

Spring Garden Indoor Worship Policy

Updated 10/1/2020

- Plan administrator: Jay Olson
- People will enter the church building through the single door on the north side of the narthex, ascend the main staircase, enter the sanctuary through the main doors, be seated by ushers from the front of the church to the back. While the service is taking place handrails, etc. in the narthex will be sanitized.
- People will exit the church by being ushered out from the back of the church to the front, go down the main staircase, and straight out the double doors if possible, or the north side door.
- A Greeter will hold the doors open or doors will be propped open to minimize touching of door handles.
- The balcony will only be used if more space is necessary.
- People will be encouraged to keep coats and jackets with them.
- When entering the church, an usher will write down names in case people need to be contacted because of exposure to the virus.
- The front 3-4 pews on the north side of the church will not be used in order to keep people farther away from the pastors.
- A volunteer church council member will open the church when there is no Sunday School and will light the candles approximately 5 minutes before the service starts and put them out following the service.
- The screen or the bulletin will be used for all worship elements. Page numbers will not be announced or printed in the bulletin.
- Hand sanitizer will be available at the bottom of the main staircase and at the top. People will be encouraged to use sanitizer when entering and exiting the worship space.
- A 6-foot distance will be maintained between households. Ushers will be responsible for this spacing. People will be encouraged to follow the direction of the ushers. 6 foot spacing will be encouraged at all times when in the building.
- Children's Nursery will not be available.
- Food and beverages will not be served before or after the service.
- People will be encouraged to only be in the sanctuary and narthex areas. Other areas of the church (basement, Sunday School rooms, etc.) will be roped off.
- Socializing before and after the service inside the building will be discouraged.
- Masks must be worn at all times in the church building. There will be masks available for those who need them. Exceptions: children under 2 and those with medical conditions that affect breathing
- Bulletins will be handed out by an usher wearing a mask and gloves. People will take bulletins home with them.
- Music will be performed by soloists or musicians at a distance of at least 12 feet from the congregation. There will not be congregational singing or reciting.
- Only the unisex restroom on the sanctuary level of the church will be available for use.
- The water fountain will not be available for use.

- People will be encouraged to stay home if they are in a high-risk group. Worship services will be recorded and available online by Tuesday following the service.
- The playground will not be available for use.
- Opportunities for offering will be in a stationary location when exiting the worship space. People will be encouraged to continue online giving if possible.
- At some point during the service a picture or pictures will be taken of the group in order to contact people in the event of virus exposure. The pictures will only be for church use.
- The following statement will be publicized: If you or someone in your household is ill, please enjoy worship online and do not attend the service. If you have been exposed to COVID-19 within 2 weeks, please do not attend worship. If you have tested positive for the virus, please stay home for the time recommended by the CDC.
- Volunteers – Ushers, Greeters, Communion servers and preparers will be asked to arrive at the service ½ hour early to be trained on the policies. Cindy Sjoquist will do the training.
- If a member requests a baptism, they will be encouraged to have a private baptism with close family. Details will be worked out with the family.
- If the pastors get sick or are exposed to the virus, the synod will be notified and the congregation will follow their recommendations.
- Holy Communion
 - The service will be organized so that communion will be at the end of the service.
 - People will pick up prepackaged communion elements from a table at the bottom of the stairs as they leave the church.
 - People will be encouraged to take the bread and wine or grape juice with them and consume them in the car or at home.