

Saint Andrew Lutheran Church | Plan to Gather | Council Approved: April 15, 2021

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.

MEMBERS & COMMUNITY	Phase One <i>Small group, Approx. 10</i>	Phase Two	Phase Three <i>Capacity to be determined</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 and social distancing. • 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 	<ul style="list-style-type: none"> • Outdoor worship services may take place with masks, social distancing, and pre-registration. • Drive in Worship
Worship in Person (Inside)	None	<p>Experimental/Trial Gatherings</p> <p>Guidelines for in-person, indoor worship will be followed.</p> <p>Risk assessment will be presented weekly, in conjunction with current COVID-19 burden and trajectory</p>	<ul style="list-style-type: none"> • Worship conducted in Sanctuary with overflow in Fellowship Hall • For worship procedures see - Church Mutual checklist • Social Distancing Observed (per task force grid) • Short services – singing by one person or family unit – no congregational singing. • Communion shared, 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.
Seasonal Worship and Celebrations	<i>Virtual Only</i>	<p>The following options continue to be under review:</p> <p>Option 1</p> <ul style="list-style-type: none"> • See Worship in person indoors (phase 2) <p>Option 2</p> <ul style="list-style-type: none"> • Virtual Only 	<ul style="list-style-type: none"> • See Worship in person indoors (phase 3)

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MEMBERS & COMMUNITY	Phase One <i>Small group, Approx. 10</i>	Phase Two <i>50 or Fewer</i>	Phase Three <i>80 (22 families) – Sanctuary</i> <i>120 (30 families) – Fellowship Hall</i>
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 • Celebration cups used 	<ul style="list-style-type: none"> • Celebration cups used or • 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 	Individuals help with worship in small groups
Fellowship Hour	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Coffee may be served outside – not self serve 	<ul style="list-style-type: none"> • Coffee and fellowship outside
Confirmation Worship Oct 25 (31 students & families)	<p>Moved to Spring</p> <ul style="list-style-type: none"> • May 23, 2021 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
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 – In the sanctuary with social distancing 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 • If the burden is under 100 – phase 2 wedding guidelines may be offered in phase 1. 	<ul style="list-style-type: none"> • Arranged in advance – if at church social distancing is practiced and overflow seating is available. • 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 – if at church social distancing is practiced and overflow seating is available. • 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. • Musician or host by conversation • 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. • If the burden is under 100 – phase 2 funeral guidelines may be offered in phase 1. 	<ul style="list-style-type: none"> • Visitations are recommended to take place at a funeral home and may take place at church the day of the worship service. If at church social distancing is practiced and overflow seating is available. • If service is inside, pastors will wear facemask and face shield – with the option to eliminate mask while speaking. • Outside worship services are available on the celebration patio • See worship in person (inside) for details. 	<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"> • Faith formation ministry adapts Sunday school for safety measures. 	<ul style="list-style-type: none"> • Faith formation ministry adapts Sunday school for safety measures.
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. • No large groups • To allow for holiday exposures, no in person confirmation between Thanksgiving and January 13 	<ul style="list-style-type: none"> • Confirmation Service moved to Spring - May 23, 2021 	
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 – • Small groups may meet in different areas of the church. 	

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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 may resume in person • 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.