

Request to have a Ministry Meeting

Name: _____ Cell Phone: _____

Ministry: _____ # of Attendees : _____

Date and Time requesting meeting: 1st Choice _____ Alt. Date _____

- In order to have a meeting you must acknowledge and adhere to the following
 - ___ Collect names and phone numbers of All attending the meeting. Leave the list in your meeting room and will be picked up by an SLT member the following day.
 - ___ Set up your own room/meeting space with respect to social distancing in place for the meeting participants to be appropriately spaced apart.
 - ___ Clean up your room
 - ___ Disinfect the chairs and tables with provided cleaning materials

Name and cell # of person cleaning _____

- A person will need to be assigned to ask the accountability questions:
 - Name and cell # of the person taking names* _____
 - Do you or anyone in your household have a new cough or new shortness of breath? In the past 2 weeks, have you or anyone in your household had a fever?
 - In the past 2 weeks, have you been exposed—less than 6 feet, for greater than 15 minutes—to anyone who has tested positive for COVID-19 without wearing the proper PPE as defined by the CDC?

-All participants must wear a mask or face covering during the entire meeting,

-Social Distancing must be maintained during the meeting. Proper capacity for each room has been designated, please adhere to the limits.

-Tables and chairs are to remain in place and not to be reconfigured.

By signing this form you agree to all the above.

Signature: _____

Form must be submitted a week prior to the requested meeting time. A member from the church Servant Leadership Team will contact you once your meeting has been approved or denied.

Approved by: _____ Space Assigned: _____

Comments: _____