

Metrics for Reopening Meetings/May 4, 2021

We want to... (goals)	We will accomplish this by... (specific, measurable, achievable, realistic, time-bound)	Names of people with this task... (names and contact info)	This will cost... (retail cost)
<i>Example: hold committee meetings away from meetinghouse</i>	<ol style="list-style-type: none"> 1. <i>Obtain paid Zoom account two weeks before meeting date.</i> 2. <i>Ensure all committee members know how to install Zoom software or app or have phone number to join by phone</i> 3. <i>Schedule a Zoom meeting and distribute link to meeting participants by email or dial-in number by calling committee member</i> 4. <i>Open meeting in worship, conduct committee business, debrief on how the remote process worked for members, conclude in worship and end meeting.</i> 		
Obtain approval from Meeting for Business for hybrid Meeting for Worship and/or return to meetinghouse			
Identify Resource Friend or other competent person/people to assist in technical and ministry and pastoral care aspects (as needed) of reopening			
Prepare meetinghouse logistics for Meeting for Worship			
Share technical responsibilities			

for Meeting for Worship			
Responsibilities of Worship and Ministry Committee			
Responsibilities of Membership Care Committee			
Responsibilities of Building Committee			
Responsibilities of Communications and Outreach Committee			
Responsibilities of Finance Committee and Treasurer			
Hear messages from people on Zoom			
Have messages in meeting room heard by people on Zoom			
See people who are not in the meetinghouse			
Have people in the meetinghouse be visible to people in Zoom worship			
Give people who are in the meeting room and who do not wish to be seen on camera a place to sit			
Begin regular hybrid worship or traditional Meeting for Worship in meetinghouse			