

**SOUTHWEST REGION CONFERENCE
REQUEST TO REOPEN and CHURCH PLAN**

RISING UP AGAIN

Pastor's Name _____

First Elder's Name _____

Church Name _____

Membership _____

Proposed Date to Reopen _____

State/Local Date to Reopen _____

Please circle appropriate answer:

1. We have read the SW Region Conference recommended guidelines to reopen churches.YES..... NO
2. We have written a plan to reopen our church which includes social distancing measures.YES NO
3. Our facility is adequate for implementing social distancing.YES..... NO
4. We have performed a security check of both building exterior and interior.YES..... NO
5. Our staff is trained to check for masks and symptomatic attendees at church ingress.YES..... NO
6. Our cleaning/disinfecting team is ready and will begin their task prior to reopening.YES..... NO
7. Our security personnel is trained to ensure guidelines and best practices are followed.YES..... NO
8. We have taken the necessary steps to ensure the safety of our attendees, leaders and pastor.YES..... NO
9. We have taken the necessary steps to ensure the safety of our at-risk members.YES..... NO
10. Our leaders and members understand the guidelines our church will follow.YES..... NO
11. We have the following supplies in stock to provide to our attendees and leaders.
HAND SANITIZER GLOVES MASKS OTHER _____
12. We will be offering 1 2 3+ services based on the Conference guidelines and safety precautions.

Before submitting your request to the Conference, please be sure that:

- Pastor and Head Elder have signed the request to reopen.
- Your written plan was vetted through your local church and is ready to be submitted with this request form (see page 2).
- Your church is ready to reopen in stages according to local/state government and Conference guidelines.
- Your request is sent to the Office of the Secretariat with a courtesy copy to the President's Office.
- You understand that the following Office/Committees will evaluate your plan: Office of the Secretariat → Conference COVID-19 Task Force → Administrative Committee.
- You understand that the Conference will send a written response to your request with clearance to open.

Pastor's Signature

Head Elder's Signature

Date

Date

