

Saint Andrew Lutheran Church | Plan to Gather – *Council Approved: November 18, 2021*

Out of love and care for our neighbors, and as members of the human community, Saint Andrew will open in 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 Emergency order <i>Small group, Approx. 10</i>	Phase Two (Burden >100) <i>Up to 50 people</i>	Phase Three (Burden ≤ 100) <i>Capacity limited as individual spaces used can accommodate with distancing, Maintain 6 ft physical distance</i>
Being in the Church Building	<ul style="list-style-type: none"> • Universal Mask Rule • Sign in during office hours 	<ul style="list-style-type: none"> • Universal Mask Rule inside • Sign in during office hours 	<ul style="list-style-type: none"> • Masks for unvaccinated, per CDC guidelines https://www.cdc.gov/coronavirus/2019-ncov/vaccines/pdfs/choosingSaferAct.pdf?v=1 • Sign in during office hours
Individual Visits/Personal use by Members	<ul style="list-style-type: none"> • Scheduled in advance • Masking required • Available during office hours • Building usage form/waiver required 	<ul style="list-style-type: none"> • Scheduled in advance • Masking required • Available during office hours • Building usage form/waiver required 	<ul style="list-style-type: none"> • Mask per CDC guidelines, masks optional for fully vaccinated • Maintain 6’ distancing • Capacity limited as space used can accommodate with distancing • Please see criteria for space limits for Worship services and Fellowship Hall
Worship in Person (Inside)	<ul style="list-style-type: none"> • 15-minute worship service • Masked and distancing • No communion 	<ul style="list-style-type: none"> • Masking while indoors. • Social Distancing Observed (per task force grid) with an 80-person limit • Ushers will direct movements • Communion will be served at the end of the service at the altar, to be consumed before exiting, Celebration cups • Maintain 6’ distance while in the building • No hymnals • Inclusive bulletins – recycled after each service or projection • Offering boxes and Bulletin Stands, no offering plates • Bathrooms and common areas disinfected between services. • Short services 	<ul style="list-style-type: none"> • Masks required for non-vaccinated individuals, per CDC guidelines. • Masks optional for fully vaccinated • Singing restricted to vaccinated individuals or those wearing a mask. • Social Distancing Observed (per task force grid) Sanctuary limited to 80 people. • Please be seated in pews where bulletins are placed. • Worship conducted in Sanctuary with overflow in Fellowship Hall – limited to 120 people. • Communion shared, Celebration cups • No hymnals. • Inclusive bulletins – recycled after each service or projection.

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		<ul style="list-style-type: none"> • Risk assessment will be presented weekly, in conjunction with current COVID-19 burden and trajectory • Communicate expectations and practices clearly. • Ushers to control the seating more directly 	<ul style="list-style-type: none"> • Offering boxes and Bulletin Stands, no offering plates • Bathrooms and common areas disinfected between services
Worship in Person (Outside, weather permitting)	<ul style="list-style-type: none"> • Outdoor worship services may take place with masks and social distancing. • Drive in Worship • Communion with celebration cups 	<ul style="list-style-type: none"> • Outdoor worship services take place with social distancing. • Drive in Worship • Communion with celebration cups 	<ul style="list-style-type: none"> • Outdoor worship services may take place with social distancing. • Drive in Worship • Communion with celebration c ups
Fellowship Hour	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Indoor food and beverages may be served. • Not self-serve • Maintain 6’ social distancing 	<ul style="list-style-type: none"> • Indoor food and beverages may be served. • Not self-serve. • Maintain 6’ social distancing
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"> • At church during worship. 	<ul style="list-style-type: none"> • At church during worship.

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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 may resume with social distancing, masking, in sanctuary. • Small choir at the discretion of the Music Coordinator 	<ul style="list-style-type: none"> • Individuals help with worship in small groups • Bell Choir may resume with social distancing in sanctuary. • Choir at the discretion of the Music Coordinator
Pastoral Care (at church, hospital, etc.)	<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 . • 	<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. • Masking per CDC or location guidelines
Sunday School	<ul style="list-style-type: none"> • No in person/classroom Sunday school at phase 1 • Masking and distancing • 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. • Masking and distancing • Looking to the school district(s) for best practices 	<ul style="list-style-type: none"> • Faith formation ministry adapts Sunday school for safety measures. • Looking to the school district(s) for best practices.
Confirmation	<ul style="list-style-type: none"> • Pre-established and new groups of about 10 meeting in separate areas of the church • Masking and distancing • Staggered start times • No more than two groups in the building at one time. • Groups are kept in separate sections of the building with designated restrooms. • No in-person confirmation between Thanksgiving and January 13 (holiday exposures) 	<ul style="list-style-type: none"> • Masking and distancing • Moving forward, to be determined • Looking to school district(s) for best practices 	<ul style="list-style-type: none"> • To be determined • Looking to the school district(s) for best practices.

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Weddings	<ul style="list-style-type: none"> • Held per In-Person Worship guidelines (see above for additional information) • 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 provided by SALC • Masks worn by all at rehearsal • When at Saint Andrew, masks will be worn during ceremony by all – optional for pastor while speaking, the bride, and the groom. • Options to live stream 	<ul style="list-style-type: none"> • Held per In-Person Worship guidelines (see above for additional information) • Arranged in advance –80-person limit. • Only prerecorded music/ instrumentals • 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, bride, groom, and wedding party. • Options to live stream. 	<ul style="list-style-type: none"> • Held per In-Person Worship guidelines (see above for additional information) • Masks restricted to non-vaccinated individuals, per CDC guidelines. • Options to live stream.
Funerals	<ul style="list-style-type: none"> • Held per In-Person Worship guidelines (see above for additional information) • Visitations are recommended to take place at a funeral home. • If held at church, about 10 may gather for the worship service. • Maintain 6’ distancing • 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. 	<ul style="list-style-type: none"> • Held per In-Person Worship guidelines (see above for additional information) • Visitations are recommended to take place at a funeral home and may take place at church the day of the worship service. Sanctuary has an 80-person limit; overflow seating is available for additional guests (24-hour notice required). • Outside worship services are available on the celebration patio • Maintain 6’ distancing 	<ul style="list-style-type: none"> • Held per In-Person Worship guidelines (see above for additional information) • Visitations are recommended to take place at a funeral home or may take place at church with no more than 80 people at one time. • If held at church, about 80 may gather for the worship service in the Sanctuary • Social Distancing observed • Overflow space in Fellowship Hall can be arranged if larger attendance is anticipated (24 hr. advanced notice required) • Maintain 6’ distancing • Funeral Luncheon capacity is 80-100 people.

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Ministry meetings, Bible studies, and Events	<ul style="list-style-type: none">• Via zoom (must schedule in advance to log in at church), or in outdoor space while socially distanced and masked.• Two groups of about ten may meet simultaneously in different areas of the building with staggered start times• 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• Small groups may meet in different areas of the church limited to about 50 people in the building.	<ul style="list-style-type: none">• Mask per CDC guidelines, masks optional for fully vaccinated• Maintain 6’ distancing• Capacity limited as space used can accommodate with distancing
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