

John 3:16 Christian Center

ENTRANCE INFORMATION PACKET

All Individuals (staff, members, visitors, etc) who desire access to John 3:16 Christian Center building, services and activities must complete this form for church records. At the door of the church, our usher will have a checklist with the names of those who have completed this form as well as those who have reserved seats for that service (see section on reserved seating).

Everyone must have this completed form on file in order to access church property. Also, all other seating is 1st come / 1st serve. Your understanding of procedures and these questions listed in this questionnaire. Please review this packet and sign and date indicating your agreement to the requirements and understand of procedures.

Parking/ Safety Department

We have closed our Parking Lot Department permanently. The Parking Lot will now be monitored through our Safety Department. At this time there will be no workers in the parking lot. Safety Department will also be altered at this time.

Cones have been removed, and, **we will not be permitting “drop offs” at the door.** You can use the 1st lane of parking to drop off any member of your family to ensure we have enough room under the overhang for entrance and social distancing orders.

Please remember to allow those with handicap issues to utilize those parking spaces and as you arrive, if someone is getting out of the car next to you, we ask you to allow them time to leave or enter their car for distancing.

Our Safety Department workers are asked to speak with Administration concerning your department. The upstairs will be closed to all members, this includes closure of upstairs restrooms.

Upon Arrival

Requirement: Completion Of This Form For Entrance

Upon arrival you will be greeted at the front door to the church by one of our ushers who will be assigned to open and close the door for each member attending. They will have a list of all those who have completed this form. If not completed, a guest will be required to return to their car, read and complete. Access will **NOT** be granted unless this packet is reviewed and signed.

Access Granted If All Answers To Posted Questions Show No Covid Contact

Outside the front door a sign listing questions / requirements for access to church. They are listed here for your review.

Upon gaining access to the building, The following (and additional questions) will be posted. If you have answered **YES** to any of the questions, we ask that you refrain from attending service/events for the next 14 days. If you have tested positive for COVID 19 you will be asked to present a **(negative follow-up test result)** prior to attending again.

Questions To Be Posted On Front Door:

1. Have you or anyone in your household had any cold or virus symptoms in the last 21 days? If yes, you will not be granted access. **You must be symptom free for 14 days after having cold/virus** to gain access.
2. Have you or anyone in your household been tested for COVID 19 within the last 14 days and what are your results?
3. Have you/anyone in your household visited or received treatment in a hospital, nursing home, long-term care center, or other health care facility in the last 21 days?
4. Have you/anyone in your household traveled outside of the US in the past 21 days?
5. Have you/anyone in your household traveled outside the state of NY in the last 21 days? If so, was it to a restricted state and have you fulfilled the required quarantine period as required by the State of New York?
6. Have you/anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19 even if the person you care for is not living in your home?
7. To the best of your knowledge have you been in close proximity to any individual who has tested positive for COVID-19 or may have been exposed?

Contact / Attendance Listing

Contact / Trace: Designated Volunteer will log all those individuals entering the building each service, so we are aware of everyone who has attended for contact / notification reasons.

Hand Sanitizer / Gloves

All individuals will have access to hand sanitizer upon entrance and are asked to use it upon entering the building.

The use of gloves is not a requirement, but if for health reasons you are unable to use hand sanitizer, please feel free to use gloves. As a reminder, you are required to provide your own gloves /masks. Please remember to change your gloves when accessing restrooms and when necessary.

Temperature Checks

Temperature checks are **NOT** performed at the church.

No Contact Policy

There is a strict **NO CONTACT** policy that is in effect. No hugging, kissing, hand shaking, contact of any kind on church property.

PPE (Personal Protective Equipment)

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The church is **not** supplying PPE for individuals. Each person / child is required to have their own mask/face covering (covering both nose and mouth). Additional PPE such as Face shields, goggles, etc. are **not** required, but you are welcome to wear these if you feel comfortable or for health reasons.

Masks

We want to ensure the safety of every member of our church. This requires us to be sensitive and use wisdom along with guidelines provided by NYS mandate orders. **When you are in church you are required to wear a mask covering both your mouth and nose.**

Seating will be socially distanced.

MASKS MUST BE WORN AT ALL TIMES WHILE IN THE CHURCH BUILDING, AND WHILE OUTSIDE WE ASK YOU SOCIALLY DISTANCE 6 FEET AND UTILIZE MASKS WHEN APPLICABLE!

For those that desire to wear a mask through the entire service, please do so. As a church, we highly encourage you to wear your mask throughout the service if you are able to do so.

We need to trust in the Lord for safety, however we need to also be wise and sensitive to others and honor personal choices. Mark 12:30-31 says: (30) Jesus replied, "And you shall love the Lord your God with all your heart and with all our soul and with all your mind and with all your strength. (31) This second is this: Love your neighbor as yourself. No other commandment is greater than these." If we really love our neighbor we will be more concerned of their safety and comfort. We thank you for honoring these guidelines.

Exhibiting Symptoms

If at anytime while in the building/service/event you begin exhibiting visual symptoms (cough, sneezing, etc) you will be asked to leave the building. If you begin to exhibit: cough, shortness of breath, fever, chills, headache, loss of taste or smell, Diarrhea, Muscle pain, Sore throat, Vomiting or any other symptom while on church property please notify one of our ushers prior to leaving.

Allergies

Many allergies mimic cold/virus symptoms and can be easily confused for simple allergies. If you are experiencing visual allergies or are unaware of whether it is virus related and have not visited a physician to clarify for this particular exhibition of symptoms, please refrain from attending until you can seek medical care to clarify. We also encourage anyone experiencing COVID 19 related symptoms to be screened by your medical professional.

COVID 19 Positive Case

If you / anyone in your household tests positive for COVID 19, we ask that you contact the church office 845-677-0625 / mail@john316cc.org immediately. Each service we will keep a record of all those who have attended. If for any reason a person tests positive after having been at a service, you will be notified that there was a positive so you can quarantine if necessary.

Department Changes Within The Ministry

There are many departments that have changed. Some changes will be temporary and others will be a permanent change. We will notify all members as changes are modified.

Welcome Department

There will **not** be a greeter at the door at this time. To ensure proper distancing and contact we have removed all welcome flyers from both the podium and the information wall, missions board and mailroom are all closed / empty.

If you are in need of information it is available for you online at our website: www.john316cc.org. If you have something to submit and/or question or concern please call the church office 845-677-0625 or speak with Rev. Maria or Rev. Mike Doreo and they will be happy to assist you.

Intercessory Prayer Prior To Service

There is no physical Intercessory Prayer held at church until further notice. The prayer team will continue to pray through virtual prayer prior to each service.

Seating Within The Services / Social Distancing

After you have entered the building, you will be seated by an usher on duty. Seating at this time will be "socially distanced" and limited to a certain number by State Law. If you have reserved seating, your name will be placed on your seats for your convenience.

We will be monitoring the number of members as they enter. Once we have reached our max, we will no longer be permitted to allow others to enter the building. If you have reservations and have not arrived by 10:15 your seat will be given away, no exceptions.

Seating is on a first come / first serve basis. If you desire to have consistent reserved seating, please indicate so on this form. Those that do not have consistent reserved seating can call 7 days prior to the service they want to attend. **We will NOT be taking calls on Sunday Mornings in regards to available seating.** **If you want to ensure a seat, you MUST sign up for consistent weekly seating, or you can call 7 days prior (No later than 9pm the Sunday prior to the week you desire to attend by emailing or calling. You will give the number of guests in your group along with their names so we can confirm that an agreement form is on file for each guest.** You will find a section at the end of this packet that will describe seating and allow you to choose which choice works best for you.

Recording Duplication of Services

Our Recording Duplication is NOW CLOSED PERMANENTLY.

CHANGES:

The Recording Duplication Department is now permanently closed. Our services are all live streamed and available FOR FREE on our Youtube page online. Changes taking place this fall 2020 will include more "John 3:16 CC Rewind Services". These are older services from prior years and will be released monthly. If you have any questions about this department please contact our church office: 845-677-0625.

Altar Ministry / Prayer Lines / Prayer Requests

The Altar Ministry is closed at this time and will reopen as we adjust distancing measures. Administration will stock all supplies at this time.

There will be no prayer lines at this time, If you need prayer you will be given a time during service where you will be asked to raise your hand if you have a need for prayer and we will pray with you from your seat. You may also call the church or email us with any private prayer requests or to be placed on our intercessory prayer list.

Praise & Worship / Band

At this time we will not be having praise and worship team singing at the altar. Pastor Maryann will lead herself at this time.

Pastors / Rev. Mike will obtain microphones. We ask that no one handle sound, audio, video or microphone equipment at this time.

Membership

We have developed a very large amount of online attendees who are not in the local area and will be opening the church to full digital membership for those outside the area.

Membership will be run differently in the ministry going forward. **Anyone interested in membership will be required to view a digital online copy of several classes of membership and write a summary of each class to be submitted for review.**

Upon completion they will be presented a membership certificate. There will no longer be in-house membership classes held.

If someone does not have internet available to them, we will lend a copy of the series of classes out to them to return along with their summary of each class they watched.

Water Baptism

Will not be held this year. Next Water Baptism is tentative to take place summer of 2021.

Hospital & Home Visitations / Weddings, Dedications, Funerals

At this time there are no Hospital or Home Visitations of any kind at this time.

Weddings, Dedications and Funerals are postponed or at discretion of the Pastors and State mandated orders.

Special Functions / Kitchen

There will not be special functions or gatherings at this time. The kitchen and fellowship room are closed and there is to be no access to these areas.

The only exception to this is if someone needs handicap access to the sanctuary, please call us and let us know so a scheduled usher will be stationed at the side door to allow you accompanied access through the kitchen to enter/exit. **MUST BE PRE-ARRANGED**

There is no access to the refrigerator or any items in the kitchen. There are also no food / drinks allowed in the sanctuary at any time unless for health reasons. If you have a health condition that requires you to have water or food, please let us know and we will accommodate and notify our ushers so you are not approached. We kindly request you leave it at your seat since the refrigerator is not available at this time.

Bible School

Bible School registration will begin in August 2020 for fall semester **ONLINE ONLY**. **Classes will remain online until further notice.**

Please see Rev. Mike or call the church or email for more information about Registration. **As a reminder 2020 graduation is postponed until June 2021.**

Sound Booth

There are several changes taking place in this booth.

Although we have 4 Separate Departments in this booth, Rev. Michael Doreo will now be Overseer over all those Departments within the booth going forward.

Video, Audio, and Overhead Departments are CLOSED until further notice. THERE IS ABSOLUTELY NO ACCESS TO THE SOUNDBOOTH – No exceptions. Workers are encouraged to request reserved seating for themselves and their families if applicable at this time.

Offering Collection / Offering Volunteers

The offering will be collected by our ushers. Since seats will be distanced, buckets will NOT be passed. An usher will come by your seat and you can place it into the bucket at that time.

If you rather, you can continue to use online giving or by mail.

You can visit our website and use the secure **DONATE** button at the top of the screen. If you have any questions about online / digital giving please let us know and we can assist you at any time.

Notification / Church Contact

All notifications will be done electronically at this time. There will be no paper copy of flyers, forms, or announcements. Changes will be posted on our front outside door.

If you are not on our email list, we suggest you call us: 845-677-0625 or email us: mail@john316cc.org and update us with your current email address so you can receive all our updates and changes.

Church offices and the church building will remain closed during the week and we will address all calls and concerns remotely by phone or email at this time.

Children's Ministry

Children's ministry will remain closed until further notice. We will re-evaluate in upcoming months and parents / volunteer staff will be given a 30 day notice of opening date.

The upper level of the church is closed to all members / volunteers. Children's Ministry volunteers are **NOT permitted** upstairs at this time.

Children are to remain seated with their parents in the sanctuary.

The Toddler room will be open for parents of children 5 and under. All toys have been removed and if you desire to bring a small bag of toys for your child, please do not share with other children and take your toys with you when you leave. Snacks/ Food are not supplied in this room.

For nursing mothers and parents' with infants: You can also use the toddler room at this time as the Nursery upstairs will remain closed. If you have a dirty diaper please notify usher or administration immediately so it can be removed to the dumpster outside for sanitary purposes.

Nursing mothers are requested to use a covering while in this room.

Restrooms

We ask that you limit 1 person in the restroom at a time and social distancing is required in the hallway while waiting for an available opening.

When visiting a restroom we request handwashing according to guidelines of 20 seconds with soap and water.

Communion

Communion will be held Virtually at this time on a Thursday Evening during the month.

We will not have Communion on Sundays at the church at this time.

Closing Prayer

There will no longer be a Closing Prayer Department.

We thank each of you for the time you have sown over the years as the Pastors will now be incorporating the closing prayer into the services going forward.

Personal Interaction While In Building / On Church Property

We ask that socializing be done outside of the church building after services and we ask you to leave PROMPTLY after being dismissed from services. As you socialize with your church family outdoors, we remind you of State mandates: To socially distance yourself 6 feet and utilize mask when unable to do so outdoors.

After the service has completed, the Pastors will exit promptly. We know everyone desires time to fellowship, however, we ask that you kindly exit the building immediately after services and continue time to fellowship with other members outside. We also remind everyone to practice proper social distancing outdoors with 6 foot state required distance / masks if applicable.

REMINDER: MASKS WORN AT ALL TIMES OVER NOSE & MOUTH IN THE BUILDING or you will be asked to leave.

Sanitization / Volunteer Workers

The church will be sanitized on a weekly basis and deep cleaned.

The church is not providing masks, gloves, PPE of any kind.

It is your responsibility to provide this for yourself or you are welcome to continue watching livestream until the state / church orders change.

Volunteer workers are not forced to work in any area. For those few areas that will be effectively working at this time, If you desire to take a leave of absence from your area for any reason, please call and speak directly with Rev. Maria and we will remove promptly.

If you are unsure about the status of your volunteer department, please call the church office to speak directly with Rev. Maria Doreo, who will be happy to assist you.

If you have a compromised immune system or have been instructed by a physician to use caution, we strongly recommend you remain at home watching online services.

By accessing the church property and building you acknowledge the risk of entering and will not hold the church, pastors or staff responsible for any communicable diseases you may come in contact with while on the property or attending services/events.

Birthday / Anniversary Cards

All cards will now become virtual cards.

If you / your family members who attend John 3:16 CC would like to receive birthday / anniversary cards from the church, please indicate dates in the response section of this packet so we can be sure to celebrate your special day with you.

Seating and Social Distancing / Reserved Seating

RESERVATIONS:

If you plan on attending **on a regular basis**, we will reserve your family seating by a sign on your seats. You will then have those reserved seats at this time. If you or your family member does not attend for 2 services, their reserved seat will be removed from your group and given to another person who is on a waiting list for weekly scheduled seating. You will be placed on the wait list if desired.

Note: Reserved seats are held until 10:15am. If you have not arrived by 10:15 your seat(s) will be given to those who have arrived and are waiting for available seating.

PLEASE NOTE: WE WILL NOT BE TAKING PHONE CALLS TO FIND OUT ABOUT AVAILABLE SEATING ON DAY OF SERVICE.

We also do not have time to move seats on the day of a service.

If seating becomes available due to a family not showing up that was reserved, those seats will be made available to anyone waiting outside for a seat and they will be distanced by leaving “open seats” between guests – we will NOT be moving chairs. Thank you for understanding.

We cannot guarantee seating unless you are reserved.

In the agreement section of this packet you will choose your preferred method of seating.

John 3:16 Christian Center

ENTRANCE AGREEMENT FORM

Name: _____ Date: ____/____/____

Home Phone: () _____ Cell Phone: () _____

Address: _____

Email: _____

Please complete this section by doing one of the following:

IF YOU RECEIVED THIS BY EMAIL LINK:

All you need to do is complete and hit send. You can print the document for your reference.

IF YOU ARE COMPLETING THIS ON THE CHURCH WEBSITE:

All you need to do is complete and hit send. You can print the document for your reference.

IF YOU ARE COMPLETING THIS ON THE DAY OF A CHURCH SERVICE PRIOR TO ENTRANCE:

Please return to our Volunteer (at front door of church).

Verification / Agreement / Release Section

I have read the attached document in its entirety. I understand all requirements for entrance and will adhere to the requests listed.

The following people will not hold the church, pastors, or staff responsible if I, my family or my guests come in contact with COVID 19 or any other communicable disease while at the church property. I understand I am attending in person at my own risk. I understand the church is taking all measures they can to provide a safe environment and I will notify the church if I or my family members come in contact with COVID 19 at any point. I understand and will comply with all including having a mask on at all times.

All printed names below will serve as a signature to this agreement.

PLEASE LIST ALL MEMBERS THAT WILL ATTEND IN YOUR GROUP (18 AND OLDER)

If at anytime you need to add a person / alter this list, please complete a new form to add or change those person(s).

Name: _____ Date: _____
 Name: _____ Date: _____
 Name: _____ Date: _____
 Name: _____ Date: _____
 Name: _____ Date: _____

Children under 18 are attending you are signing for them by listing their names:

Name: _____ Date: _____
 Name: _____ Date: _____
 Name: _____ Date: _____
 Name: _____ Date: _____

Birthday / Anniversary Cards

If you or your family member would like to receive virtual cards so that we may celebrate your special day with you, please indicate all in your group below. Thank you for updating your records, we look forward to celebrating your special day!

NAME	BIRTHDAY	EMAIL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

NAME(S)	ANNIVERSARY DATE	EMAIL

Seating Response and Reservations:

Directions: Please check the choice that is best for you / your family.

() I / We plan on attending every Sunday on a consistent basis

Name(s) of all those in your group including children:

() I plan on attending when I can and do not require consistent weekly reserved seating. I understand I may be turned away if there is not enough seating. I also understand I can call/ email the Sunday before and request seating (if available) for the next Sunday Service by indicating all the names of those in my group & total count.

() I am only visiting and will not require reserved seating. I understand I can change my request at anytime by completing this portion of the form again in the future.

() I will be participating as a virtual member at this time and watching services online.

Reason for choice: (Reason is not required)

If you have seating concerns (ie: handicap issues, wheel chair accessibility, etc.) please let us know in advance so we can accommodate your requests to the best of our ability.

When we are released at the end of service, the Pastors will be the 1st to leave the sanctuary and we will all exit after that from right to left, the ushers will assist us as we leave. **They will NOT be greeting at the door at this time, and we kindly ask you to leave promptly so others can leave with ease. We again remind you to socialize outside the church. Thank you so much for your cooperation.**

If you intend to visit our restrooms, ***allow 1 person at a time*** in the restroom to enforce distancing. You may line up in the hall at 6 foot distance between.

COAT/SWEATERS: If you bring a coat or sweater, please keep it with you on the back of your seat at this time there is no coat closet available.

Thank You

We want to take the time to thank you for reading this detailed packet. We know your time is valuable. Our goal as a ministry is to provide the safest experience for each and every person.

After hearing the hearts and desires of so many of our members we have coordinated this information to best enable our ministry to open safely and effectively and meet the needs of so many requests.

We are so blessed to have each and every one of you as a part of John 3:16 Christian Center.

We thank you for working as a family and showing love and respect to every person who walks through those front doors.

We will continue to evaluate on a monthly basis and will update you as we continue to move forward. May God continue to bless and cover each and every one of you.