

RE-OPENING CALVARY BAPTIST CHURCH FACILITIES FOR IN-PERSON WORSHIP

Before First Worship Service – DONE OR IN PLACE

- Clean and Disinfect Facilities Thoroughly
- Open every 2nd Pew, 6' min spacing – Block others (25%=~60, depends on family size)
- Mark Center Pews with Middle 6' to be unoccupied if multiple households on same pew
- Remove all Pew Cushions, so only the hard surfaces need to be cleaned
- Remove all Bibles and Hymnals and other supplies from pew racks
- No mics held after put in place: Generally, 1 on stand at pulpit + lapel mic for preacher
- Purchase & Stock Basic Supplies
 - o Masks – Available for guests, if needed, for use in services; N95 for custodians
 - o Hand Sanitizer in Commercial-style Mounted dispensers, or spray bottle with ushers
 - o Disposable gloves for use by custodians, greeters, ushers and tellers
 - o Alcohol wipes to use for disinfecting mics & electronics after service by users
 - o Bleach wipes & trash cans next to each toilet & sink to wipe down before & after use
 - o Sufficient Cleaning Supplies for cleaning between services
- Advertise procedures to members & regular attenders via email before re-opening
- Place signs at entrance with procedures in use, change as procedures are updated
- Entrance / Exit by timing before and after service since 2 aisles lead to separate doors
- Place individual “deacon pews” next to entrance & exit interior doors for ushers/monitors
- Extra Table as a divider blocking access to AV control area
- Build slides to play before service with social distancing expectations
- Conduct usher training for new procedures
- Place slotted offering box by exit door to drop offerings on the way out
- Purchase any hardware & software necessary to have “hybrid” in-person/virtual services

During Worship Services

- No Praise Team, Music Videos Only – Until DPHSS Guidelines AND Church Council allow a live Praise Team leading Congregational Music... and Then All Must Wear Masks
 - o Special music by members can be recorded at home and played in church, or can be played live from home and presented on Zoom
- Only one computer tech and one audio tech, separated at AV station
- Greeter(s) Outside Doors (wearing mask and gloves)
 - o Welcome, distribute masks, monitor that all put them on, must wear until departed
 - o Nod or Bow or “Air Five,” but do not shake hands or hug
 - o Check Temperature of each individual entering... **over 99.5°F denied entry**
 - o Spray bottle with alcohol for all entering to sanitize hands
 - o Keep next arriving household group at bottom of steps until the prior one is inside

- Ushers In Foyer (wearing masks), later seated in “deacons pews” monitoring service
 - o No bulletins or programs, sermon notes available by email before or after
 - o Ask each household to sign in with family name, number attending, contact number
 - o Lead people to seating, front to back (exceptions only for handicapped attendees)
 - o Children MUST remain with parent/guardian at all times
 - o Anyone departing sanctuary must go through the full process to return
 - o 1 family/household per side pew, center pew - 1 large household or 2 small households (one on each end), with 6’ spacing between (Pews are marked)
 - o Dismiss one pew at a time, by pew and row, back to front
- Greeting time – No movement, just nod/bow/”air-5” and greet those nearby
- Right before sermon, a pastor or usher will take a photo, from the stage, of congregation, to facilitate contact tracing of nearby people, if required (will be announced in advance)
- Invitation – Text/email Pastor, or remain seated after service for a chance to talk then
 - o If people wait in pews, Pastor will sit at pew in front of anyone remaining after others depart, to talk, or respond to text/email messages after lunch
 - o Pastor will set up appropriate video chat or in-person meeting time to discuss
 - o Decisions and Votes for Membership will be announced the next Sunday
- AV
 - o Use Zoom to allow service participation by high risk worship leaders from home
 - Shown on Screens in Sanctuary
 - o Attendees can join live on Zoom
 - Zoom “host(ess)” will greet and minister to needs of online participants

After & Between Worship Services

- AV – Save Recording for later posting
- Tellers wear mask and gloves while handling cash, checks and other items
- Clean sanctuary thoroughly before next service
 - o Use alcohol wipes on mics & electronics
 - o Use bleach solution or bleach/alcohol wipes on pews and pulpit
 - o Custodians use N95 type masks and disposable gloves
- Restock all cleaning and protective products
- If a sister church uses CBC facilities, they will be responsible for cleaning between services and must follow our guidelines, CBC Custodians will clean only once after each service and before next scheduled CBC service or meeting

Special Services and Meetings

- Baptism
 - o A Pastor or Deacon, New Believer & their household, plus a “camera operator” meet at beach... others only as allowed by current DPHSS guidelines
 - o All wear masks throughout (person to be baptized remove mask for immersion)
 - o Maintain 6’ spacing except for household members
 - o Household member should actually immerse the new believer, if possible
 - o Video to be shown at church the next week
- Lord’s Supper
 - o Individually wrapped Lord’s Supper elements distributed on entry by ushers
 - o Ushers distributing elements wear mask and gloves
 - o Ask each individual to drop their wrappers/cups in the trash on the way out
- Weddings and Funerals – Perform only for Member & Regular Attender & their family
 - o Mid-week only to allow cleaning before & after
 - o Charge for extra cleaning at discretion of Deacons
 - o Same mask and social distancing protocols as other worship services
- Wednesday Evening Prayer Meeting and Bible Study on Zoom (or in Sanctuary with Zoom participation option – same as Sunday Worship until we can safely meet in smaller rooms)
 - o Pastor or designated person to lead Bible study & Prayer Meeting
 - o Having a co-host helps task management if on Zoom
 - o Materials to be distributed by email prior to meeting
- Sunday School Classes and Children’s Church on Zoom, if teachers want to lead that way
 - o In-Person classes when safe (When a Vaccine or Effective Treatment is Available?)
- Men’s and Women’s Ministry, and any Other Organizational Meetings, which are Not Worship Services or Bible Studies (Until Such Meetings Are Not Restricted by Executive Order or DPHSS guidelines)
 - o Meetings will be on Zoom only until all of the following criteria can be met
 - o DPHSS guidelines allow “congregation” of at least 15 people or the number of people expected plus 20%, whichever is more
 - o Use a meeting room that allows 6’ spacing between participants, while accommodating the anticipated number of participants plus 20%
 - o All participants wear masks, except when eating or drinking
 - o Any food and beverages provided must be served only by a person wearing gloves and mask, ensuring no direct contact with items being served by any attendee, or between servers and other attendees
 - o Clean up must be handled by people wearing masks and gloves
 - o Room must be completely cleaned and sanitized before any other meeting