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TRINITY UNITED

METHODIS 

CHURCH

*OF LOVELAND, COLORADO*

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COVID-19 WORSHIP  
RELAUNCH GUIDELINES

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801 N. CLEVELAND AVE. - LOVELAND, CO 80537

[www.tumc-loveland.org](http://www.tumc-loveland.org)



## **RELAUNCHING WORSHIP GUIDELINES**

As of 05/26/2021

### **Overview:**

This document details Trinity United Methodist Church's (TUMC) plan for relaunching in-person worship. It is based on several resources, including documents and policies from the Centers for Disease Control, the State of Colorado, the Larimer County Department of Public Health, as well as the *Mountain Sky Conference's (re)Launch Church Study Guidebook*.<sup>1</sup>

TUMC will chiefly follow and refer to the *(re)Launch Church Guidelines* in this document, orienting our approach to the Mountain Sky Conference's three, color coded reopening phases: **Red**, **Yellow**, and **Green**. The plan detailed here will primarily focus on a proposed move from Red Phase (suspended physical worship) to Yellow Phase (limited physical worship). Future additions will address a move from Yellow, to Green phase (full, normal worship).

All actions and recommendations will be overseen by the TUMC Church Council, along with input from the Peaks/Pikes Peak District of the Mountain Sky Conference (MSC). This plan will be communicated via email, mail, social media and in person phone calls.

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<sup>1</sup> Please see Reference List at the end of this document for additional information on these sources.

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# CURRENT CHURCH COUNCIL MEMBERS:

The following leaders will be the primary people in charge of administering this document. Other teams may be formed as needed and added to this policy.

Council Chairperson/Lay Leader: Debbie Huff

Lay Member to AC: Yvonne Clary (for 2020 only)

Secretary: Pat Walls

## Finance

Debby Groover, Financial Secretary

Wanda Keirns, Treasurer

Bob Stone, TUMC Foundation

## Staff/Parish Relations

Rod Browen

Patty Lex

[Vacant]

## Trustees

John Lex

Mark Thompson

Renee Troendly-Coria

## UMW President

Renee Troendly-Coria

Pastor: Rev. Bryson Lillie

# TUMC'S CURRENT STATUS: RED

(Effective 3/24/20)

Trinity Church has been in the MSC's red phase since the State of Colorado issued a "Stay at Home" order in March 2020. Since that declaration, the life and ministries of our congregation have operated as follows:

## EXTERNAL GROUP BUILDING USE

- No external building use at this time.

## INTERNAL CHURCH BUILDING USE

- No public office hours. Staff works remotely from home.
  - Primary office volunteer (Debby Groover) comes into the building to check mail and phone messages 2-3 times a week.
- A trustee member (John Lex) does a security walkthrough and building maintenance check at least twice a week.
- TUMC's Gardening Team comes to weed and monitor plants at least once a week
- Pastor records Sunday morning content in chapel every Friday afternoon.
- Masks are highly encouraged, especially in the presence of others. All persons in the church use hand sanitizer, Lysol, and bleach-based cleaners to disinfect areas when their work is concluded.

## WORSHIP

- Online worship only (10am Livestream on Facebook and 2pm recording on YouTube Channel).

## OTHER MINISTRIES

- Vacation Bible School, Families Ministries, UMW et al. are not currently meeting
- Missions Team hosted an offsite Habitat for Humanity Build on 5/1 and has been doing several sporadic ventures off site (porch pickups and making masks).
- Other study groups and ministries are meeting online only.

## CLEANING IN RED PHASE

- Our Custodian, Donna Sorenson, has continued to clean and disinfect the church on a weekly basis except for a brief span when she herself was sick (She was tested for COVID. It was later determined she had the regular flu).

# TUMC'S PROPOSED MOVE TO: **YELLOW** STATUS

(Effective 09/20 2020)

According to MSC guidelines, Yellow status becomes possible when state and local officials have reported a 14-day downward trend of cases, hospitals are treating patients without crisis care, and there is a robust testing program in place. This phase is likely to last several months, potentially well into 2021. Under this phase we would move to limited building usage during the week and a small Sunday gathering. Here is what we envision:

## EXTERNAL GROUP BUILDING USE

- One external group per day may use the TUMC building, provided they follow all social distance guidelines (six-foot radius between people, masks at all times, no other bodily contact, disinfecting the space before leaving the building)
  - TUMC will provide appropriate cleaning resources and policies for this purpose (see policy at the end of this document)
  - TUMC will require a signed agreement with outside groups acknowledging their adherence to this policy (see addendum for a copy of this agreement).

## INTERNAL CHURCH BUILDING USE

- Office Hours every Wednesday from 10a to 2p. Pastor Bryson will be present. Volunteers will not be recruited for the foreseeable future.
  - Everyone who comes into the building will follow social distance guideline all times. (Masks, Spacing, etc.)
    - All visitors or members entering the building must sign a log to permit for possible contact tracing - sign
  - Members over age 65 or with health conditions that make them susceptible to the virus would be encouraged to call or make contact digitally rather than come to the building in-person.

- Those with COVID-19 symptoms or similar health problems will refrain from coming into the building. Digital options will be used to connect with these people
- Signage and disinfectants would be put in common areas (bathrooms, work room, pastor's study)
- Primary office volunteer (Debby Groover) will continue to check mail and phones messages on off days.
- No further Trustee security checks. Building maintenance done as needed with proper precautions and disinfecting.
- Bathrooms available, primarily the main floor men's room. The occupant will disinfect the space afterward.
  - Signs will direct how this is to be done and cleaning supplies will be present.
- Pastor records any needed online content in the chapel every Friday afternoon.
- We will not offer Financial Assistance or use the Love Fund for any non-emergency, outside purposes until Green Phase.

## WORSHIP

Sunday Morning Gatherings will look as follows:

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### SUNDAY 10:00AM IN THE SANCTUARY

- Order (30-35 minutes duration to limit potential exposure period)
- Prelude
  - Welcome & announcements
  - Centering music
  - Call to worship
  - Instrumental or recorded vocal music
  - Prayer time



Scripture

Sermon

Communion (First Sunday of the Month Only)

Offering

Instrumental Music or recorded vocal Music

Benediction

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#### WORSHIP NOTES FOR 10A SANCTUARY SERVICE

- We will create appropriate signage to guide congregants on Sunday Morning. Policies will also go out with the bulletin and other communication methods listed on page one. Training and cleaning procedures will be developed for ushers and/or all worship volunteers and attached to this policy.
  
- Members ages 60- 65 or older or with health conditions that make them susceptible to the virus are discouraged from attending worship. Those who are sick or visibly showing COVID-19 Symptoms will refrain from attending.
  - By Church Council decision, we feel we cannot fully mandate that people in risk groups not attend worship. Those in that these groups are strongly encouraged/recommended/requested to discuss their attendance with their doctors and family before making a decision on attending.
    - People attending understand that the church is doing everything in its power to promote safety. But in the end, attendance it is at the individual's own risk.
    - Those with visible COVID symptoms will not be allowed in the building. Special provisions to allow them to worship (live streaming, possible FM transmitter use) will be accessible in these instances.

- Attendees will be let in the Main East, double doors. The ramp will be utilized for those unable to climb stairs so the use of the lift can be minimized as social distancing and cleaning of it will be difficult.
- Once and pointed to marked, assigned socially distant (minimum of 6ft) seating. After worship, all will exit via the main South door following signs.
  - Ushers will ask if attendees have had any obvious Corona Virus symptoms or contact.
  - Attendance will be recorded to help with contact tracing.
  - Masks or face shields are mandatory while in the building. We will have a supply for people who do not bring one to worship.
  - Will leave a small number of open seats for visitors. These policies will also be posted on our website to prepare our guests to attend.
  - Overflow seating will be located in Chapel. Service will be available on the flat screen TV in that space.
- No live vocal music or congregational singing during worship. This is due to recommendations from several national choral societies detailing how singing actively puts potentially virus carrying water droplets into the air.
- Our worship production team will be kept to a minimum. According to our estimates, we will need 6-7 people: One pastor, one liturgist, one person to run both the A/V booth, one musician and two to three ushers. Liturgists may also record their Bible readings from home, if they'd like to prevent exposure. Should no one volunteer, the Pastor can run the PowerPoint via remote.
- Joys and Concerns will still be brought up in worship. However, we will not pass a microphone. The Pastor will personally read about 3-5 items that are submitted beforehand to stay within the service time

limit. To compensate for this, we will likely have a larger prayer list in the bulletin.

- Communion will still occur on first Sundays. We plan to use sealed communion kits for at least 3 months. Kits will be placed along with a bulletin on each marked off seat before worship
- Offering plates (or some other method) will be put in the back of the sanctuary for people to drop donations. The pastor will mention it during the offering time in worship.
- All hymnals and Bibles will be removed from the sanctuary pews for the time being to prevent them potentially transmitting the virus.
- There will be no in person nursery or children's activities until Green Phase. Children are welcome in worship, but must adhere to social distancing guidelines.
- Pastor will preach from the back-chancel area to ensure proper distance from congregation.
- HVAC systems will be used before the service to heat/cool the sanctuary. But during worship, they must be turned off to prevent the potential spread of the virus
- The Main floor men's room will be the only available restroom for Sunday Mornings. Occupants are required to clean, disinfect and wash hands when finished. Signage will direct how this is to be done, and cleaners available for the purpose.
  - If occupant is unable to clean, an usher or other volunteer will be needed.

- If it appears more than 30 families plan to attend, a reservation system will be used (see [www.reopen.chruch](http://www.reopen.chruch)).
- See the Sunday Worship Roles and Responsibilities document in the addendum for additional details on organization

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#### OUTDOOR "DRIVE IN EXPERIENCE"

- (This option was not endorsed by Church Council as of our June 2020 meeting. However, we will continue to list it a potential offering and develop procedures for it. It will help to have them approved in advance should a second COVID wave postpone physical gatherings).
  - In the north parking lot with marked off, six-foot distant spaces. All congregants would remain in their cars for the entirety of the service with windows and doors closed or masks on.
    - Cars may remain on with A/C going.
  - Service would be 30-35 mins long and delivered via FM transmitter using roughly the same order as inside worship.
  - Limited building access. Restrooms in case of emergency only, following the procedures listed in the previous section.

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#### OTHER TYPES OF SERVICES

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##### SANCTUARY WEDDINGS

- Weddings are not encouraged at this time but may be held if they hold to the following guidelines:
  - All wedding party preparation (dressing, makeup and other grooming), must be done off site to limit possible exposure.

- A small set up team will be allowed to be at church, following all social distancing procedures.
- The service must adhere to the general worship guidelines listed for the 10 am sanctuary worship experience, and all other building guidelines.
- Must adhere with TUMC's existing wedding/funeral policy.
- Pre-recorded special music and/or video elements are welcome.
  - Live streaming is available upon require
  - Outside livestreaming equipment and technology is welcome (as long as it functions with our current internet package and A/V setup.
- Receiving lines are not permitted. Receptions, meal functions, or other gatherings must be held off site.
- Event must be authorized by the MSC Peaks/Pikes Peak District Superintendent

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#### FUNERALS OR MEMORIAL SERVICES

- Full memorial services/large in-person gatherings should be held at a later date if possible.
- All funerals and memorials will be hold to the principles found in the worship, building use, COVID, and wedding/funeral guidelines.

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#### DRIVE IN COMMUNION

- On assigned communion Sundays, TUMC will have a station in the Parking Lot to distribute Communion elements to members/interested parties in their cars. Those who receive are asked not to leave their vehicles.
  - These elements will be store bought, blessed and prepared in advance my masked, gloved volunteers
  - All station volunteers will adhere to social distance guidelines
  - The cubed bread will be lightly dropped into open while the recipient will take a cup of juice from the tray. The tray will be disinfected afterwards.
  - A time of prayer may follow.

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## OTHER SERVICES (BAPTISM, SEASONAL, PRAYER, ETC.)

- Will be evaluated as needed and made to adhere to these policies.

## OTHER MINISTRIES

- Vacation Bible School, Families Ministries, Missions Team, UMW et al, are invited to resume online activity. Any physical gathering focused on children must wait until Green Phase is instituted or approval is given by future. Adult gatherings may commence immediately, holding to all social distancing procedures.

## CLEANING IN YELLOW PHASE

- Trustees will work with Donna Sorenson to develop a new cleaning regime that disinfects frequently used areas the church weekly. This plan will be attached to the Cleaning Policy when completed (Bob Stone is creating this currently)
- Deep clean twice a week. After worship by volunteers and during week by Donna

## BENCHMARKS TO RETURN TO RED PHASE WORSHIP

- A member of TUMC or someone who attends worship within the last week tests positive COVID-19. The affected church spaces will be closed for 14 days afterward and thoroughly cleaned.
- A decision is made by governmental authorities (CDC, County Board of Health, etc), denominational supervisors, or by act of Church Council.
  - Church council will monitor COVID-19 cases in Larimer County watching for a 14-day moving average increase, a dramatic spike, or other signs that indicate red phase worship is warranted.

## ADDENDUM TO YELLOW PHASE WORSHIP DUE TO CDC MASK MANDATE CHANGES OF 05-14-2021

- In response to recent changes in CDC masking guidelines, TUMC's Church Council proposes to maintain existing Congregation and Conference guidelines for Yellow Worship Status with the following exceptions:
  - Mask wearing is now optional for vaccinated people but encouraged if/when possible around children. Unvaccinated people are urged to continue masking or worship online.
    - To accommodate families with young children who cannot be vaccinated, we will designate a special seating area near one of our sanctuary's front ventilation windows. The upstairs Cry Room will also be set aside as a kid friendly, maskless zone.
- Separate entrances, exits, and proscribed movements while in the TUMC facility are no longer required. Attendees are still asked to refrain from congregating together on church property.
- The TUMC Congregation will love all worshippers equally as Children of God regardless of age, mask, or vaccine status.
- The TUMC Church Council will revisit these alterations if/when worship attendance increases, changes occur in the Larimer County COVID rates, or government officials institute any new health directives. In any case, we reserve the right to reinstate mask requirements or to make any additional changes to keep worshippers safe.

## TUMC'S PROPOSED MOVE TO: GREEN STATUS

**(to be added at a later date)**





# ADDENDUM

## SUNDAY WORSHIP ROLES AND CLEANING RESPONSIBILITIES

*(areas listed can be done by more than one person or the same person in multiple roles)*

**Pastor** – leads the experience through traditional means (preaching, teaching, organizing). Also promotes when/how Church will resume, dispersing policies on attending, and training the Worship Team on Sunday responsibilities.

- Will make sure all policies are followed on Sunday Morning
- Will clean/disinfect the chancel area after worship

- All other duties as needed

**Musician** – supports the worship service through music and song.

- Will clean the clavino or other musical instruments used after worship
- Can help disinfect the chancel and choir loft areas.

**Liturgist**- reads the liturgy, Scripture verses and generally

- Will help clean the chancel area and front of sanctuary

**Usher 1** – Hospitably welcomes people to worship by guiding and answer questions from attendees in parking lot.

- Helps with general cleaning in outdoor areas during and after worship (hand railings, door handles, other touch areas, etc.)
- All other duties as needed

**Usher 2** - Hospitably welcomes people to worship by tracking attendance, handing out masks, placing bulletins and helping with all questions outside the sanctuary area communion elements in pews and answering questions.

- Helps with general cleaning in the mid/back of the sanctuary (pews and other touch areas)
- All other duties as needed

**Usher 3** - Hospitably welcomes people to worship by guiding people to seats, placing bulletins and communion elements in pews

- Helps with general cleaning in the mid/back of the sanctuary (pews and other touch areas)
- All other duties as needed

**A/V booth operator** – Runs the computer and sound board for worship.

- Cleans the A/V booth, taking special care not to damage equipment.

**Where will cleaners be located?**

- Standing supplies of antiviral cleaner, hand sanitizer and paper towels will be located in 7 locations: the Parking Lot, Main Floor

Men's Bathroom, Office Work Room, Entrance of Sanctuary, Chancel, and Chapel.

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**Who is in charge of ordering and maintaining cleaning supplies?**

**TUMC COVID-19 CLEANING POLICY**

**Facility Cleaning Protocol for Trinity United Methodist Church Overview:**

Trinity is currently using an outside contractor (Donna Sorenson) to clean our facility once per week. These services are performed by the contractor on Friday of each week. Service areas will include the Sanctuary, main entryway, restrooms on main floor and lower floor, chapel, workroom and offices on main floor. Services will not be required in areas currently closed. These deep cleaning services will be complemented by our worship team wiping down high touch

points with disinfectant wipes after each Sunday service. This combined effort should keep our facility clean and safe for those who come to worship and work in our building.

**Contractor's Scope of Work:**

1. Vacuum all assigned carpeted areas.
2. Sweep and mop kitchen flooring and entryway flooring on main floor.
3. Clean restrooms on main and lower level.
4. Clean and dust Altar area.
5. Remove trash, replace bags and dispose of trash in dumpster
6. Owner (Trinity UMC) to supply cleaning and disinfecting products, vacuum, dust and wet mop, paper products and trash liners.

**Worship Team's Scope of Work:**

Using disinfectant wet wipes or other applicable cleaners, wipe down these high contact surfaces.

1. Back and sides of pews/chairs in Sanctuary.
2. Pulpit, lectern, altar table.
3. Handrails, door knobs, push plates, press bars, light switches. Any of these in the entryway leading to the Sanctuary.
4. Restrooms on the main floor will be checked and cleaned as necessary. Restrooms and Fellowship Hall in lower level will not be used and will be blocked off with proper signage.
5. Any microphones, A/V equipment, musical instruments, will be wiped with disinfectant wipes by members of the worship team who use these items.

Conclusion: Any program is only as good as the communication and training for the people executing that program. In our case the contract cleaner will be fully aware of their duties and responsibilities. The worship team will also be fully aware of their duties each Sunday morning. There will be duties before, during and after services. Knowing what to do and how to do it will help insure the safety of everyone who comes to worship at our church.

SAMPLE BUILDING USE AGREEMENT – DEVELOPED BY CHURCH MUTUAL INSURANCE



July 1, 2020

Dear Friend:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state, and local governments and agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. We are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you, your family, or your organization's members will not become infected with COVID-19.

By entering our building and participating in programs, services, and activities of Trinity United Methodist Church of Loveland, CO, you agree to the following:

On behalf yourself, your event and your organization, you hereby release, covenant not to sue, discharge, and hold harmless Trinity United Methodist Church of Loveland, CO, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any such program, service or activity.

We regret that we have to go to these legal measures, but we are thankful to associate with you as we continue our Church's valuable ministry and presence in our community.

Blessings to you,



Rev. Bryson P. Lillie

Pastor

I have received, understand, and agreed to the stipulations detailed in this document:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization or Event name: \_\_\_\_\_

Date: \_\_\_\_\_

## REFERENCE LIST

- Larimer County Policies and Procedures for Houses of Worship
  - <https://www.larimer.org/health/communicable-disease/coronavirus-covid-19/places-of-worship>

- Centers for Disease Control Guidelines
  - [https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html](https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html)
  
- State of Colorado Public Health Orders
  - <https://covid19.colorado.gov/covid-19-in-colorado/public-health-executive-orders-resource>
  
- Mountain Sky Conference Relaunch Guidelines
  - [https://www.mtnskyumc.org/files/content/disaster+prep/coronavirus/msc+\(re\)launch+church+study+guide+updated.pdf](https://www.mtnskyumc.org/files/content/disaster+prep/coronavirus/msc+(re)launch+church+study+guide+updated.pdf)
  
- Protocols for Congregational Singing
  - <https://acda.org/resources-for-choral-professionals-during-a-pandemic/>
  - <https://www.chorusamerica.org/resource/top-resource/choruses-covid-19-coronavirus>
  
- Church Mutual Insurances Coronavirus Resources
  - <https://coronavirus.churchmutual.com>