



Guide for Reopening our Church Facility

Summer 2020

1 Chronicles 12:32

“...people who understood the times and knew Israel should do...”

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Introduction

Even though our facilities have been closed, the church of Jesus Christ always keeps going. However, the reality of the global pandemic of COVID-19 has made us recalibrate how we offer our worship services and our community events in wise and prudent ways for better protection and care of our congregants. We emphasize that faith and wisdom walk hand in hand for the benefit of our brothers and sisters, the testimony of the church, and the expansion of the Kingdom of God.

Our church, Mision Pentecostal Antioquia, developed these guidelines for the reopening of our congregation and faith community. This manual serves as a guideline for effective steps toward the healthy reopening of our church facility for our pastoral team, leadership team and congregants.

As federal and state ordinances are shifting from quarantine to relaunching businesses and communities, it is imperative to understand that the world has changed significantly. The church also has recalibrated regarding how to worship, teach, and, above all, how we make disciples during this pandemic. However, we continue being the Church, and as such, we will continue to work in the creation of strategies to reopen the doors of our facility, celebrate ecclesiastical events and worship services with a thoughtful relaunch guide.

Leadership Message to the Congregation

It is critically important to lead soberly during times of uncertainty. Therefore, having met in prayer with our leadership team to navigate this time of transition, we have evaluated the mission to which God has called our church and we have identified how we can continue to serve our community. As we implement the reopening, we understand the need to begin streaming our services through our social media platforms. We know that people will be at different levels of comfort, so we are committed to wisely shepherding everyone in our congregation. We will be mindful not to forget vulnerable and high-risk communities. We pray that, in all our process, God will guide and help us to be prudent stewards of all our actions of reopening and reintegration. We ask for your continued prayer as we begin our reopening process.

Pastor Jose A. Muniz and MPA Leadership

Hygiene, Cleaning and Disinfection

We understand that there are some basic logistical elements that must be addressed before inviting people back to our facility. Therefore, we will ensure that a proper plan is in place to institute and/or expand maintenance and cleanliness. We understand that the overall appearance of our facility will communicate to our visitors and congregants more clearly than ever about the importance of their health and safety. The following person will be responsible for overseeing the facility's cleanliness and implementing necessary cleaning and disinfection protocols:

Name: Jarret Allende

Title: General Secretary/Treasurer

Email: jarret.allende@gmail.com

Telephone: 201-314-8943

General Cleaning and Disinfection Protocols

- Facility will be thoroughly cleaned and disinfected by a professional cleaning company specifically for COVID-19 disinfection.
- Facility will be thoroughly cleaned every day after use.
- All high-touch surfaces such as tables, doors, light switches, desks, telephones, keyboards, toilets, faucets, sinks, etc... will be disinfected with EPA-registered disinfectants.
- We will take steps to ensure that all water systems are safe to use after prolonged closure to minimize the risk of water-associated illness.
- We will put up posters on how to stop the spread of COVID-19 around the facility: <https://www.cdc.gov/handwashing/posters.html>

Maintaining Healthy Operations

- Hand sanitizing stations will be installed at all entrances of our facility and/or we will have hand sanitizer available in key areas of the facility.
- We will have non-contact garbage cans: (1) they will remain open - to reduce the spread of germs.

Contact Protocols

We will mitigate the risk of transmitting COVID-19 wisely and graciously by eliminating physical contact between the parishioners until future notice:

- We will require the use of masks in all meetings and when they are in the facility by everyone except minor children 2 years and under. (Only the individuals in the pulpit will temporarily remove their masks, maintaining physical distance/social distancing, for better voice projection.)
- We will limit the size of the meetings according to the guidelines and directives of the state and local authorities (6 feet distance between each home nucleus (“household”)). This includes weddings, funerals, and any other public events.
- We will greet each other from 6 feet away without physical contact.
- We will not offer or distribute food.

- Children cannot be left alone without parental supervision/guardians.

Monitoring & Surveillance

- We encourage any staff, volunteer and congregant who feels ill to stay at home.
- We will notify local health officials if a person diagnosed with COVID-19 has been to the facility. We will communicate with staff and congregants about potential exposure while maintaining confidentiality as required by the *American Disabilities Act (ADA)*.
- We will ask that people exposed to a person diagnosed with COVID-19 stay home., self-monitor and follow CDC instructions if symptoms develop.
- We will close the areas used by a sick person and will not use that area until after cleaning and disinfecting it. We will wait 24-48 hours to clean and disinfect that area to reduce the risk to the cleaning team.
- We will ask staff, volunteers, and congregants who have been exposed or are ill not to return to the facilities until they have met the CDC criteria:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Communication Protocols

- We will share the information of our opening processes to our congregants and to the community in the following ways:
- We will post a pdf copy of this manual on our congregation website and we will also email it to all congregational leaders and parishioners who have emails.
- We will make a virtual announcement about our plan that we will put on our social networks (including Facebook, YouTube, Instagram, etc. whenever possible.)
- Guidelines for worship services and meetings in the church will be communicated from the pulpit.
- We will put informational fliers and signs around the facility, particularly the areas of greatest use, such as the bathrooms and the lobby.

- We will train all staff, leaders, and volunteers using this manual and monitor implementation. If necessary, we will reconvene and retrain to fine-tune the protocols.

Worship Service and Gatherings

Seating Arrangements:

We will adjust how and where people sit in order to encourage the required physical/social distancing:

- We ask that families arrive early so that we can accommodate them in their seats before services.
- Once you arrive at the facility, follow the usher's instructions regarding entrance and exit.
- Families will wait until ushers accommodate the family units inside.
- Every other row of seats will be unused, distancing one family from the next with six feet of distance.
- We will accommodate the maximum number of people possible inside our facility keeping within the limits of social distancing. Once the sanctuary is full, families may choose to do the following:
 - Wait until the next service (they will be the next in line to be accommodated).
 - Join us online through Facebook and YouTube Channel.

Holy Communion:

Prepackaged communion elements will be provided, but we will also encourage families to bring their own.

Offering:

We will modify the methods used to receive financial contributions by placing two fixed collection boxes in the lobby (supervised by ushers) - we will continue to encourage electronic donations.

Altar Calls:

As is our custom, we will continue making calls “to the altar”. However, people will simply raise their hands from their seat for their request. We will not practice physical contact on an individual until it is safe.

Prayer requests can also be made by emailing: info@mpaiglesia.com or by clicking the “Prayer Request” button on our website: www.mpaiglesia.com

New Converts:

For those who make a profession of faith, they will be asked to put their name, email and number in a basket in the lobby. They can also send an email to info@mpaiglesia.com. Someone from the leadership team will contact them and begin their virtual discipleship process.

Pastoral Care:

We will continue to offer pastoral care through telephone calls, conference calls and/or virtual conferences. Request can be made by emailing info@mpaiglesia.com or by calling the pastor at 201.600.1582.

Pastoral Care For Vulnerable Communities and Senior Citizens

Attention to Particular Realities

We will continue to provide pastoral care and direct attention to people who cannot return to a face-to-face service due to their state of health or vulnerability or due to technological limitations:

- We will continue to call, Zoom-meetings or send texts to our elderly brothers and sisters and those who are in vulnerable and high-risk communities.
- We will provide assistance to people who want to learn how to connect to virtual platforms.
- We will continue to monitor these communities with our pastoral care team by phone calls and direct communication.
- We will begin offering our services over social media platforms and send text support messages.
- Our general secretary will continue to ensure requests are transferred to the pastoral team for follow-up.

Staff, Leaders and Volunteers

The staff, leadership and volunteers are important and key personnel for the reopening of our facilities. We will do our best to protect our staff, leaders and volunteers as well as their families by taking the necessary precautions and informing them of the reopening protocols.

Phases for Reopening

Phase	Action	Date
1	Cleaning and disinfecting of facilities.	
2	Staff, leadership and volunteers training on these guidelines.	
3	Sunday Services will reopen first; no midweek services in order to limit the amount of traffic into the facility or outdoor services; if possible. (People with underlying conditions will be encouraged to stay at home).	
4	Midweek services will reopen (People with underlying conditions will be encouraged to stay at home).	
5	After the vaccine is in force, reintegration of people with underlying conditions.	
6	Children's ministry to reopen.	