

2021 Word Fellowship Church Contactless Worship Protocols

GENERAL GUIDELINES AND AWARENESS

This document is intended to inform members and guests of how Word Fellowship Church will conduct in-person, contactless worship services. This is a living document that will be periodically updated with the ever-changing public health environment created by COVID-19. Guidelines are based upon CDC recommendations and per the advisement of medical/public health professionals. While we will always act in the best interest of our members and guests by implementing stringent safety measures, it is important to acknowledge that we cannot completely eliminate the possible transmission of any virus. Each individual who chooses to attend in person worship accepts this risk.

Our services will be structured for CONTACTLESS worship. We are relying upon the integrity everyone to make our worship experiences safe. Please be thoughtful regarding your fellow brothers and sisters in Christ. If you have experienced any fever, chills, loss of smell, coughing within 3 days prior to Thursday please do not register for service or join us on Sunday. If you have come into close contact with anyone who has tested positive in the last 3 days, please refrain from attending service until you have a negative COVID19 test.

For the foreseeable future, we will have family worship only. Plans for re-establishing youth and children's worship will be communicated separately at a later date.

WORSHIP SERVICE PRE-REGISTRATION

- I. Pre-registration is required for ALL ATTENDEES
 - a. Registration link will be sent out/made available 12:00 noon Thursdays through Saturdays at 5:00 pm.
 - b. First time guests will be registered on-site before entering the theater
 - c. We must know who is present each week for contact tracing purposes
 - d. Register [here](#) each week.
 - e. If you need to unregister, you must email us at info@wordfcfamily.org to let us know you will not be attending. This is important as others may wish to attend.

ONSITE GUIDELINES & PROTOCOLS

Before worship service each Sunday morning, the theater will be professionally cleaned by a 3rd party contracted by WFC. Their cleaning process entails electrostatic treatment of the air along with surfaces. This process kills viruses upon contact and is long-lasting. This cleaning does not include the bathrooms, so it is highly recommended that you take care of all restroom needs before arriving for worship. If you must use the facilities, please limit the surfaces you touch and be sure to thoroughly wash your hands. Also, utilize the hand sanitization station before entering the sanctuary.

Building Entry Procedures

- II. All attendees, including those that have been vaccinated, must wear a face mask, preferably a 3-ply face covering as recommended by the CDC (note: avoid neck gaiters). If you are unable to wear a face mask because of medical reasons, then a face-shield must be worn at a minimum. Disposable face masks will be available for those who come without one. We will NOT have face shields available so if you are unable to wear a mask and fail to bring your face shield you will not be able to participate in worship service. The mask exception will be for those under 2 years of age. Masks must be worn appropriately, always covering the nose and mouth.
 - i. There will be a hand sanitization station at the door. Please take a pump of sanitizer as you enter. Hand sanitizer will be used by all persons entering the worship area – NO EXCEPTIONS.

- III. All persons' temperatures will be checked prior to entering the area of worship. You must have a temperature below 99.8. We understand that body temperatures can vary depending on the weather so if you have a reading above 99.8 you will be asked to step to the side to give your body time to regulate. If your temperature is below the stated threshold, you will be admitted to worship. If after a second check your temperature is above 99.8, you will not be able to participate in worship on that Sunday.

Member/Visitor/First-time Guest Check-in

Everyone must stop by the Welcome Table to check in. A volunteer will be stationed near the entrance to check you and your parties' name on the registration list. If your information is not listed, you will need to kindly provide it, so we have record of who attends each week.

- IV. If you have invited someone to church, please encourage them to use the pre-registration link [here](#). If an individual has not registered, they may do so at the Welcome Table stationed by the entrance. They must complete a printed registration form and leave it with the volunteer.
- V. We are piloting pre-assigned seating. You will be given a row number and seat assignment at the check-in table. Please be considerate and follow the seating instructions to ensure a seamless flow of service and accurate tracking of where attendees are seated.
- VI. Offering envelopes should be picked up by individuals from the welcome table.

Sanctuary Procedures

- VII. Upon entering the theater/sanctuary:
 1. Use hand sanitizer provided in the entry way.
 2. Enter the theater and go to the left down the hallway to proceed to your assigned seat.

3. Please make note of your row number. This number will be referenced in the event that there's a positive COVID test in the congregation.

VIII. Worship protocol

- a. There will be 6ft. social distancing at all times.
- b. First two rows on the lower tier are reserved for worship leaders and ministers.
- c. Third row is for volunteers & guests who do not feel comfortable climbing the stairs.
- d. Upper tier is for general seating.
- e. Groups that arrive together may sit next to one another; skip two seats in between parties.
- f. Only bottled water will be allowed in the worship area. No food allowed. Masks should be redonned after taking a sip of water.
- g. If you must use the bathroom at any point during the service, you must wash your hands with soap and water vigorously for 20 seconds. Use the hand sanitizer prior to re-entering the area of worship.

IX. Exit Procedures

- a. All persons will exit on the right side of the theater, maintaining 6ft in between parties. Please follow the directions of the volunteers and avoid congregating in the hallway.
- b. Groups may gather all the way out in the lobby or outdoors.

Offering/Collection Procedures

- X. Members and guests are encouraged to give tithes and offerings digitally using the Givelify app.
- XI. During service, free-standing collection boxes will be placed on the right side of the sanctuary for attendees to give when exiting the service.

Communion Experience

- XII. On communion Sunday, sacraments will be administered as you enter the sanctuary. A table will be set up inside the sanctuary with elements available for you to pick up on your way to your seat. A minister will be stationed, social-distanced behind the table giving the Communion sacraments.
- XIII. If an individual does not have the sacraments at the time Pastor is ready to lead Communion, that individual will need to come down and retrieve them rather than passing them down the aisle.

POSITIVE COVID PROTOCOL

- XIV. If you or someone in your family that has attended church tests positive within 5 days of worship service, you MUST notify Word Fellowship Church and Pastor Butler IMMEDIATELY. Send an email to ktbutler@wordfcfamily.org and assistance@wordfcfamily.org.
- XV. Once WFC has been notified of a positive COVID case by an individual who attended service, an email will be sent informing church attendees for that service within 24 hours of notification.
- XVI. Anyone who tests positive for COVID must quarantine for 10 days. Attendees in close proximity to the individual who tested positive must quarantine for 10 days as well, regardless of vaccination status or the absence of symptoms. The attendees that need to quarantine will be contacted individually.
- XVII. All members in attendance on the day a person reports a positive test should monitor themselves for symptoms. Testing is encouraged but not required. Due to HIPPA regulations we will not be able to name the individual who tested positive.

These guidelines were created with our members and guests' best interest in mind. We look forward to worshipping together!