**California-Nevada Conference**

**The United Methodist Church**

**Relaunching In-Person Worship and Ministry Activities during and following the COVID-19 Pandemic**

**COVID-19 RELAUNCHING PLAN**

Please complete and submit with your plan to your District Superintendent for approval

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| --- | --- |
| Church Ukiah UMC | District: Great Northern |
| Pastor Rev. Michele Robbins | Date |
| DS Approval | Date |

# COVID-19 RELAUNCHING TEAM

The following church leaders serve on the COVID-19 Relaunching Team

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| **TITLE/ROLE** | **NAME** | **E-mail or Cell Phone #** |
| **Pastor** | Rev. Michele Robbins | shalompastor@ukiahumc.org |
| **Church Lay Leader\*** | Jone Duggan (\*Ad Board Chair) | joneduggan@sbcglobal.net |
| **Chair of Trustees** | Linda Nagel | linda.nagel@gmail.com |
| **Chair of SPRC** | Kevin Murphy | kevinm@pacific.net |
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#### Hygiene & Safety Trainings Provided to

**Staff & Volunteers**

Use this form to record staff and volunteer trainings. For your convenience you may attach the sign in sheet and agenda for the meeting.

Church Name

**Staff and volunteers who have had online trainings on CDC guidelines for cleaning and disinfecting facility**

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| **Name** | **Position** | **Date of Training** | **Training Title** |
| Rev. Michele Robbins | Pastor |  | Volunteer Trainer |
| Daphne Macneil | Church Member |  | Volunteer Trainer |
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**Staff and volunteers who have had in-person training on overall plan and hygiene guidelines**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | | **Date of Training** | | | **Venue** | |
| Diana Ratliff | | Volunteer | |  | church | |
| Chad Raugewitz | | Volunteer | |  | church | |
| Daphne Macneil | | Volunteer | |  | church | |
| Kay Lieberknecht | | Volunteer | |  | church | |
| Mikey Pitts | | Volunteer | |  | church | |
| Diana Ratliff | | Volunteer | |  | church | |
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**COVID-19 Relaunching Plan**

**Consider Overall Purpose of the Relaunching Team:**

* **Pray -** Seek God’s guidance for how you will best follow John Wesley’s Three Simple Rules: Do No Harm. Do Good. Stay in Love with God.
* **Plan -** Engage in mission and ministry planning about your church or organization. Be realistic, honest, and creative.
* **Write** - Develop your plan as you prepare to relaunch ministry together. Be in conversation with and submit the plan to your District Superintendent for approval. Evaluate and update your plan as necessary.
* **Share** - Identify appropriate ways to share the necessary components of the ministry plan with your congregation or constituents.

**Vision Statement:** (Your ultimate goals for Relaunching Plan)

Love God and live compassion.

God loves every person. So, we must demonstrate our love for God

by loving all of our neighbors. During this time of pandemic, loving

our neighbors includes caring for the safety and wellbeing of our

neighbors by preventing the spread of COVID-19.

We strive to live with compassion and be responsive to our members

and neighbors who may have special needs during this time. We will

work and serve in proactive ways that promote health and wellbeing

for body, mind, and soul.

**Values Statement:** (The beliefs that guide your Relaunching Plan)

We strive to live into John Wesley’s three rules: do no harm, do all

the good we can, and stay in love with God.

We aim to support one another in living out our relationship with

God in our daily lives; in keeping with our core values:

● Compassion, Love, Concern for Others

● Inclusion, Reconciling, Valuing Everyone Equally

● Openness to Various Expressions of Faith

● Service and Justice

**In all elements of planning keep in mind the following:**

* High Risk Populations
* Physical Distancing
* Maximum Group Size
* Leadership Responsibilities
* Safety Actions

**Resources for Planning:**

* CNUMC COVID-19 Website:

A Plan for Relaunching Worship and Church Activities within the CNUMC

CNUMC Cleaning Disinfect Guidelines

Resuming Care-Filled Worship and Sacramental Life

[https://www.cnumc.org/covid19](about:blank)

* State COVID-19 websites

[https://covid19.ca.gov/](about:blank)

* CDC Guidelines for Community and Faith-Based Organizations

[https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html](about:blank)

* County Public Health Departments
* [https://www.mendocino.org/community/novel-coronavirus](about:blank)

**COVID-19 Relaunching Plan**

**In-person Worship Schedule**

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| --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Venue** | **Modified Capacity** | **Contact** | **Cell** |
| Sundays | 10:00 a.m. | Sanctuary  plus  adjacent chapel | 36 with min. 6’ distancing  (25% capacity = 55 for sanctuary and 21 for chapel; total 76) | Michele Robbins | (530)  801-1030 |
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**Online Worship Schedule**

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| --- | --- | --- | --- | --- |
| **Day** | **Time** | **Recording Venue** | **Contact** | **Cell** |
| Sunday | 10:00 a.m. | Livestream on Facebook | Michele Robbins | (530) 801-1030 |
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**Other Ministry Activities**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Day** | **Time** | **Venue** | **Capacity** | **Contact** | **Cell** |
| Bible Study | Thursday | 5:00 p.m. | Zoom | Unlimited | Kevin Murphy kevinm@pacific.net | (707) 972-5458 |
| Yoga Practice and Prayer | Tuesday and  Thursday | 8:15 a.m.` | Facebook,  Livestream | Unlimited  (Avg. 15-20) | Michele Robbins | (530)  801-  1030 |
| Guided  Meditation |  | Available on-line | Facebook,  Livestream | Unlimited  (Avg. 15-20) | Michele Robbins | (530)  801-  1030 |
| Susanna’s Kitchen small group #1 | Monday | 10:00 a.m. | Zoom | 5 | Michele Robbins | (530)  801-  1030 |
| Susanna’s Kitchen small group #2 | Monday | 4:00 p.m. | Zoom | 5 | Kevin Murphy | (707) 972-5458 |
| Book Study | Tuesday | 4:00 p.m. | Zoom | Unlimited  (Avg. 8-10) | Michele Robbins | (707)  237-  1162 |
| United Methodist Women | 2nd Thursday | 10:00 a.m. | Zoom | Unlimited  (Avg. 6-8) | Linda Nagel | (530)  801-  1030 |
| Admin. Board | 3rd Sunday | 11:30 a.m. | Zoom | Unlimited  (Avg. 6-10) | Jone Duggan | (707) 489-  5186 |

**Leadership Responsibilities**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| Each separate, next step in returning to previous practices, or in beginning new ministries, will be assessed in turn, prioritizing the safety of all involved, while giving special attention to vulnerable populations. (Many in the community are older, some with existing medical concerns that would make them potentially more at-risk.)  Initially, only Worship on Sunday and occasional, outdoor Worship/Prayer Service events are contemplated, while other meetings, ministries and small groups will continue via on-line platforms.  All next steps will be communicated clearly, utilizing all the means available, (e.g., announcements during live-streamed Worship, the web-site, the monthly newsletter, a weekly email sent by the Pastor, and directly calling Members and Constituents who lack internet access). In addition, a list of volunteers will be published as available to answer questions.  The planning process will continue with on-going assessments by the Planning Group, aided by feedback from staff and volunteers.  On-site communication of the various protocols will also be varied, including sandwich boards designating the entrances, including a separate disabled entrance, laminated cards in the pews, instructions by Ushers at entry, and reminder announcements during or before Worship for those attending in the Sanctuary, as needed.  The Pastor, assisted by the Planning Group, will be responsible for tracking volunteer scheduling and training, and debriefing volunteers on order to identify emerging issues.  The Pastor and the Planning Group will assure that all plans and actions are consistent with the church’s vision statement and with assuring the highest, practical level of safety. |

**Safety Actions**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| Attending Worship will be very different until concerns about the pandemic are resolved. (Safety protocols for Worship are listed below, under Worship.)  In-person meetings will only occur in ways consistent with local health guidelines, as they become more permissive over time. Generally, we anticipate the planning process and protocols will remain more cautious than the limits legally allowed, because of the high-risk nature of a large portion of our congregation.  In addition to the outdoor sandwich board signs, signage at each entrance will list symptoms of Covid, outline the Worship protocols, and instruct people arriving to wait until they can check in with an Usher before entering. |

**Staff & Volunteers**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| Before returning to in-person Worship, a priority will be recruiting enough volunteers to assure a minimum of 4 usher/greeters for each Sunday Service, (see volunteer responsibilities under Worship, below). These volunteers will be trained to the new protocols and will be debriefed regularly to help the Planning Group identify any emerging issues.  In addition, other volunteers or some also assisting as ushers, will be scheduled before each event to sanitize high-touch surfaces, and assure sanitation supplies are available in the bathrooms, both in keeping with CDC guidelines.  Staff work areas are established to assure social distancing. The Pastor and the Administrative Assistant work from home, except for one day when the AA works in the office. The AA and visitors will be required to wear masks, maintain at least 6 feet distance, work with the doors open for ventilation when possible, and limit time in the shared space as much as possible. All people will required to follow symptom-screening protocols before being allowed on site. |

**Worship**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| **Capacity, expectations, and planning:**  The Planning Group has surveyed the church community, and determined that most people will choose to protect themselves by remaining at home and continuing to participate in Sunday Worship via Facebook, even after in-person attendance is allowed. Thus, it has been determined that the legally designated capacity limits will not be a determining factor. Rather, an even smaller capacity limit of approximately 36 people will allow for a minimum of 6 feet between individuals or stable groups. (The total will vary depending on the number of couples and family groups.) Pews are approximately 12 feet long, allowing people to sit on opposite ends, with pews spaced apart enough to allow 6 feet between alternate pews.  Contingency plans that include more use of the Chapel and potentially broadcasting the service via Facebook in the Social Hall, are anticipated in the unlikely event that more people attend.  The entrances and each pew designated for seating will be supplied with hand sanitizer which attendees will be encouraged to use liberally.  In order to continue live streaming the service when people are in attendance a new camera and other technical equipment will be needed, to allow the camera to be placed in the choir loft. Already purchased is a new internet hot-spot, allowing for faster upload speeds, which is dedicated to use for Worship.  A deep cleaning and sanitation will be done in the Worship Center areas by an outside contractor to the Planning Group’s specifications shortly before any resumption of in-person Worship Services.  **What congregants attending Worship in-person will find:**  Sets of two entrances and exits will be used, with one entrance/exit reserved for disabled access. Colored tape will be used on the ground to designate social distance while waiting for entry. Sandwich board signs on each side of the property, corresponding to the two kinds of entrances, will instruct those arriving. Those using the main entrance, up the steps into the Narthex, will be instructed that they will exit, in an orderly way, and only when instructed, through the Chapel and out the hallway doors onto the porch. Likewise, those using the disabled entry will be instructed how and when to make their entry and exits.  Congregants will be greeting at entry, and asked for their name and contact information, in order to facilitate subsequent contract tracing as needed. A record keeping system will track this information, which will also simplify this step for those not attending for the first time.  Ushers will count attendees and should an overflow situation occur, will instruct additional arrivals to return home to participate via Facebook. If necessary, a reservation system will be established to allow for rotation of the privilege of attending in person.  First-timers, or those who, for whatever reason, may benefit from being reminded, will be verbally oriented to the Worship protocols at entry, and shown that these protocols are listed in the bullet insert.  All people arriving will be screened for Covid symptoms, and denied entry if any are declared.  Face coverings will be required at the entrance, with a supply of masks available for any who need them.  Pews will be marked for distance seating, with some areas allowing for individuals, some for couples and others for families. People will be shown where they can sit, depending on the size of their group, with the ushers making accommodations for seating as needed, including by using the Chapel for overflow.  **General Volunteer responsibilities for Worship:**  Cleaning and sanitation of high-use surfaces will occur earlier Sunday morning, performed by designated, trained volunteers. Restrooms will also be sanitized and supplies assured, including bleach wipes and posted instructions that they be used to wipe high-touch surfaces after each visit.  With two Ushers at each entrance, entry will be regulated, so as to maintain social distance while waiting to enter and as people are seated. Ushers will instruct all those arriving on the Worship protocols, and how people can find the electronic bulletin and protocol information on their own devices.  Volunteers will assure collection of names and phone numbers of those arriving in order to assure adequate information for contact tracing. This will be made easier with clipboards listing known community members, as most those anticipated to arrive will be known Members and Constituents.  Training will include policies for dealing with anyone not demonstrating fidelity to the safety protocols, including role-playing and gaining assistance any time there is a need to make suggestions or set boundaries for continued participation.  **During Worship**  During Worship specific instructions and protocols will be briefly reviewed for how Communion will be served, and regarding where people may leave their tithes and offerings in designated receptacles near their entrance/exit.  Hymnals and Bibles will be removed from pews, and all words will be projected on larger screens. Congregants will also be instructed to not sing, while the band’s sung presentations will continue to be pre-recorded and played on screens. With some songs, instructions for physical hand motions while remaining seated will be provided. The passing of the peace will occur visually, with waves and signals.  With no separate Sunday School offered, children will remain with their families, but will be offered crayons and color sheets on a clipboard, all of which previously sanitized. Parents will be instructed to leave these in the pews, where ushers with gloves will retrieve them following Worship.  **At the conclusion of Worship**  After Worship and the live stream end, people will be directed to exit through the Chapel area, in sequence by pew, with extra time for those with physical disabilities. From the chapel, people will exit either east through the double doors of the Chapel and then out the front double door on the porch and Pine Street, or, for the disabled directly into the hallway and west through the Social Hall to the Bush Street parking lot. |

**Ministry Activities & Events**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| In addition to Sunday Worship, an outdoor, socially distanced, morning prayer service will be piloted for the brief time remaining before the rainy season and earlier winter darkness, following local public health guidelines. It is anticipated that people will be asked to bring their own lawn or beach chairs and sit in the parking lot and adjacent outdoor areas while maintaining social distance and wearing masks. Only quiet, masked singing will be allowed.  Otherwise, other in-person gatherings are anticipated to begin only after state and local permissions are promulgated and further clarified Again, the Planning Group’s intention is to be very conservative, as any indoor gatherings could still present risks for most of our community members. Our continuing ministries activities, including Yoga, Book and Bible Studies, Guided Meditation, Susanna’s Kitchen gatherings, and meetings of the Ad Board and UMW will continue to be held via Zoom in the meantime.  An on-line fundraiser is contemplated, but no in-person fundraisers are anticipated until at least some period of time following a wide distribution of a Covid vaccine.  Care teams will also continue to check in on parishioners, and a “porch” ministry of personal visits to those feeling isolated will continue making visits which occur with masks, outdoors, while maintaining at least 6 feet distance.  The combination of the return to in-person Worship and porch visit ministry is anticipated to assuage the needs of those who are most isolated and unable to receive the live stream Sunday Worship. While certainly not ideal, it is the hope of the Planning Group that this will suffice as much as possible in both maintaining some Congregational cohesion and meeting individuals needs.  Before the beginning of in-person meetings, protocols and trainings will be developed to assure safe gathering practice and building use. This will include maintaining and collecting meeting rosters to be held for a rolling period of four weeks, for provision to the local public health authority should they be requested. |

**Building Use**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| **Groups who were regularly using the church buildings under writing rental agreements before the shutdown began include:**   1. The Sandbox, a licensed preschool and child care program; 2. Recovery groups which met multiple times weekly; 3. A twice weekly after school program for foster children and youth operated by Tapestry, Family Services, a local foster family and children’s counseling agency; 4. A monthly foster family support group and training offered by Lilliput, a regional foster/adopt agency, which also provided child care.   Of these, only The Sandbox, (after a brief shutdown), resumed operation, which required their fulfillment of a range of state licensing and local health department requirements. Their protocols are summarized as Attachment A, and have been reviewed by the Planning Group for consistency with the church’s protocols.  Guidelines to be distributed to the other three groups, when they are allowed by health authorities to resume in-person gatherings, will include the appropriate health department regulations, and protocols for cleaning and sanitizing the rooms used before and after each use. However, it is clear that these groups could not simply resume their same practices, given the likely requirements for social distancing. When and if it may become feasible to meet the applicable state and local requirements, each group will be allowed to return to building use in an appropriate space, but only with a new, written agreement or addendum, incorporating agreements for all the necessary safety and cleaning protocols.  In addition to the above, in the event of a return to building uses, the Planning Group is aware of the need to assure cleaning and sanitation of common areas, (door knobs, bathrooms, and etc.), between each separate use, and a plan for this, including staffing and scheduling, will be incorporated into each separate plan to resume any of the above uses.  The church leadership has taken the opportunity offered by the shutdown to accomplish a wide range of building repairs and maintenance, including extensive roofing along with some adjacent seismic improvements, and in the Sanctuary and Chapel areas, painting and new floor refinishing and carpet.  No new building uses are anticipated before the concerns over the pandemic have resolved, and the previous renters will be given priority for use as feasible. However, any potential, new building uses will each be reviewed on an individual basis, to assure compliance with the spirit and letter of the protocols in place. |

**Community Connections & Outreach**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| The UUMC community and leadership remain committed to responding to local community needs and opportunities for local partnerships in service to others. As they may arise, these will each be reviewed with priority given to safety and responsibility, particularly until concerns regarding the pandemic resolve.  As a smaller church family, we can help meet many needs, but lack the volunteer staffing to undertake larger projects alone. However, relationship building among local ecumenical community leaders has been supported by both our previous and our current pastors’ efforts to deepen these connections , and so we are hopeful that appropriately-sized partnership ministry opportunities will develop as we grow out of the pandemic era. |

**Essential Services**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| As The Sandbox program has been designated an essential service since early in the pandemic shutdown period, church leadership supported the resumption of service for children and families under the guidelines outlined by state and local authorities. Our partnership with the program will continue through a more complete mapping and mutual understanding of each side’s Covid prevention protocols.  Regarding other essential services, Ukiah UMC has prioritized the collection of needed items for both the local Food Bank and the local Homeless Resource Center/shelter, both of which remain on-going church activities. However, physical collection of items at the church has not occurred in the same way during the pandemic. A church member closely allied with the Homeless Resource Center/shelter has designated her porch for drop-off of items for the shelter. Food collections for the Food Bank have occurred in a parking lot, “no touch” “pop the trunk” events. Each of these collections will continue in these ways, and will be assessed before they are approved to return to previous methods of on-site collection, as part of Worship attendance. |

**Other Ministry Settings**

**Key Actions** (Use the Guiding Questions to address the Key Actions)

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| There are currently no new partnerships outside the church buildings anticipated, but should any arise, they will also be subject to review for Covid-19 safety protocols by the Planning Group before they begin.  Pastor Michele Robbins regularly attends Zoom briefings with the County Health Officer, keeping the church community informed of current Covid-19 trends and specific directions provided to faith communities.  Plans are now being developed for use of larger, covered, public, outdoor spaces owned by the city or county, in order to hold larger outdoor gatherings, including in the rainy season. Such gatherings, either for Worship or relationship building events, will benefit both the church and the wider community. |