



NORTH ALABAMA CONFERENCE
THE UNITED METHODIST CHURCH

Do No Harm
*Recommendations
for Reopening
Our Church Buildings*

includes

**Addendum—Funerals,
Weddings and Sacraments**

**Updated
September 2, 2020**

and

Do No Harm—Youth Edition

**Updated
June 25, 2020**

With Governor Ivey’s announcement of the “Safer at Home” rules, many people are anticipating the time when we can once again gather to worship together, when staff can return to their offices, and when small groups can begin meeting again. One of the pandemic’s gifts is reminding us of the sacred value of the gathered community and of embodied worship. However, the decision to resume these activities is complex.

For those of us in the Wesleyan tradition, we find ourselves living within the tension of the general rules of the Methodist Societies:

- 1 Do no harm.**
- 2 Do all the good you can.**
- 3 Attend upon the ordinances of God.**

Our desire to rush back into worship should not be harmful to others, especially our most vulnerable, and it should be done in such a way that we actually witness to our loving and faithful God.

We anticipate the following gradual phase in of activities:

Current Situation	Suspension of services as recommended by our Bishop and Cabinet, governmental, and medical authorities
Phase One	This phase begins when there have been two full weeks of declining cases in your county, a consistent supply of tests are accessible, and the cleaning supplies needed to sanitize our worship and meeting spaces are readily available. At this point, gatherings of no more than 10 are recommended along with masks and social distancing.
Phase Two	This phase would begin when there has been an appropriate window of continuing decreases in new cases. This may differ from county to county and district to district. At this point, gatherings of no more than 25 are recommended along with masks and social distancing.
Phase Three	This phase would begin when there has been an appropriate window of continuing decreases in new cases. This may differ from county to county and district to district. At this point, gatherings of no more than 50 are recommended along with masks and social distancing.
Phase Four	This phase would begin when there has been an appropriate window of continuing decreases in new cases. This may differ from county to county and district to district. At this point, gatherings of no more than 100 are recommended along with masks and social distancing.
Phase Five	This phase would begin when there has been an appropriate window of continuing decreases in new cases. This may differ from county to county and district to district. At this point, gatherings of no more than 250 are recommended, with fewer restrictions as defined by our Bishop, governmental and medical authorities.
Phase Six	Our new normal with fewer restrictions as defined by our Bishop, Governmental, and medical authorities.

At any point during these phases the possibility exists for conditions to not improve or infections to actually increase. If that happens, the Conference, District or congregation might have to move back to a previous phase.

The recommendations are not intended to be a one-size-fits-all plan of action for all of our diverse congregations and communities. It is impossible for any local church to create a totally risk-free environment, and worshippers must understand and accept that chances for becoming infected with the coronavirus will continue to exist well after the phased-in reopening of churches gets underway. While these are general recommendations, you will also find many questions which each congregation will have to answer for themselves and their community. If you have any specific questions, feel free to call your District Superintendent. They will be glad to process ideas and concerns with you. Also, if you have any hesitancy about returning to your office or church building, trust your instincts and wait. Just because businesses are open, does not mean that the church (or your particular congregation) should do so. We hope that you will find these guidelines helpful as you plan for the weeks and months to come.

Table of Contents (click on link to read)

- Be Informed** 4
- Prepare for Reopening** 5
- Communicate With Your Congregation and Potential Guests** 6
- Common Areas and Hospitality** 7
- Worship Services** 8-9
- Drive-In Services** 9
- Staff and Volunteers** 10
- Sunday School/Small Groups** 11
- Nurseries and Children’s Ministries** 12
- Preschools and Mothers Day Out** 13
- Choirs and Praise Bands** 14
- Tech Teams** 14
- What to Do if Someone Who Has Been in Your Community**
 - Has Been Exposed or Has a Confirmed Case of COVID-19** 15
- References** 16
- ADDENDUM: Funerals, Weddings and Sacraments** 17-24
 - Introduction** 18
 - General Observations** 18
 - Funerals and Memorial Services** 19
 - Weddings** 20
 - Communion** 21
 - Laying on of Hands** 22
 - Baptisms** 22-23
 - Confirmation** 23
 - Resources** 24
- APPENDIX A: Do No Harm: Youth Edition** 25-34
 - Introduction** 26-27
 - Be Informed** 28
 - Prepare for Re-lunching In-Person Gatherings** 28
 - Communicate with Your Students, Parents, and Potential Guests** 29
 - Staff and Volunteers** 29
 - Sunday School/Small Groups** 30
 - Common Areas and Hospitality** 31
 - Worship Services** 31
 - Tech Teams** 32
 - Mission Trips** 32
 - Safe Sanctuaries** 32
 - Address Needs of Vulnerable Students** 33
 - What to Do If Someone Becomes Sick or When a Person With a**
 - Confirmed COVID-19 Case Has Been in Your Community** 33
 - Resources** 34

Be Informed

- **Know the risk factors for the virus.**
 - Learn more at the Centers for Disease Control and Prevention (CDC) List of Persons At Higher Risk www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html
- **Know the data for the State of Alabama and particularly for your county.**
 - Alabama COVID-19 Case Tracker www.BamaTracker.com. Look particularly at new cases per day and your county statistics. Watch for declining numbers of new cases over an extended period.
- **Know your congregation.**

Poll your congregation regarding their expectations, fears and concerns. Be in constant communication. Also know that there is no rush to return to the building. You can continue doing online services and/or drive-in church, if your congregation is still experiencing anxiety and fear.
- **Read through the sections of this document that apply to your congregation.**

Since each day we are learning more and more about this virus and how it spreads, we may update this document as the situation continues to evolve. As always please watch for emails from the Bishop and your District Superintendent.
- **At the end of this document we have provided a number of references.**

Please take the time to look through those that apply to your congregation.

 - We recommend that you read thoroughly the CDC Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html

Prepare for Reopening

- **Continue to provide opportunities for your congregation to worship at home.**
- **Stock up on cleaning supplies and hand sanitizer.**
If you cannot find appropriate supplies, then seriously consider continuing to suspend services until such supplies can be acquired.
- **Stock up on cloth masks.**
Consider asking church members to sew masks for use by those who need them now and for the church upon reopening.
- **Deep clean your entire church.**
Consider shampooing carpets and pew cushions; sanitizing pews, bathrooms, light switches, microphones, etc. using CDC approved disinfectants for the COVID-19 virus.
 - CDC instructions for cleaning and disinfecting your facility can be found at this link: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- **Walk through your building and identify all the areas where you touch things and make plans for regular sanitization of all those areas once the building reopens.**
- **Make plans for how to continue safe social distancing upon reopening.**
- **Remove Bibles, pens, offering envelopes, and any other items from backs of chairs/pews.**
 - Ask the congregation to bring paper, crayons, etc. with them from home for their younger children or hand out bags with paper and a couple of crayons that don't need to be returned after the service.
- **Prepare signs reminding people not to shake hands or share hugs and perhaps suggest an appropriate non-contact greeting.**
- **Consider placing barriers to certain spaces in your sanctuary, fellowship hall and classrooms to ensure social distancing (such as, tape, removing chairs, and cones).**
- **Plan for multi-generational worship so that families can worship together in the absence of a children's church or nursery.**
- **Make a plan for what you will do if cases rise and you have to suspend services or reduce the number of people allowed to gather. Communicate that plan to your congregation ahead of time.**
- **Make a plan for how you will respond if your congregation is exposed to the virus and communicate that plan to your congregation.**

Communicate with Your Congregation and Potential Guests

- **Be in constant communication with your congregation.**
- **Encourage anyone who is sick or at risk to stay home and worship with you from there.**
- **Tell your congregation how you have prepared the church for their arrival**
Use words such as clean, sanitized, and disinfected.
- **Tell people the precautions you want them to take before coming to church (such as masks, hand washing, hand sanitizing, and perhaps the use (or not) of bathrooms)**
- **Make sure you are communicating whether or not Sunday school, small groups, and other normal gatherings of the church will meet in person and the reasons behind your decisions.**
- **Once you begin gathering, *over-communicate* the precautions that you will take at your church to try to protect your members and guests.**

Common Areas and Hospitality

- **How close together should people park?**
Consider using every other or every third parking place.
- **Consider closing restrooms.**
 - If you decide to keep them open, how will you ensure social distancing in your restrooms?
 - If bathrooms are open, post signs reminding people to wash hands and practice social distancing.
 - Consider using only one-person restrooms, or using every other or every third stall and taping off or blocking the others.
 - Have a plan for sanitizing restrooms between guests and between services.
 - Consider assigning a hospitality team member to greet persons upon their arrival at the restrooms and clean after persons exit the restrooms.
- **Discontinue coffee stations, donuts, and all congregation-wide meals until it is safe to reintroduce these services.**
- **Consider temporarily disabling water fountains.**
- **Place hand sanitizer throughout the church especially near entryways.**
- **When possible, prop doors open as people arrive and leave.**
- **Consider identifying some doors as entrances and others as exits.**
- **Place signs on entrances and exits, and limit the doors to be used.**
- **Encourage people to bring masks from home. Provide masks for those who do not bring their own.**
- **Ensure that greeters and ushers practice enhanced hygiene and social distancing and that they remind worshipers to do so as well.**
- **Develop and communicate plan for emergency exit in the event of an emergency when practicing social distancing.**

Worship Services

- **Continue offering as many online opportunities for worship as possible.**
Be aware that it may be a long time before many people are comfortable attending an in-person worship service and some may choose online worship as their preferred worship service.
- **Ensure the space is thoroughly cleaned and sanitized prior to every service.**
- **Adjust your worship space to create distancing among people.**
For example, block every other pew, distance chairs, and encourage only those from the same household to sit together in family units.
- **Ask everyone to wear a mask.**
Encourage them to bring their own but provide masks for those needing one.
 - Clergy and staff should model the wearing of masks and safe social distancing for the congregation.
- **Avoid handing out any materials.**
 - If possible, project all announcements or disseminate them electronically prior to the service.
 - Consider using an online attendance registration system.
- **Consider offering multiple services on different days and at different times to ensure the largest possible number of people can worship safely.**
 - Consider having people sign up for which service they want to attend (RSVP) and cap attendance based on your capacity given proper social distancing. Don't forget to allow space for guests.
 - Schedule enough time between services to allow for proper sanitizing of the space.
- **Avoid passing a plate or basket for the offering.**
 - Have stations in the church where people can leave offerings.
 - Consider online giving platforms and encourage people to give electronically.
- **Remove hymnals, bulletins, and attendance pads**
 - Project announcements, words to hymns/songs, creeds, and other liturgy.
 - Consider not using a bulletin if at all possible
 - If using a bulletin, place copies on seats prior to the service, and ask each worshipper to take and discard all bulletins as they leave the worship space.
 - Consider emailing worship information prior to service allowing them to print their own copy or follow along on their personal phone or tablet.
- **Assign microphones to those leading worship.**
Sanitize microphones between services.
- **Eliminate the greeting time.**
 - Or offer a creative, fun, non-contact method of greeting which maintains social distancing.
- **Consider your congregation's unique traditions that would violate social distancing, such as circling up and holding hands for prayer or passing a birthday card around to be signed. Communicate with your congregation about how those traditions will be changed during this time.**

- **Consider dismissing in an orderly way to ensure social distancing (e.g., as families are dismissed from a wedding or funeral in a recessional, etc.)**
 - Clergy and other worship leaders should leave the worship space in such a manner as to discourage hugs and handshakes after the service.
- **Consider your theology and safety issues and consider what adjustments should be made to communion, baptisms, congregational singing, and other means of grace.**
- **Consider suspending the practice of Holy Communion until distancing restrictions are lifted.**
 - If you celebrate communion, consider how to ensure the elements are safely prepared and distributed while also maintaining proper social distancing.
- **Remind the congregation to keep their masks on at all time, especially while singing hymns.**
- **Consider making sanitizers available near each pew and ask those who vacate a pew following the service to wipe it down as they exit.**
- **During this crisis, it is essential that you collect contact information from in person guests so that you can contact them not only about your ministries but also should they inadvertently be exposed to the virus by someone within the congregation.**

Drive-In Services

- **Coordinate with your local law enforcement or emergency management agency.**
- **Utilize volunteers or signage to direct parking.**
- **Everyone, including volunteers, staff, and clergy, must follow social distancing guidelines at all times.**
- **All worshipers in each vehicle must share the same household.**
- **No one should leave vehicles for any reason.**
- **Provide no bathroom facilities.**
- **Close playground.**
- **Park in every other spot.**
- **No one exchanges anything between cars.**
- **Consider online giving platforms and encourage people to give electronically or mail offerings to the church.**
- **No bulletins.**

Staff and Volunteers

- **Meet with all staff and volunteers prior to re-opening. Offer grace to anyone not comfortable serving.**
- **Limit volunteers to those without preexisting conditions and who are under 65.**
- **Consider asking clergy, staff, and volunteers to take their temperature before going to the building and to stay home if their temperature is elevated.**
- **Require staff and volunteers to stay home when sick.**
- **Use flexibility, when possible, to allow staff to stay home to care for sick family or household members or care for church.**
- **Set up flexible worship hours and schedules to limit the number of people who must gather at one time.**
- **Staff and volunteers who are well but are taking care of, or share a home with, a person who is a confirmed or suspected COVID-19 case should stay home and follow instructions from local health officials to determine when they can return.**

Sunday School/Small Groups

- **Create contingency plans minimizing large gatherings.**

A few considerations: maintain online services, continue online committee meetings and small groups throughout the week, consider drive-in worship initially.

- **Decide whether you will have Sunday school or small groups.**
- **Eliminate the use of handouts and study books.**
Whenever possible, use online resources.
- **Consider dividing your groups to maintain social distancing standards, especially if your classrooms are small.**
- **If your classes meet in person, have a plan to clean the doorknobs, water fountains (if they have not been disabled), and other high traffic areas between uses.**
- **Decide whether to hold mid-week Wednesday night services, meals, and Bible studies.**
- **Decide whether you will continue hosting special events such as luncheons, weddings, funerals, children's programs/choir, etc.**
Any such events must comply with currently effective maximum number of participants, and adhere to strict social distancing.
- **If your space does not allow for social distancing and if you cannot properly sanitize it before the gathering, you should continue to suspend in-person gathering of the group.**
- **Consider meeting outside and asking people to bring their own chairs and Bibles. This allows for social distancing and reduces the need for sanitizing the space.**
- **Consider high-traffic areas. Plan for ways to reduce bottlenecks and crowded halls.**

Nurseries and Children's Ministries

- **The American Academy of Pediatrics recommends that children 2 years of age and under do not wear masks or face coverings. Please keep this in mind as you make decisions.**
- **Determine if you will continue offering children's church, classes, and/or nursery when you first start back.**
 - We recommend you not offer nursery, and in-person preschool or children ministries until your area schools open.
- **Involve parents in planning to hear their concerns and gain their involvement. Be sure to communicate your plan to parents so they know what to expect when you return.**
- **Consider pre-registering children (RSVP) to limit how many are in any room at one time.**
- **Limit leaders in the preschool and children's areas to those who do not have pre-existing conditions and/or are not over 65 years old.**
- **Have extra volunteers available in the preschool ministry where some children may suffer from separation anxiety after only being with parents for a long time.**
- **Consider adjustments to child check-in procedures.**
- **Prepare and utilize a checklist of what has been cleaned and when in each room.**
- **Develop a list of procedures for your volunteers. Host a meeting with volunteers to discuss safety procedures for reopening in this environment.**
- **Determine what you will do about camps and VBS, possibly canceling or delaying until later in the summer if/when it is safe to do so.**

Preschools and Mother's Day Out

As a starting point, remember most day care centers follow a policy of mirroring the local school system's decisions about opening and closing. That is, if schools are closed, generally speaking, the day care centers will be closed too. Churches should carefully consider whether or not they want to open their day care centers even if the local schools are closed. Of course, these are unprecedented times, and to provide ministry where it is needed most (e.g., to children of first responders and other providers of essential services), the day cares may wish to be open, even if schools are closed. It should be a conscious, "eyes wide open," determination.

If a church day care center decides to reopen, or to remain open, then, in order to be in compliance with applicable governmental requirements, the facility:

- **Must practice enhanced sanitation and social distancing practices in accordance with CDC and ADPH (Alabama Department of Public Health) guidance, including:**

- Wash hands with soap and water.
- Use alcohol-based hand sanitizers if handwashing is not possible.
- Cover your mouth and nose with a tissue, or cough or sneeze into your elbow.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Stay home when sick.
- Stay away from people who are sick.

- **Churches which operate day care facilities must be sure to obtain adequate cleaning supplies, and they must clean their space thoroughly, prior to opening each day.**

Also, after closing, staff must clean again in preparation for the next day. Throughout each day, adequate staff must be available to regularly clean and sanitize the rooms where children are present, including all bathrooms.

- **Especially if more rooms than usual are required to ensure 12 or more children are not housed in a single space, train all workers (whether paid staff or volunteers) on the church safe sanctuaries policy after they have received a clean background check report.**
- **In addition, before being allowed to work in day care centers, employees and volunteers should sign a statement attesting that, to their knowledge, they have not been in contact with anyone who has tested positive for COVID-19, and that they have adhered to all applicable "stay at home" orders and other directives and guidance.**
- **For day care centers within the Birmingham city limits, all teachers and students over the age of two (2), are required to wear masks, beginning on May 1, 2020. Medical necessities may ameliorate this requirement to some extent, but this will be the general rule.**
- **Parents and guardians should not be allowed inside any day care facilities. Drop off and pick up must happen curb side, with workers/volunteers available to escort the children to their rooms.**
- **Finally, day care centers should be mindful of employing or engaging workers or volunteers who themselves may be vulnerable to coronavirus or other respiratory diseases.**

Choirs and Praise Bands

- **Praise Teams:** Do not use the full team. Consider rotations. Assign microphones and use the same one every time.
- **Choir:** Consider suspending choir practices as forceful breathing and exhaling can expel the virus further if someone is infected. Consider using fewer choir members as you reintroduce choir to the service. Also, space members out appropriately (consider using a diamond pattern with six feet of spacing between members).
- Consider not using choir robes as space for robe changing may be limited. Just as healthcare workers change or wash their coats after each use, so should the robes be washed.
- Wipe down music stands after each use.
- Dismiss the choir in a fashion to allow social distancing.

Tech Teams

- Clean microphones, headphones, computers, laptops, etc. after every use. Keep a record of when each item was cleaned. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are best.
- Rotate your tech team if possible. Again, encourage those who feel sick or tired to not serve.
- Keep offering online services. Facebook may be more accessible as many people have accounts, but consider other options like YouTube for those who prefer to watch on their smart televisions.
- Consider projecting liturgies, song lyrics, scriptures, and sermon guides. Secure a CCLI license for copyright compliance if you do.

What to Do if Someone Who Has Been in Your Community Has Been Exposed or Has a Confirmed Case of COVID-19

Don't wait for a case to become familiar with the CDC Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019 for details on how to respond (COVID-19)

www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html

- **What to do if someone has been in your building and/or community has been exposed but is not sick and does not have a confirmed case of COVID-19**
 - Upon being informed of the situation, ask the person to contact their health provider for guidance.
 - Contact your local health department and ask for their guidance on whether you should cancel activities and/or close the building.
<https://www.alabamapublichealth.gov/publications/assets/countycontacts.pdf>
 - Ask the local health department to contact those persons in your community who may have been exposed.
 - If the health department will not contact them, the church should contact them and share the following information
 - Do not share names, but let them know that they may have been exposed to someone who may have COVID-19.
 - If the health department does not recommend closing the building and canceling events, inform them of the health department's recommendation and procedures you are using to sanitize the space. Remind them that should the case be confirmed at a later date, then activities and the building will be closed for the length of time recommended by the health department.
 - Inform your District Superintendent of the situation.
- **What to do if someone has been in your building and/or community who has tested positive for COVID-19**
 - Immediately contact local health officials and coordinate with them.
<https://www.alabamapublichealth.gov/publications/assets/countycontacts.pdf>
 - Ask the local health department to contact those persons in your community who have been exposed.
 - Cancel all activities and close the building.
 - Clean and disinfect thoroughly.
 - Communicate with staff, volunteers, members, visitors, and the people you serve.
 - If the health department will not contact them, the church should contact them and share the following information
 - Do not share names, but let them know that they may have been exposed to someone who has tested positive for COVID-19. Inform them of the closing of building(s) and cancelation of events, procedures you are using to sanitize the space, and when activities will resume.
 - Make decisions in consultation with local health officials about extending the closure of, or limited access to, the facility.
 - Inform your District Superintendent of the situation.

References

CDC—Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)

www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html

CDC Instructions for Cleaning and Disinfecting Your Facility

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

List of Persons At Higher Risk

www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

Alabama COVID-19 Case Tracker Look particularly at new cases per day and your county statistics

www.BamaTracker.com

Alabama Safer at Home Order

www.alabamapublichealth.gov/news/2020/04/28c.html

Singing and the Church: A Caution for Moving Forward in Our Current Pandemic

www.drheathnelson.com/singingandcovid19

Smaller Churches and Re-Opening Our Doors

www.saranavefisher.com/2020/04/25/small-churches-and-re-opening-our-doors/

First Sunday Back: Some Questions to Ponder

www.saranavefisher.com/2020/04/25/small-churches-and-re-opening-our-doors/

When We Return

www.umcdiscipleship.org/blog/when-we-return

24 Questions Your Church Should Answer Before People Return

www.kenbraddy.com/2020/04/18/20-questions-your-church-should-answer-before-people-return



Do No Harm

Funerals, Weddings, and Sacraments Addendum

Introduction

While weddings, funerals, Holy Communion, Baptisms are all acts of worship and are covered by our original Do No Harm guidelines, they do provide unique challenges due to expectations of those participating, the number of guests involved, and, in the case of sacraments, the importance of physical touch. In addition, current wedding and funeral policies (where they exist) do not cover the unique problems brought on by the COVID-19 crisis. This addendum gives some general guidelines for churches conducting these special services.

General Observations

- **Read through the Do No Harm guidelines for general information on conducting worship services on your church campus.**
 - If individuals are from different households, six-foot social distancing will be observed. The number of attendees should be no more than your worship space can accommodate with this spacing.
- **Until we reach Phase 6 (see page 2 of the Do No Harm guidelines), outdoor services remain the safest option for worship services.**
- **Consider adding a COVID-19 addendum to current wedding and funeral guidelines to inform families of the precautions required and/or recommended by your congregation.**
- **Continue to evaluate your county's risk level. The numbers recommended below assume a low to moderate risk level.**
- **Limit the length of services to minimize exposure.**

Funeral and Memorial Services

- **Masks should be worn by participants and guests. Consider having church greeters/safety hosts, wearing masks to politely encourage (and provide) masks and hand sanitizers to all guests.**
- **Eliminate the reception or greeting time both before and after the service.**
- **Consider eliminating the viewing of the open casket to anyone other than immediate family.**
- **If there is a visitation, limit the number of people in the room to allow for social distancing and mark six foot intervals for the visitation line.**
- **Avoid congregational singing and limit special singing.**
- **Microphones should be used by only one person for the service (not shared).**
- **No bulletins**
- **Whenever possible, offer on-line streaming of the service for others to participate virtually.**
 - Consider assigning hosts to open doors, greet and count attendees, and monitor the use of restrooms.
- **Limit the length of services.**
- **For the purpose of contact tracing, ask families for attendees' names and contact information following the service or consider a sign in process allowing attendees to provide that information.**
 - Consider assigning a greeter with a clipboard to record names and addresses as people enter. This can also be shared with the family in lieu of a "guest book."
- **Limit attendance to family and close friends and limit the number of attendees to allow for proper social distancing based on the risk assessment of your community. The number of attendees should not exceed 50 percent of the capacity of your space or the amount of people your space can accommodate with a six foot social distancing, whichever is the smallest number.**
- **Place signage throughout your space to inform guests of required precautions.**

Weddings

- Consider assigning a church safety leader who can work with wedding director, bride/groom to ensure sanitized spaces and enforcement of safety practices.
- Consider limiting weddings to members of your congregation until we reach Phase 6.
- Masks should be worn by participants and guests.
- Limit the number of wedding participants taking into account your space and six foot social distancing.
- Limit the number of attendees to allow for proper social distancing based on the risk assessment of your community. The number of attendees should not exceed 50 percent of the capacity of your space or the amount of people your space can accommodate with six foot social distancing, whichever is the smallest number.
- Eliminate the reception line.
- Avoid congregational singing and limit special singing.
- Microphones should be used by only one person for the service (not shared).
- No bulletins.
- No nursery.
- Restrooms should be used only in case of emergency and with a monitor to ensure sanitized space between uses.
- Whenever possible, offer on-line streaming of the service for others to participate virtually.
- Consider assigning hosts to open doors, greet and count attendees.
- Limit the length of services.
- Place signage throughout your space to inform guests of required precautions.
- We recommend churches not host receptions.
 - Stand-up (or limited seating) outdoor receptions can be considered, with only wedding cake and punch served in disposable containers.
- Consider limiting the amount of time the wedding party can be in the building.
- Consider time limits and group size (to allow for social distancing) for taking pictures.
- For the purpose of contact tracing, ask families for the names and contact information of invited guests.
 - Consider eliminating the guest book and asking hosts to record names and addresses on a clipboard and later recording nicely and presenting to the bride and groom for a keepsake as well as a church record for contact tracing.

Holy Communion

- Elements should be prepared for the service by one person wearing a face covering and who has thoroughly washed or disinfected their hands before touching the elements and their containers. This person prepares the elements and places them on the altar/table before the service begins.
- The presider and assisting ministers wash their hands thoroughly or use hand sanitizer immediately before the Great Thanksgiving.
- The presider and assistants wear cloth face coverings during the rite.
- Immediately prior to the Great Thanksgiving, a single assistant may uncover elements placed on the table.
- The presider leads the Great Thanksgiving from at least six feet away from (and preferably behind) the Lord's Table. If possible, the presider should use a wireless microphone to keep hands free. At the conclusion of the Great Thanksgiving, the presider approaches the table to break the bread in silence.
- Consider alternatives to the congregation saying aloud the liturgical responses or unison prayers, as this creates aerosols in the same way as choral singing does. Some alternatives include, inviting the congregation to silently "mouth" the words to the liturgical responses and prayers, while a single leader speaks the words on their behalf, or adopting hand gestures for the opening dialogue of the Great Thanksgiving. For example, as the presider gestures to the congregation during the words, "The Lord be with you," the congregation may return the gesture as a way of signaling, "And also with you."
- The presider returns to the previous position six feet from the Lord's Table to speak words about the bread and cup as a server would when giving them to individuals.
- The presider may be served the bread and cup at that time or later, as Church or local tradition may indicate. If the presider receives first, the presider will use hand sanitizer again before serving others.
- **Distribution of elements**
 - Ushers may direct seating groups or individuals to a station for receiving. Any lines will maintain six foot spacing between households. Alternatively, the presider and assistants may serve the elements to communicants at their seats. No words are exchanged as communicants are within six feet of servers.
 - To serve the bread, the server may place the bread or wafer into the opened palms of the one receiving while avoiding touching hands. (Disinfect hands again if accidental touching occurs.)
 - To serve the cup, a pouring chalice or flagon may be used and individual cups given to the receiver by a server.
 - Alternately, consider use of prepackaged elements.
- **Another assistant may go to the table while others are being served to prepare elements for distribution to those unwillingly absent.**

Laying on of Hands

- All those leading and participating in such services wear cloth face coverings.
- The person who is to lay on hands disinfects their hands in full view of the congregation immediately prior to the gesture and again after completing the laying on of hands.
- • Only one person offers the laying on of hands for each candidate unless the ritual requires otherwise.
- Other persons may participate in the service from an appropriate distance. They may be asked to stand in place and raise a hand, palm down, pointed in the direction of the candidate or recipient during the prayers.
 - When streaming services, invite those watching to stand and raise their hands as well.

Baptism

- While there is historical precedent for administering the water in a number of ways that may not require direct touch, the laying on of hands does require touch. Very brief proximity (two to three minutes at most) can be allowed for this important rite so long as all participants who are able to wear cloth face coverings do so.
- Children under two, those with breathing issues, or those unable to remove a face covering without assistance should not wear cloth face coverings.
- Provide for physical distancing between family members and sponsors not of the same household.
- Consider discontinuing the baptism of groups of candidates not of the same household in the same service until physical distancing restrictions are no longer necessary.
- Be sure the presider and assistants wash or disinfect their hands before the rite and immediately before and after each baptism.
- When infants are baptized, allow the parent or caregiver to hold an infant during the entire rite. Parents or caregivers maintain a physical distance of six feet from the presider except during the administration of the water and the laying on of hands. Persons living in the same household do not need to maintain physical distancing from one another, only from the presider.
- Encourage the presider to speak at a low volume and avoid breathing directly on the candidate or sponsors through the face covering.

- Refrain from conducting baptisms at larger public worship gatherings during the pandemic. However, it is important that some members of a congregation (two or three) are present as witnesses. When smaller gatherings for public worship are allowable in light of local public health guidance, a congregation may consider holding a rite of baptism (or confirmation) before or after larger gatherings with a smaller group of the congregation in attendance.
- If a small font is used, pour water into the font from a pitcher at the time of the rite. Perform indicated gestures of blessing over the water without touching the water. Take water from the bowl with a ladle or a shell and pour it over the head of the candidate. Include a separate basin to catch the water if the service is not outdoors or if water from the font will be used for another baptism.
- Use an immersion font or pool, if you have one. CDC guidance indicates there is minimal chance of contamination by water, especially water in pools.
- In warmer weather, congregations may consider performing baptisms outdoors, in flowing streams, lakes, or in beach settings. All physical distancing recommendations for gatherings apply.
- Administer anointing oil carefully. If anointing more than one candidate, ministers should disinfect their hands again before touching the oil and after anointing each additional candidate.
- Greet the newly baptized with vigorous applause to welcome them into the Church.
- See guidance on laying on of hands. The presider and other participants such as sponsors (not part of the same household) will refrain from other physical gestures of greeting or welcome, such as kisses, handshakes, or embraces.

Confirmation

- See guidance on laying on of hands.
- Anointing oil may be administered as in baptism.
- Although some rubrics allow for “other persons” to join the pastor in the action of laying on of hands, limit the liturgical action to the presiding minister while others stand at a safe distance.
- As with baptisms, limit the number of persons being confirmed at one time. Maintain physical distancing between all parties except during the parts of the rite that require physical touching (laying on of hands and anointing).
- Postpone confirmation if representatives from the congregation are unable to gather. If local and state ordinances allow for gatherings of 10 or more, encourage the participation of representative members of the body of Christ who have played significant roles in the lives of the confirmands (Godparents, mentors, sponsors, Sunday School teachers, children’s ministers).
- Invite all in attendance to affirm the confirmands with vigorous applause

Resources

- CDC Considerations for Events and Gatherings

www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html

- Resuming Care-Filled Worship and Sacramental Life During a Pandemic

www.ministrymatters.com/all/entry/10369/resuming-care-filled-worship-and-sacramental-life-during-a-pandemic

- CDC Prevent Getting Sick

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html

Appendix A



Do No Harm *Youth Edition*

Introduction

In the Hebrew Bible, there was a concept by which God commanded Israel to uphold called the just city. This concept is identified in the book *Justice in the City* by Aryeh Cohen, who is a professor in rabbinic literature. In the book, Cohen describes the Jewish concept of a just city which is a web of equitable relationships. Each person in the just city has a responsibility far beyond their own home and neighborhood – it is to the entire city; the city’s boundaries are our own boundaries of responsibility. Within Jewish law, there was an expectation of everyone’s equality. In other words, everyone is responsible for everyone else. Everyone who was a resident was expected to contribute in some way to the goodwill of others. Cohen describes this way of life as a community of obligation. For Cohen and for many within the Jewish faith, this protest or this type of justice movement focuses on the restoration of all persons to equality within humanity, which was their right contained within God’s law. This just city is God’s baseline for appropriate relationships with God and with the world.

God’s intended world is not forgotten and it is not thrown out by the time we get to the Gospels. It is still very much a key piece of God’s duty and role. Jesus comes into the world as a way to restore God’s intended world. The work of Jesus is the Kingdom of God. It is not something that happens at some point not yet known. Luke’s Gospel tells us that the Kingdom of God is both now and not yet. The work of Jesus continues through the Holy Spirit with us on earth. Our purpose on earth is to summon that Kingdom of God to earth on behalf of all people, but specifically for those who have not had access to the wealth of God. Within Christian theology, Rev. Dr. Martin Luther King, Jr. identified this same concept as the beloved community, in which there is justice for all, equal access and opportunity, and love and care for all persons within the community. By applying these theological concepts, our goal is to make Church a safe place for all people to be and to follow the three rules that John Wesley provided: Do good. Do no harm. Stay in love with God.

As the Church, we are responsible to one another, and we follow the example of Jesus that lifts up the marginalized and protects the vulnerable. Our goal and purpose in providing these guidelines relies on the foundations supplied by scripture, reason, tradition, and experience, and in the deconstructed phrase: Love God, love your neighbor. These guidelines provide ways that we believe we can best love God and love our neighbor while continuing the message of the Gospel that all are loved and all are welcome.

We acknowledge that ministry is difficult when extravagant policing is required, but at the forefront of these guidelines is the principle of doing no additional harm. Youth ministry will look different for a while; successes won’t look the same for churches in terms of youth ministry for a long time. There are many traditional elements to youth ministry that have to be disregarded at this time, simply because of the higher risk factors, such as communal food offerings and singing. Additionally, many other elements like games, challenges, and prayer time will need adjustment to allow for these guidelines. This period of transition requires enhancing pastoral care, as well as enabling ways of ministry that allow local churches to be able to trace connection if infection occurs. It also requires providing ministry access to those who are vulnerable and whose families may not allow interaction.

In summary, we recommend the following:

- **Wait to resume large in-person gatherings until late summer/early fall.**
- **We strongly recommend against offering mission trips this summer as travel will be risky for some time.**
- **The best practice is to maintain small group sizes, limit mixing of groups, and restrict large gatherings.**
- **Request that students take their temperature before attending any gathering and stay home if they are running a temperature or are not feeling well.**
- **Take attendance at each event.**
- **We recommend use of small “Concentric Group Circles” – “Household” or “Family Groups” that remain together throughout this crisis and have limited interaction with other groups. These groups should be relatively small and following Safe Sanctuaries procedures have two adult leaders included in their number.**
 - Family Groups should be as small as practical but no larger than 10 (with two counselors).
 - Maintain consistent counselor assignments for groups.
 - To the extent possible, minimize mixing between groups.
 - When possible, meet outdoors.
 - If meeting indoors, meet in a room large enough to allow proper social distancing (at least 6 ft) and wear masks.
- **There is insufficient evidence to suggest a maximum group size, but best practices suggest restricting large gatherings. If you choose to meet with a larger group, you are encouraged to use the following guidelines:**
 - Meet outside.
 - Separate “Family Groups” and wear face coverings.
 - Consistently structure larger gatherings with the same “Family Groups.”
 - Mixing between “Family Groups” should be discouraged.
- **When you begin gathering together in person, please be aware that while youth appear to be less vulnerable than other groups, some youth are vulnerable and some youth are in regular contact with someone who is vulnerable. Continue to provide ministry opportunities for those who cannot or are uncomfortable attending in person.**
- **If you choose to wait to re-launch gatherings, please be aware that some youth are vulnerable at home. Provide ministry and resources to youth who are at-risk or who struggle with anxiety and depression.**
- **Work with your pastor and board of trustees on a communication plan in case your students are exposed to the virus while meeting.**

Communicate with Your Students, Parents, and Potential Guests

- Be in constant communication with your students and parents.
- Encourage anyone who is sick or at risk to stay at home.
- Make sure you are communicating whether or not Sunday school, small groups, and other normal gatherings of the church will meet in person and the reasons behind your decisions.
- Once you begin gathering, over-communicate the precautions you are taking and the behavior you expect (e.g., proper social distancing, wearing face coverings, remaining in their assigned “Family Groups”)

Staff and Volunteers

- Meet with all leaders and counselors prior to re-opening. Offer grace to anyone not comfortable serving.
- Limit volunteers to those without preexisting conditions and who are under 65 years old.
- Require staff and volunteers to stay home when sick.
- Require staff and volunteers to model safe social distancing and other guidelines for gathering.
- Staff and volunteers who are well but are taking care of, or share a home with, a person who is a confirmed or suspected COVID-19 case should stay home and follow instructions from local health officials to determine when they can return.

Be Informed

- **Know the risk factors for the virus.**
 - Learn more at the Centers for Disease Control and Prevention (CDC) List of Persons At Higher Risk www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html
- **Know the data for the state of Alabama and particularly for your county.**
 - Alabama COVID-19 Case Tracker www.BamaTracker.com Look particularly at new cases per day and your county statistics and watch for declining numbers of new cases over an extended period.
- **Know the concerns of your students and their parents. Explore their expectations, fears and concerns. Be in constant communication.**
- **Know your congregation's guidelines for re-opening the building.**

Prepare for Relaunching In-Person Gatherings

- **Continue to provide opportunities for your students to worship, gather, and study online.**
- **Stock up on face coverings, cleaning supplies and hand sanitizer. Talk with your senior pastor and/or chair of Trustees to ensure the church has adequate supplies. Have extra face coverings on hand for those who do not bring them.**
- **Check with your trustees to ensure that your space will be cleaned prior to your first meeting and after each meeting. Discuss what their expectations are regarding your part in keeping the space clean and sanitized.**
 - CDC Instructions for Cleaning and Disinfecting Your Facility www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- **Walk through your space and identify all the areas where you touch things and make plans for regular sanitization of all those areas once the building reopens.**
- **Make plans for how to continue safe social distancing upon re-opening. Use this time to prepare and educate your students and parents about the importance and expectation of social distancing upon return.**
- **Remove games, books, and other "high touch" items. If your space has sofas for seating, you may consider removing them and using chairs or asking youth to bring camp chairs from home for seating.**
- **Prepare signs reminding students not to shake hands or share hugs and perhaps suggest an appropriate non-contact greeting.**
- **Calculate the maximum capacity within your space. How many people can meet in your space 6 feet apart?**
- **Make a plan for how you will respond if your students are exposed to the virus and communicate that plan to them and their parents.**

Sunday School/Small Groups

- **We recommend use of small “Concentric Group Circles”—“Household” or “Family Groups” that remain together throughout this crisis and have limited interaction with other groups. These groups should be relatively small and following safe sanctuary procedures have two adult leaders included in their number.**
 - Family Groups should be as small as practical but no larger than 10 people (with two counselors)
 - Maintain consistent counselor assignments for groups
 - To the extent possible, minimize mixing between groups
 - When possible, meet outdoors
 - If meeting indoors, meet in a room large enough to allow proper social distancing (at least 6 ft/36 square feet per person) and wear face coverings.
- **There is insufficient evidence to suggest a maximum group size, but best practices suggest restricting large gatherings. If you choose to meet with a larger group**
 - Consider meeting outside and asking people to bring their own chairs and Bibles. This allows for social distancing and reduces the need for sanitizing the space.
 - Separate “Family Groups” and wear face coverings.
 - Consistently structure larger gatherings with the same “Family Groups”
 - Mixing between “Family Groups” should be discouraged.
- **Eliminate the use of handouts and study books. Whenever possible, use online resources.**
- **Limit activities to those which allow for proper social distancing. Avoid games that require touching, sharing items, and/or close proximity to one another.**
- **If your space does not allow for social distancing and if you cannot properly sanitize it before the gathering, you should continue to suspend in-person gatherings of the group.**
- **Consider high-traffic areas. Plan for ways to reduce bottlenecks and crowded halls.**
- **Consider your group’s unique traditions that would violate social distancing (such as, circling up and holding hands for prayer or passing a birthday card around to be signed) and communicate with your students, leaders, and counselors about how those traditions will be changed during this time. Instead, consider creating new traditions that allow social distancing.**

Common Areas and Hospitality

- **Discontinue meals until it is safe to reintroduce these services.**
 - If you wish to eat together, invite students to bring their own meal.
- **Place hand sanitizer throughout your space especially near entryways.**
- **When possible, prop doors open as students arrive and leave.**
- **Consider identifying some doors as entrances and others as exits.**
- **Encourage students to bring face coverings from home. Provide face coverings for those who do not bring their own.**
- **Ensure that your leaders and counselors practice enhanced hygiene and social distancing and that they remind students to do so as well.**
- **Establish parent pick-up and drop-off practices that limit contact and building access.**

Worship Services

- **If worship is a part of your student ministry, continue to offer online opportunities for worship as possible.**
- **Worship outside whenever possible.**
- **Separate “Family Groups” and wear face coverings.**
 - Mixing between “Family Groups” should be discouraged.
- **Ensure the space is thoroughly cleaned and sanitized prior to every service.**
- **Adjust your worship space to create distancing between people and between “Family Groups.”**
- **Avoid handing out any materials.**
- **Consider not singing when gathered.**
- **Assign microphones to those leading worship. Sanitize microphones between services.**
- **Consider dismissing in an orderly way to ensure social distancing (e.g., as families are dismissed from a wedding or funeral in a recessional, etc.)**
- **Consider making sanitizers available near each pew or row of chairs, and ask those who vacate a pew following the service to wipe it down as they exit.**

Tech Teams

- **Clean microphones, headphones, computers, laptops, etc. after every use. Keep a record of when each item was cleaned. DO NOT use water. Rubbing alcohol or alcohol-based cleaners are best.**
- **Rotate your tech team if possible. Again, encourage those who feel sick or tired to not serve.**

Mission Trips

- **We strongly recommend against offering mission trips. Travel will be risky for some time.**
 - Rather than go on a mission trip, collaborate with your senior pastor to find local food pantries, emergency shelters or other local missions to support.

Safe Sanctuaries

- **Whether meeting in-person or online, follow Safe Sanctuaries guidelines.**
 - See Do No Harm Safe Sanctuaries Addendum for online guidelines.
www.umcna.org/safe-sanctuaries-covid-19
- **Communicate with outside groups. In many churches, the same staff and volunteers work with outside groups that use the church building such as scout troops. If you are in this role, make sure that you are communicating any additional requirements for facility usage established by the church.**
- **Review and, as needed, update your check-in/check-out system. Safe Sanctuaries already recommends the use of a check-in/check-out system for both children and youth. As you plan for re-opening, consider making sure that you have on file (and, as needed, are collecting and updating) contact information for parents/caregivers to aid in contact tracing. It may also be helpful to share these systems with church leadership who may be considering implementing similar systems for other gatherings.**

Address Needs of Vulnerable Students

- **Speak to parents/caregivers of students with health conditions to ensure it is appropriate for that student to participate in in-person gatherings.**
 - Encourage parents/caregivers of a student in the vulnerable population to speak directly with their child's physician about the risks before returning.
 - Continue to provide online ministries for those who cannot or are not comfortable returning to in-person gatherings.
- **If not meeting in-person, please be aware that some youth are vulnerable at home. Provide ministry and resources to youth who are at-risk or who struggle with anxiety and depression.**

What to Do if Someone Who Has Been in Your Community Has Been Exposed or Has a Confirmed Case of COVID-19

- **Read the CDC Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019 for details on how to respond (COVID-19).**
www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html
- **What to do if someone has been in your building and/or community has been exposed but is not sick and does not have a confirmed case of COVID-19**
 - Upon being informed of the situation, ask the person to contact their health provider for guidance.
 - Contact your senior pastor immediately
 - Clean and disinfect thoroughly.
 - Communicate with staff, volunteers, students, visitors, and parents, but do not share names.
 - Consult with your pastor and board of trustees about the need for closure of, or limited access to, the facility.
- **What to do if someone has been in your building and/or community who has tested positive for COVID-19**
 - Immediately contact your senior pastor.
 - Cancel all activities.
 - Clean and disinfect thoroughly.
 - Communicate with staff, volunteers, students, visitors, and parents, but do not share names.
 - Consult with your pastor and board of trustees about the need for closure of, or limited access to, the facility.

Resources

Checklist and Guidance for School-sponsored Activities, from the Alabama State Department of Education
www.alabamapublichealth.gov/covid19/assets/adoe-school-sponsored-activities.pdf

P-12 Supportive Guidance from Alabama State Department of Education
www.drive.google.com/file/d/1hr1jhMSkF2a0OgS-GbPZjFX9L_k0yrjP/view

American Camp Association Field Guide for Camp (Good description of the use of “Family Groups.”)
www.acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag

CDC—Decision Tree for Youth Programs and Camp During COVID-19
www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf

Re-Opening Your Youth Ministry: Youth Worker Collective Podcast
www.youthworkercollective.com/re-opening-your-youth-ministry-youth-worker-collective-episode-56/

Perkins School of Youth Ministry Organization in Chaos Webinar
www.smu.app.box.com/v/PSYMOrganize/file/662572061265

CDC—Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)
www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html

CDC Instructions for Cleaning and Disinfecting Your Facility
www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

List of Persons At Higher Risk
www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

Singing and the Church: A Caution for Moving Forward in Our Current Pandemic
www.drheathernelson.com/singingandcovid19

Do No Harm Safe Sanctuaries Addendum
www.umcna.org/safe-sanctuaries-covid-19

Everyday Disciples: A Start-Up Guide
<https://www.umcdiscipleship.org/resources/everyday-disciples-a-start-up-guide>

“The Pros And Cons Of ‘Social Bubbles’”
<https://www.npr.org/2020/05/17/857531803/the-pros-and-cons-of-social-bubbles>