

OUR SAVIOUR LUTHERAN CHURCH
MEETING PROTOCOL/PROCESS
EFFECTIVE JULY 1, 2021 UNTIL FURTHER NOTICE

1. Meeting rooms that can be used:

- a. Fellowship Hall
- b. IF Fellowship Hall is in use, the Library will be the 2nd choice.

(Note: Other rooms will not be used for meetings until further notice; if the size of the group is too large for the Library, the group will be offered an open FH date of availability)

Other space(s) that can be used:

- a. Kitchen
- b. Narthex (example, the Spiritual Stitches Ministry used in past)

2. The chairperson/a co-chairperson or the meeting(s)' leader should complete a "facility use form" with the meeting date(s).

(Note: the instructions on the facility use form will be followed)

- a. Facility use forms are available electronically or hard copy from the church office Administrative Assistant
- b. Groups are encouraged to "plan ahead" as much as possible; for example, IF the Welcome Committee wants to meet the first Monday of the month, the Committee Chair/Leader can submit the form for the entire year.

3. The chairperson/leader or designee must record in the meeting notes the date/time of meeting and who was in attendance by name (an attendance sheet could be used) if meeting notes are usually taken.

4. At the end of the meeting, the chairperson/leader or designee must wipe the table(s), chairs, other used surfaces with the sanitizing agent that will be provided by the Church (gloves and paper towels will be provided). Gloves and paper towels will be discarded in the waste receptacles in the room(s).

AND

The person(s) who does the "wiping" must record that the "wiping" was done. A "sign off" sheet will be in the Fellowship Hall and in the Library for this purpose.

**THANK YOU ALL FOR YOUR TIME, TALENTS, AND COMMITMENT TO BEING
A CARING CONGREGATION**