

Restart Church Ministries in Church Building

1. Guiding Principles

- Gatherings of 2 to 6 people are allowed beginning May 19. Gatherings of 50 or below people are allowed beginning June 1.
- Do not use red chairs. Use black chairs. Sanitize the chairs with bleach water after use. Black chairs can be sanitized with less damage.
- Congregants should stay at home if any of their direct family members (or people they have regular contact with) are unwell or in quarantine.
- New friends should not be invited to the church building during the pandemic.
- Congregants should have their body temperature checked on arrival. Wearing face mask is mandatory inside the church building. Worship team may take off their face masks during worship service. Congregants should wash their hands or clean their hands with sanitizer before and after worship service.
- Social distancing (2 m or 6 ft apart) must be maintained.
- Sharing of food and drink except individually packaged is not allowed.
- A list of participants must be kept for each gathering of any kind.
- Each group should sanitize the furniture and equipment after use. Zende church should provide its own sanitizing equipment and material.
- All doors will remain open during worship or gathering times. Front staircase (near the main entrance) is for up while back staircase (near the kitchen) is for down.
- It is hard to maintain social distance in a washroom, so all washrooms including those in the basement should be used one person at a time.
- Congregants should bring their own face masks. Those coming without a face mask may purchase one from the church. Those who cannot source their own face masks may seek help from the church.

2. Road Map

a) Worship

- Both Chinese and English worship will continue to be online using the current method at least in May and early June. Congregants will be notified of any change beforehand.
- The church is studying the possibility of livestreaming worship at a reasonable price.
- If livestream can be provided,
 - English congregation may worship in person in the sanctuary while the worship service is being livestreamed on the condition that extra help is provided to do the livestream.
 - Chinese congregation may return to worship in the sanctuary through a 2-stage process:

- i) Worship team (preacher, pastor, worship leader, song leader, pianist, sound controller, computer controller and ushers) and invited members (e.g. those who will serve in the worship team later) will attend worship service in person while the service is being livestreamed.
- ii) Worship team and congregants enrolled beforehand will attend worship service in person while the service is being livestreamed. The capacity of the sanctuary with social distancing is 45.
 - If livestream cannot be provided, congregants enrolled beforehand may still come in to worship together by watching the worship video in the sanctuary.
- b) Sunday School
 - Whether virtual or in person, English Sunday school will align with English worship.
 - Chinese Sunday school will be conducted using Zoom for the summer semester. It will continue that way until it is practical to be conducted in the church.
- c) Children Ministry
 - Pastor Grace will collect opinions from the parents on how to restart children ministries in the church building before making any change.
- d) Church Prayer Meeting
 - It will be resumed in June using Zoom. It will continue that way until it is practical to be conducted in the basement.
- e) Fellowship / Group Meeting (more than 10)
 - Use Zoom until the social distancing restriction is lifted.
- f) Small Group Meeting (10 or below)
 - Group of 2 to 6 may meet in the church beginning May 19. Group of 10 or below has to wait till June 1.

3. Capacity in observance of social distancing

Room	Capacity	Room	Capacity
Sanctuary	45	Annex	13
Basement	38	Senior Pastor Room	6
Library	8	Nursery on 2/F	4
Small House except Kitchen	13		

4. Preparation to be Made

Study internet plan, software and hardware required for livestreaming.	Robert
Check the maximum capacity of each room (sanctuary, basement, annex, senior pastor room, library, nursery, small house) if social distancing is observed.	Daniel, Celine

Store all the Bibles, hymn books, offering envelopes and pencils in the sanctuary in boxes before worship is resumed in the sanctuary. That will save the trouble of cleaning the Bibles and hymn books.	Anna, Boxes - Edward
Store all toys in the basement nursery in boxes.	P. Grace
Install automatic hand sanitizers near the entrance to the foyer and the basement. A plain hand sanitizer will be placed on a table near the entrance to the small house.	Thomas, Edward
Check the sensitivity of the 2 thermometer guns. If they are undesirable, purchase 2 sensitive ones.	Anna
Place a bottle of bleach, a plastic bucket and a towel on the top of a steel cabinet in the basement.	Edward
Inform Amy to come cleaning on Sunday instead of Saturday after May 19. If some ministries (including Zende Church) are resumed in the church building in June, we will inform Amy to resume normal cleaning schedule starting June.	Edward, Anna
Prepare a few sign-in sheets.	Anna

Appendix

A. Reply to Zende Church's Request to Restart Church:

1. Beginning May 19, your worship team of 6 or below may come in on Sunday afternoon and use the basement to do worship livestream. Please use only the basement.
2. Beginning June 1, your congregants may come in to attend your worship services. The new capacity of the basement in observance of social distancing is 38.
3. Worship in the sanctuary will take place at a later stage. You will be notified when it is ready.
4. Please follow these guidelines related to COVID-19 when using our church facilities:
 - Congregants and members should stay at home if any of their direct family members (or people they have regular contact with) are unwell or in quarantine.
 - New friends should not be invited to church ministry in the church building during the pandemic.
 - Congregants should have their body temperature checked on arrival. Wearing face mask is mandatory inside the church building. Worship team may take off their face masks during worship service. Congregants should wash their hands or clean their hands with sanitizer before and after worship service.
 - Social distancing (2 metres or 6 feet apart) must be observed.
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 - A list of participants must be kept for each gathering of any kind.
 - All doors will remain open during worship or gathering times. Front staircase is for up while back staircase is for down.
 - It is hard to maintain social distance in a washroom, so all washrooms including those in the basement should be used one person at a time.
 - Each group should sanitize the furniture and equipment after use. Your church should provide your own sanitizing equipment and material.