



TRINITY EPISCOPAL CHURCH

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Dear Trinity Ministry Leaders:

As we walk our way to a full reopening of Trinity, we want to let you know that one of the first stages of this process is allowing small groups of Trinity to begin meeting in person at the church.



Beginning April 5, your ministry team or small group is welcomed to physically meet at Trinity. Mitigation efforts continue for now such as masks in public spaces and maintaining six feet apart.



Our meeting spaces have limitations on the number of persons allowed with the six-foot distance requirement. Admittedly, if your group is more than 20 people it can be difficult to hear each other speak with six feet distance. If your group is more than 20 it is better to wait until the six foot distance requirement is relaxed.

If you decide to meet in person we encourage you to think compassionately about those in your group who may still not be vaccinated and or are just not able to be physically present right now. We do not want to shame anyone for not being able to meet in groups at this point. There will be a season in our transition to reopening where some will need to continue meeting virtually. We encourage you to offer a “hybrid” meeting if you do decide to meet in person. We give some guidelines for a hybrid meeting below.



Hybrid Meetings

You have two choices available for a hybrid meeting:

Quick and Easy Method:

Someone in the group brings a laptop and or iPad and or iPhone and they set it up for some people to join the meeting through Zoom. The individuals on Zoom will see whom they can see and hear whom and what they can hear and the experience will differ depending on the device you use. Trinity does not have a “floating” laptop to be used for this purpose and, we do not have a professional staff to help set this up. A member of the group will need to be in charge, and bring a device. This method does not provide a “full” experience for those joining the meeting virtually yet for some smaller groups it may be completely adequate.

Professional Set-Up:

The Conference Room at Trinity is fully equipped for Zoom on the large screen TV, with a professional camera and microphone. There is a limit to the number of people who can physically be in the conference room at any given time (see below).

Trinity possesses a portable large screen TV that is equipped with a computer and professional camera and microphone. It is fully equipped for Zoom. This portable set-up can be rolled to nearly any room at Trinity to be used for a hybrid meeting. This may be used in Tuton Hall, the Undercroft, the Clark Room, the Oak Hall Meeting areas, etc. There are limitations on the number of persons allowed in most of these areas (see below).

General:

If you need to use Trinity's Zoom account please reserve it by contacting Jo Rice at jo@trinityasheville.org. Trinity has one paid Zoom account, and your meeting will need to be scheduled to avoid conflicts. You are free to use your own account. If your Zoom account is an unpaid account, you have 40 minutes for your meeting before it will automatically end.

All rooms at Trinity must be reserved in advance. To reserve any room please contact Jo Rice jo@trinityasheville.org or 828-253-9361 (ext.224).

Meeting Spaces Available

Outside:

These spaces may be tented. It may be difficult to hold a hybrid meeting outside. It may be difficult to get everyone under the tent(s), depending on the size of your group. Yet, these spaces are available and an excellent opportunity to meet in person.

- Chapel Courtyard
- Church Street Courtyard
- Herb Garden

Inside:

- **Tuton Hall**
- Capacity: 25

- **Conference Room**
- Capacity: 8

- **The Undercroft**
- Capacity: 20

- **The Clark Room**
- Capacity: 8