**The Harvest Conference**

**Reopening Our Churches**

**The Plan for Our Church: \_\_\_\_\_\_\_\_\_\_RMFM/THE OUTPOST\_\_\_\_\_\_\_\_\_\_**

 **(Church Name)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_5/18/2020\_\_\_\_\_\_\_

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**General Guidelines**

1. All Churches Must Follow CDC, State Department of Health, and Conference Guidelines throughout the Coronavirus Crisis.
2. There will be a sanitation station (hand sanitizer and masks) at each entrance to the church.
3. Each person entering the church will sanitize their hands.
4. Each person must wear a mask as they enter the church, during their stay in the church and as they leave the church. Exceptions to wearing a mask – those with medical conditions that would be adversely affected by a mask and those under two years of age. (Full mask protocols are list on our website: https://www.pcfmc.org/covid-19-response/)
5. Anyone who is sick, feels like you might be getting sick, or are coughing, or have a fever must STAY HOME!!!
6. Greeters and parking lot attendants will maintain social distancing.
7. Church “meet and greet” time should be suspended throughout the Coronavirus crisis.
8. Doors for entry/exit should propped open as people enter and exit. Doors are not to be opened by greeters or any other person as people enter or exit as this would violate social distancing.
9. Hymnals, Bibles and other materials should be put in storage until the Coronavirus crisis is over.
10. The church may utilize more than one space if it meets three criteria:
	1. Each space needs the appropriate area to social distance
	2. Each space needs its own entrance/exit
	3. Each space needs its own set of bathrooms
11. Families who live in the same home may sit together during worship service without distancing restrictions but must distance themselves from others.
12. Spaces used for worship and restroom must be sanitized before and following each service.
13. Coffee, food and other beverages should not be served until the Coronavirus crisis ends.
14. Equipment and instruments being used for the service must be sanitized before and after use.
15. Microphones must be dedicated to just one person and spaced at least 6 feet apart.
16. Worship Teams members and pastors must be spaced a minimum of six feet apart.
17. Everyone participating in any ministry of the church MUST WASH OR SANITIZE THEIR HANDS upon arrival and after touching anything!!! And they MUST wear a mask at all times unless they are speaking, singing or using their mouth to play an instrument.
18. Nursery ministry is suspended until distancing orders end. The nursery may be open for parents to use with their child, but they must maintain distancing requirements from other parents using the room.
19. Children cannot socially distance themselves and a children’s worker cannot come within 6 feet of any of the children to enforce distancing, therefore in person children’s ministry is suspended until distancing orders end. **Exception**: children’s ministries may take place if parent and/or guardian participates with their child(ren) (every child would have to have their parent with them throughout all children’s activities). The parents are not required to socially distance from their own child(ren) and must assist in keeping their child(ren) at safe distances from others.
20. Teen Ministries must ensure that cleansing, wearing masks and social distancing protocols are maintain at all times.
21. Renting the facility must be suspended until further notice.
22. Special events should be suspended until social distancing requirements are lifted.

**Our Church’s Specific Reopening Plan**

Sanitation Plan

1. Set up for Sanitation Stations:

We have two automated sanitizer stations one up stain and one down. We will have hand sanitizer at the top of the main stairs. We will have and sanitizer stations at all three doors.

1. For Space(s) Used for Worship, Restrooms and other used Spaces:

Down stairs: all the extra doors will be locked; everything will be closed off except the restrooms and space where they will be sitting. There will be sanitizer at the glass door and at the restrooms.

Upstairs – all extra items are removed. All doors will be propped open. We will have cleaning teams for after each service.

1. For Audio/Visual, Computer(s) and Instruments for Worship: each item used will be sanitized as they are used. We will only have live music at the noon service.

1. For Serving Communion: We will use the single serve cups/wafer. They will be placed in the pews ahead of time for the people needing them.
2. For the Offering: We will have offering plates placed around so people can just drop their offerings into the plate.
3. For Baptisms: Will be handled on a case by case basis.

Worship Service Plan

1. Layout of Room to meet distancing and number of allowable persons guidelines: Down stairs the chairs will be place 6ft apart – allowing for social distancing. Up stairs we will have 13 on one side and 12 on the other side of the sanctuary – giving proper distancing.
2. Use of Worship Teams (how many, space required to maintain distancing, etc.): at the noon service only – at this point one person – playing guitar.
3. Multiple Space Plans (Number of Worship Spaces to be Used, Location of Entrances/Exits for each Space, Bathroom designation for each Space, How You Will Divide the Congregation into the Space(s) to be used, Audio/Visual Plan to Show the Service in Additional Space(s) other than the Sanctuary) down stairs will have live feed from upstairs. It has own restrooms and entrance.
4. Parking and Entry/Exit Plan to ensure Distancing: Down stairs will use the paved parking lot. Those needing the ramp will use street parking on that side of the church. Others meeting upstairs will use the gravel parking lot.
5. Plan for Greeters and Parking Lot Attendants: -NA-
6. Plan for use of Building for Bible Studies, Prayer Meetings, AA Meetings, Sunday School, Etc. -NA-
7. If you use the Children’s Ministry Exception, what is Your Plan for Spaces to be Used, Teachers, Sign-up for Parent and Child, Maintaining Social Distancing): For the children – two options – come at 6 pm service or watch on facebook. Jennifer keeps our web page up to date with activities for the children to do during the week.
8. Teen Ministry Plan for ensure that Cleansing, Wearing Masks and Social Distancing Protocols are Maintain at All Times: If we have the evening service – then this is when they will worship. If no evening service – Eric will do a service life for them on facebook.
9. Plan for Continuing Online Services: Yes – to share the service – but if the numbers drop. Will go back to just preaching to them with their own service.
10. Wedding and Funeral Plan: Will have to follow set up that is approved for Sunday Worship, or no go.