

**Courthouse Community United Methodist Church  
Healthy Church Team Worship Re-Opening Plan  
Revised June 24, 2020 in response to HCT meeting with DS  
*Additions/Updates from Elizabeth River District Clergy  
Meeting July 9, 2020***

**We're all in this  
together.**



## **Drive-in Worship at Courthouse Community United Methodist Church To Begin on July 8, 2020**

Four days prior to the worship service attendees will preregister to attend for available space (not the health form) via social media, signup, and emails those who sign up to attend will be advised of the safety protocols required to attend the drive in service (such as those attending must remain in their vehicles at all times, no use of the restroom facilities or playground areas as well as instructions on bringing their own elements).

Courthouse Community's North East parking lot can accommodate 45 cars with appropriate spacing for social distancing.

The North West gravel and grass parking lot can accommodate 20 cars with appropriate spacing for social distancing.

As per the HCT protocols, all volunteers would wear masks and gloves.

Cars will be welcomed and directed by volunteers to marked parking spaces.

Volunteers and Attendees:

Before leaving to attend the Drive-In Worship service, each attendee must:

- Take his or her temperature. It must be less than 100.4 degrees Fahrenheit in order to attend worship;
- If you are feeling ill, stay home;
- Bring face coverings in case of an emergency and you need to leave your vehicle.

Volunteers, Pastor and Staff must fill out a Health Questionnaire prior to the service unless filled out within last 7 days.

To safely consecrate and distribute elements, we recommend two options:

1) The church may provide pre-packaged Communion elements to be consecrated and distributed as described above in the indoor worship practices. The pre-packaged elements may be moved to a table near exits after being consecrated where worshippers are invited to take elements and place offerings as they depart.

2) The church may also invite worshippers to bring elements from home and follow these practices for consecrating and receiving. If churches invite worshippers to bring elements from home, please also consider how to safely have elements available for any who arrive at worship without elements, so that all may safely receive the sacrament (*i.e.*, pre- packaged as described above, or other safely prepared elements as determined by HCT):

- Worshippers should arrive at worship having brought their own bread and grape juice, as well as any necessary cups and plates needed to assure that the elements of Communion are handled reverently;
- Once the Presider has consecrated the elements, the worshippers will be directed to receive the bread and juice while remaining inside their vehicles;
- The elements on the Communion table used by the Presider in the Great Thanksgiving should not be distributed to the congregation; and
- Worshippers should be mindful to reverently dispose of any unused bread or juice by (1) direction to consume them in a reverent manner following the service; (2) returning them to the earth by pouring (2 Samuel 23:16), burying, scattering, or burning.<sup>10</sup>

Health and safety should be paramount as we gather as the community of the baptized during this time of global pandemic. It is our prayer that during these unusual and imperfect times, we may celebrate the sacrament of Holy Communion in ways that wisely reveal our witness to Christ our Great Physician. Together we are praying that the day will come soon all safely gather as the Body of Christ.

Worshippers will be invited to bring their own elements through the instructions emailed beforehand. Those who arrive without their own elements, will be given prepackaged communion elements dispensed in ziplock bags that have packaged by volunteers with masks and gloves a minimum of 4 days in advance and distributed by appropriately masked and gloved volunteers handing them out maintaining 6' distancing.

The service will be conducted by clergy, A/V assistants, and a single acoustic guitarist. Audio speakers will be set up for the service by A/V persons. Different microphones for each of the participants.

-A portable tent covering will be set up, with appropriate minimum of 6 foot social distancing for worship leaders.

-Only one singer or vocalist.

-Pastor, worship leaders, and the singer/vocalist must wear face coverings at all times.

Service is broadcast via the FM antenna purchased for this service.

Offering drop boxes will be placed at the entrance and exit of the parking lots. All handling boxes, checks, and money will be properly attired in safety protocol.

Enforcement of rules, requirements, and protocols for everyone. If someone leaves their vehicle, they will be asked to get back in their vehicle. If they refuse, the service will end immediately and everyone will need to leave the parking lot. The person that violates the "stay in vehicle rule" will not be allowed back on church property until he/she agrees to comply with all of the requirements. Safety of everyone is of utmost importance and we will not allow anyone to endanger the safety of our members, guests, and the community.

**Stage 2 In-Person Worship at  
Courthouse Community United Methodist Church  
To Begin on July 12, 2020**

**1 service will be offered at the 9:45 and will be a mix of traditional and contemporary music.**

All Worship Participants who plan to come to in-person worship agree to following the requirements to wear masks and maintain social distancing. Each worship participant will complete the Health Acknowledge Form before the worship service or agree to the Health Acknowledgment Form in person utilizing poster.

To fill out the form parishioners will go:

- 1.) to the EVC site <https://www.evc.vaumc.org/home/>
- 2.) Click the Yellow Box "COVID Health Acknowledgement Form"
- 3.) Use the drop-down menu to locate the "Elizabeth River District" and click "continue" to the next step.
- 4.) Use the drop-down menu to locate "Courthouse Community UMC in Virginia Beach" and click "continue" to the next step.
- 5.) Fill out name and information and click "Next Step"
- 6.) Fill out the Health Questionnaire and click to the next step. Then click Finish, unless you wish to fill out more forms for your family.

**Development of an Emergency Preparation Plan-** Coordinated by Carla Warnock

**Healthy Church Opening: Promoting Safety and Well-Being for All**

We at CCUMC regard the protection of everyone's health of utmost importance and we will not allow anyone disregarding the requirements to endanger the safety of our members, guests, and the community. Thus, we have some requirements that will help keep all of us safer.

**Required** - Completion of the Health Acknowledgment Form should be done at least four days before the service so there can be adequate planning. **Health Acknowledgment Form can also be completed verbally with usher utilizing poster.**

A non-contact thermometer will also be available. Volunteers will be trained to support and monitor these requirements.

**Required Temperature Check** - The pre-attendance temperature check requirements (temperature must be less than 100.4 degrees Fahrenheit means no fever). If you have a fever or you are sick without a fever, stay home.

**Required Face Covering** - Everyone must wear a face covering at all times from leaving their vehicle and until returning to their vehicle. The church will not provide face coverings. Bandanas

work just fine. The nose and mouth must be covered at all times. Note: Without face covering, the person(s) will not be allowed in the building and will have to leave the premises. The church will not provide face coverings nor hand sanitizer.

**Required—If a person is not able to wear a face covering, the person cannot attend an in-person service in this stage or any stage where a face covering is required. If a person has breathing difficulties and cannot wear a face covering, the person cannot attend an in-person service or any stage where a face covering is required.**

**Required Safe Distancing** -All worshipers, except family groups, are required to remain within designated six-foot social distancing upon departing from and return to their vehicles. This also includes while waiting to enter the building and when exiting including next to, in front of, and behind

**Enforcement of rules, requirements, and protocols for everyone.**

If someone removes his/her face covering, they will be asked to put the face covering back on. If the person refuses, the service will be stopped, and everyone will leave. The person that violates the “mandatory face covering rule” will not be allowed back on church property until he/she agrees to comply with all of the requirements. The same is true for failing to abide by strict physical social distancing (staying 6 feet or more away from others). If someone fails to abide by the physical social distancing requirement, they will be asked to do so. If the person refuses, the service will be stopped, and everyone will leave. The person that violates the “physical social distancing rule” will not be allowed back on church property until he/she agrees to comply with all of the requirements. A person must have a health acknowledge form turned in to attend worship. *The safety of everyone is of utmost importance and we will not allow anyone to endanger the safety of our members, guests, and the community.*

### **Required Additional Health Safety –**

- Persons who have symptoms of illness will not be allowed to remain in the building.
- Persons who are considered high-risk due to serious heart or lung conditions and/or weak immune systems should consider remaining in the safety of their homes.
- There will be no use of shared worship materials.
- Limited access to church facilities, including restrooms.

**Required Specific COVID-19 Restrictions** - No clergy, member, guest, or volunteer will be allowed to attend an In-Person service if:

- He/she has two or more symptoms of COVID-19 in the last 14 days; or
- He/she came in contact with anyone else with COVID-19 symptoms in the last 14 days;
- He/she has symptoms of COVID-19 and he/she is waiting for the results of a test or is waiting for the symptoms to subside to the point of being recovered; or
- He/she tested positive for COVID-19 and is still suffering from COVID-19.

### **Required Postings**

- Health Requirements will be posted at all entrances.
- Contact information for medical professionals and local public health authority, 911 address of the church, local emergency departments, in a visible place in the church.

### **Develop a Plan for Ministry with the most vulnerable- Pastor Beth**

- Sign-Up Genius Socially Distant Visits for those who choose to participate.
- Zoom Bible Studies For all ages (Nursey (story read), Children, Youth, Adults)
- Zoom Coffee Hour
- Weekly and Bi-Weekly Phone Calls from Care Teams
- Mission in a Box (Children and Youth Family Ministry)

### **Re-Opening Worship Communication Plan-** Coordinated by Amanda Kutz and Jennifer May

#### **Communicating the Plan for Services and Rules for Attendance**

CCUMC will publish its plan for services and rules for attendance through the weekly E-Circuit Rider email and also publish on the church's website, Facebook page and other social media channels.

CCUMC will utilize the texting service through Breeze to remind the congregation of the plan

for services and rules for attendance.

A dedicated team will call and do this for those members who do not have access to email or texting (particularly the elderly or others who may not have access to digital communication), and direct those who are digitally connected to the E-Circuit Rider and social media channels. At the church service, service information and attendance rules will be displayed in the sanctuary through the projector before the services begin and after the service ends. Those with questions will be directed to email their questions and concerns to Donn Lee at [donnlee@ccumc.net](mailto:donnlee@ccumc.net). Care will be taken to ensure the tone of communication conveys a welcoming attitude to keep everyone safe. We will highlight John Wesley's three rules: Do No Harm, Do Good, Stay in Love with God. Our goal is to build trust with members/attendees. Members/attendees should be reminded that even though in-person services are resuming, they can return to church when they feel safe and that services will continue to be available for viewing at home through Facebook Live or other formats available.

### **Video of What to Expect at Services.**

CCUMC will film a short video demonstration of what members/attendees can expect when they arrive at CCUMC - from entering the parking lot, entering the building, sitting in the service, and returning to their vehicles in the parking lot. Voiceover can describe the rules of attendance and what is not permitted. This video will be posted via a link to the church's social media accounts, in the E-Circuit Rider email, and on the website.

### **Digital Bulletin.**

In order to reduce the risk for COVID-19, no paper materials will be handed out at services. Instead, the church bulletin will be made available in the E-Circuit Rider email Sunday morning and will also be accessible on the church Facebook page. Communication will also be posted directing members who to contact when they have information for ministry areas and announcements to be shared the bulletin. Pastor Beth will share important highlights from the bulletin at the services.

### **Signage at Church.**

CCUMC will have signage made for all traffic points for returning members/attendees.

- First, signage should be made that can be held by parking lot attendees explaining rules for parking and entering the church.
- Second, signage should be made right before entry to church to remind members/attendees of requirements (no fever, etc.) before coming into the service.
- Next, signage should be made to be hung by the doors to the sanctuary explaining socially distant seating requirements. There should also be signage explaining handwashing and hand sanitizing stations.
- Signage at entrance that states, "No one with a fever of symptoms of COVID-19 in the prior 14 days is allowed in."

- Finally, signage should be held up at the end of services to explain the rules for exiting the service.

### **Soft Openings**

CCUMC will host at least one soft opening with a limited number of attendees to run through the rules of attendance prior to a bigger opening as a “test run”. Consider breaking up the soft opening into distinct areas of attendee interaction (e.g., parking lot rules, entry rules, sanctuary rules, exit rules, etc.). Volunteers for soft openings should be in different categories - members following rules, volunteers engaging with members, and an observer to make observations for risk areas or areas of improvement. Communication to members about services will be refined based on needed improvements identified during the soft openings. Soft Opening Practice test to run on June 28th with members of the Church Council.

### **Sunday School**

There will be no in-person Sunday School in Stage 2.

### **Sacraments**

**Baptisms** may occur in Stage 2 as long as all other requirements for in-person worship are observed. We recommend the protocol found in “Resuming Care-Filled Worship and Sacramental Life During a Pandemic” produced by the Ecumenical Consultation on Protocols for Worship, Fellowship, and Sacraments: <https://www.ministrymatters.com/all/entry/10369/resuming-care-filled-worship-and-sacramental-life-during-a-pandemic>.

### **Holy Communion**

CCUMC will hold weekly communion at the Wednesday Drive-In service. Worshippers will be invited to bring their own elements through the instructions emailed beforehand. Those who arrive without their own elements, will be given prepackaged communion dispensed by appropriately masked and gloved volunteers from plastic containers (similar to Chick-fil-a). For more information - see the above Drive- In Service Plan.

### **Weddings and Funerals**

Weddings may occur in Stage 2 at 50% capacity with physical distancing (6 feet or more) and all other requirements for in-person worship are observed.

Funerals may occur in Stage 2 at 50% capacity with physical distancing (6 feet or more) and all other requirements for in-person worship are observed.

### **Day of Service**

All worshippers will check their temperature to ensure it is less than 100.4 degrees. If feeling ill, they will stay home. They will bring their own mask/ face covering. They may also bring

gloves if they chose to. Teams who come to assist will arrive 30 minutes prior to service beginning to prepare.

### **Teams to Assist with In-Person**

All teams will be wearing masks and gloves as required by the handbook. The number of people and coordinators are listed below:

Parking Team- Coordinated by Fred Nunn  
(3 people at each crew).

Usher Team- coordinated by Donn Lee  
(3 people at each crew).

Sanitation Team- coordinated by Paul Michaelian  
At least 4 people on this team.

### **Logistics for Services**

#### *Before Service*

As worshippers arrive and exit, the **Parking Team** will assist and direct them to socially distanced parking spaces.

Worshippers for the Sanctuary Service (8:30am) will be directed by the **Usher Team** to enter through the Narthex and

Sanctuary and exit through the Cry Room, down the hallway, and out of the Handicapped door to the parking lot. Worship spaces have been marked off to require social distancing. (see attached pictures.)

Worshippers for the FLC Service will be directed by the **Usher Team** to enter the lobby of the FLC via the North Lobby door and be directed to a seating area. Worshippers will exit through the South Lobby Door. Chairs have been arranged to require social distancing. (see diagram)

#### **Seating**

Families with children in attendance at a worship service in Stage 2 should sit near the exits during the in-person service in case the child removes the face covering and will not put it back on. This allows a parent or guardian to remove the child from the service, if necessary. The child and parent/guardian that leave the service cannot come back in the service once they leave over a face covering issue. The service should not have to end if a child has issues keeping the face covering on his/her face.

The **Usher Team** will direct families to sit in the spots that are open for more people and for single or people in groups of twos to sit in corresponding spots.

*During the Service*

Services will be conducted by Rev. Beth Anderson in person and utilizing pre-recorded video for the music and sermon. Worshippers will join in prayer, affirmation of faith, and offering given by placing in a free-standing offering collection box.

*After the Service*

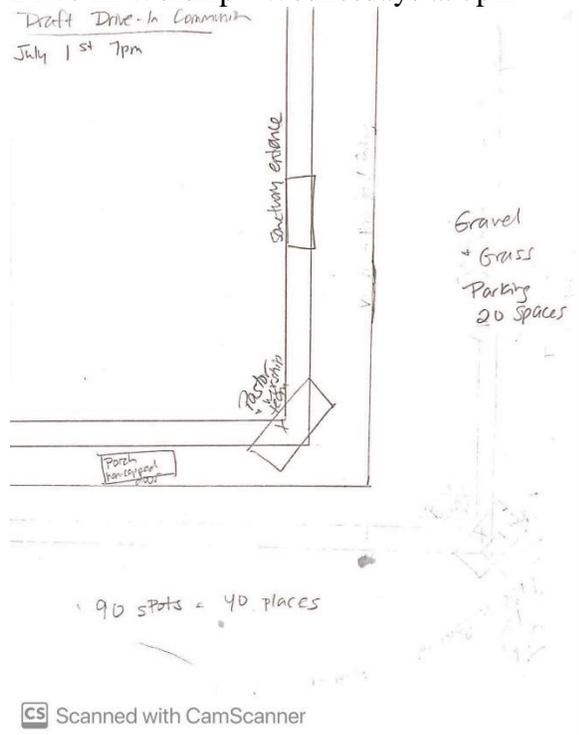
The **Usher Team** will dismiss by row following the benediction in each service.

The **Sanitation Team** will clean the Family Life Center (FLC) after the 9am service has concluded and before people arrive for the 11:30am service in the FLC.

The Sanctuary and Main Building will be cleaned before the next service by contracted custodial staff.

**Facility Pictures and Diagram for Services**

**Drive-In Worship - Wednesdays at 7pm**

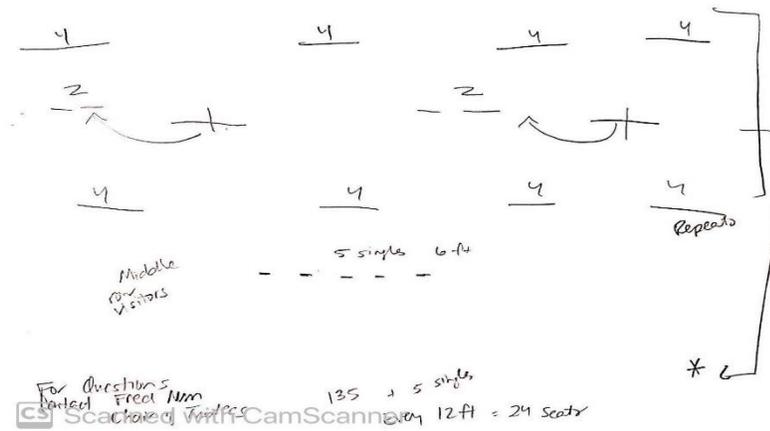


**In-Person Worship**

8:30 am Traditional Service



9:00am and 11:30 Contemporary Worship



## Other In-Person Gatherings

Per the Technical Assistance Manual (TAM) - gatherings of fifty (50) or less with 6' social distancing.

The TAM footnote 4 on page 1 states:

The Conference has decided to allow public or private gatherings of 50 people or less at this time with 6' social distancing. This number may decrease based on health and safety issues that may arise and the Bishop and Cabinet will monitor all health and safety issues associate with the return of members and guests to in-person worship and in-person gatherings on church property.

Added from District Clergy Zoom Call with District Superintendent, Rev. Wayne Snead on July 9, 2020:

- Church Groups/ Meetings and outside groups (*this does not include outside churches who rent worship space*) of 50 or less may meet with 6' social distancing and completing Healthy Acknowledgment Form either online or verbally with contact information collected by group leader, sealed in envelope and given to the pastor and kept locked.
- These outside groups include blood drives.
- No food distribution is allowed onsite.