

FIFTH EPISCOPAL DISTRICT
CHECKLIST FOR PREPARING FOR IN-PERSON WORSHIP

Church Name _____ **City, State** _____

This is to verify that the following steps have been taken to protect our congregation:

- Cleaning and disinfecting of the entire sanctuary before and after each service, and regular disinfecting of frequently touched hard surfaces, such as doorknobs, tables, chairs, light switches, security keypads, etc. when the church is occupied.
- Adequate placement of hand sanitizer throughout the church- lobby, sanctuary, classrooms, offices, and restrooms.
- Clear markings of seating 6 ft apart (two empty seats between persons, one empty pew between each occupied pew – exception, families who live in same house may sit next to one another)
- Removal of all pew items that can be touched by multiple people (bibles, hymnbooks, envelopes, visitor's cards, prayer request cards, etc.)
- A plan for choir members and musicians to be 6 ft apart and no shared microphones.
- A revised plan for collecting offering and serving communion that does not involve passing the plate/basket or items being touched by others.
- Required masks for all ushers and worship participants, also masks recommended for all attendees and if they are required in cities by the government.
- Revised WRITTEN plans for Church School and small groups meetings to assure social distancing.
- Alternate arrangements for worship for at-risk and vulnerable members of the church, who are "safer at home".
- Written verification that the church's ventilation system is adequate and has been cleaned/checked.
- No self-serve coffee, snacks, meals.
- Proper screening of and protective equipment (disposable gloves, aprons, hairnets) for volunteers serving meals.

Completed on (Date) _____ **by** _____

(Signature) _____ **(Office)** _____

Pastor's Name _____

Trustee Chair's Name _____

Return form to your Presiding Elder BEFORE re-opening.