

# HOMECOMING

DRAFT

## Reopening Plan and Protocols



For He will command angels concerning you  
to guard you in all your ways. PSALM 91:11



Bishop Dwayne C. Debnam, Pastor



DRAFT

# Reopening Plan and Protocols

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# *A Message from* **Our Pastor**

I greet you in the most powerful name I know, the name of Jesus...

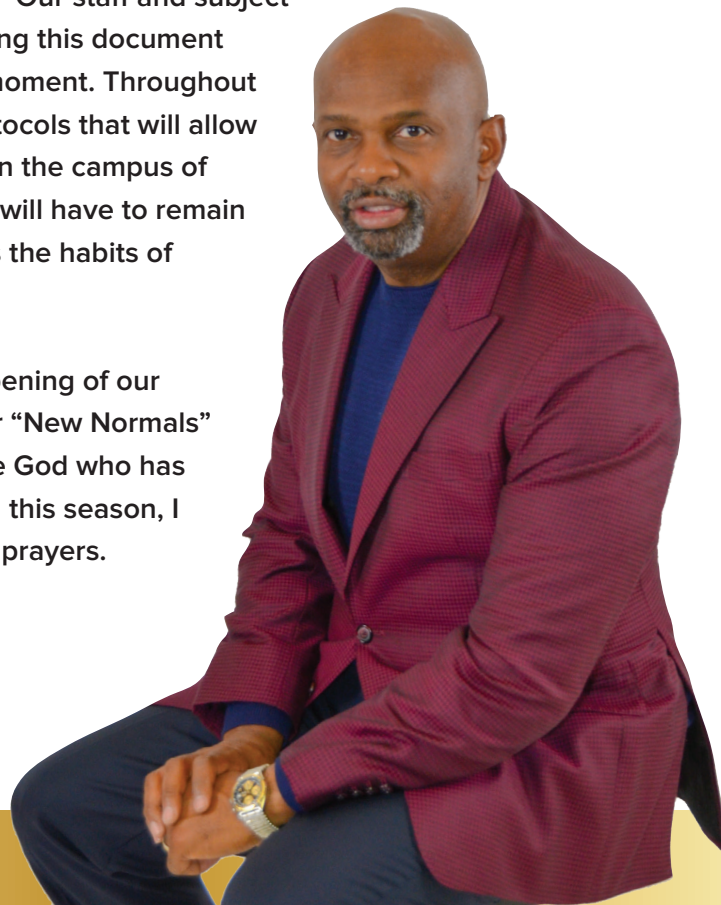
Over the last few months, our staff and team of subject matter experts have worked diligently to put together a process that we feel will best serve the ministry and the membership upon our return to corporate worship and to the day to day activities on our ministry campus. One of the lessons that we have learned is that this is not a season to rush and make decisions without detailed dialogue and prayer. Our aim in this and every season is to make decisions that keep our membership and our community safe.

When this pandemic began, one of the statements that I made to the congregation was that this would be an “opportunity for the world to experience the power of God” and of course what we have seen is just that. We have watched God use His church to be a light in a difficult season. Our staff and subject matter experts have been instrumental in creating this document that will guide us through this unprecedented moment. Throughout this document, you will hear processes and protocols that will allow us to have the best experience possible while on the campus of Morning Star. We also know that this document will have to remain fluid as we continue to evaluate the data and as the habits of people change.

My prayer, as we move toward a phased in reopening of our ministry campus, is that our experience with our “New Normals” will lead us into a greater sensitivity towards the God who has kept us. Finally, please know as we go through this season, I want you to know that you are constantly in my prayers.

In His Service,

**BISHOP DWAYNE C. DEBNAM**



# Our Campus/Building Operating Hours

The Morning Star Baptist Church Campus consists of three separate buildings including the main Church (Worship Facility), MSBC Community Outreach and Educational Center and Family Life Center. Specific addresses and operating hours effective July 1st are noted below:

## **Morning Star Baptist Church**

1512 Woodlawn Drive  
Gwynn Oak, MD 21207  
(410) 747-3417

Operating Hours:

Monday: 10:00 AM – 2:00 PM; 5:00 – 9:00 PM

Wednesday: 11:00 AM – 1:00 PM

Thursday: 8:00 AM – 1:00 PM

Saturday: 8:00 AM – 1:00 PM

Sunday: 6:30 AM – 1:30 PM

## **MSBC Community Outreach and Educational Center**

6665 Security Boulevard  
Gwynn Oak, MD 21207  
(410) 265-7291

Operating Hours:

Monday: 10:00 AM – 2:00 PM; 5:00 – 9:00 PM

Wednesday: 11:00 AM – 1:00 PM

Thursday: 8:00 AM – 1:00 PM

Saturday: 8:00 AM – 1:00 PM

Sunday: 6:30 AM – 1:30 PM

## **MSBC Family Life Center**

1600 Whitehead Court  
Gwynn Oak, MD 21207

Operating Hours:

Monday – Friday: 6:30am – 6:30 p.m.



# Four-Phased Plan for Reopening Public Worship

## OVERVIEW

In accordance with local, state, and national guidelines, Morning Star Baptist Church will move to reopen its public gatherings for worship in a four-phased approach. This approach will be subject to the guidelines set forth by the Maryland State Governor's Office and the CDC.

## PHASE ONE \*WE ARE CURRENTLY IN THIS PHASE

**Church Offices/vStaff** – Staff will be allowed to telework from home as necessary. Within the building, staff will be encouraged to refrain from gathering in groups and will be encouraged to use the office phone system for interaction. When physical meetings are necessary, physical distancing guidelines of six (6) feet will be implemented. Staff meetings will continue to take place by teleconference via Zoom.

**Campus Events** – The Campus will be open for special events to include Smile and Waves and proposed Movie Nights and Outdoor Concerts. While specific components are still being confirmed, any activity will be implemented using Campus capacity and physical distancing protocols.

**Sunday Worship** – All worship experiences are virtual. Indoor and outdoor worship experiences are being considered. Services will be implemented with consideration to capacity and physical distancing protocols.

**Spiritual Development, Life Cycle Ministries, Ministry Meetings, Children, Youth and additional Small Group Ministries** – All of these activities will continue to meet via Zoom and other virtual meeting platforms.

**Bible Study** – will continue to be held online via our website and social media platforms (website, Facebook, YouTube).

## PHASE TWO

**Church Offices/Staff** – Staff will be allowed to telework from home as necessary. Offices will open to the public for brief drop-ins and some meetings would be allowed. When physical meetings are necessary, physical distancing guidelines of six (6) feet will be implemented. Staff meetings will take place in person with a teleconferencing option as needed. Staff, members and visitors will be encouraged to follow all Campus protocols regarding physical distancing, face coverings, hand cleaning, etc.

**Sunday Morning (7:15 a.m., 9:15 a.m. and 11:30 a.m.) and Saturday Noon Worship** – Morning Star will implement a "Worship Only" strategy, gradually phasing in in-person worship experiences. All services would require volunteers and participants to adhere to all campus and facilities protocols. Complete protocols are detailed in this document.



**Spiritual Development, Life Cycle Ministries, Ministry Meetings, Children, Youth and additional Small Group Ministries** – All of these activities will continue to meet via Zoom and other virtual meeting platforms.

**Bible Study** – will continue to be held online via our website and social media platforms (website, Facebook, YouTube).

## PHASE THREE

**Church Offices/Staff** – Staff will work out of offices entirely unless otherwise permitted. Physical distancing guidelines of six (6) feet will continue to be encouraged. Staff meetings will take place in person with teleconferencing available as necessary.

**Sunday Morning (7:15 a.m., 9:15 a.m. and 11:30 a.m.) and Saturday Noon Worship** – Morning Star will continue with a "Worship Only" strategy. All services would require volunteers and participants to adhere to all campus and facilities protocols. Complete protocols are detailed in this document.

**Spiritual Development, Life Cycle Ministries, Ministry Meetings, Children, Youth and additional Small Group Ministries** – All of these activities will continue to meet via Zoom and other virtual meeting platforms.

**Bible Study** – will continue to be held online via our website and social media platforms (website, Facebook, YouTube).

## PHASE FOUR

Full-Ministry operations without requirement or suggestions for physical distancing and other capacity protocols.



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# Accessing Our Facilities

In light of COVID-19, protocols for accessing our Campus will be critical as we maintain a safe and healthy environment. With direction from CDC guidelines, adherence to state occupancy requirements and overall coordination from professionals within our Health & Wellness Ministry, the following protocols are established for accessing our facilities including our Main Church and MSBC Community Outreach and Educational Center. Use of our Family Life Center is currently leased to a private entity which will operate under established protocols in line with CDC guidelines.

The following protocols are established for Staff, Volunteers and General Membership. It is important to note that initially, the Campus will be available for specific staff work schedules, Sunday worship experiences and limited (pre-scheduled/approved) ministry meetings.

**IMPORTANT NOTE:** No one who has traveled to or who is coming from a state with a COVID positivity rate greater than 10% would be allowed to enter the building (for a service, rehearsal or special event) unless they have self-quarantined for 14 days prior to the date of entry. With regard to scheduled Worship experiences, pre-registration would be required.

**1. At Home Self-Screening.** Persons will be directed, prior to traveling to the Campus, to self-screen themselves in the following areas: fever (99.5 or greater is a concern, normal temperature for a child is 100°), persistent cough, shortness of breath, difficulty breathing, repeated shaking with chills, muscle or body aches, sore throat, new loss of taste or smell, nausea or vomiting, or diarrhea per the CDC. If the member is positive for any of these symptoms, he/she should not report to the Campus.

**2. Parking/Entering the buildings.** Volunteers will provide directional assistance as you access our parking lots. At your vehicle, each occupant will:

- ✓ Participate in a temperature check.
- ✓ Complete a verbal screening entry questionnaire.
- ✓ Following review by a member of our Health Ministry, be cleared for entry into the building. Persons who do not satisfactorily complete the screening will be encouraged to worship with us online.
- ✓ Once cleared, be sensitive to physical distancing as you exit your vehicle.
- ✓ Each person will receive a color-coded wristband to indicate that they have satisfactorily completed the prescreening process. The wristband should be worn at all times while on the church's premises.
- ✓ You will enter the building through one of two specifically marked entrances (Rear Pedestrian Bridge, Portico) and use your barcode\* tag for check-in. A QR Code will also be available. This check-in allows for contact tracing to support nationwide efforts to slow the spread of the virus. Visitors would be issued a barcode or processed manually.

**NOTE:** Persons who walk up to the facility would participate in the same screening process on the building exterior.

*(Continued)*



Welcome to Our Campus.  
Please Check-In





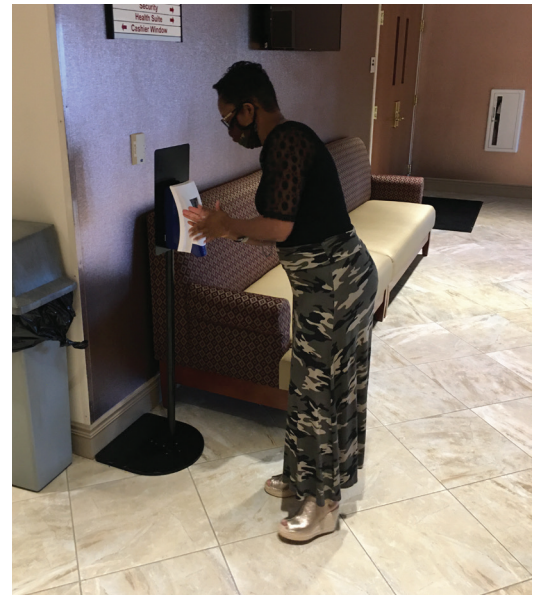
# DRAFT

**3. Required hand cleaning.** All individuals entering a Campus building would be required to make use of one of our convenient hand sanitizer stations, for a thorough massage of both hands.

**4. Face coverings.** Face coverings will be required for accessing the Campus. Coverings must be worn covering the mouth and nose at all times and, individuals and families are required to participate in physical distancing guidelines as promoted by the CDC and the Church.

**5. Should you become ill after arriving.** If at any time, should you begin to exhibit any of the following symptoms – fever (99.5 or greater is a concern), persistent cough, shortness of breath, difficulty breathing, repeated shaking with chills, muscle or body aches, sore throat, new loss of taste or smell, nausea or vomiting, or diarrhea – you should exit the building immediately and consult your health care provider.

**6. Weekday visitors.** All persons will be pre-screened (via temperature check and verbal self-screening questionnaire) by Security, Administrative Staff or a designated Staff Member before entering the building. Persons who do not satisfactorily complete this assessment will be asked to leave the Campus.



*Additional Health Ministry Protocols, including procedures for reporting and communications, are managed by the Ministry. The Health Ministry suite is located in the Church's Rear Lobby. Ushers can provide direction and access to Health Ministry personnel.*

*\*The Ministry barcode system registers each active member of the Ministry. To request or update your barcode, contact Deaconess Lisa Nettles at [lnettles@msbcministries.org](mailto:lnettles@msbcministries.org). Visitors accessing the campus will be issued a barcode or processed manually.*



Morning Star Baptist Church recognizes its role in preventing and slowing the spread of COVID-19. These protocols, which highlight our adherence to state and federal guidelines, and outline our phased approach to reopening, are intended to promote the health and safety of our employees, church membership and guests.

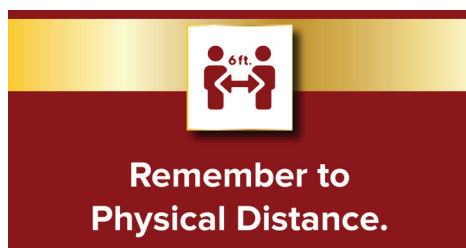
**As an organization,** when notified of a suspected or actual Covid-19 exposure within our Campus, we will immediately consult with local health officials to confirm and communicate our response with regard to notifications, cleaning, and overall Campus operations.

**As an individual/family,** if within 14-days of being on our Campus, you become exposed to, or diagnosed with, you should immediately notify our Director of Human Resources, Minister Helen Carpenter at (410) 747-3417 x118. We also encourage your adherence to Accessing Our Facilities Overall Facilities Protocols outlined in this document which are designed to mitigate Campus exposure.



## Overall Facilities Protocols

1. All building spaces including the sanctuary, classrooms and meeting spaces are professionally deep cleaned and maintained. This professional cleaning includes; shampooing carpets, buffing and waxing floors, sanitizing pews, bathrooms, doorknobs, handrails and light switches.
2. Staff are maintaining an increased cleaning frequency for all building spaces including common areas, private offices and meeting rooms. Checklists are being completed and maintained.
3. Unscheduled rooms are locked to limit unauthorized access. Additionally, room capacity information has been added.
4. When in use, all spaces will be set-up/used in accordance with CDC physical distancing guidelines (6-foot separation). Specific to the sanctuary, in addition to individual seating areas, areas have been identified that allow for household/family seating. Specific to restrooms, physical distancing measures will be implemented and additional sanitizing measures (disinfectant wipes) are in place. Additionally, hospitality monitors would be positioned at all restrooms to aid and monitor use.
5. Non-essential equipment and materials, including boxes, hymnals, and pamphlets are not allowed in our worship and public meeting spaces.
6. Hand sanitizing dispensers are maintained and available throughout the Campus. Additionally, disinfectant wipe dispensers have been added to all restroom areas.
7. Water fountains have been disconnected and will be unavailable until further notice.
8. No food or beverages are allowed in the common (public) areas of the Campus.
9. Facilities staff along with support from the Usher and Greeter ministries support the cleaning of worship spaces following each in-person gathering. This cleaning is estimated to take 40 minutes. The cleaning will:
  - Disinfect all non-porous surfaces (i.e. pews, handrails and door handles) after each worship service with disinfectant wipes.
  - Spray the seats of the pews with a disinfectant after each service.
10. Equipment and materials, including inventory management and other consideration, is managed by the Facilities Manager and Building Manager.
11. Signage is maintained throughout the building promoting physical distancing, non-contact greetings and additional crucial health and safety messaging.
12. The Ministry's Security and Marketing functions are managed by teams with direct reporting to the Pastor/Executive Staff. Security issues should be directed to the team through Deaconess Robbin Brown. Marketing and Communications issues - including promotions, advertising and crisis response, should be directed to Dr. Anthony Brown. And lastly, Human Resources, Employee-Related questions and concerns should be directed to Minister Helen Carpenter. Each of these Executive Staff members can be reached through the main church office at (410) 747-3417.



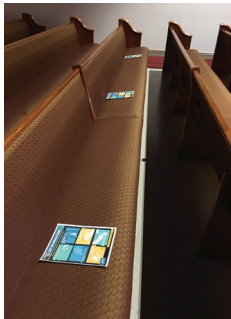




# Worship Protocols

## 1. Frequency and Locations

- In light of required social distancing, we have added additional Worship experiences including Saturdays at Noon and the Virtual “Rewind” Experience at 6:00 p.m. on Sundays.



## 2. Seating

- The Sanctuary has been marked to adhere to 6-foot physical distancing and capacity requirements.
- Family seating with required distancing will be allowed in the loge areas of the sanctuary.
- Seating will be managed by the Usher Ministry.

## 3. Altar Calls

- The altar call experience will be facilitated with individuals and families remaining in their congregational seating.
- As we know, beyond the formal Altar Call, the nature of our Worship experience often results in expressive, moving and interactive individual expressions. While we cannot eliminate the “move of the Spirit,” we will encourage safety by:
  - ✓ Practicing social distancing.
  - ✓ Making disposable coverings (drapes) available for use inside the sanctuary.
  - ✓ Directing Diaconate Ministry members to serve key roles in ensuring the above-mentioned practices.

## 4. Fellowship

- Hugging, handshakes and gathering/congregating before/after service will be discouraged.
- Signage and verbal announcements will emphasize the message that “it is okay to smile and wave,” discouraging physical contact.
- **Note:** We are still assessing guidelines as they are released by the State and CDC as it relates to physical

contact and social distancing. We also know that initially Praise Teams will lead our musical worship experience and as has been publicized, congregational singing has been discouraged.

## 5. Joining Our Ministry Family

When attending an in-person worship experience, persons responding to the invitation to join our ministry family should:

- ✓ Text “msbconnect” to 94000
- ✓ Complete and submit the form that is sent back to them
- ✓ Within 24-hours, expect to be contacted by a representative from our New Member’s Intake Team

Should persons not have a phone to join via text, they should report to the Chapel immediately following the worship experience where our New Member’s Intake Team (1 Intake Team Member, 1 Diaconate Member and 1 Minister) will share the Plan of Salvation and pertinent ministry information. Adherence to all campus protocols regarding physical distancing, face coverings, etc. must be followed.

## 6. Offering

- To minimize contacts, the Ministry will continue to encourage online and recurring giving.
- Additional offering collection boxes, with envelope holders, have been placed throughout the building. Printed and verbal promotions will encourage persons to place their offerings in these repositories before and after the worship service.

## 7. Dismissal Process

- A worship leader will announce the exiting/dismissal process for each in-person gathering. Persons would be dismissed by row/area and directed to specific exits as determined by the overall operating plan.

## 8. Communications

- Our website and social media pages (and our screens when we are in the sanctuary) will be critical for ongoing ministry updates and information. Persons are also encouraged to download the MSBC App which will be critical for submitting prayer requests, raising ministry-related questions and even joining the ministry as a new member. We will not be handing out any paper.

## 9. Baptism

- Baptisms are discontinued until further notice.

## 10. Communion

- Our Communion Service will be a 3:00 p.m. Virtual Experience on the 1st Sunday which persons should enjoy from home. Communion elements will be available for pick-up as persons exit the morning worship experiences.



# Member Services Protocols

## 1. Baby Dedications

- Members requesting a Baby Dedication should contact the church office via phone (410-747-3417) or email (churchoffice@msbcministries.org).
- Minister Terry Beamon will call the parent/guardian of the child to schedule a consultation with them via Zoom in order to review MSBC's protocols and schedule a date for the dedication. Prior to the meeting, an Acknowledgement Form will be emailed to the parent/guardian to be completed.
- The actual dedication will be conducted virtually. The certificate will be mailed to the family.



## 2. Bookstore

- The physical bookstore will be closed until further notice. The Ministry is working to implement a virtual bookstore.

## 3. Food Pantry

- All clients will be seen by appointment only. If you are facing food insecurity, call the church office to schedule an appointment with our Food Pantry at 410-747-3417.
- We will be distributing groceries outside to limit the number of people gathered in the building.
- Volunteers and guests will be required to adhere to all campus protocols regarding physical distancing, face coverings sanitizing and space capacity. Additional information is available under the Food Pantry Ministry section of this document.



## 4. Funerals

- The number of persons in attendance would be limited to a maximum of 30 persons which includes program participants. Others will be able to view the service online via live stream on our website;

- Funerals will be conducted using Accessing the Campus protocols including parking, entrance screening, physical distancing, face coverings, dismissal, etc.
- Upon entering the sanctuary/chapel, all guests and family will be given instruction on available seating to ensure proper physical distancing.
- Viewings/family hours will not be allowed.
- Programs can be placed on seats or on the table outside the chapel/sanctuary.

## 5. In-Person Prayer Time

- Conducted using Accessing the Campus protocols including parking, entrance screening, physical distancing, face coverings, etc.
- Limited to 15 persons at a time who would be physically distanced throughout the sanctuary to pray for no more than 30 minutes.
- Persons must register in advance.
- Times Available: Thursdays 6–8 PM and Saturdays 1–3pm with thirty minute intervals on both days.

## 6. Initial Sermons

- Conducted using Accessing the Campus protocols including parking, entrance screening, physical distancing, face coverings, etc.
- One person at a time would come to be recorded along with a maximum of 5 guests.
- Sermons will be edited together and aired on a designated date via our online platforms.

## 7. Transportation

- Ministry transportation is suspended until further notice.

## 8. House Blessings

- Done by appointment only; only the homeowners, Bishop Debnam and an Armorbearer would be present, wearing masks and maintaining proper physical distancing for the duration of the house blessing.

## 9. Visitations

- As it pertains to visitations, we will resume visits to the Hospitals and Nursing Homes as they allow and following Pastor/Executive Staff review of facility and ministry protocols specific to this area of Ministry.
- Anyone making a visit will be subject to the rules and regulations of the facility where they are visiting.
- We will not be making any visitations to person's homes except in situations where the member's transition is eminent. We are encouraging phone calls, or virtual calls like Skype, Duo and Zoom when available.

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## 10. Weddings

- Weddings will be conducted using Accessing the Campus protocols including parking, entrance screening, physical distancing, face coverings, dismissal, etc.
- Only the bridal party and program participants will be onsite and subject to a maximum of 20 persons; wedding guests can enjoy the ceremony online via live stream on our website; masks required for bridal party and program participants except for the bride and groom.
- Consultation Meetings will be done virtually using Zoom and/or another virtual platform.
- No receiving lines at the church.
- Programs can be placed on seats or on the table outside the chapel/sanctuary.
- No food or beverage allowed on the Campus.



## 11. Outdoor Gatherings

- Onsite outdoor ministry meetings and/or rehearsals may be held with **PRIOR APPROVAL** from the church's Executive Staff which should be coordinated through your Ministry Leader using the Service U system
- Outdoor ministry gatherings are limited to no more than 20 persons and proper physical distancing must be maintained at all times—and masks must be worn.
- No food is permitted on the campus for outdoor gatherings.

# Staff Protocols

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## 1. Work Hours/Telework

- Staff will be assigned specific in-office hours consistent with the Campus operating hours. Telework will be allowed for the remaining hours with ongoing coordination with Pastor/Executive Staff.

## 2. Ministry Meetings

- Staff should NOT meet in each other's office. If you have questions for another staff person, you should call or email them.
- Continue to conduct all appointments and meetings via conference call and/or Zoom video conferencing until further notice.
- Any in-person meetings will require PRIOR APPROVAL from Executive Staff.
- Any approved in-person meetings will be conducted in a classroom in order to maintain proper physical distancing. If larger meetings are needed, they will be held in the Chapel with adherence to maximum capacity guidelines in order to maintain proper physical distancing.

## 3. Screening Confirmation

- All staff are directed, prior to traveling to the Campus, to self-screen themselves in the following areas: fever (99.5 or greater is a concern), persistent cough, shortness of breath, difficulty breathing, repeated shaking with chills, muscle or body aches, sore throat, new loss of taste or smell, nausea or vomiting, or diarrhea per the CDC. If positive for any of these symptoms, he/she should not report to the Campus and should follow usual guidelines for reporting a workplace absence or requesting telework authorization.
- When entering a Campus building through a specifically marked entrance (all entrances will not be available), staff will:
  - ✓ Participate in a temperature check.
  - ✓ Complete a verbal screening entry questionnaire.
  - ✓ Following review by a member of our staff, persons will be cleared for entry into the building. Persons who do not satisfactorily complete the screening will be asked to return home.

## 4. Physical Distancing

- Greet persons with a smile and a wave (no hugs, handshakes or fist bumps).
- No more than 2 employees in the church office at any time in order to maintain proper physical distancing.
- Maintain proper physical distancing with persons who come to the admin area for deliveries, pickups, and/or appointments.
- If someone has an appointment and needs to go to the Executive level, send that person up on the elevator (do not ride the elevator with the person) and notify Deaconess Brown so she can receive them as they get off the elevator.

- Staff persons should NOT gather in each other's office or congregate in the hallway.
- Staff should maintain proper physical distancing when in common areas of the building.
- Facilities staff should adhere to physical distancing – when practical – when completing assignments.

## 5. Cleaning/Sanitizing of Ministry Space & Equipment

- Utilize disposable gloves when operating equipment in common areas i.e. copiers, printers and postage machine. The equipment must be wiped down with disinfectant wipes by the user after use.
- Wipe down counters and desktop surfaces several times a day.
- Wipe down phones, computer keyboards and other office equipment (such as copiers, postage machine, etc.) regularly throughout the day.
- Disinfect door handles and armchairs in the waiting area several times a day.

## 6. Safety Precautions

- Must wear a mask at all times while on the premises; masks can be removed only when you are alone in your office.
- Keep tissue and hand sanitizer on desks and in the admin waiting area.
- Frequently wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer with at least 60% alcohol.

## 7. Food and Beverage Policy

- After consuming food or beverages on the premises, all trash should be disposed of in a trash receptacle. Trash cans in individual offices should NOT be used for this.
- No more than 2 staff persons in the Staff Break Room at any one time.
- Staff persons must sanitize/clean the tables, counterspace, and appliances after each use.
- There should be NO SHARED/BANQUET STYLE food. Each individual must bring their own food and beverages.

## 8. Reporting and Communications

- Any staff questions or concerns should be reported to Executive Staff.

## 9. Other (Ancillary) Ministry Specific Protocols

- Any persons ringing the bell to gain entry to the building will be "buzzed in" by Security/Administrative Office to ensure that all persons entering are screened and properly signed in.



# Ministry Protocols

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Ministry protocols are available (alphabetically) for select ministries whose operations encompass use of Campus facilities and significant contact between membership and within their volunteer teams. Should a specific ministry not be included in this section, their protocols align with the provided Campus and Facilities protocols which are included in this document.

## A. ADULT CHURCH SCHOOL

### 1. Ministry Meetings

- a) Adults convene weekly, via Zoom from 9:15- 10:15 each Sunday.
- b) Bridget Perry, Deidre Gladden, and Lisa Nettles assist with management of class and Zoom sessions.

### 2. Screening Confirmation

- a) Once ministry resumes in the physical space, each adult will confirm at check-in that he or she participated in MSBC's screening for entry into the building.
- b) Anyone who did not participate in the screening will be asked to return to the main entrance to be screened.

### 3. Physical Distancing- Once ministry resumes onsite:

- a) Prayer and other activities will be conducted without physical interaction.
- b) Six-feet distance will be observed between members and facilitators.

### 4. Cleaning/Sanitizing of Ministry and Equipment

All tabletops will be wiped down prior to exiting (cleaning supplies to be provided by the church).

### 5. Safety Precautions

- a) Once ministry resumes in the physical space, hand sanitizer will be available in the class and all will hand sanitize upon entering the class.
- b) All will wear masks during class.
- c) Shared materials utilized in the class will be minimized and/or sanitized at the end of class.

### 6. NO Food and Beverage Policy

The no food-and beverage policy will be followed.

### 7. Reporting and Communication

Lisa Nettles  
Shauntia Price  
Zeleana S. Morris

## B. ASSOCIATE MINISTERS

### 1. Ministry Meetings

- a) Monthly meetings will continue via Zoom and/or conference call.

### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

### 3. Physical Distancing

- a) Pulpit Seating (no more the 3 ministers).
- b) No longer gathering for pre-worship prayer in the pastoral suite.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

- a) Abstain from use of the Ministers' Room until further notice.
- b) Worship Participants should use floor microphones with disposable covers and wipe them down between usage (with guidance from worship and arts and A/V personnel).

### 5. Safety Precautions

- a) All Ministers will wear masks.
- b) Wearing gloves (optional or directed).

### 6. NO Food and Beverage Policy

The no food and beverage policy will be followed.

### 7. Reporting and Communications

Any questions or concerns should be directed to the Elders.

### 8. Other (Ancillary) Ministry Specific Protocols

- a) Attendance in worship services and locations to be assigned or selected in order to have sufficient coverage.
- b) Invitation to Discipleship – arms extended from seated location only; no movement throughout the worship areas.
- c) Communion participation and seating – TBD.

## C. AUDIO/VIDEO/LIGHTING MINISTRY SHOW SCREENS

### 1. Ministry Meetings

- a) All meetings will be done via conference call or Zoom.
- b) Leaders' Meetings are held on Mondays at 6 p.m. and Team Meetings are on Saturdays at 8 a.m. (These times may change based on reopening plan).

### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

### 3. Physical Distancing

- a) No more than five (5) persons in the AV Suite at a time.
- b) Maintain proper physical distancing at each station.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

- a) Each station must have disinfectant wipes which should be used to wipe down the station and headset before and after each use.
- b) Headsets will be placed at each station by the Video Director before each team member arrives.
- c) Lysol spray, wipes and gloves will be provided under the console at the Monitor Station.
- d) Disposable microphone covers will be utilized on all microphones and microphones will be cleaned/disinfected after each use.

## 5. Safety Precautions

- a) Mask must be worn once entering the building.
- b) Sanitize or wash hands once entering the building and as needed thereafter.
- c) Use hand sanitizer when you come into contact with anything that you did not disinfect.

## 6. NO Food and Beverage Policy

The no food and beverage policy will be followed.

## 7. Reporting and Communications

Tyrone A. Parker, II

Audio, Video and Lighting Director

tparker@msbcministries.org

410-747-3417 (x140)

## 8. Other (Ancillary Ministry Specific Protocols)

- a) The AV Suite door should be closed at all times. If you do not have a key, knock and someone will let you in.
- b) If you are not part of the AVL Ministry, you will not be allowed into the AV Suite.
- c) Persons will be required to volunteer for all 3 services on Sundays.
- d) For all 1st Sundays, volunteers are required to serve all 4 services.
- e) If you cannot attend a service, please let us know 48 hours in advance or ASAP.
- f) Leaders must report 1 hour prior to each service. Volunteers must report no later than 30 minutes prior to each service.
- g) Number of AVL Members for Worship Services
  - MINIMUM of 5 Persons
    - o Audio Team (2) – Front of House Engineer (1) & Broadcasting Engineer (1)
    - o Video/Lighting Team (3) – ProPresenter (1) & Sanctuary and Broadcasting Director/PTZ (2)
  - MAXIMUM of 10 Persons
    - o Audio Team (3) – Front of House Engineer (1), Monitor Engineer (1) & Broadcasting Engineer (1)
    - o Video/Lighting Team (7) – Camera Team (3), Broadcasting Director/PTZ (1), Sanctuary Director (1), Lighting and LED Wall Point (1) & ProPresenter (1)
- h) Number of AVL Members for Bible Study or Leadership
  - MAXIMUM of 6 Persons
    - o Audio Team (2) – Front of House Engineer (1) & Broadcasting Engineer (1)
    - o Video/Lighting Team (4) – ProPresenter (1) & Sanctuary and Broadcasting Director (2) & Floor Camera (1)
- i) Microphones
  - Persons should have the same numbered microphone each service.
  - Cleaning of the Microphone (Monitor Engineer):
    - o Put on gloves before cleaning.
    - o Each Microphone should be sprayed with Lysol from a distance after each service.
    - o Remove the grille and take out the foam. Spray each piece with the Lysol and put on a towel to dry.
    - o Before service starts, put microphones back together and put on the spit guard.

- o All microphones will be cleaned with soap and water on Mondays and Thursdays if needed by the Lead Audio Engineer.

## D. CHILDREN'S MINISTRY (JOYFUL KIDZ (CHURCH SCHOOL) & KIDZ J.A.M. (GREATER PRAISE))

### 1. Ministry Meetings

- a) For the safety of our children, the Children's Ministry Committee members have agreed that children will not return to the building until further notice.
- b) Joyful Kidz (Church School) and Kidz J.A.M. (Greater Praise) will continue to follow the usual Sunday schedule at 9:30 am every Sunday via Zoom.
- c) The Children's Ministry Committee and Church School Staff Meetings will continue to meet bi-weekly on Tuesdays at 6:30 pm via Zoom and teleconferencing.

### 2. Screening Confirmation

- a) Once ministry resumes in the physical space, each child will confirm at check-in that they participated in MSBC's screening for entry into the building
- b) Anyone who did not participate in the screening will be asked to return to the main entrance to be screened.

### 3. Physical Distancing – Once ministry resumes onsite:

- a) Prayers and other activities will be conducted without physical interaction.
- b) Six-foot distance will be observed between students and facilitators.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

All tabletops will be wiped down prior to exiting (cleaning supplies to be provided by the church).

### 5. Safety Precautions

- a) Once ministry resumes in the physical space, hand sanitizer will be available in the class and all will hand sanitize upon entering the class.
- b) All will wear masks during class.
- c) Shared materials utilized in class will be minimized and/or sanitized at the end of class.

### 6. NO Food and Beverage Policy

The no food and beverage policy will be followed.

### 7. Reporting and Communications

- a) Minister Dawn McDaniels (Children's Discipleship) – mcdaniels@msbcministries.org
- b) Zeleana Morris (Joyful Kidz – Church School) – zeleana@comcast.net or childrensministry@msbcministries.org
- c) Mia Blackston (Kidz J.A.M. – Greater Praise) – miablackston@gmail.com

### 8. Other (Ancillary Ministry Specific Protocols – N/A)



## **E. CHILDREN/YOUTH BIBLE STUDY**

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### **1. Ministry Meetings**

- a) For the safety of our children and youth, the Ministry Committee members have decided that we should be one of the last ministries to return to the building, therefore continuing virtual classes for the foreseeable future.
- b) We will continue to meet weekly on Wednesdays during Bishop's Bible Study time. While we are in a virtual space, we will start at 6 PM so that parents can join Bishop virtually at 6:30 PM. Once we return to the building, we will return to the 6:30 PM start time.

### **2. Screening Confirmation**

- a) Once ministry resumes in the physical space, each child will confirm at check-in that they participated in MSBC's screening for entry into the building
- b) Anyone who did not participate in the screening will be asked to return to the main entrance to be screened.

### **3. Physical Distancing**

- a) Prayers and other activities will be conducted without physical interaction.
- b) Six feet distance will be observed between students and facilitators.

### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

All tabletops will be wiped down prior to exiting (cleaning supplies to be provided by the church).

### **5. Safety Precautions**

- a) Once ministry resumes in the physical space, hand sanitizer will be available in the class and all will hand sanitize upon entering the class.
- b) All will wear masks during class.
- c) Shared materials utilized in class will be minimized and/or sanitized at the end of class.

### **6. NO Food and Beverage Policy**

The no food and beverage policy will be followed.

### **7. Reporting and Communications**

For questions, individuals can contact Minister Dawn McDaniels at [mcdaniels@msbcministries.org](mailto:mcdaniels@msbcministries.org)

### **8. Other (Ancillary Ministry Specific Protocols – N/A)**

## **F. CHOIRS/SINGING AGGREGATIONS**

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**1. Ministry Meetings/Rehearsals** – As scheduled with physical distancing.

### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

### **3. Physical Distancing**

- a) Seating in the choir loft will be set up to meet physical distancing requirements.
- b) Worship Team: Limit singers to 6 to allow for physical distancing on the stage.
- c) Choir: Limit the number of singers in the choir to 24 (4 people to a row X 6 rows).

### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) Each member will disinfect his or her space after each service by wiping his or her seats using Lysol / Clorox Wipes
- b) Mic singers will disinfect their own mics using Lysol and disinfecting wipes after each service
- c) Singers will disinfect their plexiglass shields after each service.

### **5. Safety Precautions**

- a) Masks will be worn while singing.
- b) All mics will have mic covers.
- c) Mic singers will keep their mics with them throughout the duration of the service.

### **6. NO Food and Beverage Policy**

No shared food or beverages are allowed.

### **7. Reporting and Communications**

Questions and concerns can be directed to Minister Anita McConnell (Director of Worship & Arts) or Minister Tara Harris (Assistant Director of Worship & Arts) at [worshiparts@msbcministries.org](mailto:worshiparts@msbcministries.org).

### **8. Other (Ancillary Ministry Specific Protocols)**

- a) Singers will enter & exit the stage from the band side only.
- b) Rehearsals:
  - If using a different set of singers for each service, rehearsals will utilize the entire floor of the sanctuary to promote social distancing for 50 – 60 singers (6ft apart).
  - If using the same set of singers for all 3 services, rehearsals will take place in the choir loft promoting social distancing for 24 singers (4 persons to a row X 6 rows).

## **G. DANCE MINISTRIES**

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**1. Ministry Meetings** – As scheduled with physical distancing.

### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

### **3. Physical Distancing**

- a) Limit the number of dancers ministering at a given service to 6 dancers.
- b) Continue physical distancing in dressing rooms – dancers should rotate with no more than 2 persons in the room at any one time.

### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

Dressing rooms are to be disinfected using Lysol/Clorox Wipes after each use.

### **5. Safety Precautions**

Masks will be worn throughout the entire dance presentation.

### **6. NO Food and Beverage Policy**

- a) No shared food or beverages are allowed.
- b) All dancers should come with their own bottle of water

## 7. Reporting and Communications

Questions and concerns can be directed to Minister Anita McConnell (Director of Worship & Arts) or Minister Tara Harris (Assistant Director of Worship & Arts) at [worshiparts@msbcministries.org](mailto:worshiparts@msbcministries.org).

## 8. Other (Ancillary Ministry Specific Protocols)

- a) Dancers will enter the sanctuary through front side doors only
- b) Confine dancing areas to floor front and stage only

## H. DEAF MINISTRY

**1. Ministry Meetings** – Will be held through virtual platforms.

### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

### 3. Physical Distancing

- a) Physical distancing will be maintained in the Deaf Ministry area of the loges.
- b) Ministry workers will maintain social distance from the Deaf/Hard of Hearing congregants.
- c) Limit foot traffic coming through the side door to maintain physical distancing (need Ushers to help with this).

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

Church staff will implement cleaning/sanitizing procedures as required.

### 5. Safety Precautions

Ministry workers will wear face masks when they are not interpreting (clear masks may be an alternative).

### 6. NO Food and Beverage Policy

No shared food or beverages are allowed.

### 7. Reporting and Communications

Questions and concerns should be directed to Velvet Bryant (Deaf Ministry Leader) at [DeafMinistry@msbcministries.org](mailto:DeafMinistry@msbcministries.org).

## 8. Other (Ancillary Ministry Specific Protocols)

- a) Deaf Ministry will maximize use of Deaf Ministry Zoom sessions to provide virtual interpreting during initial phase of church reopening.
- b) Deaf Ministry will initially only serve during 11:30 AM worship service and 3:00 PM Communion Service.

## I. DIACONATE MINISTRY

### 1. Ministry Meetings

Diaconate Ministry will continue to meet on the 2nd Monday of each month. We will implement Virtual Meetings using Zoom and/or Conference Call.

### 2. Screening Confirmation

- a) Virtual Meetings – It is expected that all members will be able to participate in virtual meetings.
- b) Worship Service – It is expected that all members will adhere to the policies established by the church to ensure health/safety of all participants.

- c) Outreach Activities – It is expected that all members will adhere to the policies established by the church to ensure health/safety of all participants.

### 3. Physical Distancing

- a) Diaconate Suite – Limited use of the suite will be implemented. No more than four (4) Diaconate members in the room at one time. Communion will no longer be served in the suite.
- b) Sanctuary Seating – It is expected that all members will adhere to the policies established by the church to ensure health/safety of all participants.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

Diaconate Suite – It is recommended that industrial strength cleaning spray be available to wipe tables, chairs, refrigerator, doorknobs, etc. after each use of the suite.

### 5. Safety Precautions

It is expected that all members will adhere to the policies.

### 6. NO Food and Beverage Policy

No shared food and beverages will be allowed.

### 7. Reporting and Communications

The Diaconate Leadership Team is Deacon Ervin Kelly, Deaconess Vanessa Jones, Deacon Harlin Gray and Deaconess LaVerne Goins; they are the contact persons for any questions or concerns.

## 8. Other (Ancillary Ministry Specific Protocols)

### a) Officer's Seating

- 1) The first row Stage Right will be reserved for Diaconate Leadership.
- 2) Diaconate will be seated throughout the sanctuary according to church's protocol/procedure.

### b) Visitations / Tuerk House Outreach

All visitations and Tuerk House Outreach are discontinued until further notice.

## J. FAMILY LIFE MINISTRY

### 1) Ministry Meetings

- a) Meetings are held the 2nd Thursday of each month at 6:30 PM.
- b) All meetings will be held virtually via Zoom or conference call.
- c) All members are encouraged to attend all meetings and be actively involved in the ministry. The registration link is <https://us02web.zoom.us/j/7885457885>.

### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

### 3. Physical Distancing

If there is a situation where we are required to hold a face to face meeting, the meeting room will need to hold at least 12 people. As of now, the ministry only consists of 6 individuals. Being placed in a room that holds 12 persons will give every member an opportunity to have an empty seat next to them.



#### 4. Cleaning/Sanitizing of Ministry Space & Equipment

When face to face meetings are held, before and after each meeting, the ministry leader will wipe down chairs and tables.

#### 5. Safety Precautions

- a) If there is a situation where we are required to hold a face to face meeting, we will ask members to wear a face mask.
- b) No one will be allowed to hug another ministry member.

#### 6. NO Food and Beverage Policy

No food or beverages will be allowed if we have a face-to-face meeting.

#### 7. Reporting and Communications

If anyone has any questions or concerns about Family Life Ministry, they may contact Leslie Crawford or Sonja Freeman at [familylifeministry@msbcministries.org](mailto:familylifeministry@msbcministries.org).

#### 8. Other (Ancillary Ministry Specific Protocols)

- a) When hosting a MSBC event, following the vision of the church and the mission of FLM ministry is priority. Again, all things should be done in decency and order.
- b) All activities/events going forward will be based off of church protocol due to the pandemic. We would like to continue with physical distancing temporarily.
- c) There will be planning meetings virtually or face-to-face leading up to event. Due to the pandemic, we are limiting the amount of face-to-face meetings going forward.

### K. FOOD PANTRY

#### 1. Ministry Meetings

- a) Ministry meetings will be conducted on an as needed basis via conference call or email.
- b) All clients will be seen by appointment only. If you are facing food insecurity, call the church office to schedule an appointment with our Food Pantry at 410-747-3417.

#### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

#### 3. Physical Distancing

- a) Will limit the number of participants onsite at any one time.
- b) Clients will be served by appointment only.
- c) We will be distributing groceries outside to limit the number of people gathered in the building.

#### 4. Cleaning/Sanitizing of Ministry Space & Equipment

- a) Will comply with church protocols.
- b) Any volunteer who steps away from the line must re-wash their hands before resuming.

#### 5. Safety Precautions

- a) Volunteers must wear a face mask
- b) Hand sanitizer dispensers will be placed in several areas for use during their project.
- c) Volunteers will be provided gloves which must be worn at all times.
- d) Volunteers must wear closed-toe shoes.

#### 6. NO Food and Beverage Policy – N/A

#### 7. Reporting and Communications (Ministry contacts for questions or concerns)

- a) Minister Helen Carpenter – [hcarpenter@msbcministries.org](mailto:hcarpenter@msbcministries.org)
- b) Elder Joseph Sanders – [jsanders@msbcministries.org](mailto:jsanders@msbcministries.org)

#### 8. Other (Ancillary Ministry Specific Protocols)

- a) Since volunteer needs are changing daily, volunteers are asked to call the Food Pantry Director the morning they are scheduled to see if they're still needed.
- b) No volunteers under the age of 18 are allowed.
- c) We are reminding our clients they can send a person in their place--a proxy--to receive their groceries if they or a family member is feeling sick or if they are at risk for severe infection.

### L. GREETERS MINISTRY

#### 1. Ministry Meetings

Ministry Meetings will be held by conference call or Zoom platform.

#### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

#### 3. Physical Distancing

- a) Physical contact with guests will be eliminated; verbal greetings only.
- b) Maintain social distancing of 6 feet during pray in before service.
- c) Reduction of each service post positions from 12 to approximately 6-8 unless needed at other campus facilities.

#### 4. Cleaning/Sanitizing of Ministry Space & Equipment

After each service, will assist with wiping down door handles to all building entrances and exits.

#### 5. Safety Precautions

- a) Protective face mask is required, covering nose and mouth areas.
- b) Any Greeter posted at the outside door entrances will be required to wear latex gloves.

#### 6. NO Food and Beverage Policy

No food or drink policy at MSBC is in effect until further notice.

#### 7. Reporting and Communications

- a) The Greeters Ministry has established a group text, whereas we have been in connection with each other since the stay at home order was implemented.
- b) If anyone has any questions or concerns about the Greeters Ministry, they may contact David Mason at [mrdemsr65@gmail.com](mailto:mrdemsr65@gmail.com).

#### 8. Other (Ancillary Ministry Specific Protocols)

- a) Pedestrian flow will be controlled via use of designated entrances and exits.
- b) Doorstops will be used to hold open inside entrance doors.

- c) Depending on government stipulations, Greeters will count the number of persons entering for each service so that the maximum capacity is not exceeded.

## **M. INFORMATION CENTER**

The monitors located throughout the building will be used to display upcoming ministry events and activities.

## **N. INTERCESSORY PRAYER MINISTRY**

### **1. Ministry Meetings**

Saturday Intercessory Prayer will continue as a conference call or Zoom meeting until it's safe for all to return to the sanctuary.

### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

### **3. Physical Distancing**

Physical distancing will be maintained at all times.

### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

Intercessors will disinfect their mics and change mic cover after each service.

### **5. Safety Precautions**

- a) For Sunday Morning Service - Wear masks unless praying. Remove for prayer and after prayer, put the mask back on.
- b) Intercessors will have their own mic and all mics will have a cover.

### **6. NO Food and Beverage Policy**

The no food and beverage policy will be followed.

### **7. Reporting and Communications**

Questions and concerns can be directed to Minister Anita McConnell (Director of Worship & Arts) or Minister Tara Harris (Assistant Director of Worship & Arts) at [worshiparts@msbcministries.org](mailto:worshiparts@msbcministries.org).

### **8. Other (Ancillary Ministry Specific Protocols) – N/A**

## **O. MARRIAGE MINISTRY**

### **1. Ministry Meetings**

Marriage Ministry will continue to meet virtually on the 4th Friday of each month. We will implement Virtual Meetings using Zoom and/or Conference Call.

### **2. Screening Confirmation**

Virtual Meetings – It is expected that all members will be able to participate in virtual meetings.

### **3. Physical Distancing – N/A**

### **4. Cleaning/Sanitizing of Ministry Space & Equipment – N/A**

### **5. Safety Precautions – N/A**

### **6. NO Food and Beverage Policy – N/A**

## **7. Reporting and Communications**

- a) Deacon James Jones & Deaconess Vanessa Jones
- b) Elder Anthony Brown & Deaconess Sheri Brown

## **8. Other (Ancillary Ministry Specific Protocols) – N/A**

## **P. MEN'S MINISTRY**

### **1. Ministry Meetings**

- a) MM Leadership will meet biweekly during off season and possibly weekly as needed during Men's Season. Meetings will be held by either phone or video conferencing. Post pandemic, meetings may occur by phone/Zoom or in person.
- b) MM War Room will continue to meet virtually every Tuesday evening at 6:30pm. Post pandemic, meetings will be held in the chapel. However, we will continue to stream the meetings live on Zoom to reach a larger audience.

### **2. Screening Confirmation**

- a) Prior to signing in for any meeting or event, participants will be asked if they were screened by Security upon entering the building; if not, they will be directed to do so. They will also receive reminders that will be included via InFellowship notifications as they will be asked to adhere to MSBC protocols.
- b) If there are any questions or concerns in reference to anyone's health or noncompliance, the Church Administrators will be notified immediately for follow up.

### **3. Physical Distancing**

MM Leadership will arrive prior to all meetings and events to ensure facilities are in compliance with Social Distancing guidelines and will also ensure that participants are respecting Social Distancing and wearing safety equipment during all activities.

### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) MML will request and require PPE at all times along with cleaning wipes & gloves.
- b) MML will wipe down tables, chairs, and any room equipment used prior/post all onsite activities and dispose of any waste.

### **5. Safety Precautions**

- a) Hand hygiene will be required when entering or reentering the space at all times.
- b) Mask will be required at all times

### **6. NO Food and Beverage Policy**

No food or beverages will be permitted. Personal water bottles will only be permitted outside the room to avoid anyone having to remove their mask.

### **7. Reporting and Communications**

- a) James Pierce - MML – 443.253.9555 – [jep3omegaman@yahoo.com](mailto:jep3omegaman@yahoo.com)
- b) Elder Calvin Mitchell – 443.286.7886 – [cdmitchell1080@yahoo.com](mailto:cdmitchell1080@yahoo.com)
- c) Elder Anthony Brown – 443.324.8626 – [abrown@msbsministries.org](mailto:abrown@msbsministries.org)



## 8. Other (Ancillary Ministry Specific Protocols)

No additional ministry specific protocols.

## 9. NEW MEMBERS MINISTRY (INTAKE PROCESS)

### 1. Ministry Meetings

New Member's Ministry Team meets on the 4th Tuesday of each month via Zoom at 6:30 p.m.

### 2. Screening Confirmation

All volunteers will be subject to MSBC's screening process.

### 3. Physical Distancing

If a person doesn't have a phone to join via text, they should report to the Chapel.

- New Member's Intake Team should remember to practice proper physical distancing.
- Team Members: 1 Intake Team Member, 1 Diaconate Member and 1 Minister
- No hugging, shaking hands or holding hands during prayer.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

The new member's cart and iPad should be cleaned with disinfectant wipes before and after use.

### 5. Safety Precautions

- Face masks will be required. We are asking everyone to bring their own mask, but we will have masks available as needed.
- Gloves and hand sanitizer will be readily available. We will encourage using hand sanitizer based on CDC recommendations.

### 6. NO Food and Beverage Policy

We will not have food nor beverages.

### 7. Reporting and Communications

First Name	Last	Email	Phone
Lisa	Nettles	lnettles@msbcministries.org	215-284-5537
Debra	Pettus	msdebramichelle@gmail.com	856-669-9326
Deidre	Gladden	DeidreGladden@aol.com	443-418-8656
Cleo	Lytle	cleobaltimore@verizon.net	410-428-7532
New	Members	newmembers@msbcministries.org	410-747-3417 x126
Shauntia	Price	shauntiaprince@me.com	410-982-2086

### 8. Other (Ancillary Ministry Specific Protocols)

- Virtual & In-Person Intake Process
  - When the invitation is extended from Bishop Debnam, persons will be asked to text "msbcconnect" to 94000 at which time they will get a link to provide the church with contact information.
  - New Member's Admin will check the Clearwater system for the results, then assign that person to an Intake Team member.
  - The Intake Team makes a call to the new member.
  - The Intake Team will notify Debra Pettus once they have spoken with the new member.
  - Debra will email this LINK to the new member and request a picture.
  - Once the form is completed it will automatically upload to survey monkey.
  - Lisa will get the results of the survey and input the information in Fellowship One.

### b) Follow Up Process

- If a phone call has been placed and a voice mail has been left, then a follow up call happens within 24 hours.
- If the intake form is not received within 24 hours, then a follow up email is sent out.
- 3 Days after the intake form has been sent out, if it has not been received, Debra sends an update to Lisa. Lisa then calls the person for their information.

### c) Expand Intake Team

- To have a healthy rotation we will expand the intake team.

### d) Training for Survey Monkey

- Debra Pettus & Lisa Nettles

### e) Training for Clear Stream - Training with Lisa and the New Members' Admin and her backup

*Note: New Member Classes will be held virtually.*

## 10. RENAISSANCE CHRISTIAN COUNSELING CENTER

### 1. Ministry Meetings

By appointment only, in-person or virtual

### 2. Screening Confirmation

- Verify that persons went through the screening process as they entered the building.
- Recognize the symptoms—fever, cough, shortness of breath.
- Implement procedures to quickly triage and separate sick clients. Refer the clients to the nearest medical facility or the local health department.
- Place staff at the entrance to ask clients about their symptoms.
- Limit non-patient visitors.

### 3. Physical Distancing

- Place chairs 6 feet apart, when possible. Use barriers, if possible.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

- Prepare the waiting area and therapy rooms.
- Provide supplies—tissues, alcohol-based hand rub, soap at sinks, and trashcans.
- If your office has toys, reading materials, or other communal objects, remove them or clean them regularly.
- Common areas will be cleaned every 30 minutes and office surfaces after each therapy session.

### 5. Safety Precautions

- Ensure that clinical staff knows the right ways to put on, use, and take off PPE safely.
- Use of proper hand washing and hand sanitizer by all staff and clients.
- Emphasize hand hygiene and cough etiquette for everyone.
- No entry into the Center without a mask.
- Personnel that can work from home and choose to do so will have that option.
- Clients and staff that prefer in person counseling must have their temperature taken.

### 6. NO Food and Beverage Policy

- After consuming food or beverages on the premises, all trash should be disposed of in a trash receptacle. Trash cans in individual offices should NOT be used for this.
- No more than 2 staff persons in the Staff Break Room at any one time.

- c) Staff persons must sanitize/clean the tables, counterspace, and appliances after each use.
- d) There should be NO SHARED/BANQUET STYLE food. Each individual must bring their own food and beverages.

## **7. Reporting and Communications (Executive Director or Office Manager)**

- a) Communicate with patients.
  - Ask patients about symptoms during reminder calls.
  - Consider rescheduling non-urgent appointments.
  - Post signs at entrances and in waiting areas about prevention actions.
- b) Communicate with staff.
  - Ask staff to stay home if they are sick.
  - Send workers home if symptoms develop at work.

## **8. Other (Ancillary Ministry Specific Protocols)**

- a) Clients will complete all paperwork prior to session.
- b) In order to limit contact as much as possible clients will have the ability to pay for their session through PayPal or Cash App, in addition to debit/credit or cash.
- c) Staff will receive payments and paperwork using gloves.

## **S. SECURITY TEAM**

### **1. Ministry Meetings**

The Security Team will meet as needed virtually via various electronic methods.

### **2. Screening Confirmation**

- All staff are directed, prior to traveling to the Campus, to self-screen themselves in the following areas: fever (99.5 or greater is a concern), persistent cough, shortness of breath, difficulty breathing, repeated shaking with chills, muscle or body aches, sore throat, new loss of taste or smell, nausea or vomiting, or diarrhea per the CDC. If positive for any of these symptoms, he/she should not report to the Campus and should follow usual guidelines for reporting a workplace absence or requesting telework authorization.
- When entering a Campus building through a specifically marked entrance (all entrances will not be available)), staff will:
  - ✓ Participate in a temperature check.
  - ✓ Complete a verbal screening entry questionnaire.
  - ✓ Following review by a member of our staff, persons will be cleared for entry into the building. Persons who do not satisfactorily complete the screening will be asked to return home.

### **3. Physical Distancing**

- a) Proper physical distancing will be maintained based on position assignments.
- b) Only one (1) person should be in the Security stations at any one time.

### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

All radios and workstations should be sanitized after each use.

### **5. Safety Precautions**

- a) All Security Staff should wear a face mask and gloves.
- b) Hand sanitizer should be available at all security stations.

### **6. NO Food and Beverage Policy**

- a) No food or beverage should be left unattended.
- b) There should be no sharing of food and beverages.

- c) Any items brought in for personal consumption shall remain in the possession of that individual at all times but not taken into the sanctuary.

## **7. Reporting and Communications**

- a) Reporting and communication will continue to be done via radio.
- b) Face to face communication shall be done with physical distancing guidelines in mind.
- c) Questions and concerns should be directed to Dwight Randall and/or Rodney Maybin.

## **8. Other (Ancillary Ministry Specific Protocols)**

- a) Parking & Traffic Flow Management
  - Assist the Parking Lot Team with directing persons on where and how to park.
- b) Pre-screening for persons who enter the campus buildings (1512 & 6665) throughout the week; pre-screening on Sundays would be handled by the Health Ministry.
- c) Have Security persons at the entrance on Sundays in case there are any issues with someone who is symptomatic and asked to leave.
- d) Once persons are dismissed from the sanctuary at the end of service, make sure persons are exiting the building and not gathering.
- e) If other physical locations on the campus are used for worship, adjustments in security personnel and procedures would be required.

## **T. SENIORS MINISTRY (PEARLS OF WISDOM)**

### **1. Ministry Meetings**

The Pearls of Wisdom will continue to meet virtually on the 4th Thursday of each month.

### **2. Screening Confirmation**

Virtual Meetings – It is expected that all members will be able to participate in virtual meetings.

### **3. Physical Distancing – N/A**

### **4. Cleaning/Sanitizing of Ministry Space & Equipment – N/A**

### **5. Safety Precautions – N/A**

### **6. NO Food and Beverage Policy – N/A**

### **7. Reporting and Communications**

Questions and concerns can be directed to Ms. Sylvia Chambers.

### **8. Other (Ancillary Ministry Specific Protocols)**

## **U. SINGLES MINISTRY**

### **1. Ministry Meetings**

- a) Meeting twice a month for Devotional Prayer Call and Ministry Meeting
- b) Time and Day: 1st Thursday for Devotional Calls and 3rd Thursday for Ministry Meeting from 7:30 – 9:00 PM
- c) Location: Virtual Meeting until further notice

### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

### **3. Physical Distancing – N/A**

#### **4. Cleaning/Sanitizing of Ministry Space & Equipment – N/A**

#### **5. Safety Precautions – N/A**

#### **6. NO Food and Beverage Policy – N/A**

#### **7. Reporting and Communications**

- Ministry Lead: Minister Robin Huger
- Ministry Support Lead: Elder Stephen Dickerson
- Ministry Email: [Singles@msbcministries.org](mailto:Singles@msbcministries.org)

#### **8. Other (Ancillary Ministry Specific Protocols)**

Follow the lead of the church's protocols

### **V. SPIRITUAL DEVELOPMENT (DISCIPLESHIP, SMALL GROUP, CHURCH SCHOOL) MINISTRIES**

#### **1. Ministry Meetings**

All classes will continue to meet virtually. Additional online classes and the accompanying schedules will be developed and aggressively advertised. Monthly facilitators meetings are conducted via Zoom or conference calls.

#### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

#### **3. Physical Distancing**

All classes are capped at 10 students.

#### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) MSBC staff disinfects each classroom before and after each use.
- b) MSBC staff provides hand sanitizers in each classroom.

#### **5. Safety Precautions**

- a) Participants cover mouths and noses with masks during face-to-face meetings.
- b) When possible, Spiritual Development staff and facilitators should send documents and other materials electronically, thus eliminating the need to supply hardcopies during face-to-face meetings.
- c) Whenever hardcopy documents are distributed, there must be a copy of each document for each person in attendance, thus eliminating sharing.

#### **6. NO Food and Beverage Policy**

In accordance with MSBC's policy, no food or drinks can be consumed in any of the classrooms during face-to-face meetings.

#### **7. Reporting and Communications**

- a) Shauntia Price
- b) Zeleana Morris
- c) Minister Steven Wilder

#### **8. Other (Ancillary Ministry Specific Protocols)**

- a) Individuals must register for all classes electronically. Exceptions will be made for those who require hardcopy registration.
- b) Individuals receive confirmation via e-mail.
- c) When facilitators use Zoom or other video conference tools, a password must be required.

### **W. USHERS MINISTRY**

#### **1. Ministry Meetings**

The ushers will communicate through email, phone conferences, Zoom, text messages or a courtesy phone call.

#### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

#### **3. Physical Distancing**

- a) Ushers will maintain proper physical distancing while serving.
- b) No more than 2 ushers should be in the Ushers Room at any one time.

#### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) The Ushers' Room will be disinfected after each service.
- b) The Ushers will assist with disinfecting/sanitizing the sanctuary after each service.

#### **5. Safety Precautions**

- a) Ushers will be required to wear face masks.
- b) Wearing gloves is optional.
- c) Sanctuary doors will be propped open to encourage physical distancing and minimize door contact.

#### **6. NO Food and Beverage Policy**

No food will be allowed in the Ushers' Room. Water Only!

#### **7. Reporting and Communications**

- a) Deacon Kevin Orange
- b) Valerie Hickson

#### **8. Other (Ancillary Ministry Specific Protocols)**

- a) If there is a gathering limit, ushers will assist with managing the sanctuary count using counters.
- b) There will be a roster for each service with at least two (2) leaders at each service.
- c) Ushers will arrive at least 30 minutes prior to service for temperature checks and directions.
- d) Persons will enter the sanctuary using the front doors near the Diaconate Suite and the Admin area. Once Bishop enters the pulpit, persons will be directed to enter the sanctuary using the rear door.
- e) Ushers will seat persons in the sanctuary starting from the front to the rear ensuring that proper physical distancing is maintained.
- f) After service, persons will be dismissed row by row and the ushers will escort them out of the sanctuary to the doors to exit the building.

### **X. VIDEO EDITING**

#### **1. Ministry Meetings**

A virtual meeting is held every Monday at 12:00 PM.

#### **2. Screening Confirmation**

All volunteers will be subject to MSBC's screening process.

#### **3. Physical Distancing**

- a) Recording members requires 6 ft. distancing including teleprompter.
- b) No more than 10 individuals can be recorded at one time including the person recording.

#### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) Each Sunday, the computer in the broadcast room is cleaned thoroughly before and after each use.
- b) Additional devices used will be sanitized before and after use.



## 5. Safety Precautions

- a) Face coverings and masks are mandatory to use.
- b) In the event that gloves are not available, hand sanitizer and/or soap and water will be used regularly.

## 6. NO Food and Beverage Policy

No food is to be brought into the broadcast room or my designated workspace.

## 7. Reporting and Communications

Minister Terrell Anderson, Video Editing Director –  
tanderson@msbcministries.org

## 8. Other (Ancillary Ministry Specific Protocols) – N/A

## Y. WEDDING MINISTRY

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### 1. Ministry Meetings

- a) Wedding Ministry will meet on the 3rd Tuesday of January, April, July, October. We will implement Virtual Meetings using Zoom and/or Conference Call.
- b) Consultation Meetings will meet virtually using Zoom and/or another virtual platform.
- c) Wedding Rehearsals will be conducted using distancing protocols. The bridal party participants will be the only persons allowed to attend rehearsals.

### 2. Screening Confirmation

- a) Wedding attendees, including guests and members of the wedding party, must follow required protocols for accessing our facilities.

### 3. Physical Distancing

- a) Weddings and rehearsals must adhere to campus protocols with respect to parking, entrance screening, physical distancing, face coverings, dismissal, etc.

### 4. Cleaning/Sanitizing of Ministry Space & Equipment

- a) Sanctuary & Chapel: Church staff will implement cleaning/sanitizing procedures as required.
- b) Bridal Suite – Consultant will wipe down lounge chairs, vanity, doorknobs, etc. before and after use of space.

### 5. Safety Precautions

- a) All consultants, wedding participants, guests, vendors will use one door in the building and one door out of the building.
- b) All consultants, wedding participants, guests, vendors will be required to bring and wear a face mask.
- c) Consultant will discuss with couple that masks are required, and they can provide a pack of disposable masks for their guests.
- d) If guests do not have a face mask, church will provide at a cost of \$5 each.

## 6. NO Food and Beverage Policy – NO Receptions WILL be held.

## 7. Reporting and Communications (Ministry contacts for questions or concerns)

- a) Deaconess Vanessa Jones –  
vanessa.t.jones@gmail.com
- b) Deaconess Bertha Farnum –  
bertha.farnum@comcast.net
- c) Assigned Consultant

## 8. Other (Ancillary Ministry Specific Protocols)

- a) Decorations will be allowed using MSBC's Decorating Team according to current protocols and coordination with Facilities Management.
- b) Receiving line will not take place on the premises of Morning Star Baptist Church.
- c) Programs can be placed on the seats or a table outside of the chapel/sanctuary
- d) Marriage Certificate will follow the current protocol – couple submit to Consultant one week prior to wedding date; Consultant provide marriage certificate to Deaconess Brown when received; Deaconess Brown will complete and get Pastor's signature; Deaconess Brown will provide completed document to Consultant.

## Z. YOUNG ADULT MINISTRY

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### 1. Ministry Meetings

- a) YA Executive Team meets weekly or as needed via telephone (will continue using this format post-pandemic).
- b) YA Leadership Team meets monthly on the 3rd Tuesdays virtually through Zoom at 6:30pm (will continue using this format post-pandemic).
- c) YA Small Group meets weekly on Thursdays virtually through Zoom at 6:30pm (will continue this format post-pandemic).
  - When the church phases to small groups returning to the church, we will meet on campus. (Date and Time will coincide with Bishop's teaching schedule).
- d) YA Monthly Event meets monthly on the 3rd Fridays virtually through Zoom at 6:30pm.
  - Post-pandemic we will return back to community outings/activities.

### 2. Screening Confirmation

- a) Prior to signing in for a ministry meeting, small group, or event, attendees will be asked if they were screened by Security upon entering the building.
  - MSBC protocols will be followed on the screening questions.
- b) Attendance will be taken at all ministry meetings, small groups, and events.

### 3. Physical Distancing

- a) YA Ministry will request facilities place chairs 6 feet apart in-room reservations.
- b) YA leadership will ensure during the course of a ministry meeting, small group, or event, that seating arrangements remain 6 feet apart in the event the setting is changed for group activities.
- c) Ministry meetings, small groups, and events will adhere to the state of Maryland's recommended number of attendees by maintaining an attendance sheet and by having a leader present to communicate to attendees when the limit is reached.
  - Information will be provided to the individuals who exceed the state's recommended number of attendees on how to stay connected to YA ministry until the next YA opportunity.
- d) YA ministry leaders will provide instruction at the beginning of each ministry meeting, small group, and event of no physical contact between attendees unless the attendees are from the same household. Same household consists of but not limited to, husband and wife, father and child, and or mother and child.

#### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) YA Ministry will request in-room reservation that cleaning wipes be made available in the space being occupied for ministry meetings, small groups, and events.
  - YA leaders will wipe down tables, chairs, and any room equipment used such as but not limited to podiums and dry erase boards prior to and after ministry meetings, small groups, and events.
- b) YA Ministry will request in-room reservation that gloves be made available in the space being occupied for ministry meetings, small groups, and events for the purpose of pre and post cleaning of supplies and equipment.
- c) YA Ministry leaders will ensure that all trash is collected and placed inside the trash container in the occupied space and that there are not left behind items from attendees.

#### **5. Safety Precautions**

- a) YA Ministry will request in-room reservation that hand sanitizer be made available in the space being occupied for ministry meetings, small groups, and events. OR YA Ministry leaders will be knowledgeable of the nearest hand sanitizer pump visible from the entry to the ministry meetings, small groups, and events.
- b) Hand hygiene will be required when entering and exiting the space that the YA ministry is occupying. To include but not limited to leaving for the bathroom or a phone call.
- c) Mask will be required at all times while in ministry meetings, small groups, and events.
  - YA Ministry leaders will request and ensure there are mask available for attendees who do not have mask
- d) Wearing gloves will be optional.
- e) In the event supplies are needed for activities such as pens or paper, supplies will not be returned to the YA Ministry unless supplies can be wiped down with a cleaning wipe.

#### **6. NO Food and Beverage Policy**

No food or beverages will be permitted in YA Ministry meetings, small groups, and events.

#### **7. Reporting and Communications**

- a) Contact Persons
  - Minister Tara Harris- YA Ministry Lead - Staff Liaison
  - Sister Nicole Pritchett- YA Ministry Admin Executive
  - Brother Will Crest- Evangelism Executive
- b) Contact Information
  - crewministry@msbcministries.org

#### **8. Other (Ancillary Ministry Specific Protocols)**

No additional ministry specific protocols

### **AA. YOUTH MINISTRY**

#### **1. Ministry Meetings**

- a) Ministry Monthly Meeting - 1st Thursday of each month via ZOOM.
- b) Youth Friday Night Connection - Every Friday of the month at 7 PM
- c) Sunday Youth Service - TBD, consideration for this service will determine how the Executive Staff shapes overall church services.

#### **2. Screening Confirmation**

All participants, leaders, and volunteers **MUST** go through the screening process before entering the actual ministry event.

#### **3. Physical Distancing**

- a) Will limit the number of participants for in person events or offer multiple opportunities for participation to allow everyone to participate but still maintain proper physical distancing.
- b) Each event will have a two (2) adults for every twelve (12) youth ratio. This will ensure we are managing physical distancing and staying on top of possible behavior that violates the protocol put in place by the church.

#### **4. Cleaning/Sanitizing of Ministry Space & Equipment**

- a) NO youth or unauthorized adult can sign themselves in or touch the screening equipment, devices and/or paperwork. This is to ensure our check-in area does not become a "high-touch" area.
- b) The Youth Ministry Team will wipe, disinfect and clean all of our ministry spaces that our events are done in both before and after use.
- c) A cleaning checklist will be created. This is specifically for the Youth Ministry team to further communicate our process with cleaning the space. The checklist will have places for the initials and signature of the ministry worker that cleaned the ministry space.

#### **5. Safety Precautions**

- a) Mandatory hand washing will be implemented for all ministry events.
- b) Youth Ministry volunteers and participants will have to wear a mask. Youth who do not have a mask will not be able to participate.

#### **6. NO Food and Beverage Policy**

The no food and beverage policy will be followed.

#### **7. Reporting and Communications**

Questions and concerns should be directed to Deacon Nate Lucas at [nlucas@msbcministries.org](mailto:nlucas@msbcministries.org).

#### **8. Other (Ancillary Ministry Specific Protocols)**

- a) Waiver for all ministry activities/Parent permission slips – Our procedures will include a general Parent Permission Slip that communicates the following: event purpose, event specifics, and keys to safety information that the parents will have to read and sign-off on for their youth to participate. This will be for all youth ministry activities.
- b) We will attempt to capture all youth social media, emails and cell phone information. This is for the purposes of staying diligently connected to our youth.