

Springfield Missionary Baptist Church

Re-entry Guidelines

Manual

2020



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Springfield Missionary Baptist Church
1730 Hollywood Road NW
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Re-entry Guidelines

INTRODUCTION

Over the last several months, the climate of how we worship has changed. God has not changed, but how we worship as a community has. In light of that change, we will be adjusting what we do and how we do it. There will be some activities we will need to remove from our worship for our well-being. There will be some new guidelines, and I ask that in the interest of others

we all follow the guidelines. The task force has developed these guidelines with our best interest in mind. My prayer is that we will show concern for ourselves and others in the environment in which we worship. With that being said, I invite all of us to come and worship the God who cares for us in spirit and in truth. As we look forward to returning to corporate worship, I do so prayerfully and ask that you pray with me.

Our initial re-entry will be for **WORSHIP ONLY**. There will not be any gatherings, rehearsals or meetings upon our re-entry. We will at some point return to some of our gatherings, although I cannot say when that will be. According to the recommendations of the Centers for Disease Control and Prevention, the building will be completely sanitized before and after each worship service to ensure our well-being.

SOME NOTABLE CHANGES

1. At this time, all of our Christian education activities will remain on Zoom video conference or teleconference.
2. Vacation Bible School will not occur this summer.
3. On-campus Youth Church and Discovery Hour classes will not resume at this time.
4. The way we enter and exit the sanctuary will be different.
5. Every person entering the sanctuary for worship is required to wear a face covering.
6. Social distancing of at least 6 feet should be observed at all times.
7. The café will not be open at this time.
8. The bookstore will be open on a limited basis for now, but this is subject to change.
9. There will be no gathering in the entrance area of the church before or after worship.
10. Water fountains **WILL NOT BE AVAILABLE FOR USE**.
11. Worshippers are asked to bring their own bottled water. No drinks will be permitted in the sanctuary, and **NONE WILL** be available at the café.
12. The **PASTOR WILL NOT ENGAGE** in meeting, greeting or chatting with worshippers after service.
13. Doors leading to the sanctuary will remain open at all times.
14. Deacons will monitor the outside doors, which will be propped open as people exit the building.
15. Once worshippers are in the parking lot, they are encouraged to practice social distancing and not congregate.
16. **NO WORSHIP BULLETINS** will be distributed.
17. Our usual offering period will be modified, and there will be no walking around.
18. Worshippers are encouraged to enter the main building either through the north door or the south door and proceed to the closest sanctuary door. After entering the vestibule and sanctuary, persons will not be allowed to cross over from one side of the floor to the other.
19. Worshippers are encouraged to remain in place in the sanctuary during worship and leave only in the case of an emergency.
20. The parking lot attendants will need your help as well; please follow their instructions.

THESE ARE SOME OF THE CHANGES THAT WILL BE IMPLEMENTED, AND SPECIFIC GUIDELINES ARE IN YOUR RE-ENTRY GUIDELINES BOOKLET. OUR GOAL IS TO MAINTAIN THE SAFETY OF ALL WORSHIPPERS AT ALL TIMES.

Recommendations for Re-entry

Health and Wellness

Before returning to the sanctuary for corporate worship, the following recommendations are suggested:

1. Post the guidelines on the church website.
2. Post simple "how to" instructions for making face coverings/masks on the church website. The CDC has a simple directional page that can be used.
3. Be mindful of your own health, and refrain from attending corporate worship if you are feeling ill, have a temperature, or have been exposed to or recovering from the coronavirus within the last three weeks.

Upon returning to corporate worship, the following guidelines are recommended:

1. Wear a face covering/mask that completely covers the nose and mouth.
2. Gloves are NOT required. Wearing gloves in a facility increases cross-contamination. However, if you choose to wear gloves, discard them immediately after use in the restroom, and wash your hands with soap and water.
3. Sanitize hands upon entering the sanctuary.
4. Temperature checks are OPTIONAL. However, if you desire to have your temperature checked and the result denotes a low-grade fever or actual fever, you will be asked to leave the sanctuary and proceed to your home for the safety of others.
5. Upon entering and exiting the restroom, use a squirt of hand sanitizer. Always wash hands for at least 20 seconds after using the restroom.
6. While in the sanctuary, stay in your seat/location. If you must leave the sanctuary during the service, proceed to the nearest aisle and door exit.
7. Maintain social distancing of 6 feet before, during and after worship. Proceed to your vehicles immediately after worship service.

Van Usage

The following recommendations are designed to ensure safe rides for our drivers and passengers:

1. The vans will be wiped down with a disinfecting solution on Saturday by one of the deacons or a volunteer.
2. Drivers and passengers will be encouraged to wear facial coverings/masks.
3. Before entering the vehicle, each passenger will be given hand sanitizer to remove germs from their hands.
4. Seating will be limited to no more than two persons per row unless they are members of a family or a group of individuals who regularly ride together.
5. After all travel is complete, the driver or a volunteer will thoroughly wipe down the church van with a disinfecting spray, giving extra attention to the handles, seat belts and steering wheel.

Current recommendation: Limited to no use of the vans at this time.

Communion Service

1. The church will continue to use disposable communion kits.
2. Communion kits will be placed in small plastic bags to enhance sanitary conditions.
3. Deacons will distribute communion kits as worshippers enter the sanctuary for services.
4. After communion service, worshippers will be asked to place communion kits back in the plastic bags and place the bags in a trash receptacle as they exit the building.
5. Worshippers are encouraged to continue Saturday pick-ups of communion kits.

Restroom Usage

1. Parents/guardians are encouraged to take children to the restroom before entering the sanctuary.
2. No child should go to the restroom without their parent, guardian or parent/guardian designee.

3. We will reduce the capacity of each restroom to accommodate two persons at a time.
4. Parents/guardians will be asked to monitor children who are under 13 years of age for their safety and well-being.

Entering Sanctuary

1. There will be two ushers stationed at each door.
2. An usher will escort individuals to their seats, starting from front to back.
3. Inside doors will be propped open so that no one will have to open or close doors.
4. Entry is limited to the north side door (near the café) or the south side door (near the welcome center).
5. There will be no entry through the center doors, which will be roped off.
6. Worshippers are expected to abide by designated seating arrangements.
7. Hand sanitizer will be available prior to entering the sanctuary.
8. Worshippers who park on the north side of the building are to sit on that side of the sanctuary; those who park on the south side of the building are to sit on that side of the sanctuary.

Exiting Sanctuary

1. One usher will be stationed at the end of each row and another at each of the exit doors.
2. Worshippers will exit the sanctuary one row at a time through the doors closest to them.
3. Worshippers will exit only through the north door or south door at the front of the sanctuary.
4. No one will be permitted to exit through doors leading from the vestibule into the sanctuary.

Seating in Sanctuary

1. Three chairs will separate individual worshippers from each other.
2. Families and parties of two or more will be seated in the family section and separated by three chairs.
3. The two center aisles will be reserved for families.
4. The outside aisles will be reserved for individuals.
5. Seating permits will be visible for ushers and worshippers.
6. Worshippers are asked to respect seating arrangements and be seated accordingly.
7. Seating changes will not be permitted by worshippers.
8. Families should sit together, including their teenage children.
9. Praise leaders will be seated on the front rows.
10. Worshippers are encouraged to sit closest to the side of the building where they parked.
11. Musicians are to sit in the choir area and maintain social distancing.

Tithes and Offerings

1. As worshippers enter the sanctuary, two deacons will be stationed at each door with a basket on a table to receive tithes and offerings.
2. Members may continue to drop off tithes and offerings at the church from 11 a.m. to 1 p.m. Saturdays.
3. Members will be given offering envelopes for the month at the church from 11 a.m. to 1 p.m. Saturdays.
4. Envelopes will be available for pick-up prior to each worship service.
5. Online and digital giving will continue before, during or after worship.
6. There will be **NO** walking around to give tithes or offerings during worship.

Altar Call

Altar call will only be done at the place where a person is seated.

Invitation to Discipleship

1. One collective prayer will be said for all persons who come forward.
2. Those seeking salvation, baptism and/or church membership will be spoken with after worship.
3. No public statements would be made using a microphone.
4. To avoid prolonged contact, each person will be given a postcard to complete with their information.
5. Social distancing, except for family members, is to be observed at all times.
6. Facial coverings/masks will be worn at all times during the invitation to discipleship.
7. Persons who come forward will be asked to exit the sanctuary with their respective Watchcare deacon.
8. Those seeking baptism will be spoken with by their respective Watchcare deacon.

Baptism

1. Social distancing will be observed with each baptism.
2. No more than three people will be permitted in the baptism area.
3. Candidates for baptism will use the restroom and dressing area with one adult to assist them.
4. If there are more than two candidates, they will go from the sanctuary to the dressing area one at a time.
5. Candidates will be received from one side and then the other side, with the female going first.
6. Only one person will be permitted in the restroom, dressing area and baptism area at a time.
7. Facial coverings/masks will be worn by the pastor.
8. Facial coverings/masks will be worn by candidates before entering the water.

Choir

1. Choir options: Sit in the choir stand or sit in the sanctuary 6 feet apart.
2. Choir rehearsal: Same as Sunday service, seated in the choir stand or the sanctuary 6 feet apart, depending on the specific guidelines.
3. Other options: Livestreamed music by members of the praise team, a soloist or a congregational hymn.

Current recommendation: The choir will not occupy the choir stand at this time.

Discovery Hour

At this time, we will continue to have virtual classes via Zoom and conference calls. The staff also will continue to have conference calls over the next few months to monitor additional ways of having Discovery Hour.

We are looking at how to can phase in the items below:

1. Consider classroom setup, i.e., using the largest classroom and positioning chairs 6 feet apart.
2. Monitor control of restroom usage, i.e., have a person designated to control who and how many will go in and out of the restrooms.
3. Monitor how many students will be permitted in a classroom at one time. If we cannot fit a number of students into a classroom at one time and maintain social distancing, we will consider splitting up the classes.
4. Consider having classes on different days, such as one class at a time at different hours, i.e., one class at 9 a.m.; one class at 10:30 a.m., or meeting on Saturdays. This will allow cleaning of the classrooms after each usage.
5. Provide PPE (face coverings/masks) for every teacher and student.
6. Have hand sanitizer in every classroom and restroom.
7. Have carry-out food bags for students, i.e., fruit, granola bars, maybe prepackaged sandwiches and water and/or juices.

8. Have classes on alternating Sundays in the Carson-Randolph Annex. Two classes would meet in the building on one Sunday, and two classes would meet virtually.
9. In the summer, consider offering outdoor classes with social distancing twice a month on a Saturday either on the grounds of Springfield or at neighboring apartment complexes.

Current recommendation: Discovery Hour will not meet in person in the Carson-Randolph Annex until further notice.