

Pilgrim Rest Baptist Church  
Reopening Committee Report  
September 7, 2020

## **FOREWORD**

- I. The Pilgrim Rest Baptist Church Committee on Reopening was established in June 2020 on the initiative of Pastor Terry Mackey to create a comprehensive plan to reopen and regather the congregation in the sanctuary for worship services and eventually convene all of the services and meetings conducted prior to the COVID-19 pandemic.
  
- II. The PRBC Reentry Committee consists of several PRBC Ministry Leaders who love and are dedicated to God and Pilgrim Rest:  
Judge Carol Scott Berry, Chair  
Elder Richard Yarbough  
Sister Michelle Bowers  
Brother Lewis Green  
Sister Sharon Green  
Dr. Patricia Neff  
Sister Tonjua Sibley  
Mother Rita Tucker  
Brother Jerry Woods  
Sister Andrea Connor  
Brother Chuck Connor
  
- III. The date for reopening and regathering is undetermined. We are prayerfully considering this with our leadership team and are focusing on being responsible but not fearful. Therefore, the Committee focus was **preparation** for the day when God would direct and lead us to regather in our sanctuary.

The Committee met over the course of eight weeks reviewing Center for Disease Control (CDC) and Arizona Department of Health Services (DHS) recommendations along with local and state regulations. The recommendations in the attached report are based on available scientific data, CDC best practices and options for public gatherings of place of worship, other church regathering plans locally and nationally and school reopening plans.

- IV. The Committee will continue to review and recommend updated data from the CDC and DHS. We will also monitor the rate of positive infections in Maricopa County to assist in our determination of when to reconvene.

## **Pilgrim Rest Baptist Church Reopening Plan**

The PRBC Reopening plan is a four-phase plan that ends with full regathering of all services and ministries. The four-phase plan:

- I. Preparing the Sanctuary
- II. Preparing Ministry Leaders
- III. Preparing the Congregation
- IV. Re-Entering/Regathering
  - A. Congregation 350-400
  - B. Increase congregation size
  - C. Weekly Bible Study returns
  - D. Sunday School/Children's Church returns
  - E. Ministry meetings return

### **I. Preparing the Sanctuary**

#### **A. Cleaning and Sanitizing**

##### **1. Cleaning Technology and Tools**

The CDC recommends that churches and houses of worship implement cleaning procedures and minimum standards for daily cleaning and disinfecting. To assist in creating a cleaner and better sanitized environment on campus, specialized equipment purchases were made to clean the air and surfaces to help prevent the spread of Covid-19 and other pathogens. Aerus Air Scrubber systems with **ActivePure® Technology** were purchased and installed in the Sanctuary, Wellness Center and Word Center. **ActivePure®** is the only air cleaning technology awarded the prestigious Certified Space Technology seal by the Space Foundation. In addition, the CDC recommends increasing fresh air flow whenever possible. This will be accomplished by maximizing the damper settings on all HVAC units to increase fresh air flow.

Protexus electrostatic disinfectant sprayers were purchased and are prepared for use to disinfect all surfaces in the Sanctuary, Wellness Center and Word Center. The electrostatic disinfectant sprayers kill bacteria, viruses, including Covid-19, and other germs on all surfaces with 360-degree penetration. These devices are the same ones used in top hotels and venues throughout the country and world. Surfaces

treated with the disinfectant will dry within a few minutes of being sprayed. The custodial and janitorial staff will use backpack and handheld sprayers to disinfect pews, hard surfaces including doors and handles, and restroom surfaces between each service to completely sanitize areas for the next group of attendees, which exceeds CDC requirements.

Finally, additional touchless Hand Sanitizer Stations were purchased and installed in the Sanctuary, Wellness Center and Word Center to provide more than ample access to members and to encourage keeping hands cleansed to prevent the spread of germs.

## 2. Cleaning Schedule

It is estimated that a minimum of thirty minutes is necessary between services for proper cleaning and sanitization. To account for the time needed, it is recommended that service start times will need to be extended to allow for cleaning and sanitizing. The Committee recommends 9:30 am and 11:45 start times for the second and third services, respectively.

## 3. Personal Protection Equipment (PPE)

The Committee recommends that everyone entering buildings on campus will require PPE. Members will be notified to wear personal masks, which will be mandatory for all who wish to attend services and other ministry functions on campus. PRBC will provide masks to guests. PRBC has purchased 1000 masks for this purpose. Ministry workers will wear masks of personal choosing.

PRBC will provide personal hand sanitizers to ministry workers serving during service. To minimize personal contact, ushers and hospitality will not hand out Kleenex. The congregation will be instructed to bring their own to minimize the possibility of unnecessary close contact with ministry workers.

There will be no entry without a mask and acceptable temperature check. Security will be present at temperature station(s) and entry to assist the ministry workers performing temperature checks.

There will be no materials, envelopes, handouts, etc. distributed by ushers or hospitality. Members and guests will also be reminded to minimize community sharing of objects (books, papers, tissues, etc.)

to reduce the risk of touching. It is recommended that all materials and handouts be made available through the app or other downloadable means. The Committee may investigate the cost of giving envelope dispensers for those who do not have access to the necessary technology. If the dispensers are cost prohibitive, envelopes will either be displayed in foyer for pick-up, made available for pick-up prior to service, or mailed upon request.

## B. Hospitality/Ushers/Security

### 1. Temperature Checks

Medical Advocacy station will be set-up under an awning in the front of the Sanctuary thirty-minutes prior to the start of service. All persons who enter including ministry workers will need to have their temperatures checked prior to entering the sanctuary. Temperatures of late comers will be taken at the door and in the event of inclement weather.

Persons will receive a sticker or other identifiable object to identify individuals who have been screened for entry. The sticker, etc. will be checked by hospitality/greeters prior to entry and should remain on until the end of service. The best method of identification will be recommended by the Medical Advocacy team.

### 2. Restrooms

Hospitality, ushers, and security will coordinate monitoring the number of people in the restrooms at one time. Every other stall and sink will be closed to help enforce social distancing in the restrooms. We may rotate closed stalls and sinks for each service.

### 3. Ingress and Egress

Entry will be restricted to the two east doors. Ushers will seat on a first come, first seated basis. Family and friends who arrive together will be seated together.

Exit from services will be directed by the ushers by section. All main floor and balcony sections will exit at the direction of the ushers to maintain social distancing protocol.

#### 4. Offering

Online and internet giving will continue to be encouraged. Ushers will not circulate offering baskets. Stationary offering baskets/cans will be purchased to minimize personal contact. These baskets/cans will be placed at the exits. Congregation members who wish to give in person can drop their offerings/tithes in the stationary offering baskets/cans. Offering envelopes may be offered to members and guests at the screening table for those who need them.

#### 5. Special Accommodations

For the safety of all involved, ushers, greeters and security will no longer accommodate the unaccompanied drop-offs of members in wheelchairs/walkers. Persons who need assistance will need to be taken to the nurse's station for temperature check and then taken inside the Sanctuary. Persons will need to be taken out of the Sanctuary by the person who dropped them off after service. All drop-off persons will need to have temperature checks. Ushers will try to accommodate elderly members with easy ingress and egress based on their proximity to the exits.

#### 6. Communion

We will continue to use self-server communion cups. Ushers will not have trays to limit the amount of person to person contact. Communion cups will be placed on tables at the entry for pick-up. All attendees will be encouraged to pick up a communion cup when they enter.

### C. Congregation Size

The Committee determined that no more than 350 to 400 people can be in the sanctuary on pews to remain in compliance with CDC guidelines and recommendations for social distancing. The seating variation is due to the potential family size of attendees, which will vary. It is recommended that a form of registration is used to determine who will attend each service to minimize frustration of members and guests who may be turned away because capacity has been reached. The recommended number of registrations is 300 with 50 spots reserved for guests. In addition, Pilgrim Rest will stream all services going forward to ensure that members and guests have accessibility to worship services.

Attendees will be encouraged to wait in their cars to avoid crowding in the foyer and temperature check points.

Ushers and hospitality have created new protocols to welcome and seat congregation members to limit congregating in the foyer. Security will count attendees as they enter and notify Greeters by radio that capacity has been reached. Greeters will notify approaching attendees as they enter our parking lot, particularly guests who probably will not have registered to attend the service. Cones will be used to block driveway entries and post capacity signs. Greeters will make every effort to notify attendees, who were missed entering the parking lot, that capacity is reached prior to attendees exiting their vehicles.

#### D. Signage

Welcome back signs will be posted throughout the campus as a warm greeting and to celebrate the regathering. Safety and rules signs will be posted throughout campus, in the foyer and restrooms. There will be signage throughout the campus to remind everyone to wear masks, wash hands and stay 6 feet apart. Social distancing signs will be posted in the foyer, restrooms, floors, and the sanctuary. There will signs in the parking lots and access walkways notifying late comers when we have reached capacity. Pictures of our signs will be posted on the website and shown on PRBC News.

## **II. Preparing Ministry Volunteer Workers**

### **A. Surveys**

Many Ministry Leaders have sought and received input from ministry workers on their regathering concerns. The Committee created the attached Survey for Ministry Workers and the congregation. The Survey will go to Ministry Workers first. The Survey will be in Survey Monkey format with an agreed upon response date. We will review the data and make recommendations concerning reentry.

### **B. Ministry Leaders Training**

Ministry leaders whose ministries are active on service times will train and educate their ministry workers on new protocols and procedures:

1. Security
2. Ushers
3. Hospitality
4. Greeters
5. Medical Advocacy
6. New Members
7. Music Ministry
8. Clergy
9. Protocol
10. Shepherds

In the next phase of reopening:

11. Sunday School
12. Children's Church
13. Wednesday Bible Study
14. Family Cluster Bible Study
15. Prayer Team



### **III. Preparing the Congregation**

#### **A. Communication/Publicity**

##### **1. Virtual Tour**

A virtual tour video will be created and placed on the website and possibly social media to show the congregation how the Sanctuary and church entrance will look upon reentry. The virtual tour will also help prepare members and guests for the new protocol to enter the Sanctuary for worship service.

##### **2. Virtual Church Meeting**

The committee recommends that we schedule a virtual church meeting to notify every member of the steps PRBC has taken to reopen/regather safely. We will inform members that Aerus Air Scrubber systems with **ActivePure® Technology** devices and stationary hand sanitizers are installed in the Sanctuary and that Protexus electrostatic disinfectant sprayers were purchased and will be used between services to sanitize all surfaces. Masks and temperature checks will be required prior to entry. Intensified cleaning and sanitizing of the sanctuary and all common areas will be conducted throughout service times. We will inform the congregation of the congregation size limit, the entry requirements of a mask and temperature check, ushers seating attendees, limited personal contact and registration requirements. Members will be allowed to ask questions.

##### **3. We will continue to communicate Sanctuary preparation, new procedures, and requests not to gather in the parking lot, foyer, and common areas on PRBC News, church website, social media, and email blasts. We will publish a FAQs page on the Church website that features the details of the reopening plan. Ushers, Hospitality, Greeters and Security will graciously enforce social distancing and new protocols.**

##### **4. FAQs**

We will create an FAQs page on the church website for reopening. We will outline how we reached the decision to reopen in an informed, prayerful way and outline the steps that will be taken to do so.

## B. Surveys

A survey will be sent to every member using Survey Monkey. The data will be analyzed, and recommendations will be made. If most members would like to have a Saturday service, Pastor Mackey and leadership will decide the feasibility of adding services on Saturday in addition to Sunday services and the appropriate service times for each day.

## C. Service Registration

To ensure that CDC guidelines and recommendations regarding crowd size are adhered to, members will be required to register for service through an Evite or other electronic means. Registration will include a COVID-19 waiver. No one will be able to register without checking the waiver box, which will ask the following questions:

1. Have you or anyone in your household with whom you have had direct contact traveled out of state in the past 14 days?  
 Yes\_\_\_\_  No\_\_\_\_
2. Have you or anyone in your household with whom you have had direct contact exhibited any symptoms such as fever, cough, shortness of breath, loss of taste or smell, muscle weakness, or fatigue in the past 14 days?  
 Yes\_\_\_\_  No\_\_\_\_
3. Have you or anyone in your household been tested for Covid-19 and received a positive diagnosis in the past 14 days?  
 Yes\_\_\_\_  No\_\_\_\_
4. Are you willing to wear a mask that covers your nose and mouth for the duration of your time on the Pilgrim Rest campus?  
 Yes\_\_\_\_  No\_\_\_\_
5. Are you willing to submit yourself to a temperature check prior to entering work and participating in on-campus events or activities?  
 Yes\_\_\_\_  No\_\_\_\_

6. If your temperature is above 100 degrees Fahrenheit or you are exhibiting visible symptoms that may potentially be associated with Covid-19 and/or another transmittable virus or illness, are you willing to comply with a potential request for you to immediately leave the premises to seek medical attention or treatment?
  - Yes\_\_\_\_\_ No\_\_\_\_\_
7. If you have answered YES to questions 1, 2 or 3 or NO to question 4 or 5, we reserve the right to reject your registration request and invite you to join one of our virtual services?
  - Agree\_\_\_\_\_ Disagree\_\_\_\_\_

Registration requests will not be at capacity to reserve a limited number of seats for guests and members who do not have access to technology. Please note that Pilgrim Rest reserves the right to change the ratio of reservations to walk-up seats at its discretion based upon trends, demand, or other criteria. Medical Advocacy and or ministry workers will have registration lists for each service, which will be at the registration tent where everyone will be required to check in before entering the sanctuary.

Please be advised that each registration request will be limited to a maximum of 5 family members including guests. You may not register for another family or a friend.

#### D. Attendance Requirements

- a. All potential attendees are recommended to register to ensure that there have met the requirements to attend in-person worship service and to confirm that they have a reserved seat(s).
- b. You must adhere to all pre-entry protocol including registration confirmation and temperature testing.
- c. You must wear a mask that covers your nose and mouth for the duration of your time on the Pilgrim Rest campus. This requirement includes children and youth.
- d. You must remain seated together where designated to ensure social distancing protocol, which means that you will not be permitted to sit where you want or where you would normally sit. The Ushers will assign you to your designated seat(s).

- e. You will be asked to give your tithe and or offering via PushPay, text, or other designated options because baskets will no longer be passed through the aisles to minimize contact with individuals and surfaces.
- f. At the end of service, you will be directed by the Ushers to exit the building by section to avoid crowding and contact to keep attendees as safe as possible.

#### **IV. When Will We Reenter?**

We will review all scientific data available and set a target date within 60 days of COVID-19 positive cases dropping to an acceptable level in Maricopa County, which is defined as less than 5 percent confirmed positive test rate. We will determine what percentage of drop in COVID-19 cases will trigger our reopening plan through prayer, scientific data, and congregation survey data.

The entire church body will pray corporately for God's guidance in setting a reopening date. We will use the same process and data to determine when to move to the next phase of reopening.

## **V. Re-Opening Phases**

- I. Services in the Sanctuary only
  - a. These services will be limited to Sunday worship and homegoing services with limited attendance of 350 people per service.
  - b. Attendees will be required to register either online or by phone and must receive confirmation to attend their desired service time. Walk-ups will be limited to visitors, who will have priority for entry without confirmed registration.
- II. Increase attendance capacity of Sanctuary services
  - a. The incremental capacity increases will be made accordance with CDC and local state guidelines.
- III. Reopen for ministry meetings
  - a. These meetings will be limited to ministry leaders and volunteers to train, plan, and coordinate responsibilities and activities for facilitation of worship services and or other events.
- IV. Reopen Wednesday Bible Study
- V. Reopen Sunday School
  - a. This phase will likely be implemented simultaneously with Phases VI and VII.
- VI. Reopen Children's Church
  - a. The decision to prolong the opening of Children's Church is due to an abundance of caution to keep our children safe and prevent our children from being potential spreaders to their family members. Due to the nature of children who are more likely to come into contact with one another and will be more difficult to keep social-distanced in their classrooms, Children's Church will open when risks are minimized, and social gathering guidelines are back to near-normal levels for churches, schools, and other large assembly spaces.
- VII. Reopen weekly classes

Unless otherwise noted or stated, at the opening of a new phase all PPE protocol will remain in effect, which means that all attendees of campus activities and classes may be subject to temperature checks, required to wear facemasks, and required to social distance at all times. Each new reopening phase will be based on all available data and subject to the decision of church leadership. Our priority is and will remain the health and safety of our members, volunteers, and servant staff.

# MINISTRY WORKERS SURVEY

## Ministry Workers Reopening Survey DRAFT

1. In which Ministry do you currently serve?
  - a. Ushers
  - b. Hospitality
  - c. Greeters
  - d. Security
  - e. Protocol
  - f. New Members
  - g. Shepherds
  - h. Ministers
  
2. At which service time do you usually serve?
  - a. 7:15 a.m.
  - b. 9:15 a.m.
  - c. 11:15 a.m.
  
3. How likely are you to be ready to serve at Pilgrim Rest within the next 45 to 60 days? (Select one):
  - a. Not likely
  - b. Somewhat likely
  - c. Likely
  - d. Very Likely
  
4. Due to social distancing, it may be necessary to add a Saturday service time to accommodate all members. Would you be willing to serve on Saturdays (potentially from 9:15 – 10:30 a.m.)?
  - a. Yes
  - b. No
  
5. Would you be willing to serve at a different service time if called upon?
  - a. Yes
  - b. No

6. The church will sanitize the sanctuary between services, require mandatory face masks, social distancing of at least 6 feet, provide hand sanitizer dispensers, and check body temperatures to ensure they are below 100.4 degrees. In addition, the church has installed Aerus Air Scrubbers to help with air purification. With these precautions in place, would you feel comfortable returning to serve on-campus?
- a. Yes
  - b. No
  - c. Maybe

7. Are there any additional safety measures needed for you to feel safe to serve?

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8. What concerns you most about returning to serve at on-campus worship services?

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