

Guidelines for In-Person Worship/Gatherings

St. Andrew's Lutheran Church

April 15, 2021

1. We have entered Phase 3
 - a. 4 Weeks of continuing downward trajectory
 - b. Below 5%
 - c. All Hospital metrics have been met.
2. Worship Attendance
 - a. Pre-registration
 - i. Call the office
 - ii. Register online – ask # attending and if they are willing to share vaccination status
 - iii. Include contact information when registering for contact tracing purposes
 - iv. In-person registration subject to capacity guidelines
 - b. Maximum number allowed (sanctuary capacity 400; max 80 for covid)
 - i. 10 plus worship leaders to sing
 1. At baptismal font
 2. With singing masks
 - ii. Other worship leaders (13)
 1. Pastor - 1
 2. Lector -1
 3. Assisting Minister -1
 4. Organist/Pianist -1
 5. Ushers - 3
 6. Greeters - 2
 7. Musicians - up to 3
 - a. Spaced 10 feet from congregation
 8. AV - 1
 - iii. Maximum congregation - 65
 - c. Masks required
 - i. Masks and sanitizer available on tables at the door
 - d. Six feet distance

- i. Measure pews and mark available seats
3. Entering building and getting to seats
 - a. West entrance folks will enter sanctuary on north side aisle
 - b. South entrance folks will enter sanctuary on south side aisle
 - c. Ushers will mark off names as people enter
 - d. Ushers will seat people from outside aisles, front to back and usher them out from back to front to avoid overlap
 - e. Every third pew used, alternating sides
 - f. Unavailable pews roped off
 - g. Family units may sit together; otherwise 8' apart
 - h. Prepackaged elements set out on a table for easy access
 - i. Hall floors will be marked with tape 8 feet apart.
 - j. Ushers will seat people starting at the front. People will leave worship from the back.
 - k. Bulletins will be placed in pews indicating where people may sit.
 - l. Ropes or signs will be placed to indicate pews not to use
4. Signup, via online or calling church office
 - a. Questions to address at signup, Exposed to positive individual last 14 days, cough or elevated temp in last 14 days.
 - b. Have been vaccinated (optional for statistical purpose). One Greeter at each door. Greeter will open door so that folks will
5. SERVICE SPECIFICS
 - a. Passing the Peace -- Cross heart or peace sign
 - b. No passing of offering plate. We will have baskets at the sanctuary doors
 - c. Waste baskets at the doors for empty communion containers.
 - d. Recycling baskets for bulletins.
 - e. No Congregational singing, may quietly say the words.
6. OTHER SPACES

- a. Fellowship Hall will be available for overflow as needed.
- b. Restrooms may be used as needed.
- c. No food/ or social time.
- d. Nursery will be closed

7. CLEANING PROTOCOLS

- a. Doors and restrooms to be cleaned by custodian.
- b. Since Sanctuary will not be used until the following Sunday, extra cleaning will not be necessary. (Virus does not live on surfaces after 48 hours.)

8. In Person Educational Gatherings

- a. Fellowship Hall up to 26
 - i. Spaced six feet apart
 - ii. No Food/Coffee served
 - iii. BYOBeverages
- b. Continue to include via Zoom
- c. Hand Sanitizer/Masks available at door

9. Weddings/Funerals same guidelines as in-person worship

- a. Fellowship Hall not available for receptions at this time.

It has been suggested that the council will fill the volunteer roles at first. Our goal is to return to in-person worship in May. Please edit this document as needed.

Things to do:

- Mark Floors
- Set out communion supplies
- Set out and check hand sanitizer and masks
- Set out bulletins in pews
- Sign up ushers

- Letter to members - Heather
- Mark off pews (ropes/signs)
- Create and manage signup - Heather