

Montville UMC: Summary of Helpful Things to Note for Sunday Worship

Revised October, 2020

As of October, we have officially started indoor worship! Here are some things you'll want to be mindful of:

- Worship is at our normal time of 9:30am. Masks will be required to wear for the duration of the service (covering both mouth and nose), and all are expected to maintain proper social distance.
- No bulletin will be handed out, but everything will be projected on the screen. For those who can't see the screen well, a bulletin can be made available if Pastor Donald is given advance notice.
- Hymnals, Bibles, tissues, etc. have been removed from the sanctuary to minimize contact, so you will need to bring your own Bible and tissues if you'd like either of those things.
- Those worshipping virtually through Zoom will be able to hear the service, but not watch the service, as we determined we can only have one video streaming platform used to ensure clearer video quality.
 - 1) Call 1-646-876-9923
 - 2) Enter Meeting ID: 853 718 2720 followed by #
 - 3) Press # again
 - 4) Enter Password: 29626 followed by #
- Those worshipping through YouTube Live can watch the service. Simply go to YouTube.com and type "Montville Methodist" in the search box, which will pull up our specific YouTube channel. Or people can go directly to the following link: https://www.youtube.com/channel/UCpuAHp4rBhF-ijEgG8L_U4A. If you don't see the live video right away when going to our channel, refresh the page a few times when service is starting until you see it. All are encouraged to subscribe to our YouTube channel.
- Those coming for indoor worship are encouraged to arrive 10 minutes early, mindful that entry needs to happen one at a time, with the exception of couples and families in the same household.
- When you arrive, you will see at least one volunteer in front of the church. Before entering the building, a volunteer will take your temperature with an infrared thermometer. There will also be a volunteer to provide sanitizer for your hands. If it is Communion Sunday, a volunteer with gloves will give you a pre-packaged communion cup. Masks will also be available for anyone who might need one.
- Those with a temperature of 99.9 degrees or higher will kindly be asked to go home and to call into service through Zoom or watch on YouTube.
- Two volunteers will be inside to help guide people to their seat each week. With some exceptions, pews will be filled front to back, skipping every other row to maintain proper social distance. If extra seating is needed, chairs will be put in the fellowship hall just outside the sanctuary. When people leave at the end of service, people will be dismissed back to front, one row at a time.
- Couples or family members living in the same household are welcome to sit together. Those who are not living in the same household will have to sit individually, maintaining social distance from others.
- Although our recommendation is that people do not use the church restroom, the church restroom will be available for anyone who needs it or has an emergency.
- Any music during the beginning of service will be reflective (i.e. will not involve congregational singing). If congregational singing is done, it will happen at the very end of service. Anytime congregational singing (with masks, of course) is about to take place in worship, it will be announced, and those not comfortable will be able to leave service at that point. Given some of the reflective portions of worship, people are encouraged to bring something to write in (a journal or notebook) along with something to write with (a pen or pencil) to aid in their worship and reflection.
- To donate to Montville UMC, people can 1) drop off any tithes or offerings on their way out of worship, 2) mail a check to PO Box 66, Towaco, NJ 07082, or 3) donate online at montvilleumc.org.
- Prayer requests for our prayer list can be given to Sharon at sabm317@gmail.com or Pastor Donald.
- Although Children Sunday School will not be happening for the time being, we will continue to have Youth Sunday School (socially distanced and more conversational) each week.

***This is a summary of what we think are some of the most important things to note.
For a full listing of Montville UMC's "Do No Harm" Guidelines, see below.***

Montville UMC's "Do No Harm" Guidelines for Regathering for In-Person Worship

Revised October, 2020

Important note about comfort level of coming back

If you are someone who is over the age of 60, have underlying health issues (especially breathing-related), recently went through chemo or radiation treatment or other intensive surgery that weakened your immune system, we invite you to take extreme caution and use great discernment before choosing to attend in-person worship. The goal of our Greater New Jersey Annual Conference, and thus, of our church, is to spread the Good News of Jesus Christ as, together, we flatten the curve of COVID-19 and ensure zero infections are spread by United Methodist activity. Please know that your health and safety are our number one priority.

We realize many may not feel comfortable joining us for in-person worship. We also realize that maintaining an online presence will be important for us as a church as we move forward into the future. Therefore, we will be continuing to offer our service via Zoom and through YouTube for those who wish to call-in and listen or watch.

General Guidelines and Notes Regarding In-Person Worship

Wearing Masks

- With the exception of children under 2-years-old and those with diagnosed respiratory issues/breathing problems, all attendees for in-person worship, whether outside or inside, are required to wear masks or face coverings that cover both their mouth and nose.
- The church will have masks on hand for those who forget, but any person refusing to wear a mask or face covering after being asked to do so two or more times will kindly be asked to leave. If the person insists on entering/staying after being told "No" or is continuing to disregard the guidelines set in place, the police will be called to help remove the individual from the service.

Keeping Social Distance

- All will be asked, whether outside or inside, to maintain a distance of at least six feet from others, with the exception of family members of the same household.
- No handshakes, elbow bumps, or hugs will be shared. People will need to get used to passing the peace through sign language and giving air hugs from across the way!

Minimizing Contact

- Hymns, Bibles, pencils, and tissues will not be in the back of each pew, so as to eliminate contact with hard to clean items. Thus, people will be asked to bring their own Bible and tissues, if those are desired to have. Hymnals and Bibles will be stored in the Youth Sunday School room until further notice.

- When worship is outside, bulletins, or a liturgy of service, will be sent in advance to those on our email list. This way, the majority of bulletins can be printed from home by individuals and brought with them to church.
- Whenever worship is inside, we will strive to always project the liturgy of the service on the screen so that no bulletins will need to be handed out. If someone has trouble seeing the words projected on our screen, a bulletin can be made available if given advance notice.
- No coffee hour will be happening for the foreseeable future.
- People should minimize entrances used and rooms entered into.
 - The back kitchen door entrance is off-limits whenever worship is held in the sanctuary.
 - If we are meeting for worship in the sanctuary, only the front door of the church should be used, with individuals sanitizing their hands as they enter in, not opening the door themselves, but letting a greeter/security person do so.
- Although our recommendation is that people do not use the church restroom, the church restroom will be available for anyone who needs it or has an emergency. The person using the restroom must ensure they are thoroughly washing their hands with warm soap and water for at least 20 seconds and avoiding unnecessary contact with surfaces in the bathroom, using a paper towel to open the door on their way out, and putting the used paper towel in the garbage at the end of the hallway.
- Additional signs on the doors of the restrooms and entrances to building have been placed, reminding people about any important protocols.

Helpful Information Regarding Worship

- Service will be held at our normal time of 9:30am each week.
- When worship is inside the sanctuary, Greeters/Security Team members will direct each person as to where to sit. With a few exceptions, those who attend will not be able to choose where they want to sit.
- The Greeters/Security Team members will also direct people regarding when and how to leave. Congregants should not get up and leave service until they are directed to do so.
- When worship is inside, the sanctuary will be filled as follows: One empty pew of separation between each person with staggering. If a family from the same household is taking up a full row or good portion of a row, two empty pews of separation are required before the next person can sit.
- There will be no passing of the plate for offering. When worship is outside, some type of receptacle will be provided where people can place their offerings. When worship is inside, people will be able to drop off their offerings in an offering plate, basket or other receptacle on the table in the fellowship hall closest to the sanctuary as people are exiting. Giving online and/or setting up recurring giving online is encouraged for those who are able and willing to do so: <https://tithe.ly/give?c=1549274>
- If we have a Children's Time, we will not be inviting children up to the front.
- When outside for worship, congregational singing with masks on will be allowed throughout the entire service.

- When inside for worship, any congregational singing will be done toward the end of service. Any music done during the beginning of service will be reflective (i.e. will not involve congregational singing). Anytime congregational singing (with masks, of course) is about to take place in worship, it will be announced, and those not comfortable will be able to leave service at that point. Given some of the reflective portions of worship, people are encouraged to bring something to write in (a journal or notebook) along with something to write with (a pen or pencil) to aid in their worship and reflection.
- No handheld mic will be passed around at any time.
- Overall worship services may be shortened from their normal length (e.g. 40-50 minutes instead of 60-70 minutes).
- People are encouraged to arrive 10 minutes early when worship is happening inside to allow for the extra time needed for people to go in one-by-one or family-by-family.
- Prayer requests are asked to be submitted through our online prayer request form: https://docs.google.com/forms/d/e/1FAIpQLSf_A5l2yKGEwCUaPWuubfOBt58YQ9VSApPyTUptBVuIgyTY-Q/viewform. If submitting prayer requests online is not possible, people should email Sharon Mattesky at sabm317@gmail.com if they'd like to add something to the prayer list.

Other General & Helpful Notes

- If anyone has a high temperature or is not feeling well, they should stay home. Those with a temperature of 99.9 degrees or higher will kindly be asked to go home and to call into service through Zoom or watch on YouTube.
- People should strive to exercise common sense at all times and consider others before making the decision to either come to church or stay home.
- Before entering the building, a volunteer will take your temperature with an infrared thermometer and a volunteer will provide sanitizer for your hands. If it is Communion Sunday, a volunteer with gloves will give you a pre-packaged communion cup.
- The inner doors leading into the fellowship hall will be propped open at all times on Sundays.
- On hot days, the sanctuary will be cooled down as much as possible prior to service. When service is about to begin, the air conditioning and fans will be turned off. Even though opening windows will cause the cooled room to be heated up more quickly, windows will be opened up by a designated individual to an extent to help increase ventilation.
- On cold days, the sanctuary will be heated up slightly above the normal temperature, so as to allow the opening of windows to increase ventilation without getting the building to drop in temperature too drastically.

Extras Notes for Outside Worship:

- The church will not set-up chairs outside for anyone unless given advance notice. Individuals and families are welcome to bring their own chairs to sit in, so long as they maintain proper social distance from others. People are also welcome to stay in their cars during service.

- Families with children are asked to take extreme caution before making the decision to get out of their cars, making sure children understand they are not allowed to go up to others, only saying hello from a distance.
- Whether outside or inside, good weather or poor weather, a call-in option through Zoom will be available. We will also strive to stream through YouTube Live each week.
 - Call-in information for Zoom each week will be as follows:
 - 1) Dial 1-646-876-9923
 - 2) Enter Meeting ID: 853 718 2720 followed by #
 - 3) Press # again
 - 4) Enter Password: 29626 followed by #
- Trash cans will be set up in various places that people can throw away things like masks or gloves in, if needed, at the end of service.

Placement of Hand Sanitizers Inside (Each must be at least 60% alcohol)

- Entrance to front door of church.
- Entrance to sanctuary.
- At easy-access corners.
- In restrooms. Although, if in the restroom, washing hands with soap and warm water will be preferable to using hand sanitizer. Additionally, people are asked to use a paper towel to open the door as they exit and to put the used paper towel in the garbage at the end of the hallway.

Special Note for Greeters/Security Team Members:

- *Greeters and Security Team members are to help people feel welcome and provide important information to those in attendance. These volunteers take on an even more important role as we resume worship gatherings in a pandemic. Nearly everything about the experience of worship gatherings is likely to be somewhat different, and for some, uncomfortable. Greeters will need to be especially attentive to how they communicate warmth and welcome, knowing that many people may be a little nervous as they enter. They will need to be trained to give effective and hospitable guidance regarding signage, seating, disinfection, and face coverings, as needed. Because not all members or visitors may be happy or compliant with the guidelines, our greeters may need to be the “bad cop” at times, trained to do so as kindly and as Christ-like as possible.*

Sunday School

- There will be no nursery or Sunday School for children 5th grade and younger in 2020. However, we will be having Youth Sunday School each week for 6th graders and up in the nursery room, where items have been moved and covered to maximize space and prevent unneeded contact.
 - Up to seven individuals can fit in the nursery room while still abiding by social distancing guidelines.
 - When, weather permitting, Youth Sunday School activities are desired to be held outside to any extent, the back exit door at the end of the hallway can be used to go outside and can be propped open by our Youth Christian Education Leader.

- All Sunday School teachers and leaders must continue to abide by our Safe Sanctuary Guidelines.

Small Groups/Committee Meetings

- Recommendation: For small groups and Bible Studies not to meet inside church building during the pandemic. Could meet at church outside when weather permits during non-winter months, but request is to only have outside small group gatherings at church, with each person bringing their own chair and refreshments.
- Recommendation: Have small groups hosted at peoples' homes, to the extent comfortable, if they are groups that are not on Zoom. Small groups are welcome to regather as long as those present are maintaining social distance and abiding by CDC guidelines.
- Committee meetings will continue to be held on Zoom for the time being.

Outside Groups Using Building

- Should any outside group use our building, they are responsible for cleaning and sanitizing all items touched and areas they occupied, in accordance with CDC guidelines.
- Protocols on cleaning and MUMC's "Do No Harm Guidelines" will be given to any group if using the church building, and a list of cleaning requirements will be posted.

Contingency Planning

- If staff members or key leaders/volunteers are sick and unable to be present for worship, they should notify Pastor Donald as soon as possible. If a staff member or attendee gets sick with COVID-19, they should contact Pastor Donald immediately.
- Because a seating chart is filled out by a volunteer each Sunday, we can easily identify where people were sitting. Thus, if someone gets sick with COVID-19 within two weeks of attending a worship service, it will be easier to figure out who they were near (contact tracing), and who would have been most at risk for infection.
- We will lovingly turn away people to return home if they are ill, suspect they are ill, or have come in contact with someone who is ill within the last 14 days.

Plans may need to change, and being adaptable during times like these is essential.

Cleaning Guidelines, taken and adapted from CDC

[CDC Interim Guidance for Communities of Faith](#)
[CDC Cleaning and Disinfecting Your Facility](#)

Cleaning

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Routine cleaning of frequently touched surfaces when having in-person worship in sanctuary. High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfecting

- Disinfect with [EPA-registered household disinfectant](#), following the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label to see how long).
 - Wear gloves and try to ensure you have good ventilation during use of the product.
- Wear skin protection and consider eye protection for potential splash hazards
- Use no more than the amount recommended on the label
- Use water at room temperature if diluting (unless stated otherwise on the label)
- Alcohol solutions with at least 70% alcohol may be used.

The following document will be given to all those who are part of our cleaning team: Six Steps for Safe and Effective Disinfectant Use

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>