered simultaneously? Kids Church?

- a. Nursery has been utilized minimally in recent months but this is an important question about child safety and sanitization.
- b. Diane has tentative plans for resuming Kids Church during the worship hour, primarily in an outdoor setting.

9. Will we provide coffee and snacks in a fellowship hour?

- a. No fellowship hour in the fellowship hall to begin with. Too hard to maintain appropriate distance and have conversations in that space.
- b. No food will be served as too easy to cross-contaminate open food or tongs and clean up crew couldn't social distance in the kitchen due to space limitation.
- c. We could consider a standing coffee service out near the parking lot for a short amount of time - possibly after first service, before second service.
- d. If fellowship time is resumed in fellowship hall, tables and chairs will be spread out and fewer will be set up.
- e. Significant extra precautions would need to be taken in the kitchen itself.

10. What is our strategy to clean and sanitize our church in real time?

- a. If two services, Encourage worshippers to exit the building by 10 minutes after worship.
- b. Need a team of 10 volunteers to do the cleaning of whole sanctuary, all door handles, and bathroom surfaces after each service.
- c. If two services, prevent second service from entering until finished, approx. 10:40.

11. What about masks?

- a. We recommend consistent communication in which masking is strongly recommended (not required) for the sake of the protection and health of all who gather in worship.
- b. Some people will be wearing masks and some may not by the time we reopen. This is evident in grocery stores.
 - i. Primarily an issue of communication from the church.
 - ii. We will not discourage wearing masks.
 - iii. Church does have some cloth masks to make available to attendees, thanks to efforts of quilters.
- c. How will masks affect public singing, spoken liturgy and communion?

12. Because people may return very slowly to church, how will we count attendance and effectiveness?

- a. This will be discussed by Session.
- b. We could track attendees with clicker as they enter to know when we are approaching maximum of 100 allowed (or different number as can safely distance in sanctuary). Then overflow would be needed.

OTHER (SMALLER) GROUPS, MEETINGS AND GATHERINGS

- 1. Groups of up to 25 are allowed in Deschutes County as of May 15.
- 2. Some meetings can begin in larger rooms with maximal social distancing.
 - a. Masks will be strongly recommended. This will be encouraged so more people feel safe and comfortable participating in the life of the church.
 - i. The church has cloth masks made by quilters to provide for repeated use.
 - b. When possible, meetings should occur in fellowship hall, with use of chairs but not tables, to minimize surfaces exposed that require cleaning.

- c. All groups (internal and external to church) responsible for cleaning and sanitizing space used and communicating that to Operations Manager.
 - i. Ops Manager will create a checklist and cart with supplies.
 - d. No shared food and drinks.
- 3. Wednesday Night Supper will not resume until Fall at earliest.
- 4. Choir will not resume rehearsal and worship until Fall. Smaller groups of 2-4 may be encouraged to participate in worship.
- 5. Bible Study Groups
 - a. Women's Bible Study (Wed morning) already postponed until September.
 - b. Men's Friday morning group will be consulted.
 - c. Adult Sunday School - Plans will be contingent on one or two worship services. (Summer vs. School year pattern?)
 - i. Library is too small of a space for meeting.
 - ii. Fellowship Hall would be encouraged.
 - iii. One group meeting at a time would be optimal for cleaning and simplicity.
 - d. Prayer Groups
 - e. Spanish Language Church will be consulted.
 - i. Will be asked to submit a plan for safe gathering.
 - ii. Will be using Fellowship Hall to begin with additional space.
- 6. Church business meetings could be conducted in spaces with appropriate distancing in Fellowship Hall
 - a. All meetings should continue to include online participation

CHILDREN AND YOUTH

- 1. Gatherings of up to 25 will be allowed with appropriate distancing in Phase 1.
 - a. No shared food or drinks.
- 2. Outside groups to consider - each will be asked to give CPC a plan for how they will conduct gatherings safely.
 - a. MOPS will not resume meeting until September.
 - b. Scouts could resume using the facility, but only with access to Scouting Room and restrooms.
 - i. Outside activities should be prioritized in summer months.
 - ii. Older groups of scouts would start and then progress to younger cub scout groups.
- 3. CPC Youth Ministry could resume weekly gatherings.
 - a. Outside will be prioritized.
 - b. Kelsey and volunteers will be responsible for cleaning.
- 4. CPC Kids Ministry -

- a. Small numbers make gatherings possible.
 - i. Kids could be at separate tables.
 - ii. This could happen during worship hour with parents attending worship. All less than 25 total.
- b. Open Enrollment VBS brings up a risk of more kids than prepared for.
 - i. It also includes families we know less well, esp with how they are minimizing their risk.
 - ii. Majority of volunteers historically have been in vulnerable age category.
 - iii. Alternative option for part online/at home and one or two gatherings are being considered.

CLEANING

1. Every group that meets will be responsible for cleaning and sanitizing space after use.
2. Volunteer team could assist with large wipe down after big gathering for worship.
3. Ops Manager will be responsible for check list and cleaning cart.
4. Facility Coordinator will clean the entire building regularly with attention to frequently used spaces on a weekly basis.

MONEY AND BUDGET ADJUSTMENTS

1. Reduced income via weekly and monthly offering is to be expected.
2. CPC applied for PPP forgivable loan May 13, 2020.
3. Staff compensation has been steady based on an average established from January and February Payroll. This will continue for now. Future decisions based on receipt (or not) of PPP loan.

STAFF AND OFFICE

1. Administrative staff are priority for returning to the building to share administrative load.
 - a. These timing decisions will be made with respect of parenting/guardian responsibilities of those staff.
 - b. Alternating work hours for Receptionist and Ops Manager is recommended.
2. The pastor will work from home as much as is reasonable to allow administrative staff to be in the building alone.

3. Further down the timeline, Admin staff and pastor can all be present at once in their separate spaces.
4. Ops Manager will create a weekly schedule to share with facility coordinator to minimize overlap to allow for cleaning of office spaces.

COMMUNICATIONS And ACTIONS PLAN for FUTURE DECISIONS:

1. If an infection is diagnosed, and that person was in our facility, how do we communicate that to the whole church?
 - a. When we become aware of an infected person who was in our facility we will work with local health authorities to design a proper response.
2. Another possibility is cases increase in the county in coming weeks/months and the church considers the following actions.
3. Adaptations Task Force with Session will be prepared for a coordinated plan of the possible following actions:
 - a. Communication to whole church about the infection and timing of exposure.
 - b. Closure of building for a set period of time and full cleaning.
 - c. Pause on all group gatherings and meetings.
 - d. Staff return to work-from-home scenario.
 - e. Sunday worship gatherings are paused for a set amount of weeks.

The Wellness Team is already beginning to identify resources to help people with emotional/mental health needs as well as addiction issues. This could be a significant issue facing our congregation in coming months.