

RE-OPEN PLAN REPORT



A re-opening plan for the on-site ministry of First Presbyterian Church utilizing a deliberate, tactical migration, in stages, to limited in-person/social distanced ministry with continued use of teleconference/videoconference ministry.



First Presbyterian
CHURCH OF SAN ANTONIO

LOVING CHRIST. LOVING ONE ANOTHER. LOVING THE CITY.

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CURRENT STATE OF MINISTRY

ENVIRONMENT: City/State/Federal guidance (through 4/27/20) urged citizens to remain at home; businesses largely remain closed except for essential services; large gatherings and ‘in-person’ community events are strongly discouraged by CDC, State and Local authorities.

Relevant Guidance from CDC, Federal, State, Local Executive Orders:

- **Texas Attorney General Guidance 4/27/20 (Houses of Worship):** “Houses of worship should conduct as many of their activities as possible remotely.”
- **CDC Guidance (Religious Services):** “For religious services, give people the option to watch your service or other services online (live or recorded).” For weddings and funerals, the CDC recommends “Religious leaders should discuss with members the potential postponement of large events, such as celebrations (e.g., weddings, bar or bat mitzvahs, and baptisms), funerals, and holiday gatherings – or limiting to a small number of family and friends, ensuring protection of vulnerable populations, hand hygiene, and social distancing.”
- **CDC Guidance (Facility):** “Limit access to the facility by non-essential visitors. Limit the presence of non-essential volunteers and other visitors, when possible.”

OPERATIONAL RESPONSE/TACTICS:

Worship and remote ministry continue in the manner described below

WORSHIP:

Pre-recorded content forms the basis of the current on-line offering of worship. Beginning the week of May 11, 2020, worship leadership will supplement remote recorded content with content captured in the Sanctuary and/or Westminster Hall.

CONNECTIONS MINISTRY:

Virtual worship attendees who sign in on fellowship pads are greeted with e-mail after the service and pointed towards more information about FPC on the website and app. Discover First classes are currently not meeting but participants who have completed the class are received by Session through Zoom calls.

FINANCIAL OPERATIONS:

The Church Administrator, Director of Finance, and Business Assistant work at the office one day per week in order to receive donations, make deposits, receive and pay bills and handle other necessary duties.

FACILITY USE & SANITATION:

All on-site meetings, events, and food service have been suspended or postponed. The facility remains closed to the public with access granted to staff on an ‘as needed’ basis. The Household staff provide cleaning and sanitation one day a week.

FACILITY MAINTENANCE:

Regular maintenance checks are performed on the entire facility.

CURRENT STATE OF MINISTRY

CONTINUED

COMMUNICATIONS:

Extensive remote engagement of the congregation using multiple communications platforms (multiple social media platforms, daily podcasts, newsletters, congregation-wide emails, FPC app and website) as well as extensive video production and editing in order to post weekly worship services on-line.

STAFFING:

Program staff are working remotely making extensive use of electronic communications. Household, Facility and Finance staff work schedules as outlined above.

HAVE A NEED/FILL A NEED:

Those with needs for grocery/household goods/medicine pick-up and delivery submit requests by phone or online in addition to prayer needs. Needs are distributed to volunteers to sign up to help fulfill the needs and deliver to homes using safe, distanced measures.

CARE MINISTRY:

- Pastoral Care and outreach via phone with Covenant Partners, regular visitors, assisted living residents, and individuals in the hospital.
- Two private/ family funeral/committal services have been conducted on site. One in the Sanctuary and one at Columbarium during this period. All social distancing and participant guidelines were observed and the services were shared virtually.
- One Wedding was conducted on-site. All social distancing and participant guidelines were observed, and the service was shared virtually.

KEYS:

Remote ministry to participants via phone and Zoom.

CHRISTIAN EDUCATION:

All Christian Education classes (children, youth, college, young adult, adult), Bible studies, and small groups (men's and women's ministries) are meeting virtually. Discipleship and connection for all ages continues virtually through calls, e-mails, texts, Zoom, etc.

LOCAL/GLOBAL MISSIONS:

- Local Missions: All onsite meetings, events, and food service have been suspended or focused on ministry partner support. KRL space remains closed to all ministry partner staff, FPC volunteers, and neighbors.
- Global Missions: Participation is limited to connection over Zoom. All in person trips, projects, and visits are postponed.

CHILDREN'S CENTER:

Remains closed.

ANTICIPATED IMPLEMENTATION TIMELINE:

- All 'Current State of Ministry' items remain in place unless otherwise noted
- Live streaming proposal will be presented to Session on 5/6/2020 as recommended by the Property Committee. If approved, the order will be placed immediately; estimated time to order, install and test equipment will be 4-5 weeks with the first service live-streamed on 6/7/20.

STAGE 1

ENVIRONMENT: City/State/Federal guidance relaxes stay at home orders; businesses begin to re-open with recommendations to limit occupancy, maintain social distancing, and wear masks.

Relevant Guidance from CDC, Federal, State, Local Executive Orders:

- **Texas Attorney General Guidance 4/27/20 (Houses of Worship):** Open Texas Checklist for Churches & Attorney General Guidance for Houses of Worship 4/27/20: “Strongly encourage at-risk populations to watch or participate in the service remotely; Designate an area inside the facility reserved for the at-risk population, or offer a service for at-risk population attendees only; Ensure proper spacing between attendees - Keep at least two empty seats (or six feet separation) between parties in any row, except as follows: Two or more members of the same household can sit adjacent to one another, with two seats (or six feet separation) empty on either side; Two individuals who are not members of the same household but who are attending together can sit adjacent to one another, with two seats (or six feet separation) empty on either side; Alternate rows between attendees (every other row left empty).” “Consistent with the actions taken by many churches, congregations, and places of worship across the state, consider having employees, volunteers, and attendees wear cloth face coverings (over the nose and mouth). If available, they should consider wearing non-medical grade face masks.”
- **CDC Guidance (Worship & Christian Education):** “Modifications to gatherings for social distancing might include: holding the event in a large, well-ventilated area, maintaining about 6-distance between individuals by having members sit in alternating rows or otherwise spread out; offering a phone or online (live or recorded) meeting or worship service option, especially for high risk individuals; and providing additional times for meetings or worship services with limited attendance at each.” “Cancel or modify smaller gatherings (e.g., religious education classes), where persons are likely to be in close contact. Encourage high risk populations not to attend and offer alternative ways (e.g., phone, online, or recorded) for them to participate. If high risk populations attend any type of gathering in person, try to limit total attendance to 10 people.”

OPERATIONAL RESPONSE/TACTICS:

Continuation of elements of ‘Current State of Ministry’ with the addition of limited ‘in-person’ worship and small gatherings.

WORSHIP:

Begin a limited return to ‘in-person’ worship by offering one Traditional and one Contemporary service at two different hours on Sunday mornings, while also continuing to post recorded worship until ‘live stream’ capability is fully implemented.

CONNECTIONS MINISTRY:

Greeters for “in-person” worship services will guide people in and out of the building in a safe and socially distanced manner while graciously welcoming new visitors and Covenant Partners. Virtual friendship pad follow-up will continue, and new visitors will receive virtual gift card rather than a welcome bag. No new Discover First classes offered at this time.

FACILITY USE & SANITATION:

Provide setup, logistical support, and sanitation for areas of the facility use in the return of limited ‘in-person’

STAGE 1

CONTINUED

worship. The church building will remain closed to visitors during the week.

FACILITY MAINTENANCE:

Increase facility maintenance checks, schedule on-going maintenance projects, and focus on systems that directly facilitate re-opening the building and re-establishing administrative office functions.

COMMUNICATIONS:

Reestablish on-site communication efforts (electronic display boards, select print pieces) in addition to continued remote engagement.

STAFFING:

All staff resume normal work schedules, including on-site staffing of Household and Children's Center personnel. All staff are encouraged to maintain social distance in the building at all times and to wear masks. Program & Administrative staff can resume working on campus, as necessary. If work can be accomplished from home, remote working arrangements should stay in place.

HAVE A NEED/FILL A NEED:

Remains the same as current stage: those with needs for grocery/household goods/medicine pick-up and delivery submit requests by phone or online in addition to prayer needs. Needs are distributed to volunteers to sign up to help fulfill the needs and deliver to homes using safe, distanced measures.

CARE MINISTRY:

Pastoral Care and outreach via phone with Covenant Partners, regular visitors, assisted living residents, and individuals in the hospital.

KEYS:

Remote ministry to participants via phone and Zoom.

CHRISTIAN EDUCATION:

Christian Education classes, Bible Studies, and small groups (meeting in the forms of Sunday School classes, weekday groups, and fellowship groups) will continue to meet virtually or offsite. Childcare will not be offered at this time and children will be encouraged to sit with their families during 'in person' worship.

LOCAL/GLOBAL MISSIONS:

- Local Missions: Partially opening KRL and resume onsite ministry activities with proper social distancing, masks and hygiene available.
- Global Missions: Personal meeting(s) with ministry partners as individuals and couples will resume with masks, social distancing, and proper hygiene. No international travel, projects, or visits unless specially approved.

CHILDREN'S CENTER:

Re-opening the Children's Center following THHS & CDC guidelines (with modifications where needed) with the limitation of providing services to essential workers only per the Open Texas Guidance for Child Care Centers 4/27/20.

ANTICIPATED IMPLEMENTATION TIMELINE:

A minimum of 2-3 weeks needed to prepare for the restart of 'in-person' worship with all the provisions for safety in place (in addition to re-opening the facility, worship planning, communication with congregation, etc). During this time, we will continue monitoring changes in local, state, and Federal guidance/executive orders.

STAGE 2

ENVIRONMENT:

City/State/Federal guidance completely eliminate stay at home orders; all businesses fully open with social distancing in place; occupancy restrictions are further lifted.

Relevant Guidance from CDC, Federal, State, Local Executive Orders:

- **Open Texas Report(s)**
4/27/20: “Phase I will begin Friday May 1 and continue until at least May 18. The Governor will continue to evaluate next steps for the state.”

OPERATIONAL RESPONSE/TACTICS: Church continues to adapt worship occupancy/schedule based on prevailing guidance while gradually adding Christian Education/Discipleship.

WORSHIP:

Continued worship in the manner outlined in Stage 1 with adjustments made on the basis of evolving guidance from Federal, State and Local governments. While it is difficult to predict those adjustments at this time, this could include a relaxation of social-distancing requirements and occupancy recommendations.

CONNECTIONS MINISTRY:

Connections ministry will continue to practice safe welcoming procedures and guide people in and out of the building in a safe and orderly fashion. Discover First classes will begin to be offered once a month with a limit on capacity to ensure smaller groups that can be spread apart in classrooms.

FACILITY USE & SANITATION:

Continue to review and expand the role of the Household staff as facility utilization increases. Reopen the kitchen and begin offering limited food service in support of FPC meetings and events.

FACILITY MAINTENANCE:

Director of Property Maintenance resumes all normal work duties with maintenance assistant, being mindful of social distancing requirements.

COMMUNICATIONS:

Resumption of all standard Communication efforts including all print and electronic platforms.

STAFFING:

All staff should resume their regular work schedules at the office, continuing to follow prevailing guidance at that time.

STAGE 2

CONTINUED

HAVE A NEED/FILL A NEED:

Will continue to receive needs via phone or online. Guidelines for volunteers may be loosened for pickup and delivery while still maintaining recommended safe practices. FPC Session and staff will determine how long to continue to the “Have a need/Fill a need” program beyond the pandemic.

CARE MINISTRY:

Pastoral Care and outreach via phone with Covenant Partners, regular visitors, assisted living residents, and individuals in the hospital.

KEYS:

Remote ministry to participants via phone and Zoom.

CHRISTIAN EDUCATION:

Return to “normal” ministry with ‘in person’ meetings with new adaptations: appropriate social distancing, limited physical contact, sanitation, face masks, etc.

LOCAL/GLOBAL MISSIONS:

- Local Missions: Return to ‘normal’ ministry with the following adaptations: appropriate social distancing (keeping distance between chairs and no hand-shaking or hugging), spaces should be sanitized before and after events, sanitation stations, masks worn as much as possible, and food served as deemed safe to do so.
- Global Missions: Return to ‘normal’ ministry with the following adaptations: appropriate social distancing, sanitation, masks, and meals served and shared safely.

CHILDREN’S CENTER:

The Children’s Center continues to follow THHS and CDC guidelines, adding children of non-essential workers when the order from the State of Texas is lifted.

ANTICIPATED IMPLEMENTATION TIMELINE:

With re-entry to the facility complete in Stage 1, additions to capacity should be quicker to implement.

STAGE 3

ENVIRONMENT:

City/State/Federal guidance eliminate stay at home orders; businesses fully open with a relaxation of social-distancing and occupancy recommendations.

OPERATIONAL RESPONSE/TACTICS:

Church returns to a full schedule of ‘in-person’ worship and Christian Education/Discipleship.

All forms of ministry would begin to return to provisions consistent with schedule, logistics, and content indicative of operations prior to March, 2020.

WORSHIP

SUNDAYS, WEDDINGS, FUNERALS/MEMORIALS

CURRENT STATE OF MINISTRY:

Pre-recorded content forms the basis of the current on-line offering of worship.

STAGE 1:

- Using guidelines from the “Open Texas Checklist for Churches & Attorney General Guidance for Houses of Worship (4/27/20),” a maximum social distance capacity would be established for each worship space. Each space would be pre-configured with special seating arrangements (roping-off sections of pews in the sanctuary). Of the 28 rows available in the Sanctuary, we will be able to use 14 with 3 quadrants of seating per pew (more family seating available in the 5 longer pews that make up the center). Westminster Hall offers a bit more flexibility because the chairs are movable, although they are a fixed width.
- All guests, volunteers, and staff will be required to wear a mask that covers the nose and mouth while on our property. We will rope off the first few rows in the Sanctuary to create an extra buffer between the worship leadership on the Chancel (who will not wear masks) and those seated. The flexible seating in Westminster will allow us to create space between the worship leadership on stage and the congregation.
- Worshipers will be seated as they arrive on alternating rows (filling in from the front to the back), and we will make sure seats are filled so that no one will have to step over other guests or walk by someone already seated. Ushers will seat people six feet apart unless they came together in the same car. Ushers would need to be re-trained to be familiar with seating procedures, protocols and social distancing.
- To ensure proper social distancing during the worship services we will have an online registration for each service so we can limit numbers. This will also help prevent people from being frustrated with long lines or arriving at church after we have reached our capacity. We will close registration for each service once our capacity has been reached. This form will also include some initial screening questions that will help you determine if you should continue worshipping online.
- In the event that worshipers arrive without a reservation, an overflow space with video access would be utilized to accommodate any excess attendees.
- Children will sit safely with their families during worship. Childcare will not be available until stage 2.
- Physical offerings would be collected before/after worship in entry/exit areas using baskets. These will be monitored by the ushers and security staff the entire morning.
- Social distancing would be described and encouraged during the worship announcements and prior to benediction.
- Hymnals, pew Bibles and Friendship pads would be removed from all pews/seating areas. All relevant worship resources (hymn texts, scripture references, etc.) would be integrated into the bulletin (sanctuary) or on the overhead screens (Westminster). Bulletins would not be recycled after worship.

WORSHIP

CONTINUED

STAGE 1 CONTINUED:

- Ushers will dismiss the congregation by row/section at the end of the worship service, beginning with the back and moving forward, to avoid contact and crowding in the exit areas of the facility. As much as the pastoral staff would like to give hugs and shake hands, due to our greater desire to maintain the health and safety, we will not have these times of greeting until further notice. (Also, coffee and refreshments would not be offered anywhere in the facility.)
- Our at-risk population would be encouraged to continue watching our worship services remotely.
- Traffic flow within the building will be modified to maximize social-distancing and to discourage physical proximity before and after worship. This would be communicated along with a floor-plan of all available exits. All spaces not utilized for support of Sunday worship will be secured/locked or roped-off. Hand sanitizing stations will be placed to maximize usage.
- On Sundays, all employees, greeters, ushers, musicians and volunteers will be screened in accordance with the Open Texas Checklist for Churches 4/27/20 “Screen employees and volunteers before coming into the church, congregation, or place of worship.” (see additional provisions in the document).
- Following CDC guidelines, the church will perform only private wedding and memorial/funeral services for the immediate family. Public services will be scheduled in accordance with the guidance from the Governor’s office. The policy will be reviewed as additional guidance from the State of Texas is received.

STAGE 2:

Continued worship in the manner outlined in Stage 1 with adjustments made on the basis of evolving guidance from Federal, State and Local governments. While it is difficult to predict those adjustments at this time, this could include a relaxation of individual provisions as outlined in detail above.

STAGE 3:

Worship would begin to return to provisions consistent with schedule, logistics, and content indicative of FPC worship prior to March, 2020.

CONNECTIONS

MINISTRY

CURRENT STATE OF MINISTRY:

- Worship and classes are virtual.
- Fellowship pad entries are virtual and follow up occurs on a weekly basis to those who “sign in.”
- Discover First classes are cancelled due to nature of class. Discover First participants join as Covenant Partners over Zoom Session Call

STAGE 1:

Logistics Overview:

- Facemasks required for entry and for duration of time in the building. All greeters, police and staff will wear facemasks.
- FPC provides disposable or washable facemasks available for those who do not bring theirs. We do not want to turn anyone away who did not bring one.
- Provide signage at the bottom of the exterior stairs at the 4th and Alamo/Narthex entry and in the Porte cochere area in front of the doors at the Avenue E entrance that specifies that all are welcome who are fever-free and who do not have a cough or other active symptoms of the Covid19 virus. It should also include the facemask requirement.
- Ground Markers are placed 6' from both entrances to give congregants a visual reminder of the 6' social distancing requirement expected. One additional ground marker 6' out from the one closest to the entrance will be placed where the signage mentioned above is located.
- Interior Signage present throughout the hallways that are open for access to Worship with reminders to provide 6' social distance from congregants outside of your family and to wear facemasks.
- Training will be held for Greeters and Ushers on new protocols prior to launching Stage One.
- Narthex and Avenue E Doors ONLY open for entry. All exterior doors open for exit.

Greeting:

- One Greeter and Police Officer at the Narthex Entrance and main Exits.
- One Greeter and Police Officer at the Avenue E Entrance and Exit
- One Greeter stationed at the Avenue E Welcome Center for entrance and at the Mauzé Lobby area for exiting to assist in social distance keeping and assistance while waiting for the elevator.
- One Greeter and Police Officer at Nowlin Tower (mid-point). Their presence here is to serve as a reminder to practice social distancing and to wear facemasks.
- The door greeter/police officer will warmly welcome everyone entering and will remind as needed to wear facemasks and stand at appropriate distances as they wait for others to clear the Avenue E landing area or to pass the mid-way point in the Narthex. Once individuals/family groups make it to the stairs at the Avenue E entrance or who have made it halfway into the Narthex, the next group enters through the doors.

CONNECTIONS

CONTINUED

STAGE 1 CONTINUED:

- Those entering in a wheelchair or who need an elevator for entry will be staged by an additional greeter at the Avenue E Welcome Center Area so that only one person at a time will ride the elevator (family member/caregiver may be with them of course). This Welcome Center Greeter warmly greets people entering and will help stage those needing elevator access to maintain the 6' social distance. The Mauzé Lobby greeter stationed at the conclusion of the service will assist those in need of the elevator as they leave.

Worship Attendance-keeping and Response:

- No physical Friendship Pads passed during this stage.
- Congregants will be asked to sign-in via the online Friendship Pad.
- The Connections Coordinator will respond with a welcome message as has been the practice during the online-only worship services.
- FPC staff will record attendance in ACS as has been practiced during the online-only worship services

Gifting:

- No Welcome Bags provided during this stage. First time visitors will be sent a \$5.00 coupon to a coffee shop (TBD) inviting them to bring a cup of coffee on us when they join us for worship next week.

Discover First:

- No new Discover First classes offered during this stage.
- Session would provide an additional meeting in May/early June for those who have already attended a Discover First Class to join.

STAGE 2:

- Same as stage 1 with logistics for social distancing, greeting, fellowship pads, gifts, etc.
- Offer one Discover First class per month to accommodate smaller class numbers and spread out attendees.

MUSIC

MINISTRY

SANCTUARY CHOIR:

Current State of Ministry:

Staff singers continue to record individual vocal/instrumental tracks remotely, as well as solo material (using social-distancing) in the sanctuary.

Stage 1:

Staff singers form small ensembles to sing for worship (the choir loft can accommodate no more than 8 singers per social-distancing recommendations). Continued use of individual soloists/instrumentalists.

Stage 2:

In addition to Stage 1, volunteers are rotated into singing with the staff singers (similar to the process used with singers in the Contemporary band) as the ensemble is gradually expanded to 10 singers in the choir loft.

Beyond Stage 2:

We will continue to monitor prevailing guidance and research from health experts, specifically those advising the American Choral Directors Association, Chorus America, and the National Association of Teachers of Singing, regarding the safe operation of choirs/close proximity singing while also mitigating the spread of Covid-19.

11:02 BAND:

Current State of Ministry:

Callan and Maggie continue to record remotely, as well as in Westminster/Sanctuary.

Stage 1:

Callan supplements band with additional instrumentalists and singers, maintaining social-distancing during rehearsals and worship with a maximum of 4 individuals on stage at any given time.

Stage 2:

In addition to Stage 1, additional volunteers/instrumentalists are added to the group with a maximum of 6 individuals on stage (following relaxed social-distancing requirements).

HANDBELL ENSEMBLE:

Stage 3:

Resumes rehearsals in September under current health guidelines at that time.

FRIDAY SINGERS:

Stage 3:

Resumes rehearsals and performances following guidelines regarding visitors and large group gatherings in nursing homes and assisted living facilities. Depending on recommendations and policies at individual facilities, it is possible the ministry will not resume till sometime in the 4th quarter of 2020.

FACILITIES

USE & SANITATION

CURRENT STATE OF MINISTRY:

- All meetings and events held at FPC have been indefinitely postponed pending further guidance.
- All breakfasts, luncheons, and dinners served from the FPC kitchen have been indefinitely postponed pending further guidance.
- All ministry and operational staff currently working from home with a few staff members entering the building during the week. The facility remains closed to the public with access granted to staff on an 'as needed' basis.
- On Wednesdays, the Household Staff provide cleaning and sanitizing of common areas i.e. Avenue E entrance, Mauze Lobby, Reception area, Restrooms, Sanctuary, Westminster Hall, Offices, and rooms that have been specifically used during the week.

STAGE 1:

- Begin Worship Services (as reflected above) on Sundays using Minimum Standard Health Protocols (MSHP) provided by State of Texas Guidance.
- Use Sanctuary, Westminster Hall, and Covenant Hall as worship spaces and overflow areas (as reflected above).
- Use ribbon to rope off every other pew in the sanctuary and designate spaced out seating on remaining open pews. Arrange chairs/ seating in Westminster Hall and Covenant Hall using 6 ft. spacing guidelines.
- Train Ushers and Greeters on all measures related to social-distancing, worship logistics, seating worshipers/benediction dismissal by row, and traffic-flow patterns within the building (before & after worship).
- Provide drop boxes (suggestion box style) at the entrance to each Worship Space for collection of offering.
- Sanctuary Flower Committee to continue organizing flower arrangements for chancel.
- Household staff will sanitize and disinfect between Worship Services.
- Temporarily suspend all common space coffee stations, including McCullough Room Half Time.
- Lock all classrooms and meeting spaces not utilized in support of worship.
- Have hand sanitizer dispensers readily available at building entrances. Make sure restrooms are adequately stocked with soap and disposable hand towels.
- The church facility is open to the Children's Center (per their guidelines) staff and Covenant Partners either attending meetings, specific events, or for pastoral care. **CDC Guidance**, "Limit access to the facility by non-essential visitors. Limit the presence of non-essential volunteers and other visitors, when possible." "Use physical barriers to protect staff who interact with the people you serve. For example, install a sneeze guard at the check-in desk or place an additional table between staff and the people you serve to increase the distance between them."
- Continue all other Current Stage practices.

FACILITIES

USE & SANITATION CONTINUED

STAGE 2:

- Continue Stage 1 practices of holding Worship Services, depending on Minimum Standard Health Protocols.
- Review with Household Staff and Kitchen Staff existing and updated measures/procedures for cleaning and disinfection of the entire building.
- Review with Household Staff and Kitchen Staff existing and updated measures/procedures for proper hand hygiene, respiratory protocol of wearing masks, and maintaining at least 6 ft. separation from other individuals as possible.
- Support the addition of FPC meetings and events.
- Group size for meeting/event spaces will be based on Minimum Standard Health Protocols.
- As space provides, move events to larger spaces using spacing guidelines.
- Household staff will clean all common surfaces i.e. doorknobs, tables, chairs, light switches, remote controls in each meeting room in between set ups.
- Household staff will continue to clean surfaces in commonly used areas of the building on a daily basis.
- Kitchen staff will begin serving breakfasts, luncheons and dinners using a boxed meal protocol, limiting meal service to FPC events only. A choice of three options will be provided for each meal type.
- Provide bottled water. All coffee and tea will be served in Styrofoam cups with lids. Condiments/stirrers will be provided in a baggie.
- Outdoor seating on upper and lower outdoor patio will re-open.
- Non-Ministry-related events will not be scheduled and will be added at an appropriate time in the future. These events will be scheduled and facilitated using current Minimum Standard Health Protocols.

FACILITIES

MAINTENANCE

CURRENT STATE OF MINISTRY:

- Regular maintenance checks performed on the entire facility to include HVAC, plumbing and landscaping (at a minimum of twice each week).
- Director of Property Maintenance continues to work remotely with contract service providers to schedule preventive maintenance.
- On-going procurement of goods and services directly related to cleaning needs concerning Covid-19, as well as personal protective equipment for future use.
- The Maintenance Assistant is on call for requests, as directed by the Director of Property Maintenance.

STAGE 1:

- Increase facility maintenance checks and schedule work projects (as supplier/contractor/service businesses re-open) to take advantage of the limited occupancy of our facility.
- Increase the work schedule of maintenance assistant by creating projects and resuming duties that can be performed in a solo capacity.
- Focus on systems that directly facilitate re-opening the building and re-establishing administrative office functions such as reprogramming the phone system, reworking schedules for the HVAC system and any projects related to physical barriers concerning social distancing.

STAGE 2:

- Director of Property Maintenance resumes all normal work duties with maintenance assistant, being mindful of social distancing requirements.
- Working on any ongoing projects approved by Property Committee.
- Make any adjustments to phone system that weren't needed in Stage 2 and adjust HVAC system to cover all returning programming as it is scheduled.

STAFFING

STAGE 1:

- Household staff will be scheduled for each workday, to open, close and clean the facility.
- Children's Center staff will resume regular work schedules at the church facility.
- Program & Administrative staff can resume working on campus, as necessary. If work can be accomplished from home, remote working arrangements should stay in place. SA City Declaration No. 6 4/29/20 encourages "Stay Home – Work Safe" measures through 5/19/20 for individuals capable of working remotely.
- Before being allowed into the facility, all employees and volunteers will be screened in accordance with Children's Center licensing requirements and/or the Open Texas Checklist for Churches (7 days a week).
- There should be little to no in-person interaction with the public and/or members during the work week. The church building will remain closed to visitors during this time.

- Staff should limit their in-person interaction with other employees as much as possible and perform their work in their designated work areas, using the phone and email to communicate with co-workers.
- When in-person interaction is necessary, masks should be worn.
- Thorough cleaning of all office areas, work areas and restrooms will be completed on a daily basis.

STAGE 2:

- Staff should resume their regular work schedules at the office.
- Before being allowed into the facility, all employees will be screened in accordance with Children's Center licensing requirements.
- In-person, church sponsored meetings can resume. Recommended minimum standard health protocols will be followed for such meetings, including reduced occupancy which may require limiting attendance or adjusting times/places to allow for social distancing.

FINANCIAL OPERATIONS

CURRENT STATE OF MINISTRY:

The Church Administrator, Director of Finance, and Business Assistant work at the office one day per week in order to receive donations, make deposits, receive and pay bills and handle other necessary duties.

MISSIONS

LOCAL

KRL:

Current State of Ministry:

KRL will re-open in phases; currently closed – though partners are working on their main campuses.

Stage 1:

- Limited operation as it is possible.
- SA Hope team working to learn about resources and case-work that is possible
- AWC counselor onsite with a reduced capacity.
- Substance Abuse Class – Not currently meeting.

Stage 2:

Move back into KRL space as city recommendations allow and as we discern safety for older volunteers.

LOAVES & FISHES:

Current State of Ministry:

Currently cancelled.

Stage 1:

- Limited L&F outside – maybe continue to work with Chris Madrid's or other food trucks. Appropriate sanitation and social distancing.
- Partner with CAM for showers if possible (to provide for smaller numbers of volunteers by necessity)
- Stage for a Message
- Outdoor canopy for prayer tent – and volunteers

Stage 2:

Consider moving back indoors and moving toward resuming L&F as it was – when appropriate.

MONDAY NIGHT COMMUNITY

BIBLE STUDY:

Current State of Ministry:

Currently cancelled.

Stage 1:

Collaborate with ministry that is currently serving food on Monday evenings. Establish a way to provide a brief message and prayer for those who need it (at a distance). Continue to engage FPC Covenant Partners by writing weekly devotionals to print and provide to our neighbors.

Stage 2:

Evaluate potential partnership (above) to determine best course of action (moving back on campus without duplicating work, if possible)

LOCAL MISSION

COLLABORATIONS/OUTREACH:

Current State of Ministry:

- Providing food to local mission frontline workers weekly (delivered by restaurants and processed remotely)
- Various Outreach Opportunities (on Covid outreach page – FPC Website)
- Donation of goods
- Pick-up/delivery of items by volunteers (all with continued notes to observe wearing masks and 6 ft. rule)
- Sending cards/notes via post or email

MISSIONS

LOCAL CONTINUED

VIRTUAL PRAYER OPPORTUNITIES:

Stage 1:

All Developing with LM Committee and Restoration Task Force

Stage 2:

All Developing with LM Committee and Restoration Task Force

SUPPORT GROUPS:

NAMI – continue online format until regular in-person meetings can resume

NA – resume on campus when appropriate

MISSIONS COMMITTEE MEETINGS (LOCAL, GLOBAL, BOC, MISSION SOUTH):

Current State of Ministry:

Remotely on Zoom.

Stage 1:

Should continue on Zoom.

Stage 2:

Open up to in person – with option to join by Zoom if more comfortable/necessary

MISSIONS

GLOBAL

CURRENT STATE OF MINISTRY:

- Calls with GM Partners over Zoom
- Regular partner updates on social media/website platform
- Potential Virtual Mission Trips. Actual mission trips postponed over summer.

STAGE 1:

Continue as above, considering possible small trips to border areas (as possible).

STAGE 2:

Continue above with a more flexibility for group size and location of mission trips (as possible)

HAVE A NEED / FILL A NEED

MINISTRY

CURRENT STATE OF MINISTRY/ STAGE 1:

- Those in need of grocery/household goods/medicine pick-up and delivery will be able to either call the church to submit their requests or can complete the online form. Those who would like a social call or who want someone to pray with them submit their needs in the same way.
- Those interested in serving the FPC community by picking up and delivering groceries, household goods, medicines or contacting those desiring a social call or prayer sign up by completing the online form or contacting the Connections Coordinator.
- When someone signs up to volunteer, the Connections Coordinator sends an introductory message to them which includes guidelines for providing each type of service as well as a list of delivery options should they wish to schedule delivery for the person from a specific store.
- Once a Form is completed by someone requesting a need, the Connections Coordinator moves it to the spreadsheet viewable/editable by the volunteers and alerts them by email that a new need is available.
- Volunteers in an “Uber-Style” (first-come, first-served) response view the need to determine if they can assist. They mark the need as accepted with a date and time and proceed to fill the need. Once completed they return to the spreadsheet to mark it completed.
- Volunteers are also provided other opportunities to serve in specific roles as needs are identified by FPC Local Missions, the Connections Coordinator, or other FPC staff.

STAGE 2:

- Process remains the same as in Stage One with gradual adjustments
- Some guidelines for volunteers will be adjusted to reflect updated safety mandates or recommendations including use of masks, social distancing, etc.
- Connections Ministry begins to transfer operational ownership of the “Have a Need/Fill a Need” Program to the Local Missions or Care Ministry Staff and/or Committee.
- Local Missions and/or Care Ministry Staff will assess whether keeping a grocery/household good/medicine pick-up and delivery option is still needed as part of the program.
- FPC Session/Staff will determine if the “Have a Need/Fill a Need” program should continue beyond the pandemic period.

CARE

MINISTRY

CURRENT STATE OF MINISTRY:

- Elders & Deacons act as Calling Captains, overseeing calling of all households.
- 'At Home' Team oversees contacts of all 'At Home' individuals.
- Grief Deacons connecting with those who have lost loved ones.
- Begin Deacon's Meetings via Zoom.
- Care Pastors connecting and encouraging leadership as well as individuals.
- Surgeries and Hospital stays connected through phone calls.
- Residents of Independent, Assisted Living, and Nursing Care facilities connected through phone calls.
- On-going Pastoral counseling conducted through Phone or Zoom.
- Divorce Care and Grief Share continuing through Zoom.
- "It's Not Supposed to Be This Way" book study as a follow-up for Grief Share through Zoom.

STAGE 1:

Continued work on all areas outlined in 'Current State of Ministry' above.

STAGE 2:

- Continued work on all areas outlined in 'Current State of Ministry' above.
- Surgeries and Hospital stays connected through phone calls until Hospitals open up to visits.
- Residents of Independent, Assisted Living, and Nursing Care facilities connected through phone calls until doors are open to visits.

KEYS

MINISTRY

CURRENT STATE OF MINISTRY:

- Thursday Morning “Keys Coffee Hour” Zoom meetings.
- Weekly Emails to approximately 40 KEYS participants.
- Transition to KEYS Program Speakers via Zoom meetings.
- KEYS Leadership Committee through Zoom meetings.
- Regular calling and connecting by phone.

STAGE 1:

- Continued work on all areas outlined in ‘Current State of Ministry’ above.
- Keys speakers offered via Zoom meetings (through the end of June).
- When restaurants can accommodate groups of 50 possible Birthday lunches

STAGE 2:

- Continued work in all the areas outlined in ‘Stage 1’
- Possible addition of outdoor events.

CHRISTIAN EDUCATION

& DISCIPLESHIP

ADULT SUNDAY SCHOOL:

Current State of Ministry:

All Sunday school classes continue to meet virtually through Zoom or pre-recorded content

Stage 1:

Encourage Sunday school classes to continue to meet virtually when possible.

Stage 2:

- Continue to encourage virtual classes if possible.
- Where appropriate, classes can meet in person in large spaces to practice social distancing (will require classroom rearrangement to accommodate).
- Food and coffee offerings will continue to be discontinued.
- Continue to offer virtual options for our most vulnerable populations

WOMEN OF THE CHURCH & MID-WEEK BIBLE STUDIES:

Current State of Ministry:

All major events and gatherings were cancelled for March and April. Certain circles meeting virtually through Zoom platform.

Stage 1:

All meetings and events planned for May will be cancelled. WOC Officer Installation scheduled for May 17 will be postponed to a date TBD.

Stage 2:

- There are no WOC programs or events that take place in June or July so no changes will need to be made for those months.
- The first meeting of the WOC for the 2020-2021 year will be on August 31. Betsy Zachry, incoming President of WOC, will work with session and staff to cohere with

stated guidelines at that time.

MEN'S BREAKFAST BIBLE STUDIES:

Current State of Ministry:

All meetings are virtual via Zoom platform

Stage 1:

Meet offsite for Tuesday morning Bible Study and provide Zoom access for those unable to attend. Continue Zoom meetings exclusively for Thursday morning Bible Study.

Stage 2:

Return to "normal" ministry at FPC with the following adaptations: social distancing, limited physical contact, sanitization, masks, etc. until deemed safe.

PASTORS BIBLE STUDY:

Current State of Ministry:

Final spring meetings were cancelled after March 17 and will not resume until Fall.

Stage 1:

No classes offered during the summer.

Stage 2:

Classes resume in September with large group meeting in a larger space to accommodate social distancing and all participants wearing masks. Lecture would be broadcast via Zoom and recorded for people to watch offsite. Small groups return to FPC facility.

CHRISTIAN EDUCATION

& DISCIPLESHIP CONTINUED

YOUNG ADULTS SUNDAY SCHOOL:

Current State of Ministry:

Sunday school for Young Adults via Zoom.

Stage 1:

- Continue meeting via Zoom for our next series on Missions. This will end near the end of June.
- In late June/early July (or whenever other Sunday School classes are meeting in person again), resume meeting in person at FPC with social distancing measures in place.

Stage 2:

Return to “normal” ministry with the new adaptations: i.e. social distancing, limited physical handshakes and hugs, sanitization, masks, etc.

YOUNG ADULTS MONDAY NIGHT BIBLE STUDY:

Current State of Ministry:

Monday Night Bible Study for Young Adults via Zoom with a large group meeting for teaching followed by breakout rooms for small group discussion and prayer.

Stage 1:

Remote teaching via Zoom or pre-recorded video. Have small groups of 10 or less meeting in homes throughout the city. Together they would watch the video then discuss and pray together. Homes would be sanitized before and after the meeting, masks worn, social distancing observed. Zoom or video chat for those who prefer not to meet in person.

Stage 2:

Return to “normal” ministry with the new adaptations: i.e. social distancing, limited

physical handshakes and hugs, sanitization, masks, etc.

TRIBE:

Current State of Ministry:

Tribe meets weekly over Zoom platform (Thursday mornings). Will conclude for summer on Thursday, April 30

Stage 1:

Summer will include special speakers, most likely virtually over Zoom in June. Tribe Table groups will meet via Zoom or otherwise with appropriate health and social distancing measures.

Stage 2:

Return to “normal” ministry with the following adaptations: social distancing, limited physical contact, sanitization, masks, etc. until deemed safe.

COLLEGE SUNDAY SCHOOL:

Current State of Ministry:

All gatherings are meeting over Zoom platform (Sunday morning and Wednesday nights). Digital and telephone contact work. Leadership meetings via Zoom.

Stage 1:

- Continuing with our digital outreach.
- Psalm Live: Taking a Psalm and bring encouragement by its wisdom (2 min video)
- Sunday Morning College Gathering: Continue having a Sunday morning gathering to continue to build community within FPCSATX Umin

NOTE- Due to the Flow and fluctuation of College Students schedule, there may or may not be any changes with the plan given the response of Christian and Organizational

CHRISTIAN EDUCATION

& DISCIPLESHIP CONTINUED

Camps and Internships.

Stage 2:

Return to “normal” ministry with the following adaptations: social distancing, limited physical contact, sanitization, masks, etc. until deemed safe.

YOUTH - MID-WEEK BIBLE STUDIES/SS:

Current State of Ministry:

All aspects of Student Ministry are virtual (Bible Studies, Sunday School, Confirmation, Contact work). Content and resources are e-mailed and texted to parents and students weekly. Discipleship and connection with students happen virtually.

Stage 1:

- Continue with virtual ministry connection and opportunities as the primary means of communication.
- Urban Plunge (Middle School Mission Trip) is cancelled in June. Other mission opportunities will be planned for students in the future.

Stage 2:

- Return to in-person gatherings at FPC, in homes or in public locations using new adaptations: social distancing, limited physical contact, sanitization, masks, etc. until deemed safe.
- Continue to offer virtual option for those unable to attend in person.
- Relaxation of social distancing while continuing to follow guidelines.

CHILDREN'S MINISTRY:

Current State of Ministry:

- All teaching for Children is online via Zoom & Facebook

- Sunday school classes are pre-recorded by teachers weekly and posted on private Facebook group, as well as emailed out for those not on Facebook
- Mid-Week lessons are hosted Wed & Thurs on Zoom live with Rozlyn at 2pm
- Special Events hosted online – Palm Sunday, Easter Program
- Other contact with Children: Children are sent postcards, projects, prizes in mail; Parents are sent encouraging emails or informative articles

Stage 1:

- Online teaching will continue online throughout school year. During summer, one class will be pre-recorded by Rozlyn “Children’s Church” online.
- No childcare or Sunday School classes on campus ‘in person’
- Special Events will be held online, such as VBS
- Special gatherings outdoors when social distance allows (i.e. 5th grade grad drive by, kickball in the park with 4th graders)
- Worship attendance only, seating with parents required – children’s bulletins will be readily available
- Keep attendance on families in worship with children to gauge room needs for Stage 2

Stage 2:

- Back on Campus with social distancing protocol in place
- Online classes will continue for those choosing to stay home
- SS classes offered for elementary age kids only 1st - 5th grade, this will not change until FPC Children’s Center is operational and protocols are understood
- Space out tables, perhaps one big room lesson in Assembly or Nutrition room if

CHRISTIAN EDUCATION

& DISCIPLESHIP CONTINUED

needed depending on attendance

- Children will check in at desk downstairs and sign in. Parents will confirm that no one in the household has experienced any sickness or symptoms in the last 14 days
- Every child will have temperature taken on forehead before entering through glass doors
- Approved escorts will take kids to classrooms. Parents and grandparents discouraged from entering beyond glass doors unless there is an emergency.
- Children will be picked up via a walkie-talkie system to class teacher
- No refreshments will be provided or served
- Only one restroom available on floor
- Teachers will be required to wear masks
- Caregivers as extra “cleanup” staff to all areas that children occupy

CHILDREN’S DAY OUT:

Current State of Ministry: Remains closed.

Stage 1:

CDO year ends on May 14 so will not reopen this year.

Stage 2:

No summer program so will remain closed. Plans for celebration with families when guidelines are relaxed.

OFFICER TRAINING:

Current State of Ministry:

Not meeting yet

Stage 1:

Lectures given over Zoom and recorded for later access. Elder and Deacon breakouts over Zoom.

Stage 2:

Live teaching in Westminster Hall with

breakouts for elders and deacons on different nights in Covenant Hall to practice social distancing. Lectures still recorded and accessed over Zoom with a Zoom option for breakouts.

OFFICER DINNERS:

Current State of Ministry:

No onsite dinners

Stage 1: No onsite dinners

Stage 2:

Resume dinners in person while practicing social distancing in Westminster Hall.

SESSION MEETINGS:

Current State of Ministry:

Meeting weekly via Zoom

Stage 1:

Continue to offer Zoom meeting moving to resumption of monthly rather than weekly meetings when the Session deems weekly meetings no longer necessary.

Stage 2:

Meet at FPC with Zoom option for those unable to attend in person.

BOARD OF DEACONS:

Current State of Ministry:

Not meeting; e-mail communications with diaconate

Stage 1: Meet via Zoom

Stage 2:

Meet at FPC in large classroom to practice social distancing and offer Zoom option for those unable to attend in person.

COMMUNICATIONS

CURRENT STATE OF MINISTRY:

- Remote engagement by all staff performing tasks, including maintaining weekly/monthly newsletters, social media posts, email, website, App, and any other means to keep FPC community informed and engaged.
- Video production of weekly Online Worship service, including gathering/videography of all components and post production, and deployment for viewing on Sunday mornings.
- Provide ongoing visibility/awareness of ministries' remote outreach and engagement
- Continued production and posting of weekly radio broadcast
- On standby/hold until further notice: A/V techs for on-site efforts, all on-site printing/production resources, campus video screens

STAGE 1:

- Resume on-site presence by key communications staff (Director, Graphic Designer, Media Coordinator, and Production Coordinator), performing tasks for remote audiences and any on-site activity.
- Use of A/V Techs on-site for specific, approved efforts (services as directed, weddings, etc.)
- For any resumed on-site ministries, provide awareness and promotion.
- Continued production and posting of weekly radio broadcast
- Begin resuming on-site print production AS NEEDED. (i.e. monthly newsletter printing/ mailing, special printed materials).
- Continue to provide ongoing visibility/awareness of ministries' remote outreach and engagement. Information will include:

- Production of on-site signage clearly supporting safety protocols, including:
- Wearing of masks
- Spacing of seating and use of ushers to escort during seating/dismissal
- Collection of offerings
- Hand sanitation procedures
- Asking patrons not to congregate in common/public areas

STAGE 2:

- Resume full pre-Coronavirus work schedule for Communications Ministry on-site, performing tasks including maintaining weekly/monthly newsletters, social media posts, email, website, App, and any other means to keep FPC community informed and engaged, and continuing support for all remote audiences.
- Resumption of full A/V Tech support for services and events as needed
- Provide support for any additional on-site ministries and activities under Stage 2. Continue to provide ongoing visibility/awareness of ministries' remote outreach and engagement.
- Continued production and posting of weekly radio broadcast
- Begin resuming on-site print production all pre-Coronavirus items including service bulletins, newsletters and collateral. (i.e. monthly newsletter printing/ mailing, special printed materials).
- Resume full use of on-site campus video screens system.

CHILDREN'S CENTER

CURRENT STATE OF MINISTRY:

- Zoom meetings with teaching staff.
- Lead teacher meetings are conducted every Friday from 12:00pm-12:30pm. All teaching staff meetings scheduled once a month.
- Teachers are conducting virtual learning through YouTube, Remind app, Facetime, and Facebook - all information is private.
- Teaching staff are turning in their packets as we approach the new school year with the plan to re-open.
- Administration is communicating with families through e-mail and the Remind app.
- Administration is monitoring information from THHS and CDC in coordination with the Advisory Committee.
- Teaching staff will be in place to greet children outside as they arrive.
- Ideally, we would like for families to designate only one parent to be the drop off/pick up person.
- We will have teaching staff in place to walk all children to their classroom in the morning and at the end of the day, walk all children back to their cars.
- Infants can be transported in their car seats. Store car seat out of children's reach. Using room 108 temporarily to place those car seats
- It is strongly recommended that older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

STAGE 1:

- The Children's Center will survey families who fall under the category of "essential workers". This is a mandated regulation from the Texas Health & Human Services. This survey will help in identifying the families who need care.
- Upon re-opening the Children's Center will only be able to provide services to essential workers - the Children's Center will follow THHS & CDC guidelines with modifications where needed.

Parent Drop-Off and Pick-Up:

- Parents will not be allowed to enter the building when dropping off and picking up children
- We will have designated times for drop off and pick up.
- We will limit direct contact with parents as much as possible.

The Children's Center will also follow HHSC Child Care Licensing (CCL) guidelines:

- Prohibit any person except the following from accessing an operation: operation staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents who have children enrolled and present at the operation.

CHILDREN'S CENTER

- Before allowing entry into the operation, screen all of the individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and deny entry to any person who meets any of the following criteria:
 - A temperature of 100.4°F or above;
 - Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
 - In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness; or In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission.
- Require pick up and drop off of children outside of the operation, unless you determine that there is a legitimate need for the parent to enter an operation.

Classroom arrangements:

- Dividing classrooms with more than 10 children
- Divided classrooms will use the CDO classrooms
- Teaching staff will practice social distancing with one another, staying 6 ft. apart from one another

STAGE 2:

- The Children's Center will continue to follow THHS and CDC guidelines until further notice about any changes from the state
- The center will open the doors to non-essential workers when the order from the governor is lifted - this is a licensing rule.
- The classrooms with more than 10 children will remain divided until it is safe to regroup and there isn't any high risk of the virus.

FIRST PRESBYTERIAN CHURCH LOVING CHRIST. LOVING ONE ANOTHER. LOVING THE CITY.

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