

**COVID-19**

**Parish Contingency Plan**

**PARISH PLAN TEMPLATE**

**April, 2020**

|  |  |  |
| --- | --- | --- |
| **Action**  | **Responsibility**  | **Due** |
| **Worship**  |  |  |
| Live-Streaming of services enabled – Technology Lead (Team) identified |  |  |
| Communicate Worship Service Calendar using all parish media; update weekly  |  |  |
| Create and provide link to download service booklets  |  |  |
| Schedule and Communicate Paraklesis Services  |  |  |
| Organize virtual Prayer Groups via “Zoom” or related technology  |  |  |
| Message from Father weekly on how to worship; spiritual message; guidance |  |  |
| Send weekly email blast reminder welcoming all to our Worship Services |  |  |
| Inform office staff and parish council regarding guidelines for sacraments |  |  |
| Create and implement on-line Candle Lighting requests |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Parishioner Well-Being** |  |  |
| Create list of our Most Vulnerable Parishioners (MVPs)  |  |  |
| Assign MVPs to parishioner for support and regular follow-up / check-in |  |  |
| Establish emergency food/supply bank at parish for those in immediate need |  |  |
| Create small financial relief fund to help people in significant financial need |  |  |
| Communicate support being provided and where to go for help  |  |  |
| Create plan to offer extra support if parishioner becomes infected |  |  |
| Establish Prayer Groups to offer prayer for those in need and for thanksgiving |  |  |
| Communication Plan needs to address those who do not have/check emails |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Connection**  |  |  |
| Enable “Zoom” (or related technology) virtual meeting - Lead (team) identified  |  |  |
| Offer 1:1 scheduled virtual or phone meetings with Priest  |  |  |
| Create “Ask Father…” virtual meeting with Father  |  |  |
| Create and communicate weekly virtual meeting schedule to parish  |  |  |
| Continue weekly and Monthly parish bulletins and publications (email only) |  |  |
| Identify needs within the local community to offer/continue outreach support  |  |  |
| Create “calling tree” to check in with all parishioners (short call; not just MVPs) |  |  |
| Continue ministries via on-line format (men’s group; youth, Philoptochos, etc)  |  |  |
| Provide virtual Bible Studies, “Orthodoxy 101”; Catechumen classes, etc  |  |  |
| Hold monthly and special (weekly or bi-weekly) virtual Parish Council meetings  |  |  |
| Enable Church School lessons and student connections on weekly basis  |  |  |
| Offer virtual Greek School classroom and education |  |  |
| Establish reading groups / book clubs |  |  |
| Have fun! Create unique ways to connect (Greek cooking; Prosforo baking, etc) |  |  |

**Parish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish Council Approval Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Action**  | **Responsibility** | **Due** |
| **Health Practices**  |  |  |
| Ensure well-being of our clergy (support family needs; 1 priest per service, etc)  |  |  |
| Comply with guidelines of Eparchial Synod (Church closures, etc)  |  |  |
| Comply with Federal, State and Local guidelines |  |  |
| Office Staff/Facilities Manager working remotely, if possible |  |  |
| Provide requisite efforts to disinfect all areas of the church, office and campus |  |  |
| Post signs indicating Church is closed and encourage Social Distancing  |  |  |
| Establish initial “return home” plan for parish in anticipation of health concerns |  |  |
| Create procedures on how to respond if parishioner or staff member is infected |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Finances** |  |  |
| Create “Best, Moderate and Worst” case financial contingency plans  |  |  |
| Determine cash flow (and “end-point”) for cash on hand |  |  |
| Immediately restrict all “non-essential” spending and expenses |  |  |
| Apply for CARES ACT – Payroll Protection Plan  |  |  |
| Defer Employer FICA taxes from today through December 31, 2020 (not available if Parish received a Payroll Protection Program Loan) |  |  |
| Determine if priest is a 1099 or W2 worker; determine plan, accordingly |  |  |
| Explore potential of participation in SBA Economic Injury Disaster Loan (EIDL)  |  |  |
| Explore if applying for a commercial loan fits the needs of your parish  |  |  |
| Determine if any restricted funds can be modified/approved for emergency relief |  |  |
| Determine if your endowment fund distributions can be used for emergency relief |  |  |
| Work with your lender to examine possibility of forbearance on loans/mortgage |  |  |
| Determine the potential of Greek Festival participation planned for the fall  |  |  |
| Can individual donors be asked to give to special fund raising/relief program |  |  |
| Create “essential worker” letter for those parish workers identified as such |  |  |
| Maintain rigor of financial reporting (monthly reports) and communicate status  |  |  |
| Review insurance policy, to determine if it has “business interruption coverage”  |  |  |
| Contact insurance broker to adjust premiums for Workers Comp and General Liability due to lower activity |  |  |
| Investigate on-line pay bill capabilities  |  |  |
| Contact banking relationship person at your bank who is responsible for Parish’s bank account(s) to establish working relationship |  |  |
| Encourage employees to use direct payroll deposit  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Stewardship**  |  |  |
| Mobilize / expand digital giving platform and processes – Lead (team) identified |  |  |
| Determine potential impact on Stewardship offerings and budget impact for 2020and if possible determine monthly impact for remaining months in 2020 |  |  |
| Create special appeal encouraging “paying forward, supporting one another, recognizing the loss of planned income from secondary sources (candles, weekly offerings, Pascha donations, and cancellation of fund raisers)”  |  |  |
| Create a special thank you response to those who are able to continue to give and support the parish in all aspects of stewardship – not just financially  |  |  |

**On the Horizon**

We all await with positive anticipation the time when we all can return to our beloved Parishes. Soon, the horizon will be in sight, and that will be our prompt to prepare.

**Considerations for the re-opening of our parishes**

1. **Create a Safe Space.** How do we make parishioners feel safe? Continue Social Distancing? Extra Hand Sanitizer? Masks?
2. **Ready the Welcome Team**. People will return – and this will be a wonderful time to gear-up our Welcome Table/Team. There is a very strong possibility that visitors (and in-active Orthodox) who have watched on-line will now join us. We learned we could live-stream our services when we focused on it. If you were thinking about expanding your Welcome team – now is the time!
3. **Greet with a smile. And, maybe that’s it for now.** Ease into it. We can’t expect to return to the previous “normal” immediately. We want to touch, but that may be awkward to some. Assume new Federal, State and Local guidelines will also require additional compliance on our parts.
4. **Keep stewardship cards in the drawer.** Support the reconnection to Christ and His Church, first and foremost. Donations and giving messages should follow, not lead, re-entry.
5. **Stock-up on supplies**. Expect that extra paper towels and hand sanitizers will be required.
6. **Create facility guidelines**. Pre and post wipe down of meeting rooms and classrooms will be the norm for a period of time.
7. **Communicate welcome and “what to expect” messages prior to re-opening.** Help parishioners prepare and provide comfort to those with concerns by sharing what has been, and will be, done to support a safe experience.

****