

## TLC Worship in Sanctuary Procedure

Two weeks before the service, an email will be sent to the congregation, inviting individuals to email or call the church office to sign up for the service within the next week.

Sign up ends when 40 people have called or emailed, to allow for walk ins without going over a maximum of 50 people

When signing up, names and phone numbers are recorded, and the number of family members who will attend, and instructions are sent (below)

An alphabetical list of attendees will be provided to the greeters to record attendance as families enter the church

Greeters will be at the canopy door and in the narthex and will screen attendees with temperature check and verify no known exposure to COVID in previous 14 days and no symptoms of illness in past 10 days.

An elevator operator on each floor will allow entrance of one family group at a time to the elevator, and will push the elevator buttons. Each operator will have sanitizing wipes to clean the buttons as needed.

Greeters, ushers and elevator operators will have ready access to hand sanitizer and sanitizing wipes to use as needed

Hand sanitizer will be provided at each entrance to the building, at the entrances to the sanctuary, and in the restrooms.

The only restrooms to be used at those on the first floor of the Pence Building, and those nearest the red canopy door

Entrance doors will be propped open and each family group must maintain 6 feet of spacing from other family groups as they enter the church and find their seats, which will be assigned.

Offering plates will be available in the narthex and sacristy for the placement of offering envelopes, as the offering plate will not be passed during the service.

Holy Communion may be experienced by each family group coming forward down the nave to receive the elements, then continuing across the transept and down the side aisle to their seat in the pews.

Masks must be worn by all, at all times, while inside the church as well as in the parking lot. Church members should bring their own mask, but if not, one will be provided.

Attendees must not shake hands, hug, or otherwise touch attendees from other families.

Bulletins [and communion elements] will be in the pews at the family's assigned seat

There will be no congregational singing and responses to readings will be spoken quietly

After the service, attendees will exit the sanctuary only when instructed by the ushers so as to maintain 6 feet of distance between families.

Any attendee who becomes ill with possible COVID symptoms in the two weeks following the service is asked to immediately notify the church office.

All participants are strongly encouraged to be fully vaccinated, especially those at risk for serious COVID disease. Vaccination does not preclude all precautions, including wearing of masks at all times, distancing, and use of hand sanitizer.

Trinity Lutheran Church Coronavirus Transition Team  
October 2, 2020  
Updated April 16, 2021