**Pittsgrove Presbyterian Church – Plan for in-person worship**

**September 13, 2020**

* Preparation of the church - Risk reduction measures
  + High touch surfaces have been cleaned and sanitized: handrails, pews, doors, doorknobs.
  + Hand soap and hand sanitizer will be provided in the restrooms. Signs will posted asking that anyone using the restroom sanitize it after use with the products provided.
  + Hand sanitizer stations will be provided in convenient locations.
  + Face Masks and gloves will be provided if needed.
  + No-touch thermometers will be used.
  + All doors will be propped open before worship aid in ventilation and to avoid unnecessary contact of surfaces.
  + Seating areas in sanctuary (every third pew) will be marked off.
  + All scripture, responses, hymns, etc will be projected on the screen.
  + Bulletins will be prepared and handled safely and then placed in pews. Bulletins will not be handed out on day of service.
  + Offering plates will be placed in the rear of the sanctuary. Offering plates will not be passed. Those handling the offering will use gloves.
  + High touch surfaces and bathroom will be cleaned and sanitized following each worship service.
  + The sanctuary has air conditioning and high ceilings. New Level 9 air conditioner filters will be installed before in-person worship resumes.
* Personal Protection Measures
  + Congregants and staff will be asked to monitor their own health, and if they feel sick or especially vulnerable or have been exposed to COVID-19, they will be asked to stay home.
  + Temperatures will be taken prior to entering the Church using no-touch thermometers. If someone’s temperature is 100 or higher, they will not be allowed to enter the Church.
  + Congregants will be asked to enter and exit the Church by the front doors only (unless they need the chair lift).
  + All members and staff will wear face coverings at **all times** while in the Church. Masks will be provided if needed. Exceptions will include the pastor and liturgist while speaking from the front of the church and music personnel when singing/playing from the front of the church (at least 16 feet from congregants).
  + Everyone will be asked to use hand sanitizer upon entering and exiting the building.
  + Bulletins will be placed in the designated seating areas, and congregants will be asked to take bulletins home with them.
  + There will be a no-touch policy, asking all to refrain from shaking hands, hugging or kissing.
  + All will be asked to maintain physical distancing; at least 6 feet while entering and exiting the Church, excluding members of the same households.
  + Physical distancing will include sitting only with those in the same household or with those seen on a daily basis. Seating will be in designated areas. Pews will be marked off as to where to sit.
  + Parents will be asked to keep children close to them at all times and to observe the six foot distancing rule from others.
  + At the end of worship, the liturgist will direct the congregation to leave the sanctuary, one pew at a time, beginning with the last rows.
  + A record of each week’s attendees will be kept.
* Worship Practices
  + The congregational may hum while masked.
  + The Pastor and liturgist will speak and pray from the pulpit or from the front of the church (at least 16 feet from congregants).
  + Music will be provided from the front of the church (at least 16 feet from congregants). There will be no choir.
  + Individual communion kits will be used beginning in October.
  + We will not have a fellowship time following worship. Congregants will be asked to leave the building when services are over and asked to maintain physical distancing outside.
* Children in Worship and Sunday School
  + Children will be asked to wear masks in worship and during Sunday School.
  + For the Children’s message, the children will either stay with their families or they may choose to sit in the front pew or the choir loft as directed by teachers. They will either sit one family per pew or no more than 2 children per pew, exercising social distancing.
  + Following the Children’s message, the children will meet outside (weather permitting) for singing. In bad weather, they will meet in in the social hall keeping social distancing.
  + For the lesson and other activities, the children will go to their classrooms where they will be spaced apart with either tape or with the placement of chairs spaced out around a table.
  + Supplies to be used by the children will be labeled and kept in individual bags.
  + Hand sanitizer will be in each classroom and its use encouraged.
  + Parents will be contacted directly about these opening guidelines.
* Plans for those who are homebound or choose to stay at home
  + The worship service will also be streamed through *Zoom* which will be recorded for online distribution.
  + Paper copies of the service including the sermon will be mailed to those without access to the internet.
* Informing the Congregation
  + Following review of the plan by West Jersey Presbytery, the congregation and friends of the church will be informed of the plan and guidelines for returning to safe in-person worship through a mailed letter, an email, and through posting on the church website and *Facebook* pages.
* Changes
  + At state guidelines change, this plan may change to comply.

*Session approved this plan for return to in-person worship on August 17, 2020.*

*Revisions per recommendations by COM were approved by e-vote on 8/19/20.*