

## **Revised Sunset Hills Men's Group Agreements with Oakbrook Church**

### **Oakbrook Staff Points-of-Contact (POCs)**

- Scott Johnson – Lead Pastor (703-926-0834)
- John Moyer – Pastor of Youth, Missions & Social Justice (571-437-8878)
- Kathy Mallett – Office Administrator & Study Group Leader (703) 437-4900
- Rafael Contreras - Church Sexton/Facility Manager (703) 437-4900

### **Sunset Hills Meetings on Church Calendar**

- Sunset Hills Meetings on Saturday (9:00-10:00 AM), Tuesday (7:30-8:30 PM), and Thursday (7:30-8:30 PM) will appear on the Oakbrook Church Calendar for the Multi-Purpose Room (MPR). Unofficial Guide Meetings on Saturday (7:45-8:45 AM) in the MPR will not appear in the Calendar. All meetings will continue to be hybrid with online participation via the MPR TV Screen and Internet Connection.

### **Parking for Meetings**

- The Oakbrook Church is located across Reston Parkway from Home Depot. There are two entrances/exits to the Front Parking area from the north-bound lanes of Reston Parkway. The safest one is the second located at the Traffic Control Light at the intersection of Reston Parkway and Stevenage Road.
- Parking spaces for the Sunset Hill Meetings are in the lots located in front of the Church building and parallel to Reston Parkway. Reserved parking for Handicap Members is conveniently located for access to Sunset Hill Meetings.
- The Oakbrook Church Men's Group meets at 8:00 AM on the First Saturday of each Month in the Lobby area accessed via the Main Church Entrance Door. There is no conflict with building space use by Sunset Hills and the Men's Group. They will also share the extensive parking lots on those first Saturdays.

### **Multi-Purpose Room (MPR) Use**

- The entrance for all Sunset Hills Meetings is via the North-side steps and door that lead to the Multi-Purpose Room (MPR).
- Meetings will use the existing School Room "row seating" configuration located on the north side of the MPR. 12 & 12 Banners may be hung on the left and right side of the North Wall at the option of the meeting leader.
- TBD Coffee Service location. If it impacts the Food Ministry Area it should be restored to original condition.

### **Building Keys**

- The Oakbrook Office Administrator provided an initial key for duplication and use by SHMG members in service positions. The key inventory will continue to be maintained by the Sunset Hills Oakbrook Point of Contact (POC).
- Keys will open areas on the first floor of the Church that may be used by Sunset Hills activities but none of the Church office areas.

### Storage Areas

- The top shelf in the hallway closet adjoining the Multi-Purpose Room (MPR) is assigned to Sunset Hills for storage of coffee machines, related stores, and cleaning supplies.
- The Church provides a storage cabinet in the MPR to hold Books, Pamphlets, AA Chips, Meeting Chairs' Binder, and currently Disposable Masks and Gloves. Both a recycling bin and refuse disposal bin are in the MPR. The refuse bin has an additional plastic bag inside if needed. The refuse bin in the kitchen will not be used.
- Cleanup supplies (paper rolls, sprays, etc.) for cleaning any spills, etc. are stored on a "Sunset Hills" labeled-shelf in the Maintenance Supply Room MSR). A vacuum cleaner is also available in the MSR for cleanup. Keys supplied to Sunset Hills will unlock this room.
- A Dumpster is also available outside the rear of the Church for disposal of large volume refuse.

### Coffee & Donut Service, Recycling, and Refuse Disposal

- Water for the Coffee Service is available in the Kitchen adjacent to the MPR.
- Wall power plugs are marked (1 or 2) with coffee maker limit. They easily overload.
- Kitchen sinks, counter surfaces, and flooring should be restored to original cleanliness status.
- Coffee & Donut Service should use tables that are available in the MPR.
- Both a recycling bin and refuse disposal bin are in the MPR. The refuse bin has an additional plastic bag inside if needed. The refuse bin in the kitchen may also be used.
- A Dumpster is also available outside the rear of the Church for disposal of large volume refuse.

### Post Meeting Check List – Assigned to Meeting Lead Setup/Closeup Member

#### Pre- and Post-Meeting Protocols for MPR and Bathroom Cleanup

- Setup/Closeup will be employed by each meeting chair/leader to assure Sunset Hills Members are respectful guests of the Oakbrook Church Faculties. The Church Office Administrator and Sexton will be contacted by the POC regarding any problems encounter in Sunset Hills assigned areas. Cleanup supplies for Sunset Hills exclusive use are stored on a shelf in the MSR and the top shelf in the hallway closet adjoining the Multi-Purpose Room (MPR)

### Safety and Emergency Features

- If a "Beeping Sound" is heard for the RED BOX mounted inside the Main Church Lobby Door, Sunset Hills Meeting Leads are asked to contact the Pastor and/or Pastor of Missions at the following numbers:
  - **Scott Johnson - 703-926-0834** (Lead Pastor)
  - **John Moyle - 571-437-8878** (Pastor of Missions & Social Justice)
- They would most likely have been already notified by their fire alarm agent company but may request us to press the RESET Button.
- An AED (Automated Defibrillator Device)<sup>1</sup> is mounted inside the Main Church Lobby Door.
- If a member has a Sudden Cardiac Arrest (SCA) **remove the device from the wall mounted holder, open the device, push the audio button, and follow the programmed instructions.**

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<sup>1</sup> An **automated external defibrillator (AED)** is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. **AEDs** are used to treat sudden cardiac arrest (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating.

### Oakbrook Church Schedule in Event of Bad Weather

- Pastor Scott reported that the Church follows the Fairfax County School Open/Close Policy for Weather Conditions but key holders from Sunset Hills may access the Church to conduct meetings regardless of whether the Church has or has not cancelled their events.

### Hybrid meeting, in person at Oakbrook Church and online via Zoom

- **Conference Platform:** Zoom  
**Conference URL:** [Meeting Link](#)  
**Phone Number:** [929-205-6099](tel:929-205-6099)  
**Meeting ID:** 362 950 5769  
**Access PIN:** 741755

