**Template for Church: Phased Plan for Re-Opening**

*[Directions, remove after reading: the following three phases appear very similar; consider how you might increase each phase’s guidelines appropriately. It is unlikely that after completing this with your leadership team that the three phases would look similar. Instead, you would naturally see loosening of restrictions in a safe and appropriate manner. It may be that you do not open certain ministries until a later phase, or it may be that you have lower numbers involved in those ministries to begin with. Pray over what works for your context with your team, consult your state’s and the government guidelines, and plan appropriately. Communicate it clearly and be flexible as the situation may change.*

*Be sure to purchase ample cleaning supplies and complete sanitation prior to opening phase 1. You are in our prayers.]*

Include a note at the beginning about flexibility and how updates will be communicated…

Consider including links to [government guidelines](https://www.whitehouse.gov/openingamerica/), [CDC sample re-entry plans for places of faith](https://context-cdn.washingtonpost.com/notes/prod/default/documents/5c0a7b41-2997-4a9a-ad3a-7d2ff788fc8e/note/8c6cbafb-bc04-4d78-9f15-cf27fc7c4b4d.#page=1), as well as state guidelines for your area…

**Phase One**

Sunday Service:

* Include information regarding online streaming of services; online streaming should continue through phase 3, if not beyond
* Number of people permitted; note about vulnerable population or anyone with any symptoms of illness staying home
* Pre-registration details, including number of households and how-to pre-register (or if the leadership divided people somehow, include that here)
* Social distancing efforts specific to your church
* Details on handwashing/bathroom use and cleaning, masks, and/or hand sanitizer; consider offering at specific locations and including information here
* Ushers: details on propped doors instead of door holding, air circulation, slides instead of leaflets, etc.
* Children’s ministry details, if open at all, consider waivers or posted signs with disclaimers
* Communion details
* Music team details, including care of frequently touched items such as prayer books, music folders, and instruments
* Acolyte team, altar guild, Scripture readers, prayers of the people leaders, security teams, additional team details– find out comfort levels for people serving during this time and reassign/train as necessary
* Hospitality measures within phase 1 guidelines, including coffee hour and welcome desk
* Seating within worship space
* Details for collecting offering
* Remove and clean items from sanctuary including crayons, etc. Also, complete a thorough cleansing of common spaces and children’s/youth spaces. Communicate what you have done with your church community
* Set up and communicate ways for online giving

Community/Small Groups

* Online information
* In-person gathering guidelines
* Point person for how to sign up for small groups
* Youth ministry programming details

Funerals, Weddings, Baptisms

* Funerals, weddings, baptisms, etc.– will they be held? If so, what guidelines are necessary, such as limited number of households

Other

* Outline and communicate pastoral care measures for those remaining at-home
* Build teams to offer rotation for clergy and leaders
* Include information about additional regular meetings and how they will be conducted, such as vestry, missions, outreach efforts, pastoral care teams, prayer meetings, and special events including summer events and online weekly worship events such as Compline or Morning prayer
* Include information about the church office hours and amount of staff present
* Include information regarding outside groups that use the building

**Phase Two**

Sunday Service:

* Include information regarding online streaming of services; online streaming should continue through phase 3, if not beyond
* Number of people permitted (increased from phase 1); note about vulnerable population or anyone with any symptoms of illness staying home
* Pre-registration details, including number of households and how-to pre-register (or if the leadership divided people somehow, include that here)
* Social distancing efforts specific to your church
* Details on handwashing/bathroom use and cleaning, masks, and/or hand sanitizer; consider offering at specific locations and including information here
* Ushers: details on propped doors instead of door holding, air circulation, slides instead of leaflets, etc.
* Children’s ministry details, if open at all, consider waivers or posted signs with disclaimers
* Communion details
* Music team details, including care of frequently touched items such as prayer books, music folders, and instruments
* Acolyte team, altar guild, Scripture readers, prayers of the people leaders, security teams, additional team details– find out comfort levels for people serving during this time and reassign/train as necessary
* Hospitality measures within phase 2 guidelines, including coffee hour and welcome desk
* Seating within worship space
* Details for collecting offering
* Note regarding ongoing sanitation efforts, considering phase 2 changes
* Communicate ways for online giving

Community/Small Groups

* Online information
* In-person gathering guidelines
* Point person for how to sign up for small groups
* Youth ministry programming details

Funerals, Weddings, Baptisms

* Funerals, weddings, baptisms, etc.– will they be held? If so, what guidelines are necessary, such as limited number of households

Other

* Continue pastoral care measures for those remaining at-home
* Continue using teams to offer rotation for clergy and leaders
* Include information about additional regular meetings and how they will be conducted, such as vestry, missions, outreach efforts, pastoral care teams, prayer meetings, and special events including summer events and online weekly worship events such as Compline or Morning prayer
* Include information about the church office hours and amount of staff present
* Include information regarding outside groups that use the building

**Phase Three**

Sunday Service:

* Include information regarding online streaming of services; online streaming should continue through phase 3, if not beyond
* Open service; note about vulnerable population or anyone with any symptoms of illness staying home
* Social distancing efforts specific to your church
* Details on handwashing/bathroom use and cleaning, masks, and/or hand sanitizer; consider offering at specific locations and including information here
* Ushers: details on propped doors instead of door holding, air circulation, slides instead of leaflets, etc.
* Children’s ministry details, consider waivers or posted signs with disclaimers
* Communion details, including LEMs
* Music team details, including care of frequently touched items such as prayer books, music folders, and instruments
* Acolyte team, altar guild, Scripture readers, prayers of the people leaders, security teams, additional team details– find out comfort levels for people serving during this time and reassign/train as necessary
* Hospitality measures within phase 3 guidelines, including coffee hour and welcome desk
* Seating within worship space
* Details for collecting offering
* Note regarding ongoing sanitation efforts, considering phase 3 changes
* Communicate ways for online giving

Community/Small Groups

* Online information
* In-person gathering guidelines
* Point person for how to sign up for small groups
* Youth ministry programming details

Funerals, Weddings, Baptisms

* Funerals, weddings, baptisms, etc.– will they be held? If so, what guidelines are necessary, such as limited number of households

Other

* Continue pastoral care measures for those remaining at-home
* Continue using teams to offer rotation for clergy and leaders
* Include information about additional regular meetings and how they will be conducted, such as vestry, missions, outreach efforts, pastoral care teams, prayer meetings, and special events including summer events and online weekly worship events such as Compline or Morning prayer
* Include information about the church office hours and amount of staff present
* Include information regarding outside groups that use the building

Final note: As the CDC removes restrictions, or following the development of a vaccine for COVID-19, all social distancing measures will be lifted. Include list of events or programs that will be reinstated after phase 3.