

**PRERECORDING IN-PERSON WORSHIP SERVICE PROPOSAL**  
**PLEASANT VALLEY UNITED METHODIST CHURCH (PVUMC)**

**43987 John Mosby Hwy.**  
**Chantilly, VA 20152**

**INTRODUCTION**

Per the Virginia Annual Conference's Handbook or Technical Assistance Manual (VAUMC TAM) for local churches to return to in-person worship and gatherings, PVUMC has had a prerecorded online service since the second Sunday of March. The recording is done on Saturday, but the online service premieres at 11am on Sunday. Per TAM Stage 2 guidance, PVUMC's Health Church Team (HCT) has been leading and coordinating planning and preparations to ensure the health and safety of church members, guests, employees, other church groups that use the PVUMC facilities and the general community.

**Overview**

Moving forward, the HCT has decided to conduct in-person pre-recording services with volunteers as appropriate in the Fellowship Hall. Based on TAM guidance and building on feedback and lessons learned from the pilot, we plan to have prerecording in-person service on two Saturdays, August 1<sup>st</sup>, and August 29<sup>th</sup>. Volunteers can come to the Saturday prerecording service, prior to the online service which will continue to be premiere at 11am on Sunday. This is our proposal for holding this prerecording in-person service.

**General Principles**

All in-person services and gatherings will be held in strict compliance with the relevant TAM rules and protocols for the applicable Stage. Physical social distancing, wearing of face coverings and proper cleaning and sanitation of commonly touched surfaces will be strictly enforced. PVUMC has drafted a simple and concise 1-page summary guide that outlines standards/procedures, social distancing protocols. This includes social distancing, wearing of face coverings, cleaning and disinfection of the Fellowship Hall. The 1 pagers will also be posted along with other relevant Covid-19 health education/social distancing materials (such as posters, flyers, graphics, flow control cones and signs) on strategic visible spots in the parking lot, at the entrance (front door), exit (side door) and on the walls of the Fellowship Hall.

**What:** Two (2) prerecording in-person services in August

**When:** August 1<sup>st</sup> (Saturday) and August 29<sup>th</sup> (Saturday) at 1:30pm

**Where:** PVUMC Fellowship Hall is the place where socially distanced sitting spots will be designated. Also, we will keep the two doors open during the service, to facilitate air circulation between the inside and outside of the church. A sketch of the layout and designated sitting arrangements can be seen in Annex 1

**Who:** To comply with the 6-ft social distancing rule and provide ample space between service attendees, we will limit the number of people attending the prerecording service to not more than 30 excluding church clergy and staffs (i.e. less than 50% of the social distancing capacity of the Fellowship Hall). Since this is a rapidly evolving situation, PVUMC will adjust the number of attendants based on available data and prevailing in conditions

**How (worship service process & precautions):**

- **Communication:** The church office and Lead Pastor will clearly communicate to all church members via weekly “News and Happenings” email, weekly Pastoral letter to church members and weekly announcements at the end of the worship service, that attendance of in-person worship is on voluntary basis. We will not proactively encourage people, especially people with underlying conditions. Prospective attendees will be asked in advance to arrive between 1:00-1:25pm, to allow enough time for proper socially distanced check-in and sitting.
- **Registration and HAF:** Prospective worship service attendees will register each week through Signup Genius (on a first come first served basis). They will also complete the Health Acknowledgement Form (HAF), 4 days before the service. As stipulated on the HAF, it will be noted on Signup Genius that by signing up the person would be acknowledging that they are healthy to attend in-person worship. The Signup Genius will have only 30 open spots (the max number of attendees allowed in the service at this time). The deadline for registration is by Tuesday 6pm of the week of prerecording in-person service, to allow the Pastor enough time to review and approve the registrations.
- **Cleaning and Sanitation:** Commonly touched surfaces in the worship room (in this case the Fellowship Hall) will be cleaned and sanitized before and after the service, per TAM/1-page summary guide. Church members will be told in advance to bring their own hand sanitizer.
- **Arrival, Parking and Check-in:** On worship day attendees will park in designated socially distanced alternating parking spots and walk towards the greeting stations, following clearly visible pedestrian flow control signs and maintain social distancing in the process (unless clustered as a family). There will be two designated socially distanced greeting stations near the entrance to the kitchen/Fellowship Hall. The greeters (who will be wearing face coverings and face shields) will check if attendees are wearing face coverings, then check if they are registered, ask to confirm if their health status is still the same as reported on their HAF, take their body temperatures with non-contact infrared thermometers. If cleared, the attendee will be reminded to maintain social distancing and guided to follow the one-way traffic signs as they enter and move within and out of the Fellowship Hall.
- **Flow Control of Attendees’ Movement:** in order to maintain the required physical social distancing of 6ft between individuals at all times, all Fellowship Hall users will be ushered and directed to move

in an anticlockwise one direction from the entrance, within the room, out through the exit door/Pavilion area and leftwards through the back of the kitchen towards the parking lot. The worship room will have a separate entrance and exit to facilitate social distancing of people entering and leaving the room. Attendees will enter through the Fellowship Hall main front/kitchen door and exit through the side door that leads to the pavilion. Large, clear and visible signs will be posted to direct traffic flow throughout the unidirectional, anticlockwise loop. Attendees will be discouraged from mixing up, congregating and talking in close contact with non-family members after exiting the Fellowship Hall – rather, they will be encouraged to maintain social distancing and keep their face coverings and walk straight to their cars in the parking lot. Any talking should be done in a socially distanced way

- Entrance and exit doors will be kept open during the service
- Limit touching of surfaces: the door to the hallway that leads from the Fellowship Hall to the sanctuary and the rest of the building will always be kept closed and sealed off with yellow tape . Any items that are not supposed to be touched will be quarantined/demarcated off with appropriate barriers and yellow tape.
- Strictly everyone will be required to maintain social distancing at least 6 feet apart from one another, except for members of the same family who can sit together in socially distanced clusters.
- Singing: strictly there will be no congregational singing and no choir during the service. Pre-recorded and instrumental music will be played, and the congregation can hum along while keeping their face coverings on
- Personal Protective Equipment (PPEs): Strictly everyone should wear facial coverings throughout the worship service and their stay in the church building. People that cannot or are unable to wear a face covering (e.g. children under 2 years old, people with breathing difficulties) should not attend an in-person service. Greeters will wear face coverings and face shields. Attendees will be told in advance that they are responsible for bringing their own face covering. However, the church will have a reserve supply of masks for those who will not have their own. Greeters will have beside them a container from which attendees that do not have PPEs or other important needs could pick up disposable masks, disposable gloves, and hand sanitizer. The Pastor will preach with his face covering on. Per the TAM, if a person refuses to comply with wearing a mask they will be asked to leave. If they refuse to leave the worship service will be cancelled.
- No paper bulletins or materials will be used – electronic copies will be disseminated by e-mail prior to the service.
- No offering plate will be passed around – attendees will toss their offerings in a drop box as they enter or exit the Fellowship Hall. The offerings will be quarantined appropriately in a safe before being processed).
- There will be no childcare.

## **Holy Communion**

We won't have Holy Communion during the Prerecording In-Person Services in August.

## CONCLUSION

The Covid-19 pandemic is a rapidly evolving situation with new knowledge and information emerging from time to time. The PVUMC HCT will continue to work tirelessly to provide the safest possible worship experience for everyone by fostering compliance with TAM rules and protocols, and by building on our learnings and experiences.

## PVUMC's Healthy Church Team

Pastor Eugene Kim (Lead Pastor), Linda Arsenault (Church member), Linda Bridges (Lay Leader), Lou Cartwright (Office Manager), Mike Gleasman (Church Council Chair), Wonder Goredema (Epidemiologist/Public Health Expert, Church member), Danielle Ofori (RN, Worship Committee Chair), Teresa Highley (RN, Trustees)

## Annexe 1: Sketch of Layout of Worship Room & Surroundings, Flow Control of Attendees

