

Mt. Vernon's Healthy Church Team (HCT) Plan

Prepared July 13, 2020

Purpose of the HCT:

The HCT is to prepare a plan of guidelines for the time when the Church is able to offer in-person worship. The Team will provide advice and counsel to the lead Clergy and the Chairs of Trustees, Church Council, and Staff/Pastor Parish Relations.

Members:

Pastor Mi Sook, Pastor & Leader
Suzanne Latimer, Lay Leader
Betty Smith, Admin Church Council Chair
Alan Palmer, Trustee
Fran Delo, Mission Ministries & Technical Support
Jesse Rowe, Medical (Volunteer Fireman, Bruton-James City County Fire Department)
Theresa Kaufman, Admin Church Council
Courtney Kaufman, Technical Support
Kim Romberg, MVUMC Admin Assistant
Nora Abbott, Witness & Evangelism Committee (Reaching New People)
Lanny Smith, Usher
Sue Warman, Circle Chairman

1. General Information:

a. Mt. Vernon United Methodist Church (MVUMC) plans to hold one (1) Worship Service each week. Services will be held in the Sanctuary. If the Sanctuary attendance exceeds its limited capacity, two services may be held each week. The day for a second service will be decided when the need arises.

b. The first Worship Service is tentatively scheduled to be held on Sunday, September 6, 2020, at 10:15 AM. The guidelines of this Plan will be strictly followed during all services.

c. Worship Services will continue to be made available over the internet. Services will be broadcast live and made available via Facebook and Mt. Vernon's website (<http://mtvernonoano.org/>).

d. Worship Services will be limited to 50 individuals. Church capacity is approximately 115. 50% capacity does not include clergy, volunteers, and other staff as long as numbers do not exceed 50% of the occupancy. Children under the age of seven (7) should not plan to attend.

e. Small Church-group meetings will be held in the Fellowship Hall or small meeting rooms that can accommodate the 6-foot distancing guidelines.

f. To ensure the Church does not exceed its maximum seating capacity, those planning to attend a Service can register by completing the Health Acknowledgment Form (HAF) or responding to a One-Call message from the Church office. This information will be needed by noon on Fridays preceding the services.

g. Health Acknowledgment: Every person should review their own health using the Health Acknowledgment Form before attending an in-person Worship Service, group meetings or other Church gatherings. One of the following two methods of health acknowledgment must be used for every in-person gatherings, with the exception of drive-in worship.

h. Health Forms online: A fillable Health Acknowledgment Form is available that anyone can complete online on the vaumc website: <https://www.evc.vaumc.org/open/worshipregistration/Index.cfm>. It can also be completed on Mt. Vernon's website at <http://mtvernontoano.org/>. Those individuals who need to complete the HAF manually, can download it and print it, and once completed it can be mailed to the Church (7801 Church Lane, Toano, VA 23168). Any individuals who are unable to complete the Form available online, can call the Church's office (757-566-0162) and complete the form over the phone. A verbal acknowledgment will be noted by the clergy for those that can only complete the Form by telephone.

i. Entry Health Acknowledgment: An entryway version of the Health Acknowledgment can be found on the Church's website. Churches may print the Form on poster-size paper and post it at the entryway used for each in-person gathering. Persons entering must read the Form, acknowledge that they affirm "yes" to all of the statements on it to a volunteer at the entry, and provide their name and contact information which will be recorded on a posted list and kept for Church records. Persons who cannot affirm "yes" to all the statements on the Form will not be able to enter.

j. If there are any changes to the guidelines contained in this Plan from week-to-week, individuals will be advised of those changes by the Church office prior to that week's Worship Service.

2. Individual Safety Responsibilities Prior to Attending Worship Services or Gatherings:

a. Individuals are to provide their own mask and hand sanitizer. If they feel they need gloves, they must provide those also. However, if individuals do not have sanitizer or masks, the Church will provide them as they enter the Church.

b. Individuals are to take their temperature before leaving home. It must not be over 99 degrees.

c. Individuals who are not feeling well or if any family members of that individual are sick, they should not plan to attend Worship Services or other gatherings. Individuals who have been in contact with anyone who has tested positive for COVID-19 within the last 14 days should not plan to attend Worship Services or other gatherings. Anyone with breathing problems or who cannot wear a mask for health reasons should not plan to attend.

3. Preparing the Church for In-Person Services or Other Gatherings:

a. Rooms not being used in the Church for services or other gatherings will be indicated by posted "DO NOT ENTER" signs.

b. All surfaces that may be touched by attendees will be wiped down with disinfecting wipes or sprayed with disinfectant spray prior to each service and after each service or gathering. This will include pews, chair seats and frames, upholstered seating shall be sprayed, and handles of all doors.

c. Restrooms will be closed as indicated by posted signs. No water fountains will be available.

d. There will be no Hymnals, Bibles, or other worship materials in the Church. Bulletins will be emailed or mailed to individuals and can be brought to the Worship Service.

e. Individuals are responsible for removing their trash, such as wrappers, tissues, Bulletins, etc.

f. The outside door leading to the office side of the Church will be locked, but can be used as an exit in case of an emergency.

4. Parking and Entrance into the Church:

a. Ushers and Volunteers will wear gloves and masks.

b. Ushers will be in the parking lot to direct parking, greet, and remind individuals of the 6-foot

distancing apart and masks are required for everyone when they exit their car and enter the Church.

c. Masks are to be kept on until after the service and individuals return to their cars and exit the parking lot.

d. Ushers will request individual's response to the COVID-19 Acknowledgment Form posted on the outside of the entry door. After acknowledgment is received, the Usher will enter the individual's name and contact number on the list posted inside the door.

e. Entrance into the Church will be directed by the Ushers by using the walkway ramp. Departure will be through the front double doors.

f. Ushers will hold doors open.

g. Handicapped individuals will be assisted by the Ushers.

h. Ushers will ensure there are no social gatherings in the parking lot, when entering and exiting the Church and inside the Church during the Worship Service.

i. Ushers will remove all Hymnals, Bibles, and other worship material from the Sanctuary.

j. Ushers will direct seating from the front to the back of the Church and following the 6-foot distancing guidelines. Seating will be on every other pew as marked. Family units may sit together.

5. In-Person Worship Service and Other Gatherings Guidelines:

a. Masks are required when individuals exit their cars, enter the Church, during the service, exiting the Church, and until they enter their cars to leave the parking area.

b. Strict physical distancing will be observed: Six (6) feet or more at all times. Family units may sit together. Individuals with breathing problems or who cannot wear a mask for health reasons should not attend.

c. There will be no group gatherings inside the Church.

d. There will be no choir.

e. There will be no congregational singing. Musical instruments will be played.

f. There will be no Hymnals, Bibles, Bulletins or any other worship materials available. Individuals may bring their own Bibles and Bulletins.

g. There will be no child care. Children under the age of seven (7) should not plan to attend.

h. There will be no Sunday School.

i. Online Fellowship Time will be available. Instructions, times and dates will be provided by the Church office.

j. For those who forget sanitizer, sanitizer stations will be available at each door.

k. Offerings can be dropped off at the exit door or by US mail to the Church.

l. Communion will be professionally prepackaged, will be received at the exit, and available to take home only.

6. Worship Service: Pastor, Worship Leader, Musician Guidelines, Other Assistants:

a. Must wear masks.

b. Follow 6-foot distancing guidelines.

c. Cannot share microphone.

d. Musician will play two verses of two songs.

e. Pastor will give sermon from pulpit.

f. Worship Leader will use podium, positioned six feet from the pulpit, when scheduled to speak.

g. There will be no Children's Sermon.