

New York Annual Conference WORSHIP CHECKLIST

Version 1
May 15, 2020

This checklist shall be completed before each worship event and placed in a file maintained by the church office. You must check nyac.com frequently to ensure that you have the most recent guidelines and checklist. In situations that require clarification, refer to the most recent update of the NYAC guidelines and/or contact your District Superintendent.

Name of Church _____

Person(s) Completing this Form _____

Date of Event _____

Type of Event Regular Sunday/Weekend Service Wedding Funeral/Memorial
Including, Baptism (as of 5/15/20, baptisms are suspended) Communion (see section V)

I. General

- District Superintendent has approved congregation's plan
- Online worship presence is offered
- Plans related to these NYAC Guidelines have been clearly communicated and signs are posted to assist participants' understanding of healthy practices.
- Care has been taken to identify and communicate with the following:
 - Persons who are feeling sick or have a positive diagnosis with Covid-19 are told to stay home.
 - Those who are in vulnerable age categories, live with vulnerable persons, or have pre-existing medical conditions are encouraged to stay home.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or anyone who is unable to remove the mask without assistance (these persons should remain home at this time).
- Attendance must be taken and attached to this form so that members can be informed if any attendees develop Covid-19

II. Sanitation/cleaning

- Public spaces have been properly sanitized (especially high-touch places like railings, door handles, pews/chairs, restrooms, etc.)
- Hymnals and Bibles have been removed from pews
- Carpets/flooring have been deep-cleaned since 3/15/20
- Hand sanitizer is made available (at least 60% alcohol)
- Restrooms are fully stocked with soap, toilet paper and hand towels/driers
- Only no-touch trash cans are in use
- Doors and windows are left open when feasible to encourage air circulation

New York Annual Conference WORSHIP CHECKLIST (Continued)

III. Social Distancing/“No-touch” protocols

- Masks are to be worn at all times by everyone present. Church will provide masks to those who do not have them.
- Seating should be restricted to every other pew. Alternative pews should be roped off to ensure social distancing. Families who live in the same household should sit together. This includes youth and children.
- Plans for entry and exit are clearly communicated/marked.
- Capacity has been determined for worship space and plan is in place for how to cap attendance when/if the sanctuary/worship space reaches appropriate social distancing capacity.
- Offering is collected in a no-touch manner (for example, stationary collection box, online giving, text giving, mailed checks).
- Offering is counted and deposited in an appropriate and safe way.
- Passing of the Peace is excluded or conducted in a way that preserves social distancing.
- If Children’s moment is to be a part of worship, children should remain with their families and no handouts will be permitted.
- Bulletins and other print materials are not handed out, but available for pick-up, printed in individual homes or placed in seats prior to the event.
- Microphones are not shared.

IV. Suspended activities

- Choir singing/praise bands will not rehearse or be included in the event (soloists and instrumentalists are allowed, as long as social distancing is observed).
- Baptisms will not be conducted at this time.
- Congregational singing will not happen.
- Receiving lines following the service are prohibited.
- No fellowship/social hour, reception or meal will take place on the church property.
- Activities of the Ushers/greeters are suspended.
- Altar calls and the “laying on of hands” are discouraged as they present a challenge to proper social distancing. Alternatives for providing pastoral care “in the moment” will need to be carefully discerned.

V. Holy Communion (if celebrated during this worship service)

- Holy Communion through intinction or with the use of individual cups/bread will not be administered in person until the threat of transmission is minimized. Proximity to those administering and those receiving communion poses an increased risk. Pre-made, self-service communion cups (with bread inside the flap) may be utilized if made available upon entry. This, however, will cause an increased burden on the cleaning of the sanctuary and may not be possible if multiple services are being conducted requiring thorough cleaning in between services. Online Communion will still be permitted until such time as we determine when we can re-assemble with no restrictions.

**New York Annual Conference
WORSHIP CHECKLIST
(Continued)**

VI. Additional Precautions that have been cared for (please list):