

In-Person Service Plan & Procedures

Changes to the Service

Services will be limited to 50 people

- Attendees will sign up by phone or email the week before church. These spots will be reserved, and it will be first come first serve for any remaining space. A list will be provided to the Greeter who will check off those who come each Sunday.
- If you weren't able to attend a service because the list was full you will have the option to be at the top of next week's list.
- Services will be livestreamed, and anyone who is not comfortable coming or cannot due to a full service is encouraged to watch the livestream on Youtube and participate by sending comments in.

No childcare or Sunday School will be provided

No Congregational Singing

- Congregants may listen to or meditate on solo or instrumental pieces performed by worship leaders.

Communion and the Passing of the Peace will be postponed

- This policy will be reviewed in September

Offering plates will not be passed around

- The offering plates will be placed in a set location for people to use before or after the service
- Online giving or preauthorized payments are available and encouraged

No formal coffee time after the service

- People will be encouraged to go outside immediately after the service, where people can better meet the 2 m physical distancing

Seating

- Chairs will be spaced out to provide physical distancing. Ushers will direct larger household or family groups to sit upstairs as they will be able to sit together more easily.
- If there are visitors to the church who did not pre-register for that Sunday and there are not seats open we will have a list of congregation members who are willing to return home to watch the service live stream at home.

The basement is closed for the time being

Rules and guidelines for individuals

All church service attendees

- Use hand sanitizer or wash your hands upon entering the church.
- Those coming to church will not be permitted to enter the church until 10:15am.
- No singing is permitted.

- Masks are mandatory and will be provided to worshipers by the ushers if requested.
- Physical distancing (2 m apart) is required, except for family or household groupings, who may sit near each other.
- People who have felt unwell or have travelled internationally in the past two weeks are not permitted in the building but are encouraged to follow the online service.

Greeters

- Will refrain from touching others. (Hugging, handshakes, ect.)
- Weather permitting, Greeters will prop open the doors to outside to avoid people touching the same door.
- Greeters will use the sign-up check list and count attendees to ensure we remain under the occupancy limit of 50 people.
- Greeters will record the names of each attendee (with the help of the checklist) and record phone numbers of any visitors who are not already in our directory. This will allow contact tracing if needed.
- Greeters will ask questions as outlined by WorkSafe BC protocols ensuring that no one enters the church when they are feeling ill or have travelled.

Ushers

- Will refrain from touching others. (Hugging, handshakes, ect.)
- Ushers will ensure anyone entering sanitizes their hands.
- Ushers will assist worshipers to find their seats in the sanctuary promptly. There will be no chatting or hanging out in the lobby.
- Ushers will direct larger household or family groups to sit upstairs as they will be able to sit together more easily.

Security

- Will refrain from touching others. (Hugging, handshakes, ect.)
- Security will shut/lock the doors as soon as the service begins. Only worshippers known to the members doing the security will be allowed into the building while the service is in progress.

Ministers

- We will have the person preaching arrive before 10:00 to preform a mic check and be in their spot before church congregants arrive.
- Will refrain from touching others. (Hugging, handshakes, ect.)
- Will not share microphones or podiums

Elders

- Will not be passing plates for offering or communion
- When asked will make announcements using their own podium and microphone
- Will follow all protocols and encourage others to do so

Counters / Data entry

- Will follow social distancing rules
- Will sanitize all surfaces and office supplies used
- Will wash or sanitize hands after touching what is in the offering plate

Bible readers and Prayers of the People

- When asked will read or pray using their own podium and microphone

Worship leaders

- Will not share instruments on a Sunday with another person outside of their immediate family
- Will maintain social distancing of at least 3 meters from all others
- Will sanitize and dry their hands before touching any instruments

Office Procedures

- Visitors to the church office will not be allowed in the office itself but will be able to communicate through the window inside.
- A table is placed in front of the window to the office, this will give those at the computer 2 meters of space from visitors.
- If more than one person needs to be in the office at a time, they will work ensuring that all distancing measures are taken.
- All visitors to the church staff during office hours must make an appointment.
- Those entering the church (including staff) must sign a sheet at the front door letting us know they were in the building, and that they sanitized their hands immediately upon entering the building. They will also be asked to disinfect anything they used or touched while in the building.

General Building and Organizational procedures

Occupancy limits

- No more than 50 people inside the church building at a time.
- Occupancy limits have been posted for each individual room to ensure physical distancing is maintained.

Bulletins and Worship Books

- Bulletins will not be distributed, and shared church bibles and hymnals will not be available.
- Traditionally written materials will instead be displayed on the projector whenever possible, and available in a weekly email. If someone requires a paper copy of the weekly email they may contact the office which will make arrangements.

Cleaning and Disinfecting

- Detailed procedures for cleaning and disinfecting are provided in a separate document for reference.
- All non-essential items should be removed from common areas to minimize potential for transmission and simplify cleaning and disinfecting.
- Sanitizing wipes (Lysol or similar) are to be made easily available for people to wipe down microphones and other equipment they have used after use (Do not use sanitizing wipes on the piano however as they can damage it.)