

Questions Your Church Should Answer Before People Return¹

Initial Questions

1. How many people in your community are in the at-risk category? How does that impact your planning?
2. How will you communicate clearly that deciding to stay home is an appropriate and respected decision?
3. What is the air circulation situation in your building/sanctuary?
4. Is a simple majority decision by the session enough to move forward with re-opening the building and resuming in-person programming? Or would it be beneficial to determine that a two-thirds majority or unanimous decision is necessary to move forward?
5. What plans will you have in place if the pastor or a member of the church tests positive for COVID-19 after you begin gathering?
6. How will you be intentional and gradual about adding activities according to your congregation's ability to maintain Covid-19 related precautions?

¹ Ken Braddy, "24 Questions Your Church Should Answer Before People Return," <https://kenbraddy.com/2020/04/18/20-questions-your-church-should-answer-before-people-return/?fbclid=IwAR2vHPuO5fxeo5OrB4GB8Ycp6yqG5kSZujpSermNtqikdwWstmo7LZ8-NB0>, accessed 4.20.2020.

Worship

What plans will you have in place for gatherings of up to 10, 25, 50 or 100 people?

1. Masks are required to be worn. What will you do if someone arrives without a mask?
2. Every-other row (or two rows, if needed) roped off.
3. Tape on pews / chairs to indicate where to sit in order to maintain social distancing.
4. Multiple services, even in smaller congregations, or dividing the attendance into appropriately sized groups that are assigned Sundays to attend in person.
5. Doors and windows remain open for the entire gathering, even in inclement weather, with gloved volunteers stationed at all doors.
6. Continue virtual worship.
7. No printed bulletins: use PowerPoint if available or have liturgist “call out” the service. Email bulletins in advance and invite people to print their own or bring them on mobile devices.
8. High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should strongly consider continuing shelter in place.

What adjustments will you make to the Lord’s Supper, baptisms, and your choir ministry?

1. Are these elements essential to worship if they increase the risk to those who have gathered?
2. If the session decides to include any of these elements, what precautions will be taken to minimize risk?

Lord’s Supper

Offering Communion safely will continue to be a challenge, as touching a face mask (to remove or shift it) contaminates it. Proximity to the communicant is a risk to the presider and those receiving. Give serious consideration to options that minimize contact. This may mean you need to further postpone offering Communion.

Baptisms

1. Have parents/guardian hold the child and distribute the water.
2. Pastor proclaims the Trinitarian formula as the parents apply the water to the baptized.
3. Extended family is not invited forward so the number of people at the font are limited.

Choir Ministry

1. Begin with solos or household-only groups.
2. Introduce quartets and small ensembles that allow for social distancing.
3. Keep singers further distanced than six feet from congregants because of the greater risk of projecting particulates while singing.

Is this the time to end your church’s “meet and greet” time? What about the Passing the Peace?

1. Are these elements essential to worship if they increase the risk to those who have gathered?
2. If the session decides to include any of these elements, what precautions will be taken to minimize risk?
3. Minimize opportunities to “meet and greet,” especially during phase one and phase two of the federal guidelines.
4. Passing the Peace can be a liturgical response between pastor/liturgist and the congregation, without turning to one’s neighbor.
5. If the Passing of the Peace continues, alternative means should be used to convey the peace: prayer hands folded in front of one’s chest, touching the heart, or bowing are all appropriate.

Do door greeters do their jobs differently, or at all?

1. Greeters do not shake hands, ever.
2. Practice social distancing.
3. If anything needs to be distributed, such as bulletins, they are placed individually on a table for worshippers to pick up.

How do we take up the offering?

1. There should be no passing the plate: place an offering plate at the sanctuary exits (as in Calvin’s Geneva).
2. If people drop their offering into a common bucket next to the exit, everyone who handles the money will need to do so wearing gloves.
3. Continue online offerings.
4. Intensify promotion of online giving.

Should you make other adjustments to allow for social distancing?

1. Churches with small or normally full sanctuaries may need to take additional precautions to limit the number of people who are present at one time. What is the safe number of people for your space based on social distancing guidelines? What will you do if more people than that safe number arrive for worship?
2. Do you have the capacity to offer more than one service each Sunday? If so, how will that extra level of commitment and energy be offset by reducing other commitments during the week?

Will you continue offering virtual online worship?

1. Yes, this is a good idea, as some will feel safer staying home and as the online community has grown during this time.
2. Sessions will need to consider how they will help balance the pastor’s job duties to allow them sufficient time to continue providing online worship.

Christian Education

What are the risks associated with offering children's church?

1. Can you assure families that children will be protected while in a separate and usually smaller space?
2. Is this an opportunity to explore multi-generational worship in order to ensure the health and well-being of everyone in the congregation?

What's your plan for Sunday School curriculum?

1. Utilize online resources or distribute PDF versions of curriculum, especially for children.
2. Distribute PDF materials and/or links to Facebook, YouTube, or other online links to youth and adults. Schedule online opportunities for Christian education for all age groups.

Are you canceling camps and VBS, or delaying them until later this summer?

1. Consider virtual opportunities to offer this programming.
2. Let the health and well-being of volunteers, visitors, and children guide decisions around delaying or canceling group activities that usually have a lot of interaction. For instance, how do you have a Vacation Bible School craft station where each child only touches the craft supplies, they need, and everyone is practicing social distancing?
3. Plan for next year with the understanding that we may still need to be asking these questions.

Are you going to host other activities, meals, or special events?

1. Should be conducted using the CDC guidelines for attendance capacity (e.g. 10+, 50+, 100+) and conform to the same rubrics for best practices (e.g. wearing masks, maintaining social distancing, etc.) as are followed for a worship service.
2. If the guidelines or rubrics cannot be followed, events should be cancelled.

What are you going to do about larger group gatherings?

1. Larger group gatherings should continue to be held virtually until guidance from the CDC shows that such gatherings would not contribute to a spike in infections.
2. When larger gatherings are deemed advisable by the CDC, consider moving them into a larger space such as the fellowship hall.

Fellowship and Pastoral Care

Are you continuing to provide coffee hour? What about fellowship time before and after services?

1. Are these elements essential to the community if they increase the risk to those who have gathered?
2. If the session decides to include any of these elements, what precautions will be taken to minimize risk?
3. If included, all coffee stations should be serviced by a volunteer with mask and gloves: no self-serve stations for drinks or food should be allowed.

4. Only individually wrapped food items that are distributed by a volunteer with mask and gloves should be allowed.
5. Tables should be spaced out to maintain social distancing and the number of chairs per table minimized / limited.
6. Special attention should be taken to sanitizing and sterilizing any area where people gather to eat and drink both before and after the gathering.

How will you deal with the rise of COVID-19 related addictions or domestic violence?

1. Pastors should discuss openly the reality of addictions, inviting concerned members to discuss confidentially and seek an appropriate referral to a mental health provider.

Property and Administration

What are you doing now to sanitize and sterilize your church building? What's your strategy to clean and sanitize your church in real time?

1. "Cleaning Teams" need to be established to sanitize all rooms before and after every gathering.
2. Members of cleaning team should roam the area and/or be stationed at key points of contact (e.g. doors, stair rails, etc.).
3. Post signs indicating symptoms and urging people to stay home/seek medical attention if they have symptoms.
4. Maintain a good stock of tissue, soap, hand sanitizer and disposable paper towels for drying hands.
5. What plans will you have in place as other groups resume use of the building? What policies regarding building use will you require that they follow to provide for proper cleaning and social distancing?

Do you have a plan for reducing expenses if your church's offerings don't rebound?

1. Finance and administration committees should be meeting virtually now to discuss the Fall 2020 and Annual 2021 budgets to project a best, middle, and worst-case scenario.

Should you be investing in new digital equipment right now?

1. This is a good idea, if funds allow. Ask colleagues in other churches what is working for them, and then find the best value for your dollars.
2. Keep in mind the best technical solution is useless if it is beyond the capabilities of your volunteers. Invest in the best solution your congregation can capably use and also afford.

What is your plan if/when volunteers step down?

1. Limit the number of activities that are resumed.
2. Phase the return of activities slowly, gradually, to allow for periodic disruption of ordinary services.

Will new volunteer positions emerge from COVID-19? Here are some possibilities:

1. Technical coordinators.

2. Deacons for online community.
3. Virtual education coordinators.

Because people may return very slowly to church, how will you count attendance and effectiveness?

1. Count however you wish—be consistent and articulate the means of counting (e.g. number of online devices viewing, number of online devices x assumption of 2.5 persons).
2. Can you find a means to know who is viewing your service in such a way that you can connect with them? It's the *connection* that matters more than the *number*.