May 15, 2020

Dear Pastors and church boards:

 I am so thankful that we can begin reopening our churches. Our members have missed the fellowship and worship. Yet, this brings to mind many concerns. The following document is not any exhaustive list of actions that a church needs to take. The purpose of the following document is a guide to assist you in meeting the following requirement set by RMC Adcom. Please talk about the items and bring to light and function on other needs for your individual churches.

One of the greatest bit of information you need to know is what your State and County variances are. Please have your church boards read through and discuss thoroughly this document. I don’t want to hear of a church being closed because the variance was not followed.

There are four stipulations that have been set up RMC Adcom.

1. Each church must submit a copy of their State or County Health Department variances and stipulations that indicate a church may meet for worship. (Each county will vary)
2. Each church must submit a copy of their individual church detailed plan. (The following document will guide you in developing this plan.) The plan must comply with the county health department stipulations. The prime objective is to keep church members healthy and churches open
3. These documents must be submitted to RMC administration (Elder Nelson) prior to resuming worship service.
4. This allowance may be rescinded at any time if there is a change in the county variances relating to COVID-19.

As Disaster Response Director for RMC, I will assist you in developing your reopening plan. If I don’t know the answer to a question I will seek help from my many government and volunteer agencies.

Please pray as you develop your plan, so that those around the church will know your church leadership is being led by the Holy Spirit.

Sincerely,

Cathy Kissner

 Date: \_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_

Name of Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_Zipcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Elder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Head Deacon’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The number of members at an average worship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach your county’s Health Department stipulations to this sheet.

How many individuals are allowed to gather at worship according to your state/county Department of Public Health? ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Worship**

How many people are allowed in your building according to your county requirements? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe how you plan to communicate with your congregation the number of people allowed at worship:

Please describe your plan for not allowing more than the allotted number of worshipers:

What is your platform strategy for social distancing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you going to remove hymnals and Bibles? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How are you going to collect offering and Tithe envelopes? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you use a Praise Team assign microphones. Keep the same microphones. (Remember your praise team must be counted in the total number allowed in attendance

Use screens to eliminate the use of bulletins and hymnals.

Please attach a document describing how you will conduct communion service.

**Faculties**

Who will be responsible for deep cleaning the entire church before the church re-opens? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check off the following areas:

Shampooing carpets\_\_\_\_\_\_\_

Sanitizing pews \_\_\_\_\_\_\_\_\_\_\_

Pew/chairs backs\_\_\_\_\_\_\_\_\_\_\_

Sanitizing bathrooms\_\_\_\_\_\_\_\_\_\_\_\_\_

Doorknobs and frames\_\_\_\_\_\_\_\_\_\_\_\_

Light switches\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stairway hand rails inside and outside) \_\_\_\_\_\_\_\_\_\_\_\_

Drinking Fountains\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have multiple serves how will you sanitize the area used? Pulpit, bathrooms, Doorknobs, back of pews/chairs,

stairway railing, microphones, music stands, drinking fountains, children Sabbath School rooms

Where will you place signs stating: If you are sick. Please do not enter the church?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will be “enforcing” with requirement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will you place signs stating “No Shaking of Hands”, no “Hugs please”.

What is the traffic flow for entering and exiting the building?

What is the traffic flow for entering and exiting the sanctuary?

Where will hand sanitizers station be placed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you going to supply masks to those who come without one? Y N

Will you be checking the temperatures of all staff and volunteers? Y N

How will you document that you have taken the temperatures? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you keep doors open for better air flow?

**Social Distancing**

How will you ensure social distancing? Describe how you will indicate the distances needed.

Volunteers

What training will you give ushers, deacons or greeters in:

 How to greet people?

 Collecting the offering?

 Which doors are exit and entrance doors?

 Seating people in the Sanctuary?

 Maintaining social distance in the lobby areas?

 Escorting people to the Sabbath School Classes?

**At Risk Population**

Will you have an area just for the “at risk population?

How will you let this group know where to be seated?

How will you keep them separate?

**Sabbath School**

Will you have Sabbath School Classes? Y N

Will you need to divide some classes to maintain social distancing? Y N

How will the children Sabbath School room supplies be cleaned?

 (The flags, the felts, the music instruments.)

**Fellowship Meals**

Determine how many people your fellowship area will accommodate social distancing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will the tables be arranged to accommodate social distancing?

Food serving: **NO SELF SERVING** The food must be served by an individual serving food serving grade mask and gloves.

Remember to indicate the proper social distancing when standing in line.