

United Church of Painted Post
Procedure for Restarting Sanctuary Worship Services
7/31/20 Version

Committee Members:

- 1) Pastor David; Hank Jonas, Church Board Chairperson; David McNeil, President PPCFC; Brenda Banks, Worship Committee Chairperson; Carol McNeil, RN; Jerry Kersting, Committee Chairperson.

References:

- 1) CDC Centers for Disease Control and Prevention Coronavirus Disease 2019 (COVID-19) Cleaning and Disinfection for Community Facilities 4/1/20
- 2) Reopening New York – Phase II Guidelines for Religious and Funeral Services
- 3) Wisconsin Council of Churches – Retuning to Church 4/23/20
- 4) NYS Department of Health NY Forward Safety Plan Template
- 5) Guidelines for Reopening - Grand Canyon and de Christo Presbyteries
- 6) UMC UNY Church Reopening Guidelines
- 7) Guide to Reopening Church Services - Humanitarian Disaster Institute – Referenced by Emery and Webb (PPCFC Insurance provider)
- 8) Plus numerous resources referenced in above documents.

Re-opening Phases:

1) Phase I

a. Restarting Sanctuary Worship Services

b. Criteria

- i. Congregational worship services are allowed by NYS in the Southern Tier. The intent is to proceed cautiously and comply with all NYS requirements.
- ii. Church Board approves the Reopening and Facility Cleaning/Disinfecting procedures.
- iii. The procedure is sent to the Presbytery and Methodist District for info and comment (exchange of information).
- iv. All cleaning and disinfecting of the Church facilities is completed per the “Plan for Cleaning and Disinfecting the UCPP Facilities and Insuring Provisions are made to prevent the Spread of COVID-19”.
- v. At least a two-week notification is given to the congregation.
- vi. Communicate the preparations and protocol for the resumption of Sunday Services in the Sanctuary via website, email, social media, and signage on the church doors.

2) Phase II

a. Sunday School (including Adult) Resumption

b. Criteria

- i. NYS allows
- ii. Phase I successful

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- iii. Classroom E-2 cleaned, disinfected, and reopened by PPCFC
- 3) Phase III
 - a. Holy Communion Resumption
 - b. Criteria
 - i. NYS allows
 - ii. Phase I successful
 - iii. Method for safe communion established with Board Approved
 - iv. Necessary supplies obtained
- 4) Phase IV
 - a. Coffee Hour Resumption
 - b. Criteria
 - i. Vaccine is available (UNY Church Reopening Guideline)
 - ii. Phases I, II, III Successful
 - iii. Method for safe coffee hour established with Board Approval
 - iv. Necessary supplies obtained
 - v. Fellowship Hall cleaned, disinfected, and reopened by PPCFC

Phase I Plan for Resumption of Sunday Worship Services in Sanctuary:

- 1) Service to be streamed live and/or recorded.
- 2) Any member experiencing any symptoms should stay home and seek medical advice.
- 3) Usher responsibilities:
 - a) Unlock the East Narthex doors only (all other church doors will remain locked).
 - b) Count all persons entering to insure social distancing capacity is not exceeded.
 - c) Take the temperature of each person entering
 - d) Maintain social distancing.
 - e) Wipe down the door handle between each use.
 - f) Maintain a COVID-19 log book with:
 - i) Each person entering Sanctuary/Narthex
 - ii) Phone number
 - g) Insure outdoor air circulation as much as possible.
- 4) Masks are required for all.
- 5) Extra masks, ~~disposable gloves~~, and hand sanitizers will be available in the Narthex.
- 6) Social distancing maintained. Families who reside in one household may sit together.
- 7) Name tags to be used by all.
- 8) Offerings to be placed in offering plates located in the Narthex (no passing of the offering plates).

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- 9) Passing the Peace to be a liturgical response between pastor/liturgist and the congregation (other alternatives include “prayer hands” folded in front of one’s chest, “jazz hands,” or bowing).
- 10) Lay reader to use the lectern (no other person to use during the service).
- 11) Hymns and Order of Worship projected by the Sanctuary audio/visual system. Printed bulletins will not be used.
- 12) The risk of spreading COVID-19 with singing is quite high, only organ and piano playing and singing by the organist will be used.
- 13) The rest rooms will be open for use.
 - a) Mask must be worn.
 - b) Restrooms accessed through the Conference Room (Fellowship and Kitchen are closed).
 - c) Knock before entering rest room, only one occupant allowed in rest room.
- 14) Duration of contact will be reduced by:
 - a) Uni-directional flow of foot traffic
 - b) Prompt and orderly entry and exit maintaining appropriate distances from one another
 - i) No hand shaking in Narthex before or at the end of the service.
 - ii) In-person fellowship prior to and after the service is discouraged. As Ecclesiastes 3:5 reminds us, there is a time to refrain from embracing.
 - iii) At the conclusion of the service the Pastor will stand in the Narthex to greet the congregation as they pass keeping social distancing.
- 15) No coffee hour until a later date
- 16) No communion until future guidance is available.
- 17) Pre-steps prior to the first Reopening Service:
 - a) Install capability for live streaming and/or recording the Sunday (Sanctuary) Worship service.
 - b) Acquire a non-contact thermometer(s).
 - c) Pre-communicate to the congregation the need to wear masks. (Can masks be removed after sitting – NYS requirement?)
 - d) Make provisions for pre-recorded music using auto/visual system.
 - e) Make provisions including testing and training for using the video/audio system for the Order of Service and hymns.
 - f) Check sound levels in the Sanctuary for the Pastor, Lay Reader, Organist, etc. to make sure they can be heard easily even if wearing mask.
 - g) Develop plan to deal with the issue of more people coming to the service than social distancing can be maintained.

Schedule:

- 1) May 11, 2020 Finalize Proposed Procedure for Re-starting Sunday Worship Services in the Sanctuary □

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- 2) June 9, 2020 PPCFC approve a Procedure for Cleaning and Disinfecting the UCPP Facilities □
- 3) June 11, 2020 Proposed Combined Procedure presented to the Church Board for approval □
- 4) July 1, 2020 Pre-steps for Phase I