

The Presbytery Office

The Presbytery Office is at Level **TWO in our Pandemic Plan:**

Lisa will largely be in the office, but most of the time staff will work remotely and we will keep the Presbytery Office closed to the public for the immediate future. All committees should plan to schedule committee/ministry team/work group meetings via Zoom. Anyone needing to come to the Presbytery Office call Lisa on her cell at 513/885-5434. Masks are required and sanitizer is available in the office. Thank you for your cooperation. Stay safe!! We're praying for you!

Level 1: Monitoring the situation

- Presbytery office open
- Increased sanitation and safe distancing practices throughout the building
- Update all personal contact information of staff and members
- Increase food handling precautions (in the local church this includes Communion Elements)
- Encourage those who are ill, medically vulnerable, and those who have travelled to infected areas to stay home
- Work with local congregations, Pastors, and other leaders to care for their faith communities in a time of increased anxiety, illness, and isolation.
- Encourage local congregations, Pastors, and other leaders in safe practices (Consult the Questions document on the Presbytery Website for ideas)
- Encourage continual giving of pledges and offerings so ministry is not hampered; consider online giving
- Encourage congregations with a preschool to continue working the Pandemic Action plan
- Continue alternate meeting technologies where feasible
- Communicate plans and updated information through the Presbytery communication channels: Sampler, Presbytery Facebook page, Presbytery website

Level 2: Limiting and Watching (Presbytery office open for essential functions)

- Rigorous sanitation practices
- Consult the **Questions to Consider** document for specifics to think through, including music
- All non-essential meetings and gatherings should continue to be cancelled or scheduled virtually
- Encourage Pastors, Elders, and Deacons (the spiritual leaders of the congregation) to create worship liturgy, prayers, devotions, etc. that can be shared with congregation members who self-isolate and for widespread use as slow re-openings occur
- Consider continuing online worship even as you begin to meet in the Sanctuary
- Work with congregations, Pastors, and local leaders as they open the building for only worship and essential leadership functions.
- Continue to use technology resources to gather as a faith community
- Encourage safe distancing in all gatherings

Level 3: Closing (if local spikes in infection occur) (current)

- Presbytery office closed
- Work with the congregations, Pastors and local leaders as local churches close for worship and all activities
- Presbytery staff work from home
- Implement use of technology for essential leadership functions
- Communicate with local congregations, Pastors, and other leaders to offer updated information, encouragement