

CALLED SESSION MEETING
FIRST PRESBYTERIAN CHURCH OF ORLANDO
July 7, 2020

The meeting was called to order by moderator David Swanson at 6:00 PM via Zoom Video Conference.

ADMINISTRATIVE MATTERS

ATTENDANCE:

Teaching Elders: David Swanson, Case Thorp, Becky Davis, Jack Peebles, and Tanner Fox

Senior Leadership Team: Dale van Gelder, Bret Allen

Ruling Elders: Barbara Clayton, Jim Hardy, Robbie Ball, Darrell Carpenter Sr., Erin Linblad, Melody Lynch, Katie Witter, Allen Peacock, Ellen Arnold, Greg Burden, John Caplan, Amanda Cowan, Bo Morgan, Kurt Wood.

Excused: Quino Martinez, Bob Francis, Becky Wilson, Rick Pullum

Staff: Christine McDaniel, Grace Whitlow

Other attendees: Bryan Knedgen

A quorum was declared.

David Swanson opened the meeting in prayer.

The purpose of the Called Session Meeting was to discuss 5 motions.. Dr. David Swanson opened the meeting with personal perspective and insights gleaned from books read, prayer and contemplation over the last week.

MOTION: To approve postponement of resuming in person worship services originally scheduled for Sunday, July 19, 2020. The Session shall reassess resuming in person worship services on a bi-weekly basis, taking into consideration COVID-19 data along with local, state, and federal guidance and guidelines. M/S/P

MOTION: To approve the requirement of face coverings for administration, staff, and students of The Christ School upon commencement of the 2020-2021 school year in keeping with the overall campus guidelines for safety of First Presbyterian Church of Orlando. M/S/T

The motion above was tabled until the next meeting of the session on Tuesday, July 28, 2020.

MOTION: To approve the Weekday School of First Presbyterian Church of Orlando to resume operations with classes in small pods and with children (ages 2-4) exempt from the requirement of face coverings given the inability of children of that age to understand the "why" or legitimately keep them on. M/S/P

MOTION: To approve recovering certain aspects of the pastoral dynamics of ministry by allowing small funerals and weddings to occur with appropriate and consistent safety measures and that Dr. David Swanson be given the authority to execute and administer those services. M/S/P

MOTION: To approve the COVID-19 Exposure Policy. M/S/P

Associate Pastor for Mission, Rev. Tanner Fox, asked to bring a motion to the floor regarding re-allocating operating budget surplus funds to meet the growing need of the Good Sam Fund. Currently, the Good Sam fund has around \$4,000, has approved over \$227,000 for disbursement and has approximately \$100,000 in outstanding requests. COO, Dale van Gelder spoke to the likely budget surplus.

A point of order was raised by RE Dr. Jim Hardy.

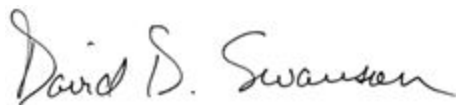
MOTION: To approve the addition of a motion by Rev. Tanner Fox. M/S/P

MOTION: To approve the reallocation of \$50,000 from the operating budget to the Good Sam Fund. M/S/P

Dr. David Swanson brought a motion to the floor regarding the recognition and celebration of the 10 year anniversary of Bret Allen serving as Minister of Family Life.

MOTION: To approve a bonus in the amount of \$1,500 in recognition and celebration of the 10 year anniversary of Bret Allen serving as Minister of Family Life at First Presbyterian Church of Orlando. M/S/P

There being no further business, the meeting was adjourned at 7:35 PM with a closing prayer led by Dr. David Swanson.



Dr. David Swanson
Moderator

Greg Burden
Clerk



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COVID-19 Exposure Policy

This document explains the procedure for:

1. When and how to **notify FPCO** about symptoms, exposure or a positive COVID-19 test
2. Gathering information from the employee, contractor, volunteer or an attendee of a church activity (whether on or off campus) that **displays symptoms** of COVID-19, had **potential exposure** to COVID-19 or that **tested positive** (collectively “Exposed Person”).
3. **Notify others** who may have been in contact with an Exposed Person
4. When an Exposed Person can **return to church activities**
5. Decisions about temporarily **ceasing church activities**
6. **Cleaning and disinfecting** exposed areas

Effective: XX/XX/20

Definitions

Potential Exposure: being 1) a household contact or 2) having close contact within 6 feet of an individual for approximately 15 minutes* or more with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period 2 days before they develop symptoms until the Exposed Person meets the criteria for discontinuing home isolation.

** Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important.*

Symptoms: may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. [List from CDC.](#)

Self-monitor: check temperature twice a day. Watch for symptoms. Follow [CDC guidance](#) if symptoms develop.

Notifying FPCO

- FPCO employees, contractors or volunteers who have symptoms, have been exposed or tested positive to COVID-19 must notify FPCO.

- If an FPCO employee, contractor or volunteer has been notified that a staff member, contractor, volunteer or an attendee of a church activity has symptoms, has been exposed or tests positive for COVID-19, they need to notify FPCO. Outside of this notification, **you may not disclose the name of the individual with suspected or confirmed COVID-19 as this information is confidential as required by the Americans with Disabilities Act (ADA) and privacy laws.**

Tam Muhlbach, Director of Human Resources is the central point of contact. Email Tam at tmuhlbach@fpc.org or call her at 321-210-2663. Tam will use a collection form to gather information and escalate as needed.

Exposure notifications

Actions if an employee, contractor, volunteer or an attendee of a church activity is suspected or confirmed to have COVID-19 infection:

- If an Exposed Person is displaying symptoms while on campus or participating in a church activity, they should immediately be separated from others and sent home.
- A point person will be designated to notify all those who may have potential exposure to COVID-19, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Typically the point person is the manager or leader of the ministry or church activity.
- If the exposure includes Sunday worship, the Creative Team will share information about the potential exposure through the FPCO email list.

Exposure Actions

- Instruct potentially exposed persons to self-quarantine: stay home for 14 days after last exposure, maintain social distance (at least 6 feet) from others at all times, wear a mask and self-monitor for symptoms. If symptoms develop, they are to contact their healthcare provider.

Returning to FPCO

An Exposed Person may not return to work at FPCO or participate in church activities (whether on or off campus) until the later of:

- a. 14 day self-quarantine period ends
- b. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**, least 10 days have passed since symptoms first appeared
- c. the date they receive a clear COVID-19 test
- d. providing an attestation in writing to Tam Muhlbach that they have completed items a-c above

Closure decisions

- Decisions about temporarily closing workspaces on the FPCO campus (72 hours or less) due to an Exposed Person will be made by the Chief Operating Officer, Senior Associate Pastor of Equipping and Missional Alignment and Director of Human Resources, and may be escalated to the Senior Pastor.
- Decisions about closing workspaces on the FPCO campus for more or ceasing church activities (either on or off campus) due to an Exposed Person will be made by the Senior Pastor, Chief Operating Officer, Senior Associate Pastor of Equipping and Missional Alignment and Director of Human Resources after discussion with the ministry leader (if applicable). The decision may be escalated to the Session.
- If an Exposed Person attended on campus worship, a decision will be made by the Session after a recommendation from the Senior Pastor, Chief Operating Officer, Senior Associate Pastor of Equipping and Missional Alignment whether to temporarily cease on campus worship or other Sunday on campus activities.

Cleaning and disinfection on campus

- Close off any areas used for prolonged periods of time by the person with symptoms of COVID-19 or who tested positive and notify impacted people of closure
- If possible, wait 24 hours before cleaning and disinfecting to minimize potential for others being exposed to respiratory droplets.
- During waiting period, open outside doors and windows to increase air circulation in these areas
- Contact Rugby to disinfect exposed areas and surfaces