

Phased Re-Launching Plan Summary
McFarlin Memorial UMC
June 4, 2020

Sources of information consulted: CDC guidelines, Protocols of city and state governments, Oklahoma Annual Conference of the UMC guidelines for relaunching, studies by industry professionals, and consultation with local physicians

Evaluation time frame: Beginning June 1, 2020. Re-Launching plans will be evaluated at least every two weeks, or more often as we receive updated data and information from state and local leaders, and adjusted as needed

Re-Launch Team: Wendi Neal, Karen Hill, David Kinney, Harris Phillips, Tara Koetter, Stephen Mitchell, Devon Krause, Scott Meier, Sandy Minty, John Morrow, Richard Zielinski, Daphne Fix, Kristen Howard, and Matt Jankowski.

Phase I: June 1, 2020

- Day Care, CDO and McFarlin and Friends Summer Camp relaunch
- Staff return with up to 25 staff in the building at a time, excluding facilities and childcare staff
- Tuesday Together dinner resumes with to-go meals available outside northeast doors

Phase II: June 15, 2020

- McFarlin internal and external support small groups relaunch in-person gatherings with up to 25 people present
- All McFarlin staff are required to return to normal working hours

Phase III: July 9, 2020

- McFarlin internal and external support small groups relaunch in-person gatherings with up to 50 people present
- Benevolence ministries relaunch with updated guidelines- Food Pantry, Utilities Assistance and Pastoral Care Walk-In's

Phase IV: July 13, 2020

- McFarlin external groups other than support groups relaunch

Phase V: Not earlier than August 2, 2020

- McFarlin in-person worship relaunches according to proposed plan

The detailed proposals and timelines for relaunching are outlined below and are subject to change as new data and information is received from national, state and local leaders and medical professionals. Those who participate in any church activity and test positive for COVID-19 are asked to contact a pastor (for contact tracing purposes), to quarantine for a minimum of 14 days and are asked to return when free from fever and asymptomatic for the last five consecutive days of the 14 day period. Those exposed to a person who tests positive for COVID-19 outside of the church are asked to quarantine for five days and are asked to return only if free from fever and asymptomatic during the 5-day period.

McFarlin Memorial UMC
Phasing Proposal for Small Group Re-Launch
Updated June 2, 2020

PHASE I – June 1, 2020

Day Care, CDO and McFarlin & Friends Summer Camp

- Controlled access to facilities during pick-up and drop-off with temperature checks for children and face masks for parents and teachers; including social distance markers for wait times during check-in
- Day Care and CDO families will enter and exit through the northeast sliding glass doors, and McFarlin & Friends Summer Camp will enter and exit through the lower southwest entrance
- All children and teachers will remain within their designated spaces unless traveling to bathrooms or gross motor play areas such as the playground
- For a more detailed protocol please contact Stephen Mitchell at smitchell@mcfarlinumc.org.

Staff Team

- Staff presence in the building will expand from no more than 10 on any given day to up to 25 excluding custodial and childcare staff
- Staff will enter through the lower southwest entrance and be subject to temperature checks and will be required to wear face masks unless they are at their desk
- Staff will be encouraged to conduct as many meetings as possible via Zoom, and when an in-person meeting is required, social distancing must be maintained, and it must be scheduled on the calendar

Tuesday Together

- Beginning on Tuesday, June 10, our Tuesday Together ministry will resume activity by providing to-go meals which will be available for pick-up outside of our building in the northeast parking lot.
- Volunteers assisting with this ministry will undergo temperature checks prior to entering the building, will be required to wear face masks and gloves

PHASE II – June 15, 2020

McFarlin Internal Groups & External Support Groups

- McFarlin Internal Groups are defined as small group gatherings which are primarily oriented towards our existing population and preexisting groups, such as UMM/UMW, Bible studies, knitting groups, etc.
- External Support Groups are defined as outside organizations which provide support to individuals and families in our community which McFarlin hosts (i.e. Al-Anon, Gambler's Anonymous, etc.)
- Groups will request space usage and room set-ups through Office Manager Shouna Massey. All groups will be scheduled for space use on the 2nd floor of the building except for the UMM prayer breakfast
- Groups must be scheduled on the church calendar; if a room is scheduled to be used by more than one group throughout the day, 30 minutes between group meetings must be scheduled so that the rooms can be properly sanitized
- All hard surfaces and heavy traffic touch areas thoroughly. Each room will be disinfected with concentrated disinfectant spray, like the electrostatic sprayers that are available for schools & offices.
- All groups will enter through the lower southwest entrance and be subjected to temperature checks and will be required to wear face masks throughout the duration of their time in the building; groups will proceed directly to their assigned room, and once their gathering has completed, they will exit the facility through the southeast stairwell exit
- All people entering the building will be required to sign-in at the southwest reception area to assist with contact tracing should someone become exposed to Covid-19 while at our facility
- At this time all childcare ministries will need to enter and exit through the eastside entry and exit points for access to the playground and class walks
- External Support Groups which meet after regular operating hours will be greeted by designated staff and paid security personnel to welcome them into our facility and provide entrance screenings; paid security will be provided for the first month of re-launch after which their presence will be re-evaluated
- Designated signage through the interior of the building, to include floor markers, will be applied to direct individuals through ingress/egress

- Groups may congregate on the north lawn provided the group remains 25 people or fewer and social distancing is maintained
- No group can exceed 25 people in a designated gathering space

Staff Team

- All staff will be required to return to regular hours of operations unless given release from their doctor stating that they are not in physical health to return to the office
- Employees will be subject to temperature checks and face masks will continue to be required in all spaces except at the staff member's desk
- Staff will volunteer and/or be assigned shifts to manage the entry desk at the lower southwest entrance to assist in welcoming other staff and groups into our facility
- Designated staff will be scheduled after hours to manage the entry desk at the lower southwest entrance to assist in welcoming outside support groups into our facility

PHASE III – July 9, 2020

McFarlin Internal & External Support Groups

- Groups may gather with up to 50 people present provided social distancing can be maintained and all participants wear face masks

Benevolence Ministries

- Provisions will be made for our Food Pantry to return to distribution of resources inside of Aldersgate House; the Food Pantry ministry team will draft a proposal and submit it to the Re-Launch Team for review and approval prior to this date
- Utilities Assistance ministry will develop a plan for an appointment-based provision of services utilizing social distancing practices in the Atrium prior to this date; clients be subject to temperature checks and will be required to wear face masks
- The Pastoral Care team will develop a plan for how to receive pastoral care walk-in requests throughout the week and will submit it to the Re-Launch Team for review prior to this date

PHASE IV – July 13, 2020

External Groups Other Than Support Groups

- Outside groups which are organized around fellowship, community and service will once again be allowed to use our facility provided, they are scheduled on the church calendar
- Every effort will be made to provide accommodations to these groups on our 2nd floor area should they not conflict with existing internal groups or external support groups which have been scheduled
- Should spaces be scheduled for use by more than one group, 30 minutes will be allowed between meetings for the rooms to properly sanitized
- All groups will enter through the lower southwest entrance and be subject to temperature checks and will be required to wear face masks; they will exit the facility through the southeast stairwell following signage and appropriate floor markers

ADDITIONAL NOTES:

- Sunday morning groups will not resume until after we have resumed with in-person worship in some capacity for 1-2 weeks. At this time, it is too difficult to properly direct the flow of individuals within our facility if we allowed for all Sunday school class meetings to gather in their respective spaces.
- In accordance with the directions provided by the Bishop and the Oklahoma Annual Conference, nursery services for group meetings are currently suspended
- Should McFarlin groups wish to meet off-campus, they are free to do so, and are encouraged to follow social distancing, face mask wearing practices, and comply with McFarlin's Safe Sanctuaries policy

**Worship Re-Launch Sub-Group
Recommendations for In-Person Worship
Updated June 2, 2020**

Introduction

The following recommendations are respectfully submitted by the worship sub-group created by the McFarlin Re-Launch Team. The Worship Re-Launch Sub-Group was charged with the task of considering every aspect of in-person worship and the changes that would need to be made during this particular time of re-launching worship during the pandemic, particularly as they affect our brothers and sisters in Christ who are most vulnerable. Maintaining the integrity of congregational worship of God was also a priority in the development of these recommendations.

The policies and procedures submitted here are based on guidance from the CDC, the State of Oklahoma, the City of Norman, the Oklahoma Conference of United Methodist Churches, and our local medical professionals. These recommendations are based on current data as of this date and are intended to be modified as made necessary by the effect of the virus in our state and community, including the possibility of the need to return to offering online worship only and suspending in-person worship.

Staff and volunteers will attend mandatory training on protocols and procedures prior to re-launching in-person worship.

It is the recommendation of this sub-group that in-person worship will resume no earlier than August 2, 2020.

Facility and Security Policies and Procedures

Those who are at high risk or are exhibiting symptoms including fever should choose to continue to worship from home rather than in-person at this time.

Arrival and Dismissal for In-Person Worship Services

All people the age of ten and above will be required to wear face masks throughout the duration of their time in the building as recommended by government policy and local physicians' recommendations.

Doors to the worship spaces will open 20 minutes prior to service times.

- **Sanctuary Worship**

- Entrance will occur through 2 doors
 - the lower southwest entrance
 - the external main sanctuary door facing south towards Apache
- Visitors will proceed directly to the Sanctuary
- Ushers will seat congregants from the front to the back of the Sanctuary as they arrive
- Once the worship service is over, visitors will exit the facility through the external main Sanctuary exit facing west towards University.
- Handicap access will be the exception, with access allowed through the northeast sliding doors, with directed access to and from the Sanctuary only.
- Handicap access will be allowed to exit through the elevator down to the southwest entrance.
- Designated signage through the interior of the building, to include floor markers, will be applied to direct individuals through ingress/egress as well as to restroom facilities.
- Recommend staffing the northeast lot with a volunteer to restrict access to people with a handicap permit.

- **Modern Worship**

- Ushers will seat congregants from the front to the back of Fenn Hall as they arrive.
- Visitors will enter directly into Fenn Hall through the southeast sliding doors.
 - Entrance occurs directly into Fenn Hall between the two sliding doors, with the second sliding door remaining locked once Modern Worship has completed
 - Visitors will exit the facility through both the opened the southeast sliding doors towards Apache as well as the southeast emergency exit.
- Handicap access will be the exception, with access allowed through the northeast sliding doors, with directed access to and from Fenn Hall.
- Designated signage through the interior of the building, to include floor markers, will be applied to direct individuals through ingress/egress as well as restroom facilities.

Cleaning Procedures Between and During Services

- The Sanctuary, Fenn Hall and common walkways will be thoroughly cleaned and disinfected in between worship services.
- ***Estimated time to clean properly with two custodians will be 30-45 minutes. This assumes building access is restricted to designated areas (worship spaces and designated restrooms)***
- Restrooms and areas that do not interrupt worship will be cleaned during worship services

Security Protocol

The mission of the McFarlin Safety Team is to assist all clergy, staff and guests in any way possible to ensure that the message of the Gospel of Jesus Christ may be proclaimed in safety and security.

In assisting with in-person worship the Safety Team in conjunction with MIB will:

- First and foremost, be welcoming to everyone
- Assist Welcoming Ministry in communicating how/where to be seated

- Assist in communication about what may be required, such as face masks
- Enforce new requirements as authorized by Senior Leadership such as wearing masks, physical distancing, and congregating in parts of the building not specifically designated for worship.
- Pay attention to the parking lots and beyond for out of the ordinary behaviors
- Respond to all types of safety and security incidents:
 - Medical emergencies
 - Weather related emergencies
 - Attend to those who need assistance inside or in parking lots
 - Disruptive persons
 - Suspicious packages/bags/backpacks
 - Any potential risk

Modern and Sanctuary Worship Services (Sunday mornings) **Policies and Procedures**

***Childcare will not be available
for Sunday morning worship services at this time.***

Hand sanitizer will be available at all entrances to the Sanctuary and Fenn Hall.

Acolytes

- Robes will be cleaned after each use.
- Stoles will not be used.
- Crosses will not be shared. Individual crosses may be worn.
- Candlelighters will be wiped down before and after use.
- Volunteers assisting acolytes will wear gloves and masks.

Attendance

- Maximum attendance will be based on proper physical distancing in worship spaces as applicable governmental guidelines.
- Tracking the name and phone number of everyone attending a worship service will be required in order to allow for the notification of all people who may be exposed to someone diagnosed with COVID-19.
- Those who desire to attend a worship service in person will be asked to RSVP in advance of the service in accordance with proper physical distancing and applicable governmental guidelines.
- In-person and online attendance during worship will be tracked electronically
 - Videos for how to use the app to enter electronic attendance will be sent to the congregation via Facebook and e-mail.
 - Video reminders to enter attendance and instructions will be shown on the screens as people gather for worship.
 - Those who don't have access to the app will be asked to give their name(s) and phone number to a designated team member who will enter their information for them.

Baptisms

- Will be done based on the guidance given by the conference office.
- At this time, there are no recommendations on how to perform a baptism safely, although information is forthcoming. Until then, baptisms will be suspended in Sunday morning worship services.
- Those desiring to be baptized or members who desire to have their children baptized should contact Daphne Fix.
- Alternatives (e.g. remembering your baptism) will be incorporated into online and in-person worship services during this time.

Children's Messages

- Children will remain in their seats with their families during the children's message.
- Those giving the children's message will speak facing the congregation.

Communion

- Will be done based on the guidance given by the conference office.
- At this time, there are no recommendations on how to celebrate communion safely in person, although information is forthcoming.
- As the bishop has allowed for communion shared through online worship, those practices will continue until the time we are worshiping in-person again.

Bulletins, Printed Order of Worship, Hymnals, Bibles, Attendance Pads, Children's Activity Bags, Kleenex and Communication Cards/Pens

- These items will not be available at this time as they create high-touch surfaces that cannot be properly cleaned between uses.
- Congregational responses, and any other text needed to participate fully in the worship service will be supplied on the screens.
- Fabric chairs in Fenn Hall and cushions in the Sanctuary that are only used once per week and then cleaned are okay to use
- If cloth chairs and/or cushions are used more than once that week, they should be wiped down between uses or removed.

Music

- **Congregational Singing**
 - A return to traditional group singing is considered HIGH RISK. Singing in an enclosed space with recirculated air is one of the most dangerous things people could do right now.
 - Congregational singing will be suspended at this time.

- **Choir/Soloists**
 - In-person choral music will be suspended during this time.
 - Archived videos of previous anthems can be used in worship services
 - Various options will be explored by the music staff in order to bring music, specifically from the choir, soloists, and small ensembles, into worship services.

- **Instrumental Music**
 - Bells, strings, piano, organ, guitar can be used safely.
 - All instruments played by multiple people will be disinfected between uses.
 - Bell gloves will be washed after each use (bells are only touched with gloves on)
 - Piano keys will be disinfected after each use.
 - Organ keys and stops will be disinfected after each use
 - Bell tables will be spread out to allow for safe distance between players.
 - Woodwind and brass instrument playing will be suspended at this time.
 - Various options will be explored by the music staff in order to bring music, specifically from soloists and small ensembles, into worship services.

New Members

- The process for joining McFarlin is and will continue to be the following:
 - Contact Eve Hawley and express intent to join the church.
 - Eve works with the individual/family to determine a date/service to join, including the method of joining (baptism and profession of faith,

- profession of faith, transfer from another UMC or transfer from another denomination).
- Daphne Fix coordinates certificates and necessary information with the pastor who will preside at that particular service.
 - Modifications will be made to receive new members in the following ways:
 - All involved will maintain physical distance during the receiving and presentation of new members.
 - This will include pastors, one lay leader, and those joining.
 - Wesley Study Bibles will be offered in their original boxes so the Bible itself remains untouched.
 - Hand sanitizer will be available at the front of the Sanctuary for use as needed.
 - New Members will not be available at the doors to be greeted by the congregation at the end of the service.

Offering

The following changes are being implemented to prevent the sharing of germs via physical items passed from one person to another.

- The use of offering plates, baskets, etc., passed among the congregation will be discontinued.
- Electronic giving will be encouraged.
- At least 2 collection/drop boxes will be located at the back of the Sanctuary/Fenn Hall for in-person offerings.
- The boxes will be placed where they can easily be accessed as people enter and exit the Sanctuary/Fenn Hall, with attention given to single-direction pathways.
- Envelopes for the offering will not be kept in the pews.
 - Ushers will have envelopes available for those who need them.
- Members of the congregation will need to bring their own envelope if they desire to make their offering in an envelope.
- Those counting the offering will wear masks and gloves.

Online Worship

- **During Quarantine:**
 - **Both Services:**
 - Facebook Premiere every Sunday morning: Modern 9AM, Sanctuary 11AM
 - Full Services uploaded and available to watch on Sunday morning

- **With re-launch of in-person worship:**
 - **Sanctuary Worship:**
 - Livestream 11AM service using churchstreaming service (we normally don't stream on FB but we could always look into doing that as well)
 - Sermon video and sermon podcast uploaded and available every Monday
 - Full service video uploaded to Vimeo and available every Monday
 - **Modern Worship:**
 - Service video-recorded (no livestream)
 - Modern sermon video
 - Will be premiered on Facebook at service time
 - uploaded to Vimeo and available every Monday

Seating

Modern

- Those attending worship services will be seated by ushers as they enter Fenn Hall.
 - Ushers will seat people by family unit from the front of Fenn Hall to the back of the Fenn Hall.
 - Seating will be determined by order of arrival.

Sanctuary

- Those attending worship services will be seated by ushers as they enter the Sanctuary.
 - Ushers will seat people by family unit from the front of the Sanctuary to the back of the Sanctuary
 - Seating will be determined by order of arrival.

- Downstairs seating will begin in the front pew and continue toward the back of the Sanctuary with ushers seating people every other row and leaving 6 feet of separation between family units.
 - Ushers will leave the last row of pews open for those with mobility issues who need to remain in scooters or wheelchairs.
 - Family units that include someone with mobility issues will be seated as close to that individual as possible.
- Balcony seating will begin with the bottom row of the lower balcony and will continue toward the upper balcony with ushers seating people every other row and leaving 6 feet of separation between family units.
 - The first row of the upper balcony will remain empty to leave a walkway that will remain properly distanced.

Ushers

- Ushers will wear gloves and masks and will practice physical distancing.
- Ushers will supervise the seating of congregants as they enter the Sanctuary and Fenn Hall for worship,
 - They will be responsible for placing family units in pews with attention to physical distancing protocol (see “Seating” above)
- Ushers will supervise dismissal of congregants by row from the back of the worship area to the front.
- Ushers will be trained in these procedures prior to re-launching in-person worship.
- Because we will not have bulletins, ushers will be placed in positions in the Sanctuary and Fenn Hall that allow them to greet and assist congregants at safer distances than their previous positions
- Ushers will have offering envelopes available for people who need them.

Worship Leaders

- Chairs for those seated on the chancel in the Sanctuary and stage in Fenn Hall will be spaced 6 feet apart.
 - This means at best, there will be 2 people on each side of the pulpit in the Sanctuary.
 - Alternate seating for leaders in the Sanctuary includes the choir loft
- All those on the chancel will wear masks until they come to the pulpit to speak
- Microphones:
 - Whoever is preaching wears a mic
 - Those not preaching will wear a mic (where available) or use a hand-held mic to be used only by the individual
 - Mics will not be shared
 - The pulpit mic will not be used
 - Wind screens on mics will be cleaned with soap and water following use.
- Those leading in worship will be asked to not touch the pulpit.
 - Hand sanitizer will be available at the pulpit for use by those on the chancel.
 - Disinfecting wipes will be available at the pulpit to wipe down the pulpit when needed

Other Services

- **Funerals and Memorial Services**
 - These recommendations are based on current data as of this date and are intended to be modified as made necessary by the effect of the virus in our state and community, including the possibility of the need to return closing the church building and suspending in-person funerals/memorial services.
 - The process for scheduling funerals/memorial services at McFarlin is and will continue to be the following:
 - Family of the deceased contacts Daphne Fix
 - Daphne contacts pastoral staff and care team
 - Daphne schedules date/time for the service in conjunction with presiding pastor and the church calendar.

- Funerals can be performed Monday – Friday during office hours.
 - There are no funerals scheduled on Saturdays or Sundays.
- Daphne coordinates the needs of the family for the worship service and communicates those with the funeral home (if one is used).
 - If Daphne is not available on the date of the funeral/memorial service, Jane Cook will serve as the coordinator.
- Funerals will be live-streamed through our website until we are able to safely gather an unlimited number of people in the Sanctuary.
- In-person participation at funerals will be limited to a guest list created by the family.
 - The number of in-person guests will be limited based on the recommendations of the organizations listed in the introduction to this document.
 - Seating will be further limited to the downstairs part of the Sanctuary (the balcony will be closed).
 - Names and phone numbers of those attending will be required.
- All family and guests will be expected to wear masks and practice physical distancing, except with those in their immediate family.
- Entrance will occur through 2 doors
 - the lower southwest entrance
 - the main sanctuary door facing south towards Apache
- Guests will proceed directly to the Sanctuary
- Once the funeral/memorial service is over, visitors will exit the facility through the main Sanctuary exit facing west towards University.
- Handicap access will be the exception, with access allowed through the northeast sliding doors, with directed access to and from the Sanctuary only.
- Handicap access will be allowed to exit through the elevator down to the southwest entrance.

- Designated signage through the interior of the building, to include floor markers, will be applied to direct individuals through ingress/egress as well as to restroom facilities.
 - Ushers (and funeral home staff) will be trained in seating families and guests every other pew with 6 ft. distance between them.
 - The only exception to this will be if the immediate family wishes to be seated together.
 - Receptions, receiving lines and the use of guest books and funeral folders (bulletins) during the service are high-touch items and their use will be temporarily suspended.
 - Refreshments will not be allowed in family gathering spaces.
 - Congregational responses, and any other text needed to participate fully in the worship service will be supplied on the screens.
 - Congregational singing and the use of woodwind and brass instruments will not be incorporated into the order of worship.
 - Soloists may sing from the balcony level (if no one is seated in the balcony) between the upper and lower balcony or on the chancel.
 - Use of church space for funerals will be limited to one (possibly two) family gathering room, the second-floor Atrium restrooms, the Sanctuary or chapel, and the walkways between.
 - Childcare is not provided or allowed in the church building for funerals.
- **Weddings**
 - These recommendations are based on current data as of this date and are intended to be modified as made necessary by the effect of the virus in our state and community, including the possibility of the need to return closing the church building and suspending in-person weddings.
 - Members of the church who wish to be married in the chapel or Sanctuary of McFarlin may schedule weddings at this time.
 - Only McFarlin pastors may perform weddings at McFarlin at this time.
 - Wedding Coordinators will be trained in policies and procedures prior to each wedding.

- The process for scheduling weddings at McFarlin is and will continue to be:
 - Couples wishing to be married contact Shouna Massey to coordinate a date, a pastor, and a wedding coordinator.
 - Current scheduling policies will remain in effect.
- Daytime weddings will be live-streamed through our website until we are able to safely gather an unlimited number of people in the Sanctuary.
 - We do not recommend live-streaming evening weddings unless all lights in the Sanctuary are on at full capacity.
- In-person participation at weddings will be limited to a guest list created by the family.
 - The number of in-person guests will be limited based on the recommendations of the organizations listed in the introduction to this document.
 - Seating will be further limited to the downstairs part of the Sanctuary (the balcony will be closed).
 - We expect this number will change as data and recommendations change.
 - Names and phone numbers of those attending will be required.
- All family and guests will be expected to wear masks and practice physical distancing, except with those in their immediate family.
- Entrance will occur through 2 doors
 - the lower southwest entrance
 - the main sanctuary door facing south towards Apache
- Guests will proceed directly to the Sanctuary
- Once the wedding is over, visitors will exit the facility through the main Sanctuary exit facing west towards University.
- Handicap access will be the exception, with access allowed through the northeast sliding doors, with directed access to and from the Sanctuary only.
- Handicap access will be allowed to exit through the elevator down to the southwest entrance.
- Designated signage through the interior of the building, to include floor markers, will be applied to direct individuals through ingress/egress as well as to restroom facilities.

- Ushers will be trained by wedding coordinators in seating families and guests every other pew with 6 ft. distance between them.
 - The only exception to this will be if the immediate family wishes to be seated together.
- Receptions, receiving lines and the use of guest books and any handouts for the service are high-touch items and their use will be temporarily suspended.
- Congregational responses, and any other text needed to participate fully in the worship service will be supplied on the screens.
- Congregational singing and the use of woodwind and brass instruments will not be incorporated into the order of worship.
 - Soloists may sing from the balcony level (if no one is seated in the balcony) between the upper and lower balcony or on the chancel.
- Use of church space for weddings will be limited to two assigned dressing rooms, second-floor Atrium restrooms, the Sanctuary or chapel, and the walkways between.
- Childcare is not provided or allowed in the church building for weddings.