

Pilgrim Congregational United Church of Christ Building Policy September 2021

Effective September 1, 2021, PCUCC's Building Policy is updated from the policy announced in March 2020, and the Welcome Back Guidelines are incorporated and updated with this Building Policy. PCUCC understands and respects every person's right to be guided by their faith and their conscience, together with the advice received from their healthcare provider. PCUCC's goal is to provide a safe, inviting, and welcoming space where all are welcome according to their comfort level. PCUCC is guided in this policy by the guidelines issued by the CDC, the State of Montana, and the City/County Health Department. PCUCC recognizes there may be updates and alterations based on varied information, and this Building Policy is intended to allow for changes.

In May 2020, we adopted re-entry protocols. Those protocols are modified by this Building Policy, but the basic mandates are still relevant:

- Individuals are encouraged to practice good hygiene:
 - Use a face covering (mask) within the building.
 - Wash hands with soap/water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching your face.
 - Sneeze or cough into a tissue or the inside of your elbow.
 - Disinfect frequently used items and surfaces as much as possible.
 - Stay home if feeling ill and consult with medical provider

Basic Tenets:

- ❖ "Love one another as I have loved you." – John 15:12. Therefore, please prayerfully consider a mask to be a sign of your love and consideration for your fellow congregant and building user.
 - ◆ Mask use: We ask those in the building to follow current mask recommendations of the City/County Health Department and the CDC. Signage will be posted to inform those in the building of the current status regarding masks. For those who are fully vaccinated, while masks may be considered optional and a personal choice, we highly encourage (recommend) them to the extent you are able to wear a mask. Masks are available for those who forgot a mask, and may be offered to anyone entering without a mask. Please respect the offer as a sign of our caring and concern, and respond accordingly.
 - ◆ Consider this: those who are wearing a mask may be immunocompromised or may have a loved one who is immunocompromised, or is unable to be vaccinated. Please respect their choice to wear a mask and do not be put off by that choice. The mask may be their attempt to protect you from a minor cold or other issue. Meanwhile, some may have issues with wearing masks and are making other choices. Some may use face shields. Please respect the individual choice.

- ◆ Vocalists and speakers may remove their mask to sing or offer words during a service or other event. They will maintain distance and will use microphones when available.
- ◆ Communal microphones should be shared sparingly during a service. You need to speak into the microphone not over the top of it (an angle toward your mouth not held straight up and down), but you do not have to touch the head itself, just direct it toward your mouth so we can hear you. [Microphones should be treated between uses as directed by the manufacturer or those in charge of the equipment.]
- ❖ Sir Francis Bacon wrote “*Cleanness of body was ever deemed to proceed from a due reverence to God.*” (1605 The Advancement of Learning) This is thought to be the origin of the phrase: “Cleanliness is next to Godliness”
 - ◆ Handwashing and use of hand sanitizer continue to be encouraged if not strongly recommended.
 - ◆ Hand sanitizer is available within the building, and may be found in the chair backs throughout the sanctuary. *[If you wish to donate to our supply, we welcome this.]*
 - ◆ The offering plates will be respectfully passed. If you would rather not handle the plate, you are not obligated to do so, and should allow the ushers to move beyond or around you. Please feel encouraged to drop your offering in the plate as it passes, or to make your offering online or through other means.
- ❖ The Etiquette of Personal Space and Social Distancing
 - ◆ Social Distancing is a personal decision – this includes sitting where you are comfortable within the sanctuary or elsewhere in the building. If you prefer a little distance from others, you are encouraged to locate a seat which allows you to establish social distance.
 - ◆ Please respect your fellow congregant and building user – handshakes and hugs are generally not encouraged, but other forms of greeting, such as the practice of placing your hands together and bowing (often accompanied by the greeting “Namaste”), simply bowing or nodding your head to another, a wave (whether small and discrete, or with some level of the grand gesture and enthusiasm), using the elbow bump, using jazz hands, or putting your hand or fist over your heart will work. The American sign language sign for “I Love You” [with your right hand: extend thumb, index finger and little finger while bending the other two inwards toward your palm] If you are unmasked, a smile says it all.
 - ◆ When standing in fellowship after worship, please observe personal space. While we are not measuring for 6 ft apart, give everyone some level of a personal bubble and avoid touching someone if you do not know them well and they are not or do not appear to be so inclined. If someone does not take your hand when extended, please do not take offense. And everyone may take a step back or decline to take your extended hand without judgment or censure. They may have their reasons.
- ❖ Youth/Children/Infants
 - ◆ Parents are encouraged to determine their level of comfort with the above as it pertains to their children.
 - ◆ An activity table is available in the back of the sanctuary for children to use during worship.

- ◆ A Cry Room is also available on the southern side of the sanctuary for those who have small ones who become fussy or need a little distance.
- ◆ Christian Education options will be available during the “school year” and will be conducted by vaccinated (preferred) teachers and nursery attendants who may/may not be masked according to their comfort level and the current recommendations of the Health Department/CDC. [The vaccination preference is highly encouraged and those not vaccinated, for whatever reason, may be asked to lend their talents in other areas behind the scenes.]
- ◆ The Nursery is open and will be staffed by vaccinated (preferred) attendants during worship, likely wearing a mask.
- ◆ All reasonable efforts will be made to provide for a safe and healthy atmosphere for spiritual learning and growth. We will be investigating additional options to address air sanitization.
- ❖ Building Safety/Security/General Health:
 - ◆ We encourage building users to keep in mind, “It takes a village...”. Thus, whether we are talking about raising children or maintaining a facility, we need everyone to take responsibility for their use of the space.
 - ◆ We employ a professional cleaning service to provide cleaning and sanitization services 3 days per week. They see to the basics: cleaning/sanitizing bathrooms, the kitchen, the classrooms, the meeting rooms and the sanctuary, etc.
 - ◆ The Building, and individual rooms/offices, are to be locked when not in use. Please assist us by helping to ensure the doors and windows are shut/locked when you are not using a room. If you need air circulation, please consider this and arrive early to open windows or switch on the air handling system (Boyd Room and Sanctuary). Please ask in advance to know how to access these features, or bring fans with you to aid in air flow.
 - ◆ Those with keys issued to them, please guard those keys and assist others who need access to areas you are authorized to access. Please verify with the Office Manager if you have a building key so you are properly listed on the master key list. Material in the main office and some material in the Christian Ed and Pilgrim Connect offices are confidential and should not be accessed by those without authorization. For this reason, the main office and other areas may be locked when not in use.
 - ◆ Please follow our “House Rules”: (Thanks to Miriam Hamilton Keare and others)
 - If you wear it, hang it up
 - If you drop it, pick it up
 - If you eat/drink from it, wash it (or dispose of it, appropriately)
 - If you open it, close it
 - If it's locked, get the key (or ask someone) and lock it up when finished
 - If you spill it, wipe it up
 - If you used it, put it back (or dispose of it)
 - If it sneezes, cover and wipe its nose (and wash the hand covering the mouth)
 - If you turned it on, turn it off (CAN'T stress this enough with coffee pots)
 - If you break it, own up and report it
 - If you can't fix it, report it so we can call someone who can
 - If you borrow it, return it

- If you move it, put it back
 - If it belongs to someone else, ASK for permission before using it
 - If you don't know how it works, leave it alone and get help
 - If you value this place, take care of it
- ◆ Please assist others with some of our House Rules. We value the young and the young at heart, and they sometimes need assistance with some of these tasks.
- ❖ *"Most Christians do not have fellowship with God; they have fellowship with each other about God."* - Paris Reidhead [emphasis supplied]
 - ◆ We share fellowship with each other in worship and after worship with Coffee, Cookies and Conversation. This occurs in the Boyd Room, the Narthex, and outside during nice weather.
 - ◆ Please do not bring food or beverages into the sanctuary.
 - ◆ Please limit your food offerings to cookies and coffee/tea/water/juice at present, as a means of limiting food handling/sanitization issues for food service.
 - ◆ If you volunteer to host our Fellowship time, please arrive early enough to set up the room with a few tables and chairs and see they are put back after. (this includes wiping down the surfaces) If you need assistance with finding cloths, sanitizer, etc., please ask a member of the Social Life Team. [they are generally around the kitchen]
 - ◆ The carpet in the Boyd Room is new, so help us to monitor for crumbs and spills so we can address them quickly and keep the carpet looking fresh and free of potential contaminants.
 - ◆ Please ask if you can assist in getting dishes washed, and anything used for food service cleaned and put away. If the Social Life Team declines your offer, you have done your part and may be invited to assist in the future. It is appreciated.
- ❖ 2 Timothy 1:7 *"For God gave us a spirit not of fear but of power and love and self-control."* Luke 1:37 *"For nothing will be impossible with God."*
 - ◆ PCUCC joyfully shares its building with congregants and the wider community. We boldly proclaim ***"Enter ye..."*** but enter at your own risk. There are no guarantees within the walls or without. We can provide for the spirit, but the rest is up to you.
 - ◆ We do not require reservations or vaccinations to attend worship, the sanctuary on Sundays is open to all. For other uses, we require a Facility User Agreement. Please coordinate with our Office Manager for a "reservation".
 - ◆ We praise God for making advances in medical science possible, but recognize not all advances are the ultimate cure or panacea for a particular challenge, and individuals may have medical or other reasons for not being vaccinated. Vaccinations are not required to enter our walls, although like masks, they are highly and prayerfully encouraged. They may or may not provide complete protection from virus variants, and may not prevent passing infection to others. God has given us tools for protecting each other and ourselves, and we will lovingly and heartily encourage each individual soul to take all those precautions which may aid in this larger task: to stop the spread of communicable disease by adopting safe personal measures. [these precautions include: ***wash hands, wear a mask, limit personal contact through distance.***]

- ◆ Special events, such as weddings and funerals, are subject to the same health precautions and requirements as a worship service, and should coordinate these events with the Office Manager and/or the Minister. Food service will be addressed on a case-by-case basis in consideration of the event and the current recommendations from the CDC or Health Department, if any.
- ◆ We do not have an “attendance limit” other than the capacity of the building, but will monitor our situation and adjust accordingly. Please help us with this by checking out our PACE newsletter or our website for news and updates regarding the building.
- ◆ We do not mandate quarantine measures or testing to enter the building, but recommend all who have been exposed to COVID-19, or any variant, or any other communicable disease/virus, take those precautions necessary to protect others and themselves.
- ◆ If you have been traveling, please observe the mandates of the airline/bus/taxi/etc. and destination during your travels, and consider others when deciding to enter our walls. If you have been traveling, on-line service attendance may be an option for you. We welcome you in either case.
- ❖ Isaiah 52:12 *“But you will not leave in haste or go in flight; for the LORD will go before you, the God of Israel will be your rear guard.”*
 - ◆ We support and celebrate our staff, the servants of our faith. But even as we do so, they must take an active hand.
 - ◆ Employees are responsible for sanitizing their workspaces as necessary with provided cleaning agents including door knobs, desks, other hard surfaces and computer screens. The cleaning service may or may not clean those areas between employee uses.
 - ◆ Employees are encouraged to wear masks when they are in the building, although are not required to do so if in their own office(s) and/or are alone in the building.
 - ◆ Employees are encouraged to determine their level of comfort in performing their functions in a group setting, and may continue to work from home when necessary for their specific health issues (ie: suffering from a cold, flu or other illness).
 - ◆ With the opening of the building, employees are encouraged to perform their functions within the building whenever possible, and to physically attend any meeting made mandatory by the Minister. Individual functions or meeting attendance may be performed via electronic means with permission of the Minister or HR Committee, provided the essential functions of the job are being met.
 - ◆ Employees are encouraged to self-advocate when they have a health or other condition, and this includes being responsible for determining their own health status or need and reporting the same to the Minister or HR Committee as necessary.
- ❖ *If you build it, he will come” from Field of Dreams.*
 - ◆ We have built the facility and many have come through the years and continue to come now.
 - ◆ Rentals will have to sign a Facility Use Agreement for each use, or scheduled rental, coordinated with the Office Manager. This includes use of areas of the grounds to avoid any conflicts. The Agreement will require compliance with the current Building Use policy in effect at the time, and posted recommendations.

- ◆ Congregational uses are not “rentals” and do not have to sign a Facility Use Agreement. However, they DO need to schedule their use to avoid conflicts with other users. Please go through the Office Manager to schedule your Team or Committee or Task Force meeting within the building.
- ◆ PCUCC will take steps to try to maintain ventilation and other basic amenities of the building, but makes no guarantees regarding viral loads or other air quality issues within the building. *[If you wish to provide financial assistance for improvements in this area, speak with the Finance Team.]*
- ◆ Those using the facility will be responsible for those invited into the space during the rental. An invitation by a facility user includes the use of the parking lot and grounds. The facility user will be responsible for keeping track of attendance in order to meet any requirements related to notification in the event of an exposure issue. (this is not limited to COVID, and may apply to other communicable diseases.) This includes notification to PCUCC in the event of an injury incurred by an invitee before/during/after the scheduled event if the injury occurs anywhere on the PCUCC property.
- ◆ Rentals will provide proof of liability insurance naming PCUCC as an additional insured. Self-help groups such as AA may be exempted from this requirement at the discretion of the Rental Task Force and/or the Office Manager.
- ◆ Rentals must be prepared to respond to any new mandates regarding physical distancing, etc. if such is required by future mandate of the State or the CDC. All renters/users will be required to clean and sanitize their space after use with approved cleaning products. Damage resulting from cleaning with unapproved products may result in additional expense to the renter/user.
- ◆ Renters are encouraged to provide hand sanitizer and other products for their invitees during the event.
- ◆ Wipes and other products which may be thrown away will be disposed of in the appropriate containers and will not be disposed of in the plumbing. Plumbing issues which can be traced to a violation of this requirement may result in an additional expense to the renter/user.
- ◆ Special cleaning necessitated by a renter/user of the building may be at the expense of the renter/user.

PCUCC reserves the right to cancel any rental reservation in the event of a change in mandates from the State of Montana or the City/County Health Department which affects the status of the building.

Matthew 18:20: “For where two or three gather in my name, there am I with them.”

We celebrate the gathering of our faith community and the larger community; and the opportunity to use this facility to the glory of our Creator. For where we gather, we are capable of great love. And, as has been proclaimed before: if you allow your light to shine, we may see those good works and glorify our Creator. (Matthew 5:16) We are privileged to let those lights shine.

Go Forth in Peace and Do Good Things.