



RETURN TO CORPORATE WORSHIP

A Procedure Manual

Community Bible Church

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INTRODUCTION

HISTORY AND BACKGROUND

Following the COVID-19 pandemic numerous procedures were implemented by federal, state and local authorities to minimize the spread of the coronavirus. Although Governor McMaster never ordered the closing of churches in South Carolina, out of an abundance of caution and in respect to governing authorities (**Romans 13:1-7, 1 Peter 2:13-17**) most did. Some churches adopted a drive-in model where worshipers remained in their vehicles and services were either broadcast on low-power FM or by using amplification and loudspeakers. Other churches, including Community Bible Church provided online opportunities to worship. Since April 5th, CBC has concentrated all its resources on providing the best possible online worship experience via our web site, social media and streaming devices such as ROKU and Apple TV.

Interestingly, we have made many new online friends during this time of quarantine. And, even after we reopen the doors to in-person worship, by God's grace, we will continue to provide the best possible online experience for shut-ins, for out-of-town worshipers, and for those who, because of age, compromised immune systems, or other physical concerns, prefer to participate off-campus in our various services.

As states have begun to see successes in prevention and treatment of COVID-19 cases, restrictions have been relaxed in varying sectors. The federal government has indicated that personal and corporate freedoms should be re-implemented in a three-phase approach.

At CBC our primary goal is to honor God. Our secondary goal is to ensure the safety of our congregants. (These goals follow the greatest commandment, **Matthew 22:37-40**.)

NEW HEALTH AND SAFETY MEASURES YOU CAN EXPECT:

From a health and safety standpoint, please know we are taking the safety, security, and health of our entire community very seriously. To ensure the health and safety of every person who has and will visit for the first time one of our campuses, we have taken the following steps in accordance with Centers for Disease Control requirements:

We have purchased an electrostatic sprayer that will prep all surfaces including all seating. We have completed HVAC/AC system replacement using the highest-grade filters in all facilities.

We use only EPA-approved, safe disinfectants. In addition to the hand sanitizers we have had throughout the building, we have purchased eight more hand sanitization stations at all major entrances.

We will provide masks and gloves for use by all staff members, deacons & greeters where and when appropriate if required.

We have suspended the use of our water fountains until safe to use.

We will implement 6-foot distancing protocols, where appropriate if required.

We have removed hundreds of chairs to provide necessary spacing and will use every other row in the balcony area along with the fellowship hall and overflow rooms for seating.

While we will not be taking anyone's temperature, if anyone has had a fever in the last forty-eight-hours we ask that they stay home that Sunday and livestream.

We have suspended on campus children's ministries & nurseries for the safety of our little ones, so feel free to bring them into the service with you. If they become disruptive, we ask that you use one of the crying rooms, clearly marked outside of the auditorium.

We ask that you refrain from handshakes and hugs while on campus. While you may feel comfortable with this expression of love, we realize that others will not.

We are prepared, if necessary, to suspend in-person services and to resume livestreaming.

If you plan to attend the 11 a.m. service, please remain in your vehicle until 10:50. This will allow for limited interaction between the two services, as well as allowing for disinfection of the auditorium.

If you have the slightest concern that you or any members of your family may be experiencing any illness whatsoever, please stay home.

If you have the slightest concern about being immuno-deficient or immuno-suppressed, or are at all anxious about the possibility of contracting any communicable disease, please stay home.

Please recognize that although Community Bible Church has sought to take every safety precaution into account, you still attend at your own risk.

Please help us remain unified as a body by taking a posture of grace, patience and acceptance with each other, regardless of our opinions.

POLICY REVIEW AND REVISIONS

During the time period we have not met in-person, the leadership and staff of Community Bible Church has been reviewing existing policies and procedures and making modifications or instituting new policies. The goal has been to ensure the safety of all of our congregants who choose to join us in-person when the doors are finally reopened. Much of what we have been working on is included in this "Return to Corporate Worship" manual.

Because CBC has been practicing a number of safety precautions and sanitation procedures in our children's department for over 25 years, we have been blessed to have a platform from which to begin. We have extended and expanded these policies and procedures to incorporate the entire Beaufort campus as well as Grays and Graniteville.

Providentially, at the beginning of this unprecedented pandemic, the lease at our Bluffton campus had ended. We had been in the process of negotiating the purchase of a church on Hilton Head Island to serve members south of the Broad River. Needless to say, the COVID-19 phenomenon changed those plans. Consequently, once the doors are reopened to the public, we are asking those who had been attending the Bluffton campus to return either to the Beaufort campus, or consider visiting our Grays facility.

REOPENING DATE

After much prayer, deliberation and discussion, it is the plan for Community Bible Church to restart corporate worship on **Sunday, June 14**.

Up to and beyond the day we begin meeting in-person again, the leadership of Community Bible Church will continue to remain in communication with local and State authorities to determine the ongoing mitigation levels in the communities we serve.

We strongly urge staff and congregants who are at a higher risk for severe illness to continue joining us from home utilizing our various virtual worshiping platforms.

Aside from worshiping, our pastoral staff remains available for spiritual and emotional care and counseling via telephone or online video conferencing.

A THREE-PHASE APPROACH

We have broken down the various components of a return to corporate worship in three distinct phases. These are intended to maintain our compliance with safe-distancing requirements and, thus, provide the utmost safety for all people entering church property. We are including phase I at this time. And we will incorporate phase II and III in the future.

PHASE I

SAFETY AND SANITATION

Prior to your arrival please know that at all campuses we have thoroughly sanitized all surfaces throughout all buildings including tabletops, chairs, door handles, light switches, restrooms, faucets, water fountains, and banisters and railings. We have attendants standing by to continuously refresh these sanitizing practices throughout our Sunday services.

Our staff and volunteers have been thoroughly briefed on safety policies. They have been supplied cleansing wipes, facial coverings, sanitizing gel and, where appropriate, sanitizing solution for application on equipment they may be using, e.g. golf cart for transportation of congregants.

A complimentary individual sized bottle of hand sanitizer will be available for anyone that does not have their own.

EVENTBRITE REGISTRATION

In order to ensure a balance of attendance at both services, we will be using Eventbrite to take reservations for the various services and asking folks to make their reservation. The reservation will need to be renewed every week for the following week's worship service. Once worship services are full, those who sign up will be given first seating for the following week's service.

CONGREGANT EXPECTATIONS

At all campuses we are inviting the use of cloth face coverings by everyone except children less than two-years-old. Not using a cloth face-covering may also be appropriate at times for some individuals who have trouble breathing, experience anxiety from a face covering or who may need assistance to remove their mask.

Face coverings are not required other than by our staff, deacons, ushers and volunteers. But, if you should feel more comfortable using one, by all means use one. If you need a mask, we have one available for you at the welcome center.

For the benefit of our congregants, instructional signs are posted throughout our church buildings. Please read them and follow their recommendations.

While you are on campus please be keenly aware of your surroundings. Even though we are consistently following-up on our sanitizing procedures, please refrain from touching surfaces. During this time of social distancing we ask members and visitors to refrain from shaking hands and hugging. (Admittedly, this is difficult, particularly as brothers and sisters-in-Christ. But physical contact is a prime transmission mechanism.)

Please remember to wash hands with warm water and soap for at least 20 seconds. Use paper towels to dry off, then use the towel to open the restroom door. Dispose of the towel as you leave the restroom area.

If you must cough or sneeze, please remember to do so into the crook of your elbow.

If you see any area of concern that may need to be addressed, please let one of our staff members know so that we can promptly address it.

If you have the slightest concern that you or any members of your family may be experiencing any illness whatsoever, please stay home.

If you have the slightest concern about being immuno-deficient or immuno-suppressed, or are at all anxious about the possibility of contracting any communicable disease, please stay home.

WHAT WILL NOT BE IN SERVICE

Since there will be no ABFs of Sunday Schools meeting during Phase I, there will be no activities on the second floor other than in the auditorium. Consequently, elevators will not be in service during Phase I. Per ADA requirements, seating will be provided on the ground level at the rear of the sanctuary.

The Missions Café will not be open at this time. Please do not congregate in common areas or in hallways. Please purpose to move swiftly to auditorium seating.

During Phase I the children's nursery will not be operational. Mothers with nursing babies are welcome to use the nursing rooms on either side of the Guest Services counter near the portico entrance. Parents with crying children are welcome to use one of our overflow rooms. The overflow rooms surround the main auditorium, are clearly marked, and will be added to on an as-needed basis. While entering and occupying these rooms families may remain together. But individuals must keep a minimum of six feet distance from other families and individuals. Doors to the overflow rooms will remain open so occupants do not need to touch door handles. Attendants will be near the nursing rooms to assist in opening doors and to sanitize fixtures.

Sunday Schools for Pre-K through 12th grade at all campuses will not be assembling in-person. We are grateful to our faithful Sunday School teachers. They have been coming in to record lessons in three age groups; Pre-K – 1st grade, 2nd – 6th grade, and 7th – 12th grade. These can be viewed and curriculum can be downloaded weekly at communitybiblechurch.us/sundayschool.

Adult Bible Fellowships will not be gathering in person at any of the CBC campuses. ABFs, which are intended to foster socializing, prayer (**Matthew 18:19, James 5:16, Ephesians 6:18**) as well as the study of God's Word, are encouraged to host online gatherings. Services like password-protected Zoom, Freeconferencecall.com, Google Hangouts, Facetime, and Facebook's Messenger Rooms offer video conferencing options. ABF leaders will need to consider an alternate day and/or time from the customary Sunday morning meeting. This will allow in-person attendance to the worship service for those who are able. It is our prayer and hope that we will be able to resume in-person Adult Bible Fellowships two to three months after the resumption of Sunday morning corporate worship. We will likely still be practicing social distancing early on, so some of the larger ABFs may need to divide and meet in a different room.

Wednesday Evening Worship. We will not be gathering together in-person at any of our church buildings during phase I. This will allow us to do a thorough sanitizing of the entire facility

before the next Sunday gathering. Please continue to stream online through the aforementioned platforms.

ARRIVING ON CAMPUS

TIMES

To allow for maximum social distancing and to accommodate the largest amount of people in a safe manner, all campuses (Beaufort, Graniteville and Grays) will host 9:15 and 11 Sunday morning services.

PARKING

All our parking attendants will be wearing face coverings. In order to limit face-to-face exposure we will be using the entire grounds for parking. As you enter the parking lot you will be handed sufficient bulletins for everyone in your vehicle. Please pay attention and follow attendants' instructions.

Once having parked, and before leaving the vehicle, vehicle occupants should read the back panel of the bulletin which will help them to prepare for worship.

Congregants in need of shuttle service should notify a parking attendant who will contact a shuttle driver. Our shuttle drivers will be wearing face covering and gloves. Seats and arm rests will be disinfected between transports. Guests will be dropped off under the main portico.

Congregants attending the 11 a.m. service **should remain in their vehicles until 10:50 a.m.** This will allow for limited interaction between the two groups, as well as allowing for disinfection of the auditorium between services.

Grays & Graniteville will follow the same procedures for parking as the main campus.

ENTERING THE BUILDING

Worshippers should only enter through doors that are manned by greeters. The greeters will stand outside entry doors and open them as people approach. All doors except those leading into the children's building will be open to the public.

As you enter the building additional greeters will help families move towards the sanctuary entrance. The four downstairs main sanctuary doors will be open. Stairways to the second floor will be open.

A "high risk" seating area for people with special needs will be reserved in the back of the sanctuary on the main level.

As the sanctuary reaches maximum safe capacity, congregants will be asked to sit in the fellowship hall. Several overflow rooms and nursing rooms will be available and marked throughout the church.

At the Grays campus seating will occur utilizing every other pew. The pew closest to the viewing screen will be reserved for those coming forward.

The Graniteville sanctuary will relocate from its current location to the gym. This will provide maximum space for seating.

MUSIC

Initially, Pastor Matt will lead worship with only a rhythm section (band) of about six people spread out on stage. Additional members may be added in the future as safety permits.

There will be no Adult Choir, Wednesday Children's Choirs, and Sunday night Crossroads Choir in Phase I.

EXITING THE SERVICE

At the conclusion of the worship services, everyone will be instructed from the platform which way to exit. People are encouraged not to socialize with others until they are in the parking lot and to exit the facility quickly to allow time for disinfection before the next service begins.

Available staff will be on hand in the outer hallways to answer questions, instruct people in proper social distancing, and to assist in any situations that may arise.

Depending on which campus you are attending, campus-specific directions will be given regarding leaving the parking lot. Please maintain social distancing until you get to your car.

SAFETY TEAM

Safety team members will be present at all campuses and at all services for your protection.