

Shepherd of the Hills Lutheran Church  
Guidelines for Reopening Worship in the Sanctuary  
As of August 5, 2020

**Two services on Sundays 8:30am and 10:00am.**

Sanctuary Capacity is 353, with 25% = 88

**Notes**

- Future governmental guidelines may restrict in-person worship or increase the percentage capacity, based on current data. We will continue to follow best practices and advice from multiple sources to keep the congregation safe and healthy.

**Preparation**

- Sanctuary, narthex, and bathrooms will be deep cleaned with approved products for use against COVID-19, being aware to not use products that might harm finish on pews, etc.
- Doors and windows in sanctuary will all be open to ensure proper ventilation (*also cuts down on touching door handles*), HVAC system will be set to bring in fresh air, instead of recirculating.
- **Restroom use is restricted to one person at a time unless from the same household in male and female bathrooms.**
- Water fountains will be unavailable. Please bring water bottle from home if needed.

**Reservations**

- We will be taking reservations on a first come basis using an online program called [signupgenius.com](https://www.signupgenius.com).
- <https://www.signupgenius.com/go/904044aa9ae22aaf58-worship2>
- If you do not have access to a computer, please call the office the prior Thursday to reserve the right amount of spaces needed. When we reach 88 for each service, we will start a waiting list.

**Arrival**

- Everyone **MUST** wear their mask to enter the building and throughout the service, except for when they take communion. You will be greeted, asked basic health questions and asked to sanitize your hands with our touchless dispensers at the east and west entrances.

- Please wait for an usher to seat you. There will be marks on the floor indicating 6 ft social distancing. Seating will be done from the front to the back of the sanctuary, alternating pews – one empty pew in between. Most pews can accommodate 2 groups (group defined as people living in same household).
- If you require special accommodations please notify the greeter.
- Nursery and Sunday School will not be offered at this time.

## **PLEASE DO NOT CONGREGATE IN THE NARTHEX AT ANY TIME.**

### **Worship structure overview**

- Will be similar to order that is being done online and outside for drive up worship.
- Will offer communion every Sunday beginning August 9<sup>th</sup>.
- A recorded service will continue to (and will always...) be broadcast on Facebook and YouTube for those to wish to stay home.

### **Additional worship detail...**

- The service will be projected on screens, bulletins will not be provided. All shared items have been removed from pews – hymnals, Bibles, pencils, etc.
- There will be no congregational singing and there will be limited responsive speaking. There will be “no-contact” passing of the peace.
- Music will be pre-recorded or provided by a socially distanced musician live.
- The pastor and liturgist may not wear a mask when doing liturgy if they remain socially distant, to facilitate communication.
- Offering plates will not be passed, they will be located at the exit doors. Better yet, use “**GIVE+**” e-giving option.

## **Serving Communion**

- Pastor and liturgist will be wearing masks and sanitizing hands prior to the start of communion.
- After blessing communion with the liturgist at the altar, communion will be served in the following manner:
- From the center section, the usher will release members by household groups. Please wait for usher to direct you.
- Maintaining 6-foot distance, you will come forward to Pastor or the liturgist, who will be located on opposite sides of the chancel.
- Congregant will receive 2 plastic cups, one inside the other. The bottom cup will have the communion wafer, the top one will have the wine. As the cups are presented, Pastor or the liturgist will pronounce "*the body and blood of Christ, given and shed for you.*" Please move to the end of communion rail where you may remove your mask and eat the bread and drink the wine while remaining standing. If you prefer to kneel, please move to the side rail. Please put mask back on and return to your seat.

## **Dismissal**

- **Please stay in your pew until dismissed by an usher.**
- Will begin in the back and work towards the front for safety.
- Offerings may be placed in the plates as you exit the sanctuary.
- **Please move directly to your vehicles. There will be no "receiving" line with Pastor or refreshments in Fellowship Hall.**

## **Between services**

- The pews and sanctuary will be sanitized between services, along with all "high touch" areas.

## **References**

"*Considerations for Returning to In-person Worship,*" Evangelical Lutheran Church in America, May 12, 2020

"COVID-19 Guidance for Places of Worship and Providers of Religious Services," State of Illinois, Department of Public Health; May 28, 2020.

"*Returning to Church During COVID-19 Playbook,*" VANCO Faith Services, June 2020

# VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



## CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?