May 20, 2021

Friends in Christ,

On Monday, May 17, the Session approved a new face mask policy and capacity limits for the church property given the recent guidance from multiple governmental sources. Effective immediately, face masks will not be required for fully vaccinated individuals, whether indoors or outdoors at The Village Church. People not fully vaccinated, including children over the age of two, need to continue following existing precautions which include: wearing a mask and social distancing on our campus - indoors and out.

In addition, the Session approved capacity increases to every room on campus up to 60% including the sanctuary, but those who are fully vaccinated do not count toward the limit. Singing is also allowed during worship with people sitting in every other pew marked in blue.

We acknowledge that is this welcome news for many and may cause some anxiety for others. It will take some time for all of us to get used to this new reality, so we invite everyone to extend grace and kindness to one another. The pandemic is not over, but the indicators are trending in a very positive direction. Let us continue to pray for the world and look for ways to join in God's mission in the world.

As always, if you have been exposed to COVID or have COVID-like symptoms, please join us online and we will save a seat for you when you return in person.

1. The Session has opened the Sanctuary capacity for in-person worship to 265 persons per service not including the worship leaders, singers, and ushers. This number keeps the church at 60% of capacity.

2. The number who can attend a funeral, memorial, or wedding is 265. Livestreaming is still an option.

3. Capacities for rooms that can be reserved: Westminster Hall – 91, Fellowship Hall - 45, Narthex - 78, library – 12, Multi-purpose room – 9, Fireside Room – 18, Choir Room-57. Room capacities do not apply for fully vaccinated individuals. Please direct reservations to Kim Karpeles at kkarpeles@villagechurchnorthbrook.org.

4. Please reach out to Gay Boundy, Office Manager, with any overall questions at gboundy@villagechurchnorthbrook.orgor (847) 272-0900.

Joyfully,

Senior Pastor Spencer

GENERAL SOCIAL DISTANCING GUIDELINES - Applies indoors and outdoors

- Unless fully vaccinated, cover your mouth and nose with at least a cloth face cover.
- Please be mindful of people's need for a distance of 6 feet between non-family/household members.
- Regularly wash hands with soap and water for at least twenty seconds and use hand sanitizer. Repeat frequently.
- Cover coughs and sneezes.
- Refrain from handshakes, hugs, kisses, etc.
- Stay home if you feel ill or have COVID-like symptoms.

Frequently Asked Questions about Worship

1. What are the basics for Sunday morning worship?

- 9:30 am Contemporary Worship will be open for in-person participation and livestream will continue.
- 11:00 am Traditional Worship will be open for in-person participation and livestream will continue.
- Adult Sunday School will begin in-person on June 13, 2021.
- Children's Sunday School and Sunday Youth Church are available at 9:30 am. Both require completed health forms each week, and Children's Sunday School requires advance registration weekly on Realm.
- Please only sit in pews marked with blue tape.

***2.* What cleaning will take place in the Sanctuary and the campus?**

- Exterior doors will remain propped open during service hours.
- Signs are posted to direct flow throughout campus with restricted areas clearly marked.
- Touchless hand sanitizer dispensers onsite and available at entrances including narthex.
- Stairway handrails from Atrium to Narthex wiped down with disinfectant before, during, and after each service.
- First and second floor bathrooms: doors will remain propped open and all touch points and counters wiped down with disinfectant before, between, and after services.
- Attention to elevator touch points.
- Elevators restricted to only household and family units.
- Restrict water fountains for usage with signage.
- Air handler will circulate air throughout Sanctuary.
- Sanctuary is sanitized with a fogging disinfectant (Vital Oxide) every Sunday morning prior to the first service.

3. Will the livestream still be operating?

Yes, the livestream is a significant ministry for us as a church. We will continue to invest resources, time, and energy to create wonderful services online.

4. **When I arrive to the campus, what is expected of me?**
   We are delighted you are coming to the church campus to worship God and attend meetings, and we want everyone to be mindful and generous with space given the different comfort levels of people in public settings.

   Please follow these Guidelines:
   - Arrive 15 minutes early to space out arrivals.
   - Enter the church at Meadow Shopping Plaza entrance (Atrium entrance).
   - Individuals over the age of two who aren't fully vaccinated need to cover their mouths and nose with at least a cloth face cover.
   - Maintain at least six feet of distance between non-family members or household unit.
   - Pews are marked for seating and ushers will assist seating for proper spacing.
   - Refrain from handshakes, hugs, kisses, etc.
   - No offering plates will be passed. Deposit offering in plates in the Narthex.
   - No coffee hour.

5. **Will the restrooms be open?**
   Yes, the first and second floor restrooms will be available.

6. **What are the cleaning protocols for the Sanctuary, Fellowship Hall, and Westminster Hall?**

   The Facilities Manager will oversee the set up and disinfection of the rooms for groups and meetings per the CDC and Illinois Department of Public Health including but not limited to the following:

   <u>Meeting Rooms Cleaning Checklist</u>

   Rooms will be cleaned immediately after the room is used.
   Cleaned with gloves that are removed immediately after cleaning.
   Specific disinfecting instructions:

   - Wipe Chairs with approved CDC COVID disinfectants.
   - Wipe all surfaces, chairs, doorknobs, countertops, light switches, etc.
   - Keep windows open when and where available.
   - Exterior doors, doors and surfaces in the rest rooms, doors and will be wiped down prior to and after the scheduled meetings by the facilities staff.
   - Provide each room with hand sanitizer and monitor when refills are needed.
   - Disinfect lower-level bathrooms nearest elevators immediately following each meeting.

7. **Will I have access to other parts of the campus including the elevator?**
   During worship, there will be clear signage to guide you throughout the campus. When you come to use Fellowship Hall, Westminster Hall, and other rooms, signage will direct you to the appropriate locations. The elevator is open for worship attendance.

8. **How do I sign up for access to Fellowship Hall and Westminster Hall and other rooms?**
   Email reservation requests to Kim Karpeles at kkarpeles@villagechurchnorthbrook.org. Greg Hartfield, Facilities Manager, will schedule the doors to be unlocked. Contact Greg at ghartfield@villagechurchnorthbrook.org.

9. **What about Funerals, Memorial Services, and Weddings on the campus?**
   We can host gatherings for up to 265 people and conduct interments at the Memorial Garden and Wall. Livestreaming is an available option for indoor services.

10. **How do I connect with the staff of the church**?

    Please reach out to the appropriate staff person or call the church and press their extension. Staff continues to work on/off site. Please call the church with questions at 847-272-0900. Gay Boundy, Office Manager, and will be glad to help you.

Thank you for your patience and flexibility.

On behalf of the Session,

Rev. Dr. Spencer L. Lundgaard
Senior Pastor