

Presbyterian Community Church of the Rockies
Policy and Procedures for Worship Services at PCCR
During the Covid-19 pandemic

Worship Services

- We worship to glorify God, to give blessing, honor, praise and thanksgiving to God. Worship builds relationships and forms community. Worship feeds our souls and fills our hearts, while inspiring and equipping us for service. Worship is key to our Christian life.
- As weather allows, worship services can most safely be held outside during the pandemic.
- If the weather doesn't allow outdoor worship, and the church is not yet ready to hold an indoor service, the worship leaders can move into the sanctuary for a virtual-only service. For a virtual-only service, only worship leaders/musicians and those broadcasting the service will move into the sanctuary.
- If possible, the worship team will decide prior to the Sunday if the service will need to be moved inside for a virtual service. If weather unexpectedly occurs just prior to the service, the service can be delayed 30 minutes to move worship leaders inside. Congregants will be asked to return home for the virtual service.
- Indoor worship for our congregation will require many preparation steps, and will be allowed only when we have properly prepared to meet the Larimer County and Colorado requirements.
- All worship services held inside or outside near the church entry will be broadcast digitally through an appropriate Internet technology for members of our congregation. Worship services will also be recorded and posted to the PCCR website in both video and audio, allowing members of the congregation to access the service at any time through our webpage. Broadcasting and/or video recording of services will continue even after the current pandemic to allow members who are homebound to enjoy worship at PCCR. The church may also adopt a different platform for video services.

General

- This directive is intended to ensure the safety of individuals who worship at Presbyterian Community Church of the Rockies during the Covid-19 pandemic and supports compliance with Colorado and Larimer County directives.
- This policy supplements the Policy and Procedures for Non-Worship Service Activities at PCCR. See that policy for health screening, contact tracing and sanitizing standards.
- The church and individuals who participate in worship services at the church will follow applicable State of Colorado and Larimer County public health orders.
- A copy of this policy, along with a completed Larimer County Safer at Home Places of Worship Checklist, will be posted in the narthex and in the administrative office.

Outdoor Worship

- Outdoor worship can be held in our outdoor chapel, at our columbarium, on our patio, on our grass areas or in our parking lot based on the type of service and the number of those participating. Larimer County limits group size to 175 people, as long as the minimum of 6' distancing is maintained.
- For services in our parking lot, which allows for the most participants, congregants are asked to bring their own chairs for sitting in the parking lot or they may sit in their cars during the

worship. Seating will be a minimum of 25' from the worship leaders. Benches are available in the outdoor chapel, but the 6' distancing must be maintained and the worship leaders must be 25' from those attending.

- Masks will be worn and a minimum of six-foot distancing will be observed by those attending the service in person. This complies with the Colorado Guidelines for Places of Worship and Guidelines for Outside Venues.
- Worship leaders may take their masks off only when speaking or singing. They will use microphones for speaking and singing. They will be a minimum of 25' from the congregants, and will be spaced as far as they reasonably can from each other during the short exposure of singing. Bell ensemble players will remain masked and maintain a minimum of 6' distancing.

Indoor Worship

- All those who are in the building for worship (including those leading and staffing the worship) must meet the requirements for indoor worship gatherings as approved by the Session. Signage will be posted at building entrances to inform all persons about 6-foot social distancing, not entering when sick (including having a fever of 100.4 or higher), and the requirement to wear a face mask while inside the building and throughout the service. All entering the building will be checked according to applicable Colorado and Larimer County health standards and policy established by the Session, and a record (for tracing purposes) will list all who enter.
- The two restrooms on the main floor will be available for use by persons who attend worship inside the church. Restroom use will be limited to one person at a time.
- Hand sanitizer stations will be available at convenient locations as you enter the church and the sanctuary. All stations will be power-operated for no-touch dispensing of the hand sanitizer solution.
- All interior doors in the sanctuary will be open to maximize airflow in the sanctuary. The sanctuary ventilation system will be on when the sanctuary is in use. The exterior door will also be open, weather permitting.
- Larimer County allows participants up to the lower of 50% of posted occupancy code limit or the number allowed under social distancing, not to exceed 175 people. The pews will be blocked off to allow for a minimum of 6 feet separation between members of different households. The ushers will monitor occupancy and seating to ensure the appropriate distancing between non-family members. If necessary to control the number who can attend, a reservation system will be set up and managed by the church office. The Fellowship Hall can accommodate additional people with the required 6-foot distancing; this may be used for overflow once the capability is in place to broadcast the service there. Chairs will be set up in advance of a service with appropriate spacing.
- When seating the congregation, ushers will lead our members to an open pew. Ushers will dismiss the pews after the service starting from the rear of the sanctuary; participants will be asked to remain seated until their pew is dismissed. Participants could leave through the main doors (which will be exit doors once the service begins) or the back door to the outside. Participants will be asked to not gather in the narthex (lobby), and to maintain 6' distancing while leaving and if gathering outside. Similar procedures will be followed when Fellowship Hall is used for overflow.
- While seating members for the service (the main doors being used for entrance), anyone who needs to leave the sanctuary should do so by the side door leading to restrooms or by the back door to the outside.

- Bulletins for the service will be placed on the pews as markers for where to sit, allowing for a minimum 6' distancing in each pew between individual/couples/families. Participants will carry their coats with them and place them on the pews rather than using the coat racks in order to avoid congestion in the hallway.
- There will be no offertory during the service. Offering plates will be placed near the entrance/exits of the sanctuary before, throughout and after the service.
- When communion is part of the service, sealed prepackaged elements will be used. These will be placed in the pews prior to the service. After the service, bulletins and communion cups will be collected from the pews by staff wearing gloves.
- Service leaders will not be allowed to be on the main floor of the sanctuary while leading the service. The communion table and planter boxes will be placed to allow for a minimum of 25' distance between worship leaders/musicians and those seated in the pews. When worship leaders/musicians are not leading the service, they will need to be seated a minimum of 25' from the worship leader or other speaker or singer.
- Worship leaders and singers will use microphones. The choir will not be used. Instead, hymns will be performed by a soloist or a small ensemble of singers (2-6). They will wear masks for the short duration of the hymn they are singing. Singers will be spread out as far from each other as possible (a minimum of 6') in the chancel. The organist will wear a mask while accompanying singers or the bell ensemble. Members of the bell ensemble will maintain a minimum of 6' distance while playing and will wear masks.
- Participants will be reminded to remain masked during the service. They will be invited to read the words of hymns and/or hum along with the worship singers and organ. Hymns will be limited to one or two verses.
- Services will be shortened to limit the exposure time in the sanctuary, preferably 45 minutes or less.
- The ushers will complete a roster of those in attendance for purposes of contact tracing.

Non-Worship Music Activities

- The sanctuary (including the chapel) is reserved for worship services and small group activities of the church's music program (practice and recording sessions for bell ensembles, individual musicians and singers).
- Use of the sanctuary for non-worship music activities is limited to 10 participants unless a variance has been approved by Larimer County for more than 10 and fewer than 50.
- Small group music activities without singing or woodwind or brass instruments may also be held in fellowship hall.
- Music groups will observe 6-foot social distancing, plus additional distancing for singers.
- Music group participants will wear face masks when inside the church building.
- Instruments that produce sound from a person's breath (woodwinds and brass) will not be used.
- When singing is part of the activity, such as music rehearsal or recording session:
 - When singing, singers will be separated from each other (except for members of the same household who may position themselves close to each other) by at least 6 feet and from the first occupied row in the sanctuary by a minimum of 25 feet.
 - Individual microphones will be used to make it unnecessary to sing loudly. Masks shall also be worn by singers with the use of microphones.
 - Activities with singing should be held in the sanctuary.

- No more than 6 singers may participate in a music activity.

Covid-19 Safety Procedures for Worship

- Anyone who attends a worship service must wear a face mask unless for an outdoor service he or she is inside a vehicle or is at least 25 feet away from other participants. The exception will be for children under the age of 11 or those people for whom a face covering would cause harm due to an existing health condition. The church will have a supply of approved face masks for anybody who needs one. The worship leader/music leader is responsible for maintaining compliance. Six-foot social distancing will be observed by any person inside the building, plus the additional distancing specified in this policy when applicable.
- The office administrator will supply an administrative “kit” containing attendance roster forms, remote thermometers, health check questionnaire forms and a form with guidance for individuals who do not satisfy the health screening, for use at worship services. Procedures for health screening and maintaining contact tracing records are set out in attachments to the church policy for non-worship gatherings and shall also apply to this policy for worship services. The ushers will be responsible for completing the attendance roster and for sanitizing the kit items following the service.
- The person who does the screening will give individuals who do not satisfy the health checks (questionnaire and/or temperature check) a form that includes an indication of which criteria were not satisfied and guidelines for what the person should do.
- The person in charge will provide the completed roster to the church office administrator following the service. Unless a person indicates that he or she has a new phone number or other change to contact information, only names of church members will be required, as the church maintains a membership directory with full contact information. Telephone number and e-mail address will be included with the attendance record for persons who are not church members.
- The church sexton will clean the sanctuary on a regular schedule, with the objective of having it disinfected before any scheduled function in that space. Sanitizing procedures set out in the church policy for non-worship gatherings will also be used for worship services.
- To the extent that weather permits, windows and exterior doors will be propped open during worship. Interior doors to the sanctuary will also be open.
- Physical copies of documents shall not be circulated at worship. Copies of the bulletins will be set on pews by the ushers to demonstrate where individuals may sit in a pew.