

BROOKLAND
Returns to
In-Person
Worship

Sunday, May 23, 2021

In-Person Worship Leadership
Guide



*B*ROOKLAND
BAPTIST CHURCH

- PLANNING DOCUMENT FOR RETURN TO IN-PERSON WORSHIP -

COVID-19 (coronavirus disease 2019) is a major worldwide pandemic that has caused significant health and health care problems with social and business disruptions. The pandemic has also caused the temporary suspension of in-person church worship services and other church activities. The Senior Pastor, Board of Deacons and Trustees, Executive Staff, and other church leaders of the Brookland Baptist Church have been carefully monitoring this situation and the responses by organized medical professionals and the government regarding public safety and gatherings.

The State of South Carolina has approved the restart of in-person religious services using proper safety measures. Brookland Baptist Church's leadership has developed this document to set a plan in place and provide standards for the restart of in-person worship services. Taking all information into account, the Senior Pastor, Executive Board of Deacons and Trustees, Executive Staff, and the Brookland Baptist Church leadership believe that Brookland may resume in-person worship services with proper safety installs, carefully considered and planned functional updates and changes.

Due to this, we are looking to implement multiple changes in our worship services. We do, however, also recognize that we cannot create a situation that is absolutely safe from any possibility of COVID-19 transmission to a person attending our services. However, with great thought, Brookland has developed a plan that carefully focuses on all who visit the campus. The following plan was developed to provide the most meaningful worship experience within the boundaries imposed by safety necessities. For the best chance of preventing the transmission of COVID-19 to anyone attending services at Brookland, all attendees need to follow the safety standards and functions as presented in this document.

Depending on developments with the virus and the safety of the in-person worship restart, other gatherings may be added at an appropriate time. However, it is essential to note the COVID-19 case numbers and the disease course is still in a state of flux. We will carefully monitor this situation and make changes in worship services and other church activities based on data analysis plus regulations by South Carolina.

To incorporate the most effective safety principles in our policies and procedures for Brookland to function, we used the guidelines published by:

- The Center for Disease Control and Prevention
- The State of South Carolina, in conjunction with the South Carolina Department of Health and Environmental Control (SCDHEC)

Brookland Baptist Church clearly understands that some people may still have significant concerns about participating in face-to-face gatherings. We want people to feel comfortable. If you feel more comfortable staying at home for now, please do so. Alternatives for worship will continue to include our live-stream virtual services at 11:00am on Sundays.

Brookland Baptist Church is implementing functional changes to worship that fall into three categories, as follows:

- Practices to enhance safety for those coming to the Brookland Baptist Church campus
- Processes for pedestrian traffic flow in the church
- Ministry Volunteer Roles and Responsibilities for those executing the Return to Worship plan

We anxiously await the opportunity to welcome everyone back to in-person worship when the situation has further improved.

TRAINING

1. Training will take place for Ushers, Maintenance Staff, Hospitality and Health and Wellness volunteers on Thursday, May 13th, 2021.
2. Essential staff and Leaders will receive a logistical overview of the Return to In-Person Worship plan including key dates, roles and responsibilities.
3. The major emphasis of this meeting is to ensure that there is a clear expectation of what is required from leaders and their respective volunteers to return to in-person worship in the safest way possible

Special Note (Training)

- We will make our ministry leaders aware of the measures and protocols that have been established to ensure our sanctuary environment and services will be as safe as possible.

LET US KNOW (Headcount)

1. Sign Up will be available each Monday starting at 9:00am for the services being held the following week and will end each Thursday at 5:00pm.
2. Sign Up will be available via our church website and via phone for those not able to access the website. All sign-ups by phone will be made through a recorded voice mail. You will be required to leave the same information as indicated on the church website form. For questions, refer to our FAQ page as there will be no one to take your call personally.
3. You may only Sign Up for the upcoming weekly service.
4. You may Sign Up as a family unit.
5. We will manage Sign Up on a people capacity basis, initially.
6. If it is determined that we can accommodate additional congregants, we will adjust, as needed, for future Sign Up's.
7. Congregants who indicate a desire to return to worship will receive a confirmation email after completing information on line or via telephone.
8. Congregants will be asked to acknowledge a disclaimer.
9. Confirmation email will contain instructions on when to arrive and the process of how to enter the sanctuary and be seated.
10. If you feel ill at any time with fever, cough, shortness of breath, or other symptoms of COVID-19, we ask that you do not attend church.

WHEN TO GET HERE

Sunday Morning Worship – 11:00 A.M.

Volunteers and Essential Staff

1. Volunteers and Essential Staff for service are asked to arrive no later than 10:00am for entry and briefing.

Congregants

11. Registrants for this service are asked to arrive no later than 10:30am for entry and seating. Seating is on a first come, first serve basis.

ENTERING AND EXITING THE SANCTUARY

1. Upon exiting your vehicle, please do not form groups as you walk toward the sanctuary unless you are in the same family.
2. Congregants may enter for worship either through the front vestibule or the side canopy. A volunteer will be stationed at the entrances to ensure headcount.
3. Upon entering, please adhere to the boundaries of the black stanchion posts, as well as the Traffic Flow Volunteers to be directed into the sanctuary. (Please ensure you maintain all social distancing guidelines as you proceed into the sanctuary.)
4. A member of the volunteer staff (Ushers, Health & Wellness, Hospitality volunteers) will lead you into the sanctuary for seating. (Ushers will be primary for seating and maintaining social distancing protocol).
5. Masks are required for the duration of the service. If you do not have a mask, one will be provided for you as you enter the sanctuary.
6. Please refrain from lingering to socialize once inside the sanctuary at any time, while also limiting any interactions with anyone outside of your family.
7. At the completion of the service, please remain seated until you are directed out by the Ushers. Congregants seated in sections 1 – 4 (Bottom level); will be directed to exit out of the doors leading to the canopy entrance (towards Health & Wellness Bldg.). Congregants seated in sections 5 – 8 (bottom level); will be directed to exit out of the doors that lead to the vestibule. Upon bottom level exiting the ushers will direct persons seated in the balcony to also exit through the doors leading to the vestibule.
8. To maintain proper social distancing upon exit, each pew will be released individually by the Ushers. (Back to Front)

SEATING

1. Ushers will facilitate escorted seating. Please adhere to their direction which is guided by the CDC and DHEC.
2. All available seats are marked on each pew with a white "circle". (We will do our best to accommodate all families on the same pew, however due to limited capacity, we cannot offer selective seating at this time.)
3. Once seated, we ask that everyone remain seated until the end of service.
4. The only reserved seating will be for Pastor Jackson / First Lady Jackson, Assistant Pastor Jamison / Mrs. Jamison, those participating in the service (if applicable) and the hearing impaired/special disabilities.
5. The regular designated seating for Deacons and Deaconesses will not be reserved.
6. Limited seating for volunteers will be located in the back of the sanctuary.

OFFERING

1. Congregants will be encouraged to participate in the offering virtually. (No offering envelopes or buckets will be used or passed)
2. If someone has an envelope, cash or check, they will be encouraged to drop it in the tithe boxes or buckets located at the doors upon exiting after service.
3. The security staff will empty the tithe boxes and follow their normal process of securing the funds at the conclusion of the service after everyone has exited the sanctuary.

COMMUNION (1st Sunday Only)

1. In observance of Holy communion on the first Sunday of each month, sacraments will be placed in the vestibule for congregants. (The sacraments will be prepackaged in individual bags)
2. Upon entry to the sanctuary, congregants will be able to pick up a sacrament as they are escorted to their seat.
3. Congregants should hold on to their empty cups by placing them back in the plastic bag. Upon exiting after service, wastebaskets will be placed at the exits in the back so that bags may be disposed of as you exit the sanctuary.

Special Note (Communion)

Ushers will assist congregants with opening sacraments as needed.

RESTROOMS

1. All restrooms will be monitored by an attendant. (A maximum of 5 people will be allowed in the restroom at any given time)
2. Restrooms will be wiped down in between usage.

CLEANING/OTHER PROTOCOL

1. The sanctuary, restrooms and additional common areas will be disinfected ~~weekly~~ frequently.
2. Hand Sanitizing stations will be placed throughout the exterior of the sanctuary.
3. No bulletins, hymnals or offering envelopes will be located in the back of the pews.
4. Safety signage will be posted at the entry and throughout the sanctuary.

COMMUNICATION

The Brookland Baptist Church will continue to provide updates to this planning guide and to the website. Check back regularly for the most current information.