STANDARD OPERATING PROCEDURE

ECHO MINISTRY – CHOIR MEMBERS

MISSION:

The mission of Echo is to amplify the love and power of God through music and song.

PURPOSE OF DOCUMENT:

The purpose of this document is to outline the scheduling and activity requirements for ECHO choir members.

SCOPE:

ECHO choir members adhere to the procedures outlined in this document.

TIME AND LOCATIONS:

The Echo Choir ministers once a month for Worship Experience and additional services as requested by leadership.

Choir rehearsals are held the first Saturday of the month at 10:00am. Full tech sound checks for Sunday worship experience are at 6:30am. Sound checks and rehearsals for additional, special services (REVIVE, anniversary, NYE etc.) will be scheduled as needed.

RESOURCES

Resources needed: Brook-branded materials as required for worship experiences, GroupMe app, Planning Center app and current email address for ECHO communication.

ECHO Choir YouTube link is updated monthly with required music: Echo Choir - YouTube

Dress calendar is provided at the beginning of each month.

SPECIFIC PROCEDURES:

Task	Step by Step Procedure
Saturday Rehearsal	1. *Study to the music provided on the YouTube link ahead of vocal training and rehearsals. Singers are expected to come to vocal training and rehearsals knowing the music. Parts are refined in rehearsals.* 2. *Upon arrival singers will spread out to allow for social distancing and settle in for top of rehearsal.* 3. *Begin rehearsal with Prayer.* 4. *Close rehearsal with Prayer.*
Sunday Morning	1. *Arrive by 6:30am for soundcheck. Singers should arrive having completed vocal warm-ups and dressed according to the provided schedule.* 2. *Go to stage for sound check.* 3. *Upon soundcheck ending, discuss any changes or adjustments.* 4. *After the start of service, be on stage at the appointed time. Be in place.* 5. *Exit stage at the appropriate time. Return to seat for the sermon and remainder of the service.*
On-Site COVID Safety Protocols	1. *Upon arrival, complete the check-in for contact tracing.* 2. ***DO NOT** bring guests to on-site activities (i.e. rehearsals). Guests will be asked to remain outside the building or in vehicles.* 3. *Always wear a mask on the premises. (Unless on stage). If you don't have a mask, one will be provided for you.* 4. *Even while masked, cover your cough or sneeze into a tissue, elbow.* 5. *Use hand sanitizing stations and/or wash hands often.* 6. *Use provided alcohol or alcohol wipes to sanitize microphones, packs or inners.* 7. *Follow social distancing guidelines, maintaining a distance of six (6) feet whenever possible:* o *Stay in designated activity spaces set by your ministerial or event lead.* o *Do not rearrange chairs or equipment meant to enforce social distancing protocols.*

Task	Step by Step Procedure
	8. *Limit touching, hugging, handshaking, passing or handing off items unnecessarily etc.*
Post Event Activities - Duty to Self-Monitor and Report	• *Volunteers should self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, dry, non-productive cough, loss of smell or taste, and shortness of breath) for ten (10) days after participating in or volunteering during on-campus activities at The Brook.* • *Volunteers should contact their Ministerial Lead or Event Lead **immediately** if they experience symptoms of COVID-19 or if they test positive for COVID-19 within ten (10) days after participating in or volunteering during on-campus activities at The Brook. Let your ministry know if you need assistance with testing.*