

# Plan for Relaunching First UMC of Holland

Guiding Principles: The following values guide this relaunch plan as well as the future of First UMC of Holland.

- The safety and well-being of our congregation is our top priority.
  - We will abide by guidelines from public health officials, government entities, and the Michigan Conference regarding health and safety.
- Effectively sharing the gospel of Jesus Christ to reach everyone is also a top priority.
- We will engage our Mission and Vision statements with renewed energy.
  - Mission: "Making disciples for the transformation of the world."
  - Vision: "A grace-filled community aflame with God's love."
- We will be a hybrid, in person/on-line, technologically competent church.
- We will be data-driven and evidence-based in evaluating ministries in this new climate.
- We will value flexibility and adaptability.
- We will focus on effective communication with the congregation via a multitude of tools.

Safety Procedures: First UMC of Holland is a "moderate risk" congregation (see "Principles and Directions for Reopening UMC Facilities in Michigan") meaning we have a significant amount of people over the age of 65 and/or with chronic health conditions.

- The guidelines outlined in the "MI Safe Start Plan," "Guidance on Preparing Workplaces for COVID-19," "Coronavirus Disease 2019 (COVID-19): Interim Guidance for Communities of Faith," and the "Principles and Directions for Opening UMC Facilities in Michigan" document will guide when and how we operate during the coronavirus outbreak.
- Masks shall be worn by anyone entering the building. Masks will be made available to those who do not have one. Those unwilling to mask will be asked to leave.
- Cleaning and sanitizing of the whole building is a priority. All spaces will be cleaned and sanitized each time after a space is used, and no space may be used without first scheduling it with the Administrative Coordinator. Room doors will be locked to ensure this practice. This is essential to maintain clean and sanitized spaces.
- Cleaning/sanitizing supplies and hand sanitizer will be placed in multiple locations around the building.
- Each office will be equipped with cleaning/sanitizing supplies and hand sanitizer. All staff members are required to keep their space sanitized.
- The sanctuary shall be equipped with live streaming technology.
- Those exhibiting COVID 19/flu symptoms will be asked to stay home while ill and/or contagious per CDC Center for Disease Control guidelines.

Phase Three<sup>1</sup>: Our current phase (i.e. sheltering in place).

## Worship/Spiritual Life

- Online worship is held and recorded from homes of ministry leaders.

- Online devotions offered Monday through Friday.
- Clergy may officiate funerals of ten or less people at the church, funeral home or gravesite. Social distancing guidelines shall be observed, and masks shall be worn by attendees. Zoom attendance is encouraged.
- Clergy may officiate weddings of ten or less people at the church or other venues. Social distancing guidelines shall be observed, and masks shall be worn by attendees. Zoom attendance is encouraged.

## Discipleship

- Small groups/classes are held online through Zoom or other resources.
- Establish message discussion time (Connection and Reflection).
- Children and Youth ministry teams will meet to redesign these ministries following the guidelines published in Appendix A of "Principles and Directions for Reopening UMC Facilities in Michigan."
- Nursery discontinued.

## Community

- Pastoral care occurs via phone or video.
- Coffee Fellowship discontinued.
- "Refresh" continues as an essential service with safety protocols in place.

## Administration

- The building is closed with minimal staff only entering the building to do essential operations.
- All other staff work from home.
- Resources will be put in place to create a safe work environment<sup>2</sup> in preparation for the staff's return to the facility
- Administrative Meetings are held online through Zoom or other resources.
- Remove pens, connection cards, hymnals and songbooks from sanctuary.
- Newsletter discontinued replaced with a weekly online email newsletter (paper copies will be sent to persons who do not have email).

Phase Four / Phase I<sup>3</sup>: This phase begins when the shelter in place order has been lifted, all gating criteria and core responsibilities are met: when we have seen two weeks of declining case counts in West Michigan, and there is widespread availability of testing, contact tracing and no PPE shortages.

## Worship/Spiritual Life

- Weekday online devotions will be replaced with Tuesday-Thursday morning devotion tied to the weekly message.

<sup>1</sup> per the "MI Safe Start Plan"

<sup>2</sup> per "Guidance on Preparing Workplaces for COVID-19"

<sup>3</sup> per "Principles and Directions for Opening UMC Facilities in Michigan" document

- Worship will remain online and prerecorded, but will be recorded from the sanctuary while incorporating these practices:
  - Social distancing
  - Disinfection of all equipment (microphones, computers, sound board, music stands, etc.) shall occur before and after use.
  - Non-mouth instrumentalists will wear masks.
  - When not leading worship, anyone in attendance shall wear a mask.
  - No singing. Vocal leadership will be performed by a soloist outside of the sanctuary and will be technologically layered to the instrumental music.
  - Words will be added to the video so at-home worshippers may sing along.
- Clergy may officiate funerals of ten or less people at the church, funeral home or gravesite. Social distancing guidelines shall be observed, and masks shall be worn by attendees. Zoom funerals are encouraged.
- Clergy may officiate weddings of ten or less people at the church or other venues. Social distancing guidelines shall be observed, and masks shall be worn by attendees. Zoom attendance is encouraged.

## Discipleship

- Small groups/classes may continue to meet online. Groups of ten or less can consider meeting in person using social distancing and wearing masks. Consider holding meetings outside.
- Continue Connection and Reflection while inviting folks to transition to the Summer Core Groups which start June 7.
- Continue to plant Core Groups which will act as "house churches." New groups start and will run June 7 – August 2. Folks can register on our website right now.
- Children and Family Engage (CAFE) begins at 6pm on Sunday evenings, with these features:
  - Roughly 6-minute centering/devotion time in the worship space (masked)
  - 45-minute outdoor activity in family groups (no masks necessary)
  - 2-minute wrap up and prayer.

## Community

- Ask congregation members to make and donate masks.
- "Refresh" continues as an essential ministry with safety protocols in place.
- Serving Our Neighbors reorganized (SON AntiVirus Edition) for limited tasks with small groups.
- Coffee Fellowship remains closed.
- Pastoral care will continue by phone, in person meetings are possible using social distancing and mask wearing, at the clergy person's discretion. If this occurs in the office, all surfaces need to be sanitized before and after the meeting.

## Administration

- Fire Marshall requested to calculate maximum capacity of the sanctuary, narthex and fellowship hall.
- Remove the Information Desk and pub tables from the back of the sanctuary
- Post signs on the doors stating masks are required (and available inside).
- Purchase two offering boxes for the back wall of the sanctuary.

- Drinking fountains covered or replaced with water bottle fillers.
- Remove and store coat hangers.
- Two additional hand sanitizer stations added to the sanctuary.
- Mask stations added to each entryway.
- Foot door openers added to bathroom doors – for example:  
(<https://www.commercialdoorhardwareinc.com/abh-fp100-us32d-hands-free-foot-pull-satin-stainless-steel.html>).
- Staff may continue to work from home but will work their scheduled office hours in the building.
- Administrative meetings may continue to meet online. Meetings of ten or less can consider meeting in person using social distancing and wearing masks. Consider holding meetings outside.

**Phase Five / Phase II:** Larger groups are given permission to meet by governmental entities. It may take several weeks of improving conditions to reach this point.

### Worship/Spiritual Life

- Add enough green chairs to the worship space to equal 25% of the maximum capacity as determined by the Fire Marshall. Chairs are in clusters ranging from 1 to 6 in number. Doing this enables people to maintain social distancing during worship. Fellowship Hall set up with monitors so it can serve as an overflow.
- Worship will be offered at 8:30am (traditional), 9:45am (contemporary) and 11am (contemporary). No reservations since there is an overflow space.
- 8:30 and 9:45am worship will be livestreamed.
- Archives of both the traditional and contemporary worship will be kept on the church YouTube page.
- Additional Worship Changes:
  - Each worship service will be no more than 45-50 minutes to create passing time.
  - Worship attendees will enter via door A and exit via door B.
  - Discontinue Offering Plates/Time. Offering boxes placed in the back of the sanctuary/narthex will be available for use.
  - Discontinue Greeting/Sharing of the Peace.
  - Rename the Bread Pan Offering to the Monthly Missions Offering. A missional emphasis will be selected for each month and people will be encouraged to support it. Missional offerings will be put in the offering boxes, but must be in the appropriate envelopes and/or have the mission listed on the check memo line.
  - End the clergy/worship leader receiving line tradition. The preacher will be available in the back of the sanctuary/narthex instead of being positioned by the doors. Individuals will have the option of approaching the clergy (who will remain masked) if they choose.
  - Discontinue worship bulletins. Worship instructions will be given verbally or via the screens.
  - Discontinue Children's Time.
  - Discontinue singing for the duration of the coronavirus outbreak.

- Discontinue communion by intinction and replace with individual prepackaged communion kits (<https://shop.catholicsupply.com/store/p/36717-Fellowship-Cup-500-Count-Box.aspx>) for the duration of the coronavirus outbreak.
- Reduce frequency of communion.
- To ensure social distancing, discontinue the tradition of gathering around the baptismal font. (Have water brought forward from the font.)
- Announcements – announcements will be prerecorded for worship and also shared on Facebook. A paper announcement list will be sent weekly, but only to persons without email or a social media presence. Copies of the printed announcements will be available at the end of worship
- Directions and first-time visitor information: improved signage along with proactive radical hospitality hosting will address this.
- Hospitality Hosts: Revamp job description to ensure touch free experience for guests and host. Host will be the only one to use an iPad.
- Musical pieces will be prerecorded with the vocalist recording in a separate location. Vocals will be layered in separately. These music videos will be projected for the congregation to watch.
- Develop a safety team to replace ushers.
- Discontinue Connection Cards and develop online sign-ins.
- Only the preacher and one worship leader (who will do scripture reading) will be in worship to maximize space for other participants.
- Clergy may officiate funerals of ten or less people at the church, funeral home or gravesite. Social distancing guidelines shall be observed, and masks shall be worn by attendees. Zoom funerals are encouraged.
- Clergy may officiate weddings of ten or less people at the church or other venues. Social distancing guidelines shall be observed, and masks shall be worn by attendees. Zoom attendance is encouraged.

## Discipleship

- Connection and Reflection continues at 10:45am online
- Core Groups, acting as “house churches” will start. These Core Groups can watch worship (either live or via the YouTube channel) and have discussion. One of the three clergy persons serving the church will be designated to support the house churches each week, in lieu of participating in Sunday worship). Depending on people’s readiness, we will offer both in person and Zoom options for groups. (For the summer session June 7 – August 2, these groups will be offered virtually and it will be the group’s choice to begin meeting in person, preferably outdoors.
- Small groups/classes may continue to meet online. Groups of fifty or less can consider meeting in person using social distancing and wearing masks. Consider holding meetings outside.
- Children and Family Engage (CAFE) continues at 6pm on Sunday evenings.

## Community

- Trained volunteers will be available after worship throughout the first couple months of Phase 5 to teach people how to load the church app and/or to sign up for electronic fund transfers.
- Continue to ask congregation members to make and donate masks.
- “Refresh” continues as an essential ministry with safety protocols in place.
- Coffee Fellowship remains closed.

## Administration

- Shift 2021 Stewardship Campaign to end by no later than October 15.
- Staff may continue to work from home but will work their scheduled office hours in the building.
- Administrative meetings may continue to meet online. Meetings of fifty or less can consider meeting in person using social distancing and wearing masks. Consider holding meetings outside.

## Resources:

- “MI Safe Start: A Plan to Re-Engage Michigan’s Economy,” State of Michigan, [https://www.michigan.gov/documents/whitmer/MI\\_SAFE\\_START\\_PLAN\\_689875\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)
- “Principles and Directions for the Reopening of UMC Facilities in Michigan,” Michigan Conference of the United Methodist Church, <https://michiganumc.org/wp-content/uploads/2020/05/UMC-Principles-and-Directions.pdf>
- “Coronavirus Disease 2019 (COVID-19): Interim Guidance for Communities of Faith,” Centers for Disease Control, [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)
- “Guidance on Preparing Workplaces for Covid-19,” Occupational Safety and Health Administration, <https://www.osha.gov/Publications/OSHA3990.pdf>