

## New Policies and Procedures for Reopening Worship and Office

### Draft

We are working hard to develop some new policies and procedures so that we can re-open Calvary UMC for WORSHIP and limited OFFICE Hours. Our goal is to reduce the risk for our members and friends who are most susceptible to becoming infected with Covid-19. As we relaunch our missional priorities for 2020, we will phase in at a later date - classes, groups and ministries that meet in our building.

New policies for these groups will need to be developed so that their meeting areas can be cleaned and sanitized by our custodian after each use. This gradual re-opening is being recommended so that there is time to plan carefully.

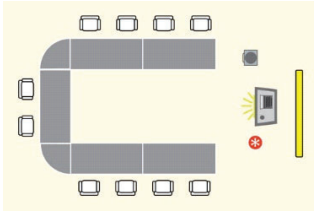
Our guidelines are based on Conference and District meetings as well as Gov. Holcomb and Bishop Trimble's policies. We have listened to other pastors and adopted some of their new practices. Our plans are to continue Zoom meetings, perhaps at a different time. Pastor Heather's sermons will continue to be on website and mailed to caring list.

We thank you for the ways you have continued to support Calvary UMC with your prayers, gifts given on-line, by mail or cash donations in these challenging times.

### Policies and Procedures for staged Re-Opening

- Greeters will wear masks and gloves. Will not shake hands or hug. As persons enter they will be directed to hand sanitizers (at both entrances) and offered pre-packaged masks, if they are not wearing one. Both adult and children's masks are being sewn by Christie Lake, Barb Mast and Nancy Lake. All persons are encouraged to wear them. (We should be reminded to wash masks if applicable, and not simply reuse masks.)
- Ushers will wear masks and gloves. Persons will be directed to pews (some marked off for social distancing) or to tables at Lighthouse - farther apart. Persons will not regroup to other tables at discussion time. Offering plate or basket will be available on small table both before and after worship in both services. After worship, offering will be moved to office. Counters will wear masks and gloves. Dismissal will be by pew or table at end of services in order to maintain social distancing.
- Pastors will greet from a distance. Perhaps 3 squares 6' apart could be marked so persons could stand in short line after each service if they wanted to speak to either pastor. Pastors and all staff will wear masks at beginning and end of worship and practice social distancing during worship, when their masks are off.
- Attendance pads will not be passed in 9:30 worship and there will be no greeting time in either service. There also will be no Lighthouse Attendance cards. There also may NOT be bulletins (suggestion from District Pastors meeting.) Hymnals and Bibles will not be available in worship areas. We have a limited number of each that we can give to you that have been sanitized. Contact Nancy at office for pickup. (Please do not bring those back into the church as they will no longer be sanitized.)
- New sacrament policies are being developed for both worship services. In traditional worship at Christ Candle time, families will be invited to light candle and Pastor Heather will share blessing from 6 ft. away. Pastor Chris will follow a similar format for blessings in Lighthouse. No funerals or weddings will be scheduled in church right away.
- Children will stay with families during both worship services. Elaine will be developing family folders that

will be taken home. There will be NO staffed nursery or children's church. If you choose to leave with your child, you MUST stay with your child in nursery. Nursery will be sanitized between services. Pastor Heather is working on a creative approach to children's messages in 9:30 worship and Pastor Chris is exploring ways kids can be engaged at discussion time in Lighthouse.



- Lighthouse service would need to come down to more of a children's level to keep them engaged, parents will need to keep control of their children, and music should be considered that will engage children. Children's concept of worship and attention span can be disruptive, yet there are values to worshiping as a family. But to do so, the worship format will have to change to incorporate multi-age groups. Thus, we can not do Lighthouse as before, if children are included. Children especially need to be instructed prior to coming to church of rules of no contact, by parents.
- When we can send children to another room, there has to be one room with 3 large tables so children of families can sit together, in a u shape and we keep different groups at different tables. Entrance to the interior of the tables is needed, so the teacher can address the kids in story and crafts. Games would not be available to run their energy down. However, this extra room would mean extra sanitizing. Going outside we would need blankets to sit on, and games would be utilized, but no crafts.)
- Music - Choir does not meet during summer months. Doug will be asked to find special music for each Sunday and a song leader to lead singing. Pastor Chris will work with new Lighthouse Worship Director on one person, small group or Crossed Up Band to follow social distancing guidelines with their music ministry. CDC guidelines recommend NO singing because of airborne particle spread.
- Food - For the Summer we will serve NO Food. For families with food insecurity we will look at a meal prepackaged for them to take home. Later Jeri will be asked to help develop a coffee and conversation format with chairs spaced out around tables and individual treats pre-packed at places. Also Kate will work with Pastors on ways food will be served at tables in Lighthouse. There will not be potlucks or carry-in dinners. Drinking fountains should NOT be used!
- Limited in Building Office Hours - Staff will still work part time from home. Nancy and Pastor Heather will be in church office 9 AM to Noon Tuesdays and Thursdays. Both will work from home other days. Pastor Chris will be in church 2 evenings. Both Pastors Heather and Chris will set up appointments for their office hours so that we reduce number of people at one time in building. Our plan is to have the building closed on Wednesday so that Jacob can re-clean and sanitize in between his other regular cleaning times. We will be limiting on site meetings this summer.
- Rob will be redesigning website so that we can use it in more ways this summer. We will have separate "pages" for Pastor Heather's sermons, Pastor Chris's studies, children and youth and Doug's church school study. We could also add a "Prayer page", etc. in future.

Note: These policies are subject to change, based on conditions with the virus. These could ease, or if a flare up occurs, we may close the church again. And all this hinges upon the cooperation of the staff and congregation, to protect our people and reduce risk of illness.