

Guidelines for Worship and Activities

American Protestant Church e.V. (APC)

Kennedyallee 150

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The following are important points of information and requirements that APC members and friends who participate in worship services and activities will need to agree to and follow.

A. Guidelines for Worship Services

I. Sanctuary

Worship commenced again on Sunday 21 March 2021.

1. Attendance is by preregistration only, coordinated through the APC church office. Preregistration includes providing name, email address, and phone number for purposes of contact tracing in the event of an infection, as required by the authorities. Records will be kept four weeks and be destroyed after that period. Please preregister by using your Church Suite access or by contacting the APC office via email (apcoffice@apcbonn.de) or phone (0228-374193).
2. The preregistration process for worship is designed for participation on a rotational basis as we strive for fairness and equal opportunity for all to worship.
3. Any preregistered person who has a cold, cough, fever, or any symptoms of illness is asked to stay home. Persons in quarantine must stay home.
4. The APC strongly encourages persons living in the same household with someone in quarantine to stay home and not attend any APC service, event, or meeting.
5. Medically at-risk individuals, or those living with medically at-risk individuals, are encouraged not to join.
6. A maximum of 75 worshippers may attend a service in the sanctuary. A maximum of 15 persons may be involved in administering the service and will be recorded on a duty roster. This includes the pastor, staff, speakers, ushers, the technical team, and children's church leaders.

In summary:

- a. Congregants in the sanctuary: maximum 75

- b. Children and adult leaders in children's church downstairs: maximum 31
 - c. Persons involved in the administration of the service: maximum 15
- 7. Entrance to the sanctuary via front door only.
- 8. At the entrance, persons are required to:
 - a. Use the hand sanitizer provided.
 - b. Wear a mask and continue wearing a mask in the entire church building (FFP2, KN95, N95 or surgical mask). Children under age seven (7) are excused from mask wearing.
 - c. Confirm name and contact details from preregistration list, including children.
 - d. Sit in pews that are open. A distance of 1.5 meters between people who are not members of the same household is encouraged.
 - i. The balcony is closed.
 - ii. Members of the same household may sit together.
- 9. Singing during the worship service is allowed. Worshippers must wear masks while singing. A total of eight (8) singers of any musical group with a distance of two (2) meters between them and four (4) meters to the first row of pews is allowed. Singers must not wear masks while singing but must wear masks at all other times. Singers must be fully vaccinated, have had Corona and are now well, or have been tested 48 hours prior to singing. Members of musical groups who do not meet this criterium must wear masks while singing, including during practice.
- 10. Medical masks must be worn at all times, including when seated. Exception: Persons leading during worship do not need to wear a mask while speaking (during sermon, scripture reading, prayers, etc.) provided a distance of four (4) meters to the first row of pews and two (2) meters to any other person in the pulpit area is observed.
- 11. Worshippers will exit the sanctuary, row by row, in an orderly fashion, according to instructions given.
- 12. Time gap between two services must be one (1) hour.
- 13. Additional instructions for ushers before and after worship:
 - a. Provide 15 minutes of full ventilation (windows and doors opened as wide as possible) of the sanctuary both before and after the worship service. During the service windows and doors may remain closed.
 - b. Ensure all worshippers comply with entrance requirements.

- c. Clean and sanitize areas of use before and after worship, including:
 - i. all handles, stair rails, doorknobs, pews, and seats,
 - ii. light switches,
 - iii. bathrooms,
 - iv. any other items used.
- d. Aid in orderly dismissal of congregation at the end of the worship service.

II. Fellowship Hall (Downstairs) – Children’s Church

Children’s church commenced again on Sunday 21 March 2021.

1. Family members, including all children, must be preregistered for the worship service.
2. A maximum of 31 children can participate in children’s church in the church basement. Preregistration is required. A maximum of 20 people, including leaders, may use the fellowship hall. The Seven Days room may accommodate a maximum of seven (7) persons, including leaders, and the Luther room may accommodate a maximum of four (4) persons, including leaders, for a *maximum of 31 people in these three rooms at any given time*.
3. In the fellowship hall and adjoining rooms, masks must be worn by children age seven (7) and up.
4. Children’s church may meet outside. No masks are required but distancing is encouraged. The number of children and leaders outside who may wish to come into the basement may not exceed 31 including any children or leaders already in the basement.
5. Children should generally be between the ages of 2-10.
6. Children must be able to be dropped off and left in the care of the children’s church leaders.
7. Singing with masks is required inside the building. Singing without masks is allowed outside. Distancing is encouraged.
8. Parents will drop off their children downstairs between 09:45 and 10:00 and collect their children directly following the worship service.
9. Parents are required to attend the worship service.
10. Leaders should attempt to keep all children and leaders socially distanced from each other, as much as possible.
11. Cleaning and sanitizing of areas used must be done prior to and after the meeting. Cleaning must include sanitizing:
 - a. all handles, stair rails, doorknobs, and seats,
 - b. light switches,
 - c. bathrooms,
 - d. any other items used (i.e. scissors, rulers, pencils, toys).

12. Provide 15 minutes of full ventilation of the fellowship hall, both before and after the meeting. In addition, airing is required after each 45-minute interval for a minimum of 5 minutes. Airing means all windows are wide open. Windows must be closed when the last person leaves.

13. Use of the nursery is prohibited.

14. Use of the kitchen is prohibited by the SMC e.V.

B. Guidelines for Church Groups Using the Stimson Memorial Chapel (SMC) Building

Starting on 15 March 2021 all Christian groups have been allowed to use the church building for meetings in the practice of their faith (e.g. prayer groups, Bible study groups, home groups [life groups], and Christian youth groups. The following guidelines must continue to be observed.

I. Sanctuary

1. Groups must register a minimum of 48 hours in advance (two workdays) with the office staff for scheduling. Please contact the APC office at apcoffice@apcbonn.de or by phone (0228-374193) to schedule use of the building. Name and contact information of the group leader must be shared with the APC office for record keeping. Office staff will give instructions to the group leader and will receive confirmation of instructions by the group leader signing the consent form.
2. A maximum of 20 people, including leaders, may occupy the sanctuary.
3. The group leader in charge of complying with guidelines is responsible for the registration of participants and cleaning according to the rules listed below.
4. Entry to, and use of, the office area is to be minimized. Please clean and sanitize any equipment used.
5. Any person who has a cold, cough, fever, or any symptoms of illness is asked to stay home. Persons in quarantine must stay home.
6. The APC strongly encourages persons living in the same house with someone in quarantine to stay home and not attend any APC service, event, or meeting.
7. Medically at-risk individuals, or those living with medically at-risk individuals, are strongly encouraged not to join.
8. Attendance must be taken by the group leader and kept for four (4) weeks after which the record must be destroyed. Contact details for all participants must be included. A copy of the record (in a closed and sealed envelope with date and name of group) must be kept with the APC office staff and will be destroyed after four (4) weeks.
9. Entry to the church is via the front door only. Upon entering, use the hand sanitizer provided.

10. Cleaning and sanitizing of areas used must be done prior to and after the meeting, including:
 - a. all handles, stair rails, doorknobs, pews and seats,
 - b. light switches,
 - c. bathrooms,
 - d. any other items used.
11. The APC has supplies for cleaning. Please ask the office staff for further instructions and access to supplies. Soiled items must be disposed in designated bins.
12. A distance of 1.5 meters between participants is encouraged.
13. Meeting duration is limited to a maximum of 2 hours.
14. Adults and children, age seven (7) and older, must wear a medical (FFP2, KN95, N95 or surgical) mask at all times, including during singing. Leaders do not need to wear a mask while speaking (teaching, scripture reading, prayers, etc.).
15. Group size is limited to 20 or fewer in the sanctuary.
16. Provide 15 minutes of full ventilation of the sanctuary, both before and after the meeting. Airing means all windows are opened as wide as possible. Windows must be closed when the last person leaves.
17. Additional instructions for music ministry:
 - a. Up to 8 singers, 1 piano or organ player and up to 3 technical team members can meet for rehearsals.
 - b. Singing during the worship service or small group meeting is allowed.
 - c. A total of eight (8) singers of any musical group with a distance of two (2) meters between them and four (4) meters to the first row of pews is allowed.
 - d. Singers must not wear masks while singing but must wear masks at all other times.
 - e. Singers must be fully vaccinated, have had Corona and are now well, or have been tested 48 hours prior to singing. Members of musical groups who do not meet this criterium must wear masks while singing, including during practice.
 - f. Please do not use the sound system or open the gates to the sound equipment. If sound equipment is needed, contact Dieter Federhen for assistance.

18. Seats should be used only by the same person throughout the meeting.

19. The balcony is closed.

II. Fellowship Hall (Downstairs)

1. Groups using the fellowship hall must follow the same rules as stated in the guidelines for groups using the sanctuary (B. I. 1-19; see above).
2. Group size is limited to 20 persons, not including children who cannot move about on their own.
3. Provide 15 minutes of full ventilation of the fellowship hall, both before and after the meeting. In addition, airing is required after each 45-minute interval for a minimum of 5 minutes. Airing means all windows are wide open. Windows must be closed when the last person leaves.
4. The minimum time between two meetings is 1.5 hours. This includes pre-and post-meeting clean-up time. For a minimum of 1 hour no one may be present in the room. Meeting slots will be specifically scheduled by the office staff (including preparation and cleaning afterwards).
5. Adults and children, age seven (7) and older, are required to wear a medical (FFP2, KN95, N95 or surgical) mask at all times. Leaders do not need to wear a mask while speaking (teaching, scripture reading, prayers, etc.), provided a distance of 4 meters from participants is observed.
6. Singing is allowed with masks.
7. Use of the kitchen is prohibited by the SMC e.V.
8. No eating is permitted.

C. Guidelines for all Church Groups

All Christian groups including home groups (life groups) can only meet in person inside in the sanctuary or the fellowship hall following all guidelines for using the church building (section B; see above). However, we recommend meeting virtually through July 2021.