

**GUIDELINES FOR REOPENING: Wesley United Methodist Church (7026)
Written Procedures for Reopening Our Beloved Faith Community.**

Table of Contents:

- I. Overall Considerations
- II. Outside Worship
 - A. Cleaning
 - B. Set Up and Procedure
 - C. Supplies Needed
- III. Inside Worship
 - A. Cleaning
 - B. Set Up and Procedure
 - C. Supplies Needed
- IV. Communication of Procedures
- V. Small Groups
- VI. Thrift Shop
- VII. Final Notes
- VIII. Additons

I. Overall Considerations:

- ¹ Everything we do will be through the lens of an action being done both outside and inside – Recognizing outside access may come first.
- ² Due to the current and changing restrictions we must be prepared with plans to keep our people safe.
- ³ Everyone will need to work together throughout the entire process.
- ⁴ People who are at risk are encouraged to stay home.
- ⁵ *If you or a member of your family is feeling ill, please stay home. We trust our people to be honest.*

II. Outside Worship:

A. Set Up and Procedure

- ¹ When we host outside worship on our property, we will utilize the parking lot.
- ² We will situate the minister(s) and Music Director in front of the elbow of the building.
- ³ Using the outlets from the building we will connect an amp.
- ⁴ The ministers will have individual microphones (set up 6’ apart) which are connected to the amp.

- ⁵ Trustees members will usher in cars from entrances and guide cars to designated parking areas – which will be numbered (and be every other space).
 - ^A With this format we will have access to 18 parking spaces.
 - ^B Number of parking spaces subject to change due to dumpster for roof replacement.
- ⁶ ^A The trustee at the front of the driveway will have a clipboard with the number of spaces available. ^B Once all spaces are full, the trustee will direct cars to park alongside

the road and have members walk from car [with their own folding chairs] to designated seating areas: in front of already parked cars or in the playground.

7. Our beloved people who are parked in the parking lot will exit their cars and sit [with their own folding chairs] in front of their cars, or in their cars with windows down (car must remain off)

8. Distance appropriate spacing is 6' in all directions between family units.

9. ***All people are expected to wear masks, bring own folding chairs, and are highly encouraged to bring a personal sized umbrella.***

A. All people are expected to wear masks unless “except where doing so would inhibit that individual’s health or where the individual is under two years of age” (NJ EO-122. 1.K).

10. After service has concluded we will dismiss people by family units (communicating by the use of the microphone) so as to maintain appropriate social distancing as we exit the seating area.

A. We will dismiss people in front/playground to leave by way of the entrance.

B. When all people who walked in have left, we will dismiss cars (using the exit).

11. Printed bulletins will be handed out as people enter. Bulletins will also be sent by email prior to service. Offering dropboxes will be located at both exit and entrance.

12. There will be no Sunday School or after worship fellowship at this time.

13. **Bathroom:** Bathrooms will be available for our people.

A. We will only use one urinal and the larger stall in both bathrooms.

B. Bathrooms will be cleaned before and after service by cleaning unit.

C. Sanitizing supplies will be available in bathroom for personal cleaning between individuals’ usage.

D. A sign will be posted on bathroom doors indicating single usage and cleaning guidelines (II.13.C.)

14. We will have cold water and ice packs prepared for emergency (i.e. Overheating).

15. Recognizing that some of our beloved people will not be able or feel comfortable attending in-person outside services, we will have a pre-recorded worship option.

B. Cleaning

1. We will need to clean the microphones and keyboard between usage.

2. Bathrooms will need to be cleaned directly after service.

C. Supplies Needed

1. Disinfecting wipes to clean microphones

2. Amp

3. Dropboxes situated for offering

4. Bathroom cleaning supplies

III. Inside Worship:

A. Set Up and Procedure

1. Doors of church will be left open for no contact entry.

2. Before service, people will be led to their seats by trustee member¹.
 - A. People are allowed to pick their seats which are available to the worshipping body.
3. Hand sanitizer will be located in the front hallway of the church for all people to use.
4. We will seat people utilizing the best path available at the time to maintain social distancing.
5. We will utilize every third pew.
6. Pews are 11. 7' – Pews will be marked indicating a 6' gap (2.85' on each side).
7. If family unit exceeds 2.85' area, they are then the only family to utilize the pew.
8. One row of chairs will be set up in back of sanctuary, mimicking the sanctuary seating set up.
9. Everyone is expected to wear a mask at all times while being on property and in the building.
 - A. All people are expected to wear masks unless “except where doing so would inhibit that individual’s health or where the individual is under two years of age” (NJ EO-122. 1.K).
10. Offering plate will be at front of church, on a pedestal – no usher collection during service.
11. **Bathroom:** Bathrooms will be available for our people.
 - A. We will only use one urinal and the larger stall in both bathrooms.
 - B. Bathrooms will be cleaned before and after service by cleaning unit.
 - C. Sanitizing supplies will be available in bathroom for personal cleaning between individuals’ usage.
 - D. A sign will be posted on bathroom doors indicating single usage and cleaning guidelines (II.13.C.)
12. Doors of the hallway will be open for contactless entry to bathroom.
13. Trustees member² will be in the hallway of church to support our people if needed.
14. Printed bulletins will be handed out as people enter. Bulletins will also be sent by email prior to service.
15. Family units will be dismissed from front to back of church by minister using microphone.
16. There will be no lay worship leader at this time to ensure single microphone usage and distance appropriate seating.
17. There will be no after worship fellowship at this time.
18. Sunday School will be held in the fellowship hall.
 - A. Time of Sunday during service will be coordinated between Senior Pastor and Sunday School Teacher(s).
19. Recognizing that some of our beloved people will not be able or feel comfortable attending in-person inside services, we will have a pre-recorded worship option.

B. Cleaning

1. Pews and door handles will be cleaned by trustees after service.
2. Microphones will be cleaned after service.

¹ Or Usher

² Or Usher

3. Bathrooms will need to be cleaned directly after service.

C. Supplies Needed

1. Hand Sanitizer
2. Cleaning supplies for pews
3. Cleaning supplies for bathrooms
4. Disinfecting wipes to clean microphones
5. Dropbox for offering

IV. Communication of Procedures:

1. Once GUIDELINES FOR REOPENING is approved by Ad Council we will: ^A email out the document to all members, ^B post signage on front doors of the church (similar to shopping centers), ^C drop off document to members who do not use email.

V. Small Groups:

1. All small groups of the church will be held in fellowship hall, for the foreseeable future, to maintain social distancing.
2. Small groups cannot exceed 25 people per (NJ EO-152. 1. A), “The number of individuals at the gathering shall be limited to 25% of the capacity of the room in which it takes place...”
3. All people are expected to wear masks during small group activities.
 - ^A All people are expected to wear masks unless “except where doing so would inhibit that individual’s health or where the individual is under two years of age” (NJ EO-122. 1.K).

VI. Thrift Shop: Will remain closed for the Summer [We will revisit reopening plans in late August].

1. Thrift shop will be return to regular operating schedule once GUIDELINES FOR REOPENING is approved by Ad Council, accepted by GNJ Conference, and is able to put in place all guidelines.
2. Limit customers to 10 persons at one time (not including church volunteers) so as to allow unlimited travel between all three rooms of thrift shop.
3. All people are expected to wear masks while inside building.
 - ^A All people are expected to wear masks unless “except where doing so would inhibit that individual’s health or where the individual is under two years of age” (NJ EO-122. 1.K).
4. Signage must be posted on front door of thrift shop entrance with guidelines (similar to shopping centers).

VIII. Final Notes:

1. If singing is something we wish to including during worship service, hymns will be printed.
2. Pews will remain empty of hymnals and pew inserts.
3. We will have extra masks incase persons forget a mask.

4. Communion will not occur for inside worship the foreseeable future – as it is not possible to consume communion elements while having mask on.

^A Pastor(s) will provide an online resource for at home communion service.

5. Choir/congregational singing will not occur for some time to better understand the affects it has on the environment.

VIII. Additions:

If somebody is not following the guideline, who is responsible for enforcing it?

The leadership team is in agreement that everyone in leadership has the responsibility to enforce the guidelines for reopening. Everyone will adhere to the guidelines or they are not allowed to participate in the in-person, inside services.

What if a family show up with kids? Are you returning them? Who would do that?

Children are expected to wear masks. We recognize that ask parents try to keep the masks on their child it will make some noise, but we are Methodists therefore we are filled with grace – especially when it comes to children making noise in worship service.

If the person in charge is confronted with resistance, what would you do?

Worshiping God safely is our priority. If someone refuses to wear a mask then they cannot come in for the safety of our beloved people. We have people in our congregation that are skilled in de-escalation as a result of their jobs. I have already spoken with them and they are prepared to help if there is a confrontation.

Overall, education for the person who is responsible need some education.

Guidelines have been sent out by email and One-call service. Guidelines are also available at the church. We have a lot of signage in our church space.

