

# RE-ENTRY PLAN

## STEP HOME // MARCH 18, 2020- JUNE 6, 2020

### Worship Gatherings

- All First Light Church worship gatherings for the Vandalia and Butler Township campuses went online, along with a call-in service option. The online gatherings incorporated leaders from each campus.
- First Light created online offerings for its Connection Cards and Discover First Light group.

### Ministry Programming

- All in-person ministry programming was suspended, along with all on-campus activities and facility usage.
- All pre-school, children, and student ministries moved to an online format, while making materials and activities available via the website and at-home drop off.
- All adult small groups were encouraged to move to meeting online and were supported by trainings and a weekly small group curriculum.
- Community Care, led by Janelle Bowman, stepped in to provide food for families and children on the weekends.
- The church's Care ministry supported families through support groups, prayer groups, encouragement cards and calls, and financial assistance.

### Operations

- Church Offices were closed to the faith family, but operating on an essential basis and with very limited hours.
- In addition to their weekly prayer meeting, the Elders met weekly and began providing a weekly communication through email and mail and attempted to call and connect with every First Light Church household.
- The church increased its Social Media presence through its Facebook and Instagram pages.
- The church promoted giving online, through the app, text to give, mail and office drop off.
- Church staff took on new roles and an organizational structure around core areas of church life.
- The staff initially took a 25% pay reduction; it was later reduced to a 15% reduction, and then by the first week of May went back to regular wages.

### Preparation

- In preparing for re-entry, the Elder Council surveyed the Faith Family to gain a sense of their perspective on meeting on-campus again and to receive their prayer requests.
- Selective ministry area leads also started surveying people in their respective areas to get perspective on future involvement and participation.
- First Light Church purchased masks for distribution to First Light Church members and active participants.

## STEP 1 // BEGINNING SUNDAY, JUNE 7, 2020

Based on Ohio's gradual reopening approach, the church's survey responses, and First Light Church's capabilities to host an on-campus worship gathering in accordance with social distancing and health guidelines, **on-campus worship gatherings will resume on Sunday, June 7**. Our desire is to take steps forward as time goes on, while also working within the current guidelines to demonstrate an abundance of wisdom and caution. The First Light Church Elder Council will continue to monitor what is most appropriate based on local, state, and federal government and the health community's recommendations. Each campus will follow the same guidelines set by the First Light Church Elder Council, while also working within their particular setting to address campus specific limitations or challenges. Because this is a dynamic situation, further steps will be created and communicated at a later date.

### BUTLER CAMPUS

#### Worship Gatherings

- Because Smith Middle School is closed, the **Butler Township Campus will meet in the Hangar on the Vandalia Campus.**
- At this time, **there is not a date for when the Butler Campus can return to Smith Middle School**, but we are working closely with the school system on this.
- **There will be two gatherings on Sunday mornings: 9:00am and 11:00am**, with each gathering lasting one hour. **We will also livestream the gatherings through the church website and app.**
- **The Hangar gym seating has been set up to adhere to social distancing recommendations.**



- Due to the smaller size of each worship gathering at the Butler Campus, **Pastor Scott**, in collaboration with the Butler Campus ministry team leaders, will collectively work together to contact the Butler Campus attendees. Together they will determine which worship gathering people plan on attending and re-direct as needed to ensure that an even distribution between each service is maintained.
- **Worship service directions will be communicated by email, mail, website, and ministry team leaders.** If you don't receive this information, please call Scott Snyder at 937.902.3793.
- **The only entrance into the Hangar area will be through Door #7**, which is the main Hangar entrance. The other entrances around the building will be closed.
- **Doors will open 15 minutes prior to the beginning of each worship service.** While people are waiting for the doors to open, **6' social distancing guidelines should be followed** using the 6' marks on the sidewalk and parking lots.
- **The lobby entrance will be equipped with hand sanitizing stations.** Prior to entry, each person entering will be asked to utilize hand sanitization with assistance from an attendant.

## **Worship Gatherings Continued**

- The lobby floor is marked with taped lanes for entry, exit, and social distancing markings.
- Giving will continue to take place online, through the church app, text-to-give, and through the mail. There will not be a time of "passing the plate."
- Communications like the weekly bulletin will be available through the church app, but will not be distributed in paper form at this time.
- Please keep in mind, this is the best option to manage crowd sizes, limited seating, and safety guidelines. As difficult as this is, we appreciate your flexibility and understanding. Please keep in mind, we will evaluate this approach to our Worship Gatherings as we move forward into future steps.

## **Safety**

- Persons who are ill, symptomatic of COVID-19, or who have concerns about meeting in person are encouraged to continue worshipping at home through the church app or website.
- While we will not be taking temperatures, persons with a temperature above 100° are asked to worship at home through participating in the gathering online.
- We encourage attenders to practice social distancing on campus and wear masks, even though masks will not be required.
- As irregular as it is to many of us, please refrain from any hand shaking, hugging, or physical contact with others while on campus.
- We ask there be no lingering inside the building following worship gatherings.
- Other than the gym restrooms and the gym, the rest of the Hangar will remain closed.
- While you are welcome to bring your own drinks, like coffee and tea, refreshments will not be served at this time.
- Because of sanitary concerns, the on-campus water fountains will not be operational at this time.
- All items in the seat-back holders have been removed due to sanitary concerns.
- At the end of each worship gathering, chairs will be removed so a new set of chairs can be put in place for upcoming worship gatherings.

## **Ministry Programming**

- Pre-school, children, and students will continue in an online format. While there will be no on-campus programming for these groups at this time, children are welcome to attend with their families.
- Adult small groups may meet off campus or online, as long as proper social distancing guidelines are followed. There will be no on-campus small group meetings at this time.
- We are continuing our Community Care efforts, as well as caring for our faith family who are in need during this time.

## **VANDALIA CAMPUS**

### **Worship Gatherings**

- There will be three gatherings on Sunday mornings: 9:00am, 11:00am, and 1:00pm with each gathering lasting one hour. Worship gatherings will be dismissed by row, beginning with those seated in the back.
- We will also continue to livestream gatherings online and offer the call-in service.
- Our Facilities Team will thoroughly sanitize the entry, worship, and restroom spaces before, between, and after each gathering.
- The only entrance into the worship area will be through Door #1. The other entrances around the building will be closed.

- Doors will open 15 minutes prior to the beginning of each worship service. While people are waiting for the doors to open, 6' social distancing guidelines should be followed using the 6' marks on the sidewalk and parking lots.

### **Worship Gatherings Continued**

- The lobby entrance will be equipped with hand sanitizing stations. Prior to entry each person entering will be asked to utilize hand sanitization with assistance from an attendant.
- The lobby floor is marked with taped lanes for entry, exit and social distancing markings. The only entrance into the worship area will be through Door #1. The other entrances around the building will be closed.
- The Worship Center seating has been adjusted to follow to social distancing recommendations. The total seating capacity for the Worship Center has been reduced by over 50% to adhere to these standards.



- Due to reduced seating capacity in order to maintain social distancing guidelines, the Vandalia campus will be assigned into three groupings for worship services based on the small group a person attends.

### **Worship Gatherings Continued**

- At this time, this is the best option to manage crowd sizes, limited seating, and safety guidelines. As difficult as this is, we appreciate your flexibility and understanding. Please keep in mind, we will evaluate this approach to our Worship Gatherings as we move forward into future steps.
- If you are not in a small group and wish to worship on campus, we ask you to worship on Sundays at 1:00pm.
- Worship service groupings will be communicated by email, mail, website, and small group leaders. If you don't receive this information, please call the church office at 937.898.3801.
- Giving will continue to take place online, through the church app, text-to-give, and through the mail. There will not be a time of "passing the plate."
- Communications like the weekly bulletin will be available through the church app, but will not be distributed in paper form at this time.

### **Safety**

- Persons who are ill, symptomatic of COVID-19, or who have concerns about meeting in person are encouraged to continue worshipping at home through the church app or website.
- While we will not be taking temperatures, persons with a temperature above 100° are asked to worship through participating in the gathering online.
- We encourage attenders to practice social distancing on campus and wear masks, even though masks will not be required.
- As irregular as it is to many of us, please refrain from any hand shaking, hugging, or physical contact with others while on campus.

## **Safety Continued**

- We ask there be **no lingering inside the building** following worship gatherings.
- **Other than the lobby restrooms and the Worship Center, the rest of the building will remain closed.**
- While you are welcome to bring your own drinks like coffee and tea and **refreshments will not be served on-campus at this time.**
- Because of sanitary concerns, the **on-campus water fountains will not be operational at this time.**
- All items in the seat-back holders have been removed out of sanitary concerns.

## **Ministry Programming**

- **Other than Sunday worship gatherings, there will be no other on-campus activity or facility usage.**
- **Pre-school, children, and students will continue in an online format.** While there will be no on-campus programming for these groups at this time, they are welcome to attend with their families.
- **Adult small groups may meet off-campus or online, so long as proper social distancing guidelines are followed.** There will be no on-campus small group meetings at this time.
- **We are continuing our Community Care efforts,** as well caring for our faith family that is need during this time.