

Read me (2)

WHAT **TEAMS & LEADERS** NEED TO KNOW ABOUT
SUNDAYS AFTER THE 19 JULY 2021.

What?

A guide to the changes team members and leaders at our “in person” Sunday morning meetings need to know about from the 19 July 2021 until a further review in November 2021.

Who?

All hosts, team members and trustees will need to be familiar with this guidance.

Why?

Government regulations might have lifted, but we’re still being advised to keep some measures as a public place that could be “crowded”. Also, we want to keep our most clinically vulnerable safe and encourage them to feel able to come back to “in person” meetings. So, this is all you’ll need to know to keep things running safely.

Roles & Expectations

To ensure that our meetings continue to run smoothly, we'll carry on having a stewarding and hosting team.

Hosts (x1 per week)

We will no longer have an "online host". Therefore, one person will take overall responsibility for all aspects of a Sunday meeting and at least two stewards to assist them. Hosts should arrive at the church venue no later than 9:30am to support the stewards in their tasks if needed. They should also liaise with the worship leader and speaker to ensure that they are aware of how the meeting might run and what they need to account for in terms of timings, transitions, extras like communion and/or any notices etc.

Please encourage all the teams to gather together at 10am to pray and make the decision as to whether we are able to "open doors" at 10:10am.

After the meeting (and when at least 20 minutes has passed) please start to encourage people to leave the venue as we need to set down and clean. Once everyone has left, please take responsibility for locking up the venue (walking around to check all doors, windows, lights, fans) as you usually would as a key holder.

Stewards (at least x2 per week)

Stewards should arrive no later than 9:30am to ensure there is enough time to prepare the venue.

One steward will take responsibility for the attendance list (provided by the host) and note down all the team members present at the venue (as team members don't book in via Eventbrite as well as check off all who booked in and then pass this information back to the host at the end of the meeting.

AV/Worship Team

The AV team arrive first. If they are a key holder, the AV team should open the venue and, after sanitizing their hands, use an anti-bac wipe to clean the main hall light switch, entry door handles and any other equipment that they touch until the host and stewards arrive to fully prepare the venue.

The worship leader should ideally arrive at 8:45am to set up. Any worship team members should arrive as agreed with the worship leader (probably no later than 9:15am depending on what needs to be set up and rehearsed).

If members of the worship/AV team need to bring their families, they must ensure they have booked a seating zone beforehand as there are only enough allocated worship/AV team seats for those on the rota.

Arrival/Departure through the Front Doors

Unlike a shop where people are in and out all the time and people will often walk past each other, we tend to all arrive and leave at similar times. Therefore, we do not need to maintain the "one way" system any longer and will only use the front double doors as an entry and exit point. Fire doors should only be used in case of emergency as we need to register everyone coming in.

Cleaning (ALL TEAM MEMBERS)

Hosts and stewards will take primary responsibility for cleaning the venue before and after our Sunday meetings. However, worship team members are asked to clean any equipment that is not their own (i.e. stands, mics, instruments, cables and the chair/stool they have used).

If we were to discover that someone at a meeting had tested positive for CV-19, we would close the venue until a thorough "deep clean" had taken place to the required standard. This would most likely be completed by an external company.

Closed Off Areas & Equipment

All unnecessary equipment/furniture should be stored behind the screens in the corner by the main hall fire exit, although please make sure the fire exit is never blocked.

Gradually we will move equipment and furniture out of the "Grace Kids" room, but until that point, this will be "no entry" unless otherwise stated (or when kids activities resume). This is the same for the kitchen area. Until we resume refreshments, the kitchen will be "no entry" for team members as well as people coming to our meeting.

Singers/team members, please bring water with you until we re-start refreshments in the autumn. This is so that we don't have to clean and maintain an additional area of the venue before we have a team in place to do so.

Process Map

A step-by-step guide to how a Sunday should run.

Host	Steward	Team
PRE-MEETING		
Print off Eventbrite "Attendee List" for the stewards.		<p>AV team to arrive at the venue no later than 8:45am.</p> <p>Sanitise hands, use anti-bac wipe to clean thumb lock, entry door handles, and main hall light switches that you touch (in additional to any equipment you set up).</p> <p>Worship Team arrive at a time agreed with the worship leader. Sanitise hands, use anti-bac wipes to clean your equipment as you set up and rehearse.</p>
Arrive no later than 9:30am and begin to prepare the venue.		

Host	Steward	Team
<p>Provide/print out attendee list to our stewards.</p> <p>Ensure all signs are in place on all “no entry doors” (grace kids’ doors, community room/office and kitchen, side doors into the hospitality area).</p> <p>Make sure the chairs are all within their marked zones, 1m apart in all directions.</p> <p>Touch up chalk lines where they’re fading.</p> <p>Put out the “banners” either side of the entrance by the main road ensuring the pathway isn’t blocked.</p>	<p>Ensure all “touch points” are cleaned with an anti-bac wipe (switches, handles, surfaces etc.)</p> <p>Note down the names of all the team members present on the attendee list given to you by the host.</p> <p>Top up the alcohol gel dispensers around the building if running low.</p> <p>Check the toilets are tidy (they should have been cleaned by the last user).</p> <p>Clean toilet flush handles and taps with anti-bac wipes.</p> <p>Ensure there is enough soap, toilet paper and paper towels.</p> <p>Check bins are not full and empty if required.</p>	
<p>Liaise with the worship leader/speaker/Dave to talk through the running order of the morning and any extras and call people together to pray at 10am.</p>	<p>Join with the host to pray at 10am. Feedback to the host whether we are ready to open for 10:10am.</p>	

Host	Steward	Team
OPENING		
Be on hand if the stewards need you, otherwise help welcome or do what you need to.	Doors open at 10:10am if host agrees we're ready. Start welcoming, registering and helping people find their seats.	Do what you need to, but please wear your masks until you need to sing. AV team to start the "countdown" and go live on YouTube at 10:25am.
DURING THE MEETING		
Start the meeting on time/when the countdown runs to 00:00. Remembering to welcome and communicate with the cameras as well as those in the room. During the meeting, monitor the live stream for any comments that are helpful to share and be ready for any "in person" contributions that are appropriate on the open mic. Please leave this on the stand to avoid multiple people touching this and ask anyone contributing not to touch the mic either. Complete midpoint (including any notices) and hand over to preacher and be ready to close the morning meeting.	"Doors close" again at 10:30am on a Sunday. One Steward to remain in the entrance area if there are still people registered who have not arrived. Otherwise, use the thumb lock to secure the door and join the meeting in the main hall.	Go about the meeting as you usually would, remembering to engage with the cameras as much as those in the venue.

Host	Steward	Team
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END OF THE MEETING/AFTER THE MEETING

<p>End the meeting and thank people on the live stream as well as in person.</p> <p>With the stewards, sanitise the chairs (legs and plastic backs) and ensure everything is left as you found it.</p> <p>After 20 minutes, please start to encourage people to leave.</p> <p>Close all the windows, make sure the fire doors are secure. Be the last to leave and as you walk through the venue, anti-bac the door handles and switches etc. as you turn off lights and check each room, bring in the banners.</p> <p>Place the attendee list in the black post box by the office door in the main hall.</p> <p>Lock up.</p>	<p>One steward to head to the door to ensure that it is open and say goodbye to people as they go.</p> <p>One steward to work with the host to clean down the building using the available PPE.</p>	<p>Pack down the gear, cleaning everything you've touched.</p>
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Building Plan...

