**Chamberlayne Heights United Methodist Church**

**6100 Chamberlayne Road**

**Richmond, Virginia 23227**

**804-266-3551**

**Website:** [**https://www.chamberlayneheightsumc.com/**](https://www.chamberlayneheightsumc.com/)

**Email: office@chamberlayneheightsumc.org**

**Healthy Church Team**

**Re-Opening Plan**

In accordance with The Technical Assistance Manual for Local Churches dated June 15, 2020, updated August 3, 2020, the following is the Plan for the Return to In-Person Worship and Other Gatherings for Chamberlayne Heights United Methodist Church, 6100 Chamberlayne Road, Richmond, VA 23227.

A tentative date for the first in-person worship service shall be September 6, 2020. There will be one worship service to be held at 10 a.m. The long-term goal is to return to two worship services as registrations and safety precautions allow.

**I. Pre-Service Steps for In-Person Indoor and Outdoor Worship Services**

**A. Registration**

1. All those who want to attend an in-person service in Stage 2 please register with the church office by

noon on the Wednesday prior to the Sunday of attendance to allow us to serve you better. In case you

bring in a guest or your neighbor for the first time, we have walk-in health acknowledgement and

registration. You may register by calling or emailing the church office. The church’s email address is

[office@chamberlayneheightsumc.org](mailto:office@chamberlayneheightsumc.org).. Attendance is limited to 42 persons in the sanctuary for an in-

person indoor service. Attendance for an outdoor service is limited to 70 persons with social distancing

measures in place. Attendance for In-Person worship services in the Fellowship Hall is limited to 60

persons.

2. All persons are welcome at the in-person gatherings as long as they are able and willing to follow the

guidelines. It is asked that parents/guardians monitor their children for compliance while at these

gatherings.

**B. Health Acknowledgment**

1. Review your own health using the Health Information Form Questions. A copy of this form will be

sent to each member prior to the first in-person service. The Health Information Form Questions will be

posted at each entrance and each person will be asked to respond to the questions before entering the

building/worship space.

2. A healthy greeter will record each person’s response to the Health Information Form Questions. You

may also complete this form on the conference website: [www.evc.vaumc.org/home](http://www.evc.vaumc.org/home). If you complete the

form on the conference website, you need to know that our district is Richmond and our church is

Chamberlayne Heights UMC.

3. If you cannot answer “yes” to each health question, please stay home and join us on- line to best

protect our church family. These questions will be asked each time you attend a gathering.

**II. Day of the Service—In-Person or Outdoors**

Instructions for these procedures will be sent to each member in a letter prior to the first in-person

gathering. Instructions will also be posted on the church website and on the church’s Facebook page.

**A. Before coming to attend the In-Person indoor or outdoor worship service, each attendee must:**

*1.* ***Stay home*** *if you are feeling ill.*

*2. Take your temperature. It must be less than 99.0 degrees Fahrenheit in order to attend the service.*

*3. Bring with you a face covering (mandatory) and gloves if you feel you need them.*

Gloves will be provided for ushers, greeters, worship leaders, communion stewards and other service helpers. Hand sanitizing stations will be located at each entrance to the building. A sign will be posted at

each entrance which states that no one with a fever, symptoms of COVID-19, or known exposure to

COVID-19 in the previous 14 days will be allowed to attend.

**B. Parking**

1. Cars will be parked in every other space using the parking spaces in front of the sanctuary and

continuing around to the education side of the building. Prohibited spaces will be marked. There will

be two persons in the parking lot to help direct traffic until we get used to the routine.

2. In the event that someone must park their car next to another car, then that person must wait to exit

their vehicle until there is 6 feet distance between attendees.

3. Persons must put their face coverings on before leaving their vehicle and keep them on until they

are back inside their vehicle following the service or gathering.

4. Remember social distancing (6 feet or more from others) beginning as you exit your vehicle.

**C. Entering the Building**

1. Please enter through the narthex entrance (red doors) for in-person worship. Groups using the

Fellowship Hall will enter through the double-door entrance to the Fellowship Hall.

2. Each person will be required to respond to the Health Information Form Questions. A healthy

greeter will be gathering responses at each entrance as persons enter the building. If you cannot

affirm the questions, you will not be allowed to enter the building.

3. A healthy usher will guide you to your seat using the side aisles and beginning in the front of the

church. Persons may be seated at either end of the pew. Family groups who live in the same house

may sit together. Families with small children will be seated at the back corners of the sanctuary in

case they need to exit early due to the needs of their children.

4. Every other pew will be vacant to accommodate social distancing.

5. Please go directly to your seat and refrain from gathering in the aisles to visit.

6.Offering plates will be placed in the narthex. You may place your offering as you enter or exit

the building, continue to send your offerings through the mail, deliver to the church office, or, use

the VANCO Link on the website.

7. There will be visible social distancing reminders on the floors of each building.

8. All responses for the worship service will be projected on a screen in the sanctuary or persons may

print off a copy of the bulletin to be found on the church website or in the Church Family Check-in

email and bring it with them.

9. There will be no congregational singing and limited spoken responses, but you may hum along.

10. Restrooms will be used by one person at a time while keeping social distancing.

11. There will be no childcare available during Stage 2.

12. There will be no exchange of any materials between members and guests and/or clergy while at the

gatherings.

13. Please remember: no handshakes or hugs, and no distributing of any materials.

**D. Exiting the Building**

1. At the conclusion of the service, the pastor will give verbal instructions regarding exiting the

building. Ushers will guide occupants of each pew beginning at the back of the sanctuary and

alternating sides. Persons will exit by the side aisles and will continue through the narthex and out into

the parking lot.

2. There should be minimal contact during this time.

3. There will be no refreshments during Stage 2.

4. Church pews and restrooms will be cleaned between services. Cleaning materials will be checked for

EPA and FDA labels as being effective against coronaviruses. Alcohol based surface cleaners may also

be used.

5. Sunday School will remain on ZOOM during Stage 2.

6. Committees and other church meetings can be offered either by ZOOM or in person following the

guidelines in section IV of this document.

**E. Specific Guidelines for In-Person Outdoor Worship Services**

1. Each participant must bring their own chair. There will be marked designated seating areas.

Attendees must sit 6 feet apart unless they are part of a family group that is attending together.

2. Designated restrooms will be open during an outdoor service. The guideline of one person in a

restroom at a time still applies.

3. A soloist may be used in an outdoor worship setting if they wear a mask and are distanced 25 feet

from the next nearest person. There will be no sharing of microphones.

4. Other than the guidelines mentioned above, all other guidelines are the same as for In-Person

worship which is held indoors.

**F. Communication**

1. Before the initial in-person gathering, an information packet will be sent to each church family. The

packet will include a letter with instructions and procedures, a copy of the Health Information Form

Questions, a copy of the approved re-opening plan, instructions on how to complete the Health

Information Form on-line, a liability waiver form that must be signed and returned to the church

office, and other information regarding re-opening.

2. This information, including a copy of the Health Information Questions will also be on the church’s

website and on the church’s Facebook page.

3. There will be direction and instruction signs posted inside and outside of each building entrance.

**III. Communion**

1. There will be no on-line or at home communion except for shut-ins and hospital visits.  
 2. The table will be prepared by communion stewards wearing masks and gloves.

3. A basket of pre-packaged, gluten-free elements will be on the table along with a chalice and paten

(plate for the bread) and a loaf of bread and juice.

4. Following the consecration of the elements, the communion steward will take the basket from the

table, down the side aisle to the front door. A table will be set up outside the front door. Worshippers

will pick up the pre-packaged elements as they exit. A member of the Witness Team will stand social

distanced from the table and offer words of blessing as persons pick up the elements.

5. Elements are to be opened and consumed in the individual’s car or at home.

**IV. Non-worship Gatherings**

1. Non-worship in-person gatherings are limited to 50 persons or less.

2. Persons should make a reservation to attend one of these gatherings. For outside groups, the

coordinator of the group will handle the reservations. For church-related gatherings, the church

secretary will handle the reservations. The roster of attendance including acknowledgment of

completion of the Healthy Information Form Questions will be given to the pastor following each

gathering.

3. If you feel ill, please **stay home.** Persons are asked to check their temperature at home before leaving

to attend a gathering. Temperatures must be lower than 99.0 degrees Fahrenheit.

4.The Health Information Form Questions must be answered by each attendee as they enter the building.

A healthy greeter will record responses.

5. Face coverings must be worn from the time a person exits their car, throughout the gathering, and until

the person returns to their car following the gathering.

6. There will be no community refreshments (including coffee makers, water pitchers, silverware, etc.).

If food is included, participants need to bring their own food and beverage, including utensils and

napkins, or the group can purchase individual boxed meals to include beverages and utensils.

7. Restrooms will be used by one person at a time while keeping social distancing..

8. The meeting space will be arranged with social distance seating: either at tables, or chairs arranged 6

feet apart. Family groups (persons who have lived in the same dwelling since March, 2020) can sit

together. If chairs are arranged in rows, every other row will be vacant for social distancing. Persons

arranging tables and chairs must wear gloves and wipe down chairs and tables with disinfectant wipes

before and after use.

9. The podium/speaker must be 6 feet away from the first row of participants.

10. There will be no sharing of microphones.

11. There will be a clean-up checklist for each non-worship, in-person event. The checklist needs to be

completed, with individual tasks initialed by a member of the group as the tasks are completed, signed by

the contact person, signed by a church representative, and returned to the church office following the

event. Failure to abide by all rules will result in the group being denied further use of the building

12. Hand sanitizing stations will be located at each entrance to the building.

This document is subject to amendments as necessary.

This document was presented by the Healthy Church Team and approved by Church Council, August 9, 2020.

This document was approved by the District Superintendent with minor revisions, August 17, 2020