

**Together Again Protocol:
Returning to the Building for
In-person Worship
Final
Fellowship Hall: June 2021**

This protocol is designed to accommodate the needs of SJUMC Sunday worship during the COVID-19 pandemic, as it coincides with renovation of the sanctuary.

**St. John's United Methodist Church
1207 Peabody Ave
Memphis, TN 38104
www.stjohnsmidtown.org**

Cleaning & Building

Logistics Entering the Building

- Peabody Avenue entrance will be a one-way point for entry and exit into fellowship hall.
 - Accommodations may be made for persons requiring elevator.
- Parents may use the courtyard door adjacent to nursery to drop off children.
- Curbside drop off (eastbound traffic) will be allowed for those with limited mobility.
- Greeters in vests will be in place by 10:00, in the parking lot, at the entrance, and other location(s) inside as appropriate.
- Worshippers should be masked upon exiting the car or at least by the time they approach the building for check-in.
- When weather permits, check-in for worship will take place outside with a welcome station with including sanitizer and PPE.

Logistics within Building

- Stairwells on the west side of the building, as well as the elevator, may be used to access Sunday School classrooms on the third floor.
 - The second floor will be an active construction zone and will be restricted in use.
 - The elevator will have a sign instructing passengers to avoid second floor due to construction.
- Access to stairwells, hallways, and rooms not being used will be cordoned off. Water fountains will be closed.

Cleaning

- Bathrooms will be cleaned according to CDC guidelines in terms of schedule and disinfectants.
- Ventilation devices are located in the fellowship hall.

Worship

Registration for in-person church service

- Seating capacity is limited and requires pre-registration for the majority of spaces available.
- Registration also provides necessary information for contact tracing.
- Registration will take place through a Signup Genius and/or calling the church office by the Wednesday prior at 3:00pm.
 - Signup Genius will be included in From The Corner and on website.
 - Signup Genius will include language that by signing up to attend service, participants agree to the protocols and have not knowingly been exposed to or contracted COVID-19.

Screening

- Minimum 2 people to greet, check-in pre-registered attendees, and screen non-registered guests.
- Begin check-in procedure 30 minutes prior to service start time.
- Guests who have not registered for service will be given a brief COVID-19 screening.
- Screening questions:
 - Are you, or anyone in your household, experiencing any of these symptoms: coughing, sore throat, headaches, trouble breathing?
 - Have you, or anyone in your household, knowingly been exposed to a person diagnosed with COVID-19 in the past 2 weeks?
 - Screeners must be prepared to ask anyone who answers positive to the above questions, to join the livestream worship service and return for in-person worship when symptom free or after 2 weeks.
- Masks are required while in the building. Masks will be distributed at the entrance if needed.
- Names, phone numbers of those screened (for contact tracing purposes) will be recorded.
 - Attendance lists will be kept for 2 weeks following.

Hospitality

- Hospitality will be put on hold, due to potential risks with gathering, touching surfaces, and removing masks to eat/drink.

Capacity/Seating

- Capacity will be calculated based on CDC recommendations on distancing.
- Registration will allow staff and volunteers to plan set up for the week; households will be seated front to back.
- Ushers will be on hand to help seat congregants.

Liturgy

- Liturgy will be led by staff.

Passing the Peace

- Congregants will be asked to stand at their location and wave or flash the peace sign to others.

Offering

- Online giving will be encouraged.

Sanctuary Logistics for Tactile Materials

Bulletins/Hymnals/Bibles

- Digital bulletins will accessible via smart phone and tablet.
 - QR code posted at welcome stations, included in From The Corner.
- A single page bulletin and hymn sheet will be available with recycling bin for disposal.

Nametags

- Available at welcome station.
- Volunteer will write labels and/or ensure sanitization.
 - Volunteer will also serve as a greeter and help educate newcomers on worship protocol.
 - Boundaries will be marked on floor to help ensure volunteer can maintain social distancing while interacting with congregants.

Welcome Stations

- Placed at check-in and fellowship hall entry.
- Stocked with hand sanitizer & PPE (which includes disposable masks).
- Posted protocol.
- Check-in welcome station will include volunteers to assist with name tags and answer questions.

Offering

- Encourage online giving verbally and digitally distributing instructions and reminders.
 - Have a volunteer available to assist with virtual giving.
- Offering drop box for tangible giving.
 - Counters should be only persons collecting money from drop box with gloves and sanitizing.

Distribution of Policies & Protocols

- Digitally via From the Corner & website.
- Included in digital version of bulletin.
- Posted on wall (or sign stand) in prominent places around building, such as West Entrance, vestibule, narthex, fellowship hall.
- Included at each welcome station.
- Any hard copy should be laminated for easy sanitization.

Children & Youth

Nursery

- Parents drop off their children at the nursery via the courtyard door.
- All child's items will be placed in their individual cubby.
- Children 3+ may not bring toys from home inside the nursery.
- Food must be placed in a lunchbox and not shared.
- Children 3+ must wear a mask, except for when eating/drinking.

Children's Sunday School

- Parents will drop off and sign in students outside our big classroom.
- Students will sit in an assigned spot based on class age to begin welcome time.
- After welcome time, students will dismiss based on age group.
- Snacks will only be served in individually wrapped packages.

Youth Sunday School

- Social Distancing will be kept and face coverings will be required at all times.
- Air purifiers will be run for each meeting.
- Classrooms will be properly sanitized before and after each meeting.
- No food or drink will be permitted in classrooms.

Youth Meetings

- Meetings will only take place at the church.
- Social distancing will be kept and face coverings will be required at all times unless a meal is being served.
- In the event of a meal being served social distancing will be kept and table sizes will be limited to four (4) youth.
- Air purifiers will be run for each meeting.
- All spaces will be properly sanitized before and after each meeting.
- Meetings will be held outside whenever possible, weather permitting.

Overnight Youth Trips

- No trips will be taken until the pandemic is over and/or all youth and adult volunteers are vaccinated.

Special Services & Celebrations

Baptism

- Always communal, no private baptisms.
- Everyone masked (over age 2).
- Parents hold infant.
- Parents walk the aisles with infant.
- Clergy dip into font for water.
- Lapel mics.

Communion

- Everyone masked (over age 2).
- Prefilled Gluten Free Communion Sets.
- Sets will be sanitized and distributed by gloved clergy.
- Words spoken will by congregation and Communion will be taken at once.

Weddings

- Members and children of members only.
- Limited to number set by Shelby County.
- Everyone masked.
- Wedding Party distanced 6 feet.
- Couple may be unmasked.
- Must hire staff to clean, disinfect, direct traffic, etc.
- No food or drink in Chapel and no receptions.
- Lapel mics only.
- Chapel 10-12 persons total, Sanctuary 125 maximum.
- Rooms designated for bridesmaids and groomsmen – 205 and Room Outside The Chapel.
- Must hire our wedding coordinator and sound engineer.

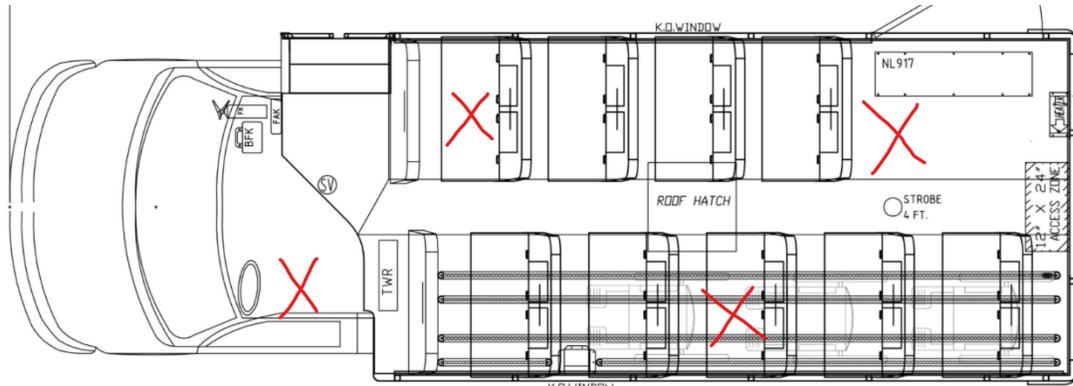
Funerals

- Graveside only or chapel.
- Plan for extra custodial time.

Transportation

Capacity

- Limit: 4 (including the driver).
- This will allow enough space for everyone to be staggered and separated out by at least 6'.
- If there are more than 3 people needing a ride we will adjust timing and make multiple trips if necessary.



When possible, transportation arrangements will be made by calling the church office by Wednesday preceding Sunday service.

Screening

- All passengers (including the driver) will answer all safety questions* prior to admittance on the bus.
- Should any question be answered in a way that cannot confirm a negative indication of COVID, admittance to the bus will be denied. Passenger will be encouraged to livestream worship.

*Questions will be the same as what is used for church admittance.

Cleaning Procedure

- All passengers will wear face coverings prior to entering the bus and during the entirety of the ride.
- The church bus will be disinfected immediately prior to Sunday morning shift.
- Spray disinfectant will be used on all seating and doors.
- Steering wheel, door handles, and safety railings will be wiped down with Clorox wipes.
- Once the trip is completed the bus will be disinfected and thoroughly wiped down again.

Outside Group Events

Administrative Procedure

- Schedule on master calendar.
- Form (E.g. wedding form) must filled out when event requested; save a hardcopy and give requesting party a copy.
 - Form includes: purpose of event; date requested; date needed; group members; contact list of persons; nursery needed; tables and chairs needed; length of event; number of participants; scheduled by Heather.
- Contact 1 week prior to confirm.
- Contact tracing.
- Conduct Post-event evaluations: problems, # of people and a contact list.

Needs & Responsibilities

- Charge a fee for clean-up person before and after events – including bathrooms.
 - Follow cleaning protocol.
- Must have person to open building and lock up afterwards.
- PPE needed; masks required.

Other Considerations

- Spaces available
- Equipment needed
- Tables and chairs
- Pens
- Signage
- Directions
- Floor markings for 6 ft spacing
- Roping off sections
- Paper product needs
- Refreshment needs
- Trash disposal