



Reopen Strategy

Phase 1

State Summary: Outside religious services and services of 50% capacity or no greater than 250 individuals (unless health department approves), retail stores open at 50% capacity, elective medical procedures resume, limited outdoor gym classes, outside recreation opens, car washes, etc.

Uniontown: We will hold reserved seating, socially distanced services on Sundays with no children's ministry in classrooms. Our auditorium has a seating capacity of 1054 seats. We have created a plan to have additional services (announce 3 with a 4th available) that will accommodate roughly 250 individuals and keep them socially distanced. We will continue our livestream for the elderly, immune-compromised, or cautious of attending worship on our campus at this time.

The main building consists of classrooms, lobby, restrooms, and a large auditorium. The only rooms used will be the auditorium, lobby and restrooms. We will provide tents outside for check-in as well as a tent for individuals to connect with others keeping social distance protocols in place. Going into the building for a service will be an exact process that will ensure social distance protocols. People will be guided to their seats, and we will exit sections at the end of the service to ensure safety. No seat will be within 6 feet from all directions to another seat.

Families who are currently living together will be able to sit with one another without 6 feet distance.

Service Times Broadcasted for Ticketing:

8:00 am

9:30 am

10:00 am Livestream

11:00 am

12:30 pm (added if needed)

Communication/ Talking Points

Dear Uniontown Bible Church,

As you know, Governor Hogan has started phase one of the reopening plan in the state of Maryland. This change allows for churches to open with limited capacity and specific safety protocols. We know the decision to stay home or come to church will be hard to make and will vary from individual to individual. Whether you choose to attend or watch the livestream, we want to be sure you are loved and encouraged through Uniontown Bible Church.

Starting this Sunday, May 24, we will provide two main avenues for worship services. First, a livestream option will be available at 10:00 am at www.utown.org and on Facebook Live, facebook.com/uniontownbible. At our Uniontown campus, we will have three services (8:00 am, 9:30 am, and 11:00 am) with the possibility of a fourth service (12:30 pm) if needed.

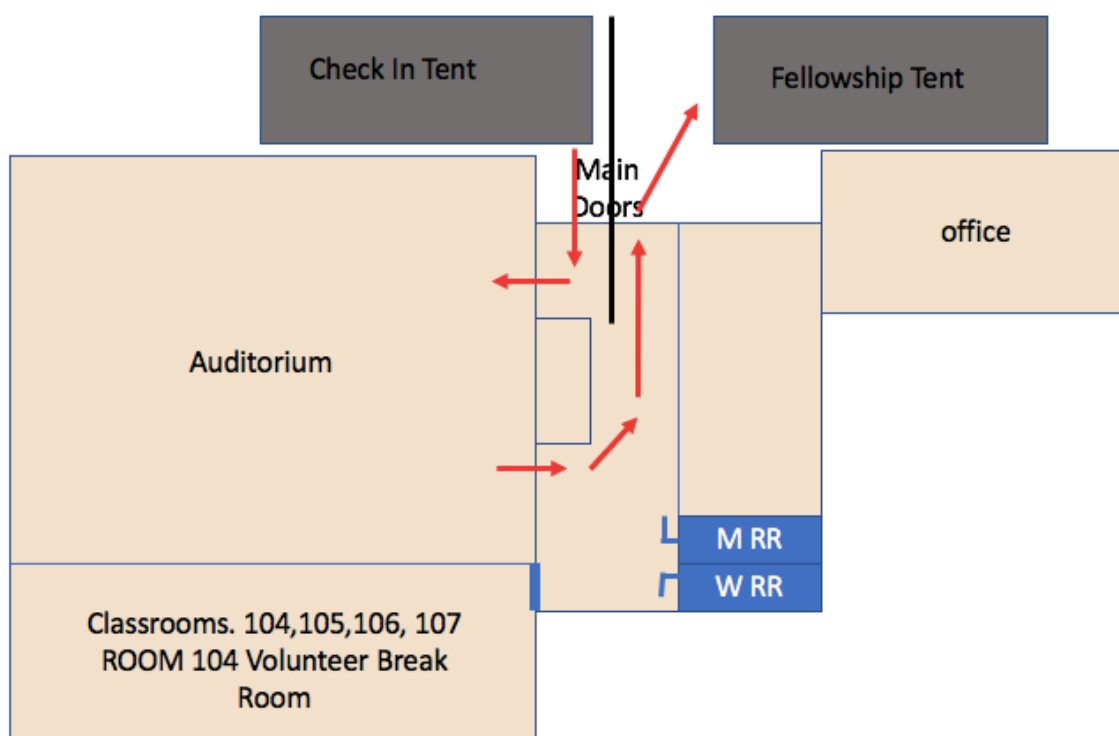
If you choose to come to one of the services at the Uniontown campus, we want to let you know that it will look very different. We are working through state and county safety protocols and guidelines to provide these services. Here are a few things that will look different this coming week:

- We are asking everyone to register with us. Registration for livestream and sanctuary seating will open on Wednesday at 9:00 pm through Saturday at 7:00 pm. We have not asked you to register for the livestream in the past. We are asking you to register so we can connect and care for you if you choose to stay home.
- You must reserve seats at a service. If you do not reserve a seat for you and each member of your family, we will not be able to accommodate you on Sunday morning.
- We will be required to wear masks on campus and have appropriate social distancing during our time together.
- We will not provide coffee on Sunday mornings at this time.
- We will be creating a touchless environment that includes no bulletins, no passed offering baskets, and no need to open doors or touch handles.
- We will need you to arrive early to check in, choose your social distanced assigned seating, and be brought into the sanctuary.
- There will be a dedicated area outside after the service for you to have a time of social distanced fellowship.
- We will need you to take your temperature at home before leaving for church. If you have symptoms of any kind, please do not attend in person. Instead, choose to watch the livestream version.
- Every service will be less than an hour in length, and strict cleaning procedures will occur between each service.
- We will have activity sheets for children in the services, and our children's ministry director will be live at 11:05 am on Facebook live.

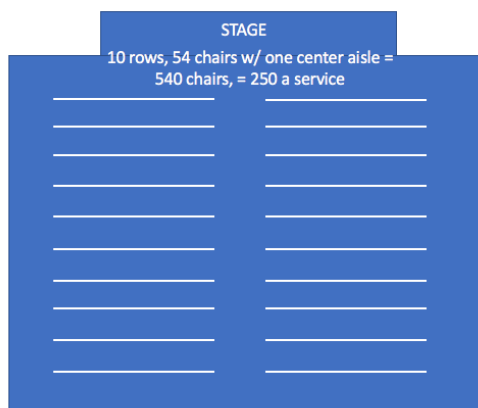
We know this is a lot of change. We are working hard to keep the spirit of the guidelines in place while still creating an environment where we can worship our risen Savior! Again, we know this is a hard decision before you. We are excited to provide both of these avenues for worship. I am sure in weeks to come more changes will need to occur. We will continue to keep you up to date.



Property Layout



Auditorium Layout: We have the ability to move our chairs on a week to week basis. We will provide seats for 250 people with 6 feet distance between each family group or individual.





Logistics/ Flow

Reservations

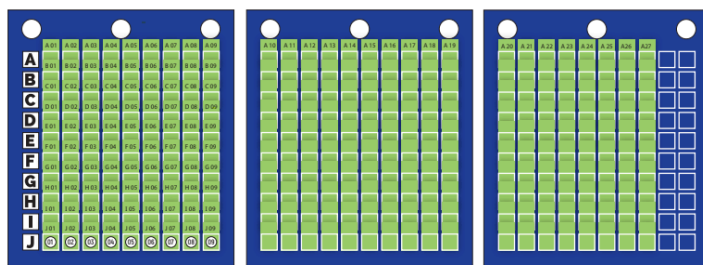
Seat reservations for each service will be required. That will be done online for each service. We will open reservations on Wednesday evening and close reservations at 7pm Saturday. If you do not have a seat reservation on Sunday, we will not be able to accommodate you and your family.

We are also asking individuals to register for the online livestream. We are doing this to create a listing of all of the individuals from home. We are working to provide a personal phone call to each of those families on the first Sunday morning to ensure they feel included and cared for. We also will be sending the adult members a Uniontown coffee mug in the mail to watch the livestream in future weeks with. A small gesture, but a gift that says we care and have not forgotten you.

Check-In

There will be a large tent in front of the lobby for check-in. Uniontown will make it fun. Think theme park ride line. A video with instructions, worship music, and humor (bloopers) will be created for the check-in process.

- There will be 4 check-in stations
- The individual or family will check-in their registration by providing their name (check-in volunteers have a list of all registered for each service)
- The registration volunteer will help them choose tickets (basically hand them tickets) for corresponding ticket quantity needed
 - Ticket colors: Green-normal seat, Yellow- obstructed view seat, Red- standby (did not register or have ticket)



Labels for pockets

- Family will wait in check-in area for seating time
- Check in Video will be playing (funny and uplifting)

Entrance

- Once we open the doors (at specified times) the check-in tent will be escorted to the auditorium to their prechosen, assigned seats.
- Hand sanitizer stations will be available as you enter the building. Doors will be held open, and there will be no contact with door handles, etc.
- We will not hand out Bulletins; we will encourage the congregation to view announcements on our website
- Offering placed in boxes at doors, not a passed plate
- Kids activity sheets will be available for parents to grab and give to children.

Dismissal

The congregation at each service will be escorted out of the auditorium to reset for the next service. The group will be taken out of the back doors (separate from entrance) and sent to the fellowship tent and driveway for connections, and social distance fellowship. A cleaning team will be in charge of wiping down bathrooms, door handles, chairs, etc. between each service.

Volunteers Needed

Each team will be led by staff members. They will work with a group of volunteers to coordinate the entire morning. Leaders are responsible for the setup and teardown of your space.

- Volunteers will receive training on safety procedures and their role before serving.

Check-In Team (Dana- Leader)

- Check-in tickets
- Help Seat selection process
- Ensure 4 seats between each family or individual grouping
- Answer questions
- Keep people from entering the building
- Direct them to the Video for instructions
- Facilitate any stand by (no ticket holders, after service begins)
- Check-In Volunteers Needed
 - Dana- Leader (available for questions and problem solving)
 - 4 Check-in and Seat Selection People
 - Elders around to greet and talk with people

Seating Team (Chris/ Patrick)

- Escorting congregation to their seats, must get them in seats in 10 mins
- Ensuring social distanced protocols are being maintained on entrance and within the seating plan.
- Greeting/ Door holders
- Hand Sanitizing stations
- Pointing out offering boxes
- Pointing out Children's Ministry handout
- Seating Team Volunteers Needed
 - Chris/ Patrick- Leader
 - 2 people to hold main doors open and welcome people
 - 3 people inside to help people find seats

Dismissal Team (Chris/ Patrick)

- Helping lead people to the fellowship tent with safe, social distance protocols
- Block entrance doors and move people to rear doors for social distance protocols
- Dismissal Team Volunteers Needed
 - Chris/ Patrick- Leader
 - Same people from seating to help get people out quickly
 - One person stationed in hallway of lobby to help people move to fellowship area

Fellowship Area (Chris)

- Connections/ Church Information Setup and representative to answer questions
- Helping people fellowship in a safe, social distance environment
- NO COFFEE
- Volunteers Needed
 - Chris- Leading
 - One person to do connections/ answer questions at connections table

Cleaning Team (Trisha- Leader)

- Before each service wipe down door handles
- Between each service, Lysol chairs that were used
- Bathroom Protocol
 - Every other stall will have a sign to not use (Clean)
 - When one service is over, those signs will be switched to the dirty stalls and new clean stalls will be opened
 - During service dirty bathroom stalls will be wiped down
 - Follow procedure again for each service
- Volunteers Needed
 - Trisha- Leading
 - 5 volunteers for chair spraying, door handles wiped and bathroom wipe down (during service)

Children's Team (Jen)

- Livestream at 11:05 am for children's program
- Booklets and activity sheets available for children

Tech Team (Jeremy)

- Producer- keep the flow and timing of services
- Stage Manager- Amber Taylor- to help communicate from producer to PT, Children's Team, Pastors
- House Sound
- Video/ Screen Team
- Lighting

Worship Team (Jeremy)

- Instrumentalists
- Vocalists
- The team will be socially distanced on stage

Security (Jason)

- Armed/ Unarmed
- Specifically help near check in area with anyone causing issues
- Trying to have elders on hand there as well
- Volunteers Needed
 - Jason- Lead
 - 1 person near check-in and doors
 - 1 person inside
 - Medical Rep (could be same as a security person)

Hospitality (Donna Felkner)

- Provide Food for volunteers in room 104
- Volunteers Needed
 - 2 people to provide food for volunteers in room 104

RULES/ THINGS TO KNOW:

- **Key Leaders- Walk through Thursday – to be scheduled**
- **To volunteer you must volunteer all day. No shifts (at least for first few weeks)**
- **We will provide breakfast and lunch for volunteers in room 104**
- **MASKS must be worn (unless on stage)**
- **BADGES must be worn**
- **We want to make this a touchless environment**
 - Partitions being built so bathroom doors can remain open
 - No one should have to touch any door handles
 - Seat selection at check-in will be handed by registration volunteer (with gloves)
- **We will encourage folks to use restrooms at home (emergency use only)**
- **We will tell people there will be no coffee served at church**
- **Each team lead will have a radio. Please have ear pieces in for your radio (Jason)**
- **Communication that morning will be done through radios**
 - Jason- Radio
 - Security 1- radio
 - Security 2- radio
 - Stage Manager- radio
 - Producer- radio
 - Mark- radio
 - Chris- radio
 - Patrick- radio
 - Dana- radio
 - Trisha- radio
- **We MUST set the example in attitude**
 - Change is really hard for people, and this is a lot of change
 - Our goal is to lead through the change
 - Will things go wrong- YES, but our attitudes can remain positive
 - We will recap after Sunday and make changes needed for following weeks
 - If someone is really complaining, do your best to encourage them out of that place

Detailed Flow of Day

- 7:00 Praise Team Sound Check
- 7:15 Key Staff Leaders Arrive and ensure areas are ready
- 7:30 Volunteers Arrive
- 7:35 Sound Check Complete
- 7:40 Key Staff and Volunteers Pray (Lobby)
- 7:45 Check in Opens
- 7:50 Chris and Patrick Seating Begins
- 7:55 5-minute Countdown Video begins
- 8:00 Service Begins
- 8:00 TAPING OF ADULT SERVICE ONLY FOR LIVESTREAM AT 10AM
- 8:55 Service Concludes
- 8:55 Chris/ Patrick & Team lead coordinated dismissal of room (row by row, back first, Mark ask people to make their way to fellowship area)
- 9:00 Check-in Open for 9:30 service
- 9:05 Cleaning Team- wipe down door handles, Lysol chairs used (get map from Dana seats used), switch bathroom stall signs (every other bathroom stall closed), spray chairs with Lysol
- 9:20 Chris/ Patrick & Team Seat 9:30 crowd
- 9:25 5-minute Service countdown
- 9:30 SERVICE BEGINS
- 9:30 Cleaning Team wipe down bathroom stalls used at 8am service
- 10:00 LIVESTREAM
- 10:25 Dismissal- row by row dismissed and sent to fellowship area
- 10:30 Cleaning Begins
- 10:50 Seating of 11:00 service
- 10:55 5-minute countdown
- 11:00 Service
- 11:55 Service Ends/ Dismissal
- 12:00 Cleaning Begins
- 12:20 Seating For 12:30pm service
- 12:25 5-minute countdown
- 12:30 Service Begins
- 1:25 Service Ends

Frequently Asked Questions

1. What do we do with people that show up and do not have a ticket?

We hope that the extensive communication before the services will help eliminate that scenario, but we also know it is possible. In the event someone comes without having a ticket, we will seat those with tickets first, and then if there is room within the safety protocols, we will seat them late.

2. Will we have to wear masks?

Yes, masks will be required. People on stage will be appropriately distanced and not wear masks while on stage, while off stage they will wear masks.

3. How will we communicate with our congregation?

We are working on a multi-step and multi-platform plan that will include communication such as a "what to expect Sunday morning" video. Other avenues, such as congregational emails, social media, text communications, and website communications.

4. How long will this type of church service be necessary?

At this point, we can't answer that question. We are working within the guidelines that Governor Hogan has set forth for the state of MD.

5. Do we need 3 or 4 services?

We believe that in the first several weeks, many people will want to come to church to fellowship and worship together. We do not want to limit or turn people away from the excellent opportunity to be together and safely worship our great God. 4 services would provide less than a typical Easter service attendance for Uniontown. We do encourage elderly and compromised individuals to stay home for safety and watch our online option.

6. What if tickets fill up for a specific service?

We anticipate this happening. There will be three other services that people can reserve seats.