



**St. John Baptist Church
Of Alexandria
Reopening, Sanitization
and
Operating Procedures**

SJBC Reopening, Sanitization, and Operating Plan

PURPOSE

The purpose for this booklet is to provide formal documentation and directions for how the Holy Spirit is guiding St. John Baptist Church to reopen its physical doors for Sunday morning services, Bible study and other church activities. The contents of this document reflect the revealing of the Holy Spirit as a result of prayer and fasting and incorporates all of the mandates issued by the Governor of Virginia for reopening a house of worship.

Although the Governor is expected to issue a reopen date for churches later this month, St. John will continue to seek the Lord in earnest and fervent prayer for His revealing of the date and He desires us to re-enter the building for regular church activities. We will begin the preparation for re-entering the facility immediately; however, our actual reentry date is totally dependent upon the Lord.

When the Holy Spirit directs us to re-enter the church building for Sunday morning services, it is still our intent to continue to broadcast our services via Zoom so that our members can have greater worshiping flexibility during this season of uncertainty.

SJBC Reopening, Sanitization, and Operating Plan

Table of Contents

PURPOSE	2
Objective	5
Letter from Pastor	6
Physical Cleaning and Disinfecting	7
Building Entryways	7
Sanctuary	7
Fellowship Hall	7
Overflow	8
Kitchen Area	8
Children Ministry Area	8
All Restrooms	8
All Offices	8
Common Areas	9
Rear Sanctuary Used by Potter’s House	9
New Church Operating Procedures	9
Sunday Morning Worship Service	9
Order of Service.....	9
Music and choir guidelines	10
Seating instructions and guidelines for Sunday service.....	10
Guidelines for collecting Tithes and offerings	10
Guidelines for serving communion on second Sunday	10
Guidelines for entering and existing the sanctuary	10
Esther Prayer Platoon, Coffee and Conversations	10
Guidelines for wearing protective masks and gloves	11
Thursday Evening Bible Study	11
Time period.....	11
Seating instruction and guidelines	11
Guidelines for wearing protective masks and gloves	11
Tuesday Noon Day Bible Study	12
Seating instructions and guidelines for Tuesday noon day Bible study	12
Distribution of food.....	12

SJBC Reopening, Sanitization, and Operating Plan

Guidelines for wearing protective masks and gloves	12
2nd and 4th Sunday Children’s Ministry Class	12
Time period.....	12
Seating instruction and guidelines	12
Guidelines for wearing protective masks and gloves	12
Third Sunday Evening Fellowship Service	13
Temporary suspended.....	13
Church Communications	13
Woodlawn-Faith Food Distribution	13
On-going maintenance and sanitization	14
Weekly Cleaning and disinfectant	14
Sanctuary and Overflow area.....	14
Fellowship Hall.....	14
Main Restrooms.....	14
Kitchen.....	14
Children Ministry area	14
Pastor Office	14
Church Clerk Office.....	14
Trustee Office	14
Potter’s House area	14
Common area	14
Entry areas.....	14
Members and Visitors Responsibilities	15
Be timely	15
Follow instruction and guidelines	15
Maintain social distancing as much as possible.....	15
Wear protective masks and gloves	15
Stay home if you feel any type of illness	15
Do not openly cough or sneeze (bring a handkerchief).....	15
Senior and high-risk members consider accessing service via Zoom.....	15
Refrain from hugging and shaking hands	15
Maintain proper social distancing guidelines in parking area	15

SJBC Reopening, Sanitization, and Operating Plan

Objective

The objective of this plan is to ensure that every member of St. John Baptist Church is completely aware of the safety and sanitary measures the church has undertaken prior to the reopening of the church facility to ensure individual health, safety and well-being, as well as the policies and procedures for the on-going operation and upkeep of the facility.

Our physical church building located at 7730 Fordson Road, Alexandria, VA 22306, has been closed for services and other church activities since our last service on Sunday, March 30, 2020, due to health concerns caused by the world-wide spread of the coronavirus also known as COVID-19 virus. As a result of COVID-19, millions have been infected and hundreds of thousands of people have died worldwide, with almost a hundred thousand deaths within the United States alone as of May18, 2020. In Virginia deaths have surpassed one thousand.

SJBC Reopening, Sanitization, and Operating Plan

Letter from Pastor

For some this season of uncertainty and challenge might seem like a difficult situation for the stability and longevity of the church. However, I believe that this season represents an opportunity for the church to reclaim its position in the community, the nation and even around the world. The spiritual condition of this country just prior to the outbreak of the coronavirus was one of disobedience and defiance. As a nation, we have turned our backs on God and have started to serve the creature more than the sovereign creator; we have exchanged God's laws for the ways of the world and have lost our moral compass.

Fortunately, this global pandemic has shifted and reprioritized our thinking as we put everything on hold for a season: our lives, our jobs, our social activities and anything else claiming our attention prior to the coronavirus outbreak. Subsequently, this period may be a blessing for us as a people and as a nation. My prayer during this self-quarantine and slower pace is that we will renew our relationship with our creator. This is a tremendous opportunity for us to turn back to God and to turn away from the things of the world that caused us to lose sight of God's gift of abundant grace and mercy.

This season is an opportunity for the church to turn back to its first love, Jesus Christ, and His righteousness. It is also an opportunity for the church to place greater emphasis on the true Word of God rather than all the other activities that take place on Sunday morning. I believe this season will help to propel St John to new spiritual heights. This season should cause each of us to personally examine our spiritual walk to ensure that there is nothing in our life that would hinder our spiritual growth. This season has afforded me the opportunity to be more spiritually creative in the delivery of God's Word, which has yielded positive results. When we re-enter our sanctuary, we will not be the same as when we left, our worship services must reflect greater intimacy with Christ, and more passion for the delivery of His Word. As your Pastor, I ask that you continue to pray for me as I seek greater spiritual maturity as a result of this current season.

I am humbled, but yet extremely excited about what God is doing here at St. John and where He is leading us, as the Word of God says, our eyes hath not seen, nor ear heard, what God has prepared for them that Love Him.

Pastor Charles A. Hall

SJBC Reopening, Sanitization, and Operating Plan

Physical Cleaning and Disinfecting

Prior to the reopening of the church facility every area of the facility has been thoroughly cleaned and disinfected with chemicals and cleaning supplies specifically designed to eliminate the presence of any potential virus. Since the facility has been closed for several months based on information provided by the Centers for Disease Control (CDC) we have far exceeded the incubation period for any potential virus to have existed in the facility. Nevertheless, safety is paramount and our approach has ensured that the entire building has been disinfected.

Building Entryways

The front, side, rear and kitchen entryways have been power washed with cleaning and disinfecting supplies.

Sanctuary

The sanctuary has been thoroughly cleaned and disinfected including pulpit area, choir area, floors, front entry area, all pews and chairs, rear entry area, walkway area between main sanctuary and overflow room. All bibles, hymnals and offering envelopes have been temporarily removed for safety precautions.

Fellowship Hall

The Fellowship Hall has been cleaned and disinfected completely. All tables have been cleaned with disinfectant and new tablecloths have been placed on of all the tables. The entire floor area has been cleaned with disinfectant as well. All the chairs have been thoroughly cleaned or replaced with new chairs.

SJBC Reopening, Sanitization, and Operating Plan

Overflow Area

The overflow area has been thoroughly cleaned and disinfected to include all equipment, pews and chairs, and floor area.

Kitchen Area

The kitchen area has been thoroughly cleaned with disinfectant and sterilized to include the exterior of all refrigerators, stove, warmer, tables, cabinet, sink, microwave and all exposed pots and pans. The floor area has been cleaned with professional cleaning material and disinfectant.

Children Ministry Area

The children ministry room and bathroom have been cleaned and disinfected thoroughly. All tables and chairs have been cleaned. The floors have been cleaned with professional cleaning solution and disinfectant. The bathroom toilet, sink and sinks outside the bathroom area have been cleaned and disinfected. The bathroom floor has been cleaned and disinfected as well.

All Restrooms

The two (2) main restrooms for both the men and women have been thoroughly cleaned and disinfected to include all toilets and sinks with commercial cleaning and disinfectant material.

All Offices

The pastor's office and restroom, the deacons / evangelism room, church clerk office and trustee area have been cleaned and disinfected thoroughly.

SJBC Reopening, Sanitization, and Operating Plan

Common Areas

All common areas such as hallways, doorknobs and light switches have been cleaned and disinfected including floors and reachable wall surfaces.

The water cooler in the hallway will be closed temporarily. We will have small bottles of water for those individuals needing water.

Rear Sanctuary Used by Potter's House

The designated areas used by the Potter's House have been thoroughly cleaned and sanitized to include all chairs and floor area.

New Church Operating Procedures

Sunday Morning Worship Service

Order of Service

- Pre-Worship recorded music starting at 9:30 am
- Praise & Worship music rendered by Music Director at 9:45 am
- Service start promptly at 10:am
- Opening prayer
- Selection by Music Director
- Scripture
- Prayer
- Selection by Music Director
- The Preach Word
- Prayer /Call for salvation
- Benediction / Dismissal

SJBC Reopening, Sanitization, and Operating Plan

Music and choir guidelines – Initially, SJBC’s Music Director will render the music for the service. When its deemed safe and the praise team and choir returns to the choir loft, members will be required to sit in every other seat to allow safe distancing.

Seating Instructions and guidelines for Sunday service – Initially, we will rope off every other pew to allow social distancing. Families may sit together; however, no more than 4 people should be seated on a pew.

Guidelines for collecting Tithes and offerings – Donations boxes have been stationed at both entrances to the sanctuary. Individuals will be encouraged to deposit their offerings as they enter, prior to service starting or at the end of service as they depart.

Guidelines for serving communion on second Sunday – To maintain safe distances and minimize movement the Pastor will serve communion cups to each member individually; specific instructions will be provided prior to the serving of communion.

Guidelines for entering and exiting the sanctuary – When entering the sanctuary individuals should enter one at a time use social distancing and maintain at least 6 ft. between individuals. When exiting individuals will be dismissed by pew and will exit one at a time with 6 ft. between individuals.

Esther Prayer Platoon, Coffee and Conversation – There will be no social gathering in the Fellowship Hall before or after morning service until further notice.

SJBC Reopening, Sanitization, and Operating Plan

Guidelines for wearing protective masks and gloves – Someone will be stationed at the entry points of the sanctuary to dispense hand disinfectant as you enter the sanctuary. All attendees are required to wear protective masks, it is also recommended that participants wear protective gloves.

The masks should cover both your nose and mouth prior to entering the building. If you do not have these items, they will be available at the door to ensure every one's safety.

Thursday Evening Bible Study

Thursday bible study will be reopening in a phase approach. Initially, we will continue with bible study being held via "Zoom" until the Holy Spirit confirms our reentry date into the church facility. It is our hope that the Bible study classes will continue to be available via Zoom, even when we resume classes in the church facility.

Time period; Start at 7:pm

Seating instruction and guidelines – Every other chair should be vacant, so that the table is only 50% occupied.

Guidelines for wearing protective masks and gloves – All attendees will be required to wear protective masks; it is also recommended that participants wear protective gloves as well. The masks should cover both your nose and mouth prior to entering the Fellowship Hall. If you do not have these items, they will be available at the door to ensure every one's safety.

SJBC Reopening, Sanitization, and Operating Plan

Tuesday Noon Day Bible Study

Tuesday's bible study will be reopening in a phase approach, Initially, we will continue with bible study being held via "Free Conference Call" until the Holy Spirit confirms our reentry date into the church facility.

Seating instructions and guidelines for when we do reenter the facility for Tuesday noon bible study classes – Every other chair should be vacant, so that the table is only 50% occupied.

Distribution of food – Initially, we will provide "to go" bag lunches. We will resume sit down meals when we deem that it is safe to do so.

Guidelines for wearing protective masks and gloves – All attendees will be required to wear protective masks and it is also recommended that participants wear protective wear protective gloves as well. The masks should cover both your nose and mouth prior to entering the fellowship hall. If you do not have these items, they will be available at the door to ensure every one's safety.

2nd and 4th Sunday Children's Ministry Class

During the initial opening period of going back into the church building, the children ministry will continue to host the children's ministry class on the 2nd and 4th Sunday via "Zoom."

Additional guidelines and instructions will be forthcoming prior to conducting children ministry classes on site in the church building.

Time period; Start at 9:10 am to 9:40 am

SJBC Reopening, Sanitization, and Operating Plan

The children's ministry class will initially be held in the Fellowship Hall, which will allow the children the space to spread out and be in accordance with mandated proper safety guidelines.

Seating instruction and guidelines – A maximum of three (3) students will be allowed to sit at each table.

Guidelines for wearing protective masks and gloves – All attendees, over 10 years of age will be required to wear protective masks and it is also recommended that participants wear protective gloves as well. The masks should cover both your nose and mouth prior to entering the fellowship hall. If you do not have these items, they will be available at the door to ensure every one's safety.

Third Sunday Evening Fellowship Service

Temporarily suspended

All 3rd Sunday afternoon services have been temporarily cancelled until we can ensure that each service will be conducted in a safe and sanitary environment for all participants.

Church Communications

Church announcements and other related matters will be communicated to all members via robo conference call.

Woodlawn-Faith Food Distribution

Woodlawn-Faith is creating a food distribution plan that will include recipient's receiving their box of food without getting out of their vehicles, for

SJBC Reopening, Sanitization, and Operating Plan

those who walk up they will receive their box at the curb side parking lot entry way. Woodlawn-Faith will clean and disinfect the area of the building they use after each food distribution.

On-going Maintenance and Sanitization

Weekly Cleaning and Disinfecting

Sanctuary and Overflow areas

Fellowship Hall

Main Restrooms

Kitchen

Children's Ministry/ bathroom area

Pastor's Office

Church Clerk's Office

Trustee Office

Potter's House area

Common areas

Areas of ingress/egress

SJBC Reopening, Sanitization, and Operating Plan

Members and Visitors Responsibilities

- Be timely
- Follow instructions and guidelines
- Maintain social distancing as much as possible
- Wear protective masks and gloves (initially until more data is provided by CDC to ensure every one's safety masks and gloves should be put on prior to leaving your vehicle and remain on until the conclusion of the service and you return to your vehicle.
- Stay home if you feel any type of illness
- Do not openly cough or sneeze (bring a handkerchief)
- Seniors over 65 years of age and high-risk members with underlying health issues (such as cardiovascular disease, diabetes, chronic respiratory disease, asthma, and cancer) should consider accessing service via Zoom
- Refrain from hugging, kissing and shaking hands
- Maintain proper social distancing guidelines in parking area