

Saint Andrew Lutheran Church | Plan to Gather

Out of love and care for our neighbors, and as members of the human community, Saint Andrew will open in three phases. Using criteria established by the “Plan to Gather” task force and the Wisconsin Department of Health, we will work and gather physically with the following conditions in mind. All conditions subject to change. *[Current version approved by the Church Council October 29, 2020]*

MEMBERS & COMMUNITY	Phase One <i>Small group, Approx. 10</i>	Phase Two <i>50 or Fewer</i>	Phase Three <i>80 (22 families) – Sanctuary 120 (30 families) – Fellowship Hall</i>
Worship Online Offered	Yes	Yes	Yes
Worship in Person (Outside)	<ul style="list-style-type: none"> • Outdoor worship services may take place with masks, social distancing, and pre-registration if activity levels are moderately high, moderate, or low (not high). • Church Parking Lot/State Park Speedway • Drive in Worship (FM transmitter) at any level of activity 	<ul style="list-style-type: none"> • Outdoor worship services may take place with masks, social distancing, and pre-registration. • Drive in Worship • Church Parking Lot/State Park Speedway 	<ul style="list-style-type: none"> • Outdoor worship services may take place with masks, social distancing, and pre-registration. • Drive in Worship • Church Parking Lot/State Park Speedway
Worship in Person (Inside)	None	None	<ul style="list-style-type: none"> • Worship conducted in Sanctuary or Fellowship Hall • Five services offered weekly (Th – 12:15&6:15; Su- 7:45, 9:00 am; 10:15) • For worship procedures see - Church Mutual checklist • Social Distancing Observed – 22-30 households/individuals (per task force grid) • Registration in advance • Short services – singing by one person or family unit – no congregational singing. • Communion shared, in person (Celebration cups) • Masks worn. • No hymnals or singing. • Inclusive bulletins – thrown after each service or projection • Offering boxes and Bulletin Stands, no offering plates • Bathrooms and common areas disinfected between services.

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Christmas Worship	<p>Virtual Only</p> <ul style="list-style-type: none"> • 6:30pm & 10:30 pm Christmas Eve • 9am Christmas Day 	<p>The following options continue to be under review:</p> <p>Option 1</p> <ul style="list-style-type: none"> • See Worship in person (phase 3) • Fellowship Hall or Sanctuary (<u>Rotation?</u>) • Family groups or individuals register in advance not to exceed 50 (50 total? Or 50+staff?) • Short 30-35 minute service: Pre-recorded vocal music (O Come all ye faithful, Silent Night, Go tell it on the mountain); gospel lesson, short sermon (5 mins or less); prayers; candlelight • Pastors and accompanists rotate in shifts • Survey congregation about attendance time preference in advanced (afternoon, evening, Christmas day) • Logistical information shared in advance (parking) • 15 services/24 hour vigil: Christmas eve – 11, 12:15, 1:30, 2:45, 4, 5:15; Live stream full service at 6:30 – no in person attendance; 8, 9:15; Livestream full service at 10:30 – no attendance; 11:45; 1am; 2:15 am; Christmas Day – 9:00am Live Stream – Lessons and Carols with in person attendance no more than 50; 10:15 am <p>Option 2</p> <ul style="list-style-type: none"> • Virtual Only • 6:30 pm & 10:30 pm Christmas Eve • 9:00 am Christmas Day 	<ul style="list-style-type: none"> • See Worship in person (phase 3) • Fellowship Hall or Sanctuary (<u>Rotation?</u>) • Short 25-30 minute service: Pre-recorded vocal music (O Come all ye faithful, Silent Night, Go tell it on the mountain); gospel lesson, short sermon (5 mins or less); prayers; candlelight • Choir members rotate to provide solo or family group singing – no congregational singing. • Pastors and accompanists rotate in shifts <p>Option 1</p> <ul style="list-style-type: none"> • Family groups or individuals register in advance not to exceed 50 • 15 services/24 hour vigil: Christmas eve – 11, 12:15, 1:30, 2:45, 4, 5:15; Live stream full service at 6:30 – no attendance; 8, 9:15; Livestream full service at 10:30 – no attendance; 11:45; 1am; 2:15 am; Christmas Day – 9:00am Live Stream – Lessons and Carols with in person attendance no more than 50; 10:15 am <p>Option 2</p> <ul style="list-style-type: none"> • Family groups or individuals register in advance not to exceed 120/service • 8 services: 11am; 2:00pm; 4:00pm; 6:30 – live stream (no attendance in person); 8:30; 10:30 – live stream with in person attendance; 12:30 am; Christmas Day – 9:00 am livestream with in person attendance <p>Option 3</p> <ul style="list-style-type: none"> • Virtual Only • 6:30 pm & 10:30 pm Christmas Eve • 9:00 am Christmas Day

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Communion / Altar Guild Practices	<ul style="list-style-type: none"> • Communion celebrated occasionally in person or via live stream • Celebration Cups used • Water heater installed in sacristy 	<ul style="list-style-type: none"> • Communion celebrated regularly but not weekly, in person or via live stream • Celebration cups used or • Communion in one kind (wafer only) 	<ul style="list-style-type: none"> • Celebration cups used or • Communion in one kind (wafer only) • Communion elements and communion ware assessed for worship following pandemic.
Choirs	<ul style="list-style-type: none"> • Individuals help with worship in family groups – pre-recorded • Bell Choir may resume with social distancing, masking, in sanctuary. 	<ul style="list-style-type: none"> • Individuals help with worship in small groups – pre-recorded or live • Bell Choir 	<ul style="list-style-type: none"> • Individuals help with worship in small groups
Fellowship Hour	None	None	None
Confirmation Worship Oct 25 (31 students & families)	Moved to Spring May 23, 2021		
Baptism Practices	<ul style="list-style-type: none"> • By appointment – About ten people • Masks worn by all participants over 2 years old • At church in the Sanctuary, chapel, or Outside • Scheduled for Thursday evenings or Sunday afternoons • Font cleaned before and after. • Option to live stream. 	<ul style="list-style-type: none"> • By appointment – 50 people or less; In the sanctuary or outside. • Masks worn by all participants over 2 years old • At church in the Sanctuary, chapel, or Outside • Scheduled for Thursday evenings or Sunday afternoons • Font cleaned before and after. • Option to live stream. 	<ul style="list-style-type: none"> • At church during worship.

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Weddings	<ul style="list-style-type: none"> Arranged in advance – About 10 people in attendance if at church. If on location number of anticipated participants is shared with pastors in advance. No musician or host Masks worn by all at rehearsal When at Saint Andrew, Masks will be worn during ceremony by all – optional for pastor while speaking Options to live stream 	<ul style="list-style-type: none"> Arranged in advance – About 50 people in attendance if at church. If on location number of anticipated participants is shared with pastors in advance. Masks worn by all at rehearsal When at Saint Andrew, Masks will be worn during ceremony by all – optional for pastor while speaking; optional for bride and groom Options to live stream. 	<ul style="list-style-type: none"> Arranged in advance – About 22 family units in Sanctuary; about 30 family units in fellowship hall. At church or on location. Masks worn by all at rehearsal When at Saint Andrew, Masks will be worn during ceremony if not socially distanced. Options to live stream.
Funerals	<ul style="list-style-type: none"> Visitations are recommended to take place at a funeral home. If held at church, about 10 may gather for the worship service. No musician or host Pastors will arrive ten minutes prior to and leave immediately following the service. If service is inside, pastors will wear facemask and face shield – with the option to eliminate mask while speaking. 	<ul style="list-style-type: none"> Visitations are recommended to take place at a funeral home or may take place at church with no more than 50 present at one time. If held at church, about 50 may gather for the worship service. Pastors will arrive ten minutes prior to and leave immediately following the service. If service is inside, pastors will wear facemask and face shield – with the option to eliminate mask while speaking. 	<ul style="list-style-type: none"> Visitations are recommended to take place at a funeral home or may take place at church with no more than 80 present at one time. If held at church, about 80 may gather for the worship service. Pastors will arrive ten minutes prior to and leave immediately following the service. If service is inside, pastors will wear facemask and face shield – with the option to eliminate mask while speaking.
Pastoral Care	<ul style="list-style-type: none"> Available via phone, e-mail and video chat In person at church By appointment Home or hospital visits on a case by case basis. Masks worn when inside – removed by permission when socially distant. 	<ul style="list-style-type: none"> Available via phone, e-mail and video chat In person at church By appointment Home or hospital visits on a case by case basis. Masks worn when inside – removed by permission when socially distant. 	<ul style="list-style-type: none"> TBD

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Sunday School	<ul style="list-style-type: none"> No in person/classroom Sunday school at phase 1 Small group Sunday school at church or in homes in groups of about ten - prescheduled 	<ul style="list-style-type: none"> No in person/classroom Sunday school at phase 2 Small group Sunday school at church or in homes in groups of about ten - prescheduled 	<ul style="list-style-type: none"> Option to resume in person Sunday school in classrooms with social distancing.
Confirmation	<ul style="list-style-type: none"> Pre-established and new groups of about 10 meeting in separate areas of the church Tapered start schedules No more than two groups in the building at one time. Groups are kept in separate sections of the building with designated restrooms and signage No large groups Three Confirmation service postponed to phase 2 if in phase 1. 	<ul style="list-style-type: none"> Confirmation Service moved to Spring - May 23, 2021 	<ul style="list-style-type: none"> Confirmation service in small groups with no limits on family members.
Ministry meetings, Bible studies, and Events	<ul style="list-style-type: none"> Via zoom; at church with log to register - when scheduled in advance, or in outdoor space while socially distanced. Groups of about ten may meet simultaneously in different areas of the building. Ministries explore options for gatherings to cultivate belonging in the building (i.e. watch party for worship, fellowship events for the lonely or at risk, etc....) 	<ul style="list-style-type: none"> In person with log to register – less than 50 	

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Individual Visits Personal use by Members	<ul style="list-style-type: none"> • Scheduled in advance • Available during office hours • Building usage form/waiver required 	<ul style="list-style-type: none"> • Scheduled in advance • Available during office hours • Building usage form/waiver required 	
Group usage by Members	<ul style="list-style-type: none"> • Volunteers as needed when prearranged by staff. • Groups of about ten may use the building when scheduled in advance. • When independently used – Building usage form/waiver required. 	<ul style="list-style-type: none"> • Ministry meetings scheduled at various times • Bible Studies resume • Quilting resumes • Social distancing and mask wearing expected. • Members may again use facility using updated facility request form. 	<ul style="list-style-type: none"> • Ministry night resumes.
Rental – Outside Groups	<ul style="list-style-type: none"> • None or... • AA – West use of building permitted for small group format (groups of about ten) • Blood Drives – Fellowship hall available • Lay school on line • Building usage form required by all groups • Waiver required by group (not individuals) AA and Blood Drive 	<ul style="list-style-type: none"> • None or... • AA – West use of building permitted for small group format (groups of about ten) • Blood Drives – Fellowship hall available • Lay school meets in person – separate sections of building for classes; no food; Lay school worship in sanctuary – not chapel. • Building usage form required by all groups • Waiver required by group (not individuals) AA and Blood Drive 	Rental groups may again use facility using updated facility request form.