

FREE CHURCH OF SCOTLAND



A Route Map

Version 7.1

Version History	Summary of Changes
V2 19/06/20	Phase 1 marked non applicable Phase 2: Updated guidance re pastoral visits, marriage and funerals Phase 3: Links to Free church website guidance notes on cleaning and risk assessment
V3 15/07/20	Phase 1 & 2 marked non applicable Phase 3: Updated guidance re congregational services, marriages, funerals, pastoral visits, external lettings. Link to detailed Scottish Government guidance for places of worship.
V4 12/08/20	Updated section 3.6 for face coverings and Sunday school. Pastoral care now section 3.9. Other minor wording updates.
V4.1 14/08/20	Guidance on restarting Sunday School.
V5 17/09/20	Guidance on dealing with medical emergencies Updated guidance on children's and youth work Updated guidance on weddings Updated guidance on lettings and use of church buildings Updated guidance on pastoral visits Other minor wording updates
V6 09/10/20	Updated guidance on Communion, pastoral care meetings, Sunday schools/children's work, and face coverings.
V7 13/11/20	Updated guidance on Sunday Schools, Children's and Youth work. Changes in relation to the new 5 protection levels, including weddings, funerals, outdoor events and travel.
V7.1 18/11/20	Updated guidance on congregational worship and marriage ceremonies.

Guiding principles

The glory of God. The Church does not exist to self-perpetuate and look within. Its mission is to declare the glory of God in worship and mission. In the present climate we are thankful that the word of God is not in chains. We continue our mission, albeit in different circumstances. (1 Corinthians 10:31, 2 Tim 2:9)

Respect for government. The Free Church of Scotland recognise the teaching of The Bible that we are subject to the governing authorities. We recognise the duty and authority of the civil government to protect the wellbeing of the nation. (Romans 13:1-7)

We shall therefore comply with the law, advice and timings given by government.

Gospel reputation. We recognise that we live in a culture of intense scrutiny of behaviour within the lockdown period. The reputation of our Lord and His Church must be jealously guarded. (1 Timothy 2:7)

Clarity in communication. At all points we shall communicate with the wider denomination in a regular and transparent manner. (2 Corinthians 4:2)

Charity at all times. We recognise that the current situation has brought a high degree of fear. Fear breeds anxiety which leads to tensions over how the crisis ought to be dealt with. In particular we urge wisdom and grace to prevail in all our communications with each other but especially identify social media as a particular point of conflict. (1 Corinthians 13)

Unity of the Church. The effects of COVID-19 vary across the nation. Opinions vary regarding the origin, management and treatment of the pandemic. It is a time to put personal opinions aside as we work for the greater good. (1 Corinthians 1:10)

One of the many benefits of being a denomination is the opportunity for a larger group of churches to act as one in moving through the crisis.

We also commit to consult with and learn from other churches.

A route map

We are now in Phase 3 of the Scottish Government's route map.

This document is written in the light of current government advice. It is important to bear in mind that this may change over the coming months and beyond and our guidance will be updated accordingly.

1. Phase One

No longer applicable.

2. Phase Two

No longer applicable.

3. Phase Three

The Scottish Government has issued detailed guidance for [Places of Worship](#), which is updated from time to time and should be read in conjunction with this guidance note. However, it should also be borne in mind that the government guidance on the safe re-opening of places of worship is intended to assist places of worship to reopen specifically for individual and congregational worship and prayer or contemplation, and for religious 'life event' ceremonies. It does not extend to the use of places of worship for other purposes, such as children's and youth work, childcare services, weddings, funerals, support groups and community services, or as a workplace. Therefore, where church buildings are used for purposes other than for congregational worship then the government's sector specific guidance for the particular use should be followed.

Important Note: From 2 November, the Scottish Government has implemented a new strategic framework based on 5 protection levels (0 – 4) allocated per local authority area. The rules for your area will depend on the level applicable from time to time. For example, the rules regarding travel, and the numbers permitted at worship services, marriages and funerals will vary depending on the level for the applicable council area. Further detail is provided under the relevant headings of this route map. The Scottish Government guidance on what is permitted in each tier can be read in full here:

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>.

3.1 When to reopen?

Although churches are allowed to re-open, you should only do so once you have carried out your risk assessment and made all necessary arrangements including for hygiene and physical distancing.

3.2 Who can safely come to church?

The fact that churches can now re-open does not mean that everyone in the congregation should start coming back to church at the same time. Some individuals may not feel comfortable returning to church immediately and consideration should be given as to what alternative provision can be made for them until such time as it is safe for them to return. For example, can you continue or start to provide live-streamed services? Also, some older people may be reluctant to stay away from church. How can they be encouraged to follow the appropriate health advice at the relevant time?

It must be made clear that anyone displaying any of the symptoms of COVID-19, or who have been in close contact with any who have displayed symptoms, should not attend church in any circumstances.

3.3 Preparing the building for use after lockdown – some steps to take

Before bringing any building back into use, various steps should be taken in preparation. Different considerations will apply for congregations who do not have their own building but who use let space – such congregations will require to liaise with the owners of the buildings, but should at all times bear in mind the need to maintain the same physical distancing and hygiene standards as those using their own buildings.

General health and safety

Buildings should be checked over thoroughly to make sure all is in order – wind and watertight, electrics working, no obvious hazards etc. A Covid-19 Risk Assessment must be performed see <https://freechurch.org/covid-19/>

Legionella

This is a particular concern where buildings have been unused for a prolonged period. If your water supply has not been drained, you should ensure that all taps are run for at least 20 minutes, and all toilets flushed. Instant hot water systems should be set to 60 degrees centigrade.

Cleaning

If no-one has been using the building during the lockdown the virus should not be present on any of the surfaces as it will not have survived over the period of lockdown. However, it is likely that as a minimum someone will have been in the building to do security checks and run taps etc. for legionella prevention, and in some cases the building will also have been used by the minister for livestreaming or recording services. You should ensure that all surfaces which may

have been touched during the week prior to reopening are thoroughly cleaned e.g. pews, chairs, tables, pulpit, lectern, microphones, door handles, light switches, kitchen and toilet surfaces etc. For latest guidance note on cleaning visit <https://freechurch.org/covid-19/>.

Altering seating arrangements and marking floors

Chairs should be set out a minimum of 2m apart. It is not practical to second guess household groups when setting out chairs. Selected pews should be closed off, and 2m markers placed at suitable points on those left open. 2m markers should be clearly marked on the floors and ground at the entrance/exit areas, both inside and outside the building.

Hand sanitiser

A supply of hand sanitiser should be available at the entrance for use by everyone entering the building.

Bibles, psalm/hymn books, service sheets etc.

These must all be removed from public areas for the time being. People may use only their own bibles etc. Where possible, words should be displayed electronically. People may be reminded that a Sing Psalms App for mobile devices is freely available through iOS and Android stores, and most hymns can be easily found online in advance or during a service.

Offering

As many people as possible should be encouraged to give their offering by electronic means. For those who are unable or who do not wish to do this, a closed donation box should be acquired and securely positioned near the entrance. A supply of disposable gloves for use by those counting money should be provided.

Signage

To assist in communicating the new rules, consider preparing and placing appropriate signage which can be clearly seen and understood by all.

3.4 Altered building capacity – issues arising to be considered

As a starting point, you will need to work out the maximum number of people who can be safely accommodated in your building at any one time while maintaining a safe distance of at least 2 metres between individuals from different household groups. Present government guidelines stipulate that **in Levels 0, 1, 2 and 3** there should be no more than 50 people, including children, irrespective of the size of the building. Some buildings will not be large enough to accommodate even this limited number with 2m distancing, so for these the permitted capacity will be less than 50. **In any Level 4 area the applicable limit is 20, not 50.**

Whilst they should be avoided wherever possible, very brief interactions within 2 metres such as limited numbers of people passing each other in corridors, are considered to be low risk. Use of floor markings can help to minimise this.

Consideration therefore should be given as to how this will affect your gatherings. You need to think about what arrangements you will need to make around this. How will you deal with limiting numbers where this is necessary? How will you seek to avoid situations of people arriving and having to be turned away? What about too many people arriving all at the same time/late/too close to the start of the service? Ideally arrival times would be sufficiently spread out, to facilitate physical distancing outside the building, around the entrance (inside and out) and inside the building on the way to a suitably distanced seat.

Should consideration be giving to dividing numbers between more than one service? If so, on what basis would this be done, and how would it be communicated to the congregation? What about visitors? What about the number of services this would mean the minister having to lead?

3.5 Before a service

All surfaces in the building should have been thoroughly cleaned/disinfected before each use. This includes toilets, kitchen areas (even although teas/coffees are not being served surfaces may still have been touched, e.g. for providing glasses of water), pews, chairs, tables, pulpit, lectern, microphones, door handles and light switches. For the avoidance of doubt, it is permissible for more than one service to take place in the building on the same day, provided that thorough cleaning is carried out between services.

If possible, doors should be kept open to avoid the need for anyone having to touch them.

Check that there is sufficient hand sanitiser at the entrance for people to use on arrival.

Welcomers must remain at a 2m distance from everyone arriving, this may mean standing outside rather than in the vestibule/lobby. Welcomers should not shake hands with people arriving. Face coverings must be worn within places of worship.

There should also be stewards on duty to count the numbers arriving and ensure that once the maximum permitted number are in the building no-one else is admitted.

To support the Government's Test and Protect Strategy, it is recommended that congregations keep a temporary register of worshipper contact details for a period of 21 days. A separate [briefing note](#) is available on the Free Church COVID-19 webpage.

3.6 Holding Services

Congregational Worship

Churches may open for congregational worship, communal prayer and contemplation, subject to physical distancing and hygiene standards. Congregations must determine their own safe building capacity in line with 2 metre physical distancing guidelines, up to a maximum total of 50 (20 in Level 4) people at any one time, regardless of building size or usual capacity.

Face coverings

Face coverings must be worn within places of worship. Those who are leading an act of worship do not always need to wear a face covering provided they can maintain a distance of at least 2 metres from others and/or remain behind a protective screen. Everyone else in the building must wear a face covering, with an exemption for children under the age of 5, and for any person who is “unable to put on, wear or remove a face covering either because of any physical or mental illness or impairment or disability, or without severe distress”. This is further explained in the Scottish Government guidance as being “people who have a health condition or who are disabled, including hidden disabilities, for example, autism, dementia or a learning disability, or are providing care for someone with a health condition or disability, and a face covering would be inappropriate because it would cause difficulty, pain or severe distress or anxiety to the wearer or the person in the care of the wearer. This includes children with breathing difficulties and disabled children who would struggle to wear a face covering.”

Singing

Congregational singing should be avoided, both indoors and outdoors. A single individual may sing behind a Plexi-glass screen during a service. Any screen used should be cleaned regularly. Instruments that do not require breath to operate (non-wind instruments) may be played.

Communion

Communion can now take place but only in circumstances where the specific hygiene guidance which has been circulated to Ministers is followed.

Outdoor services

Any outdoor services on church grounds are subject to the same restrictions and advice on physical distancing, hygiene standards, risk assessment and face coverings. Churches should not hold formal worship services elsewhere outdoors at this time, unless a risk assessment is carried out and holding a service complies with the latest Scottish Government requirements applicable to such gatherings. Outdoor events are NOT permitted in Levels 2, 3 and 4. Drive in events are not permitted in Level 4.

Medical emergencies

Congregations should ensure that they have procedures in place for dealing with any medical emergency which may arise during a church service. The Health and Safety Executive (HSE) has useful guidance on first aid in non-medical settings during the coronavirus pandemic and this is available here:

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>.

Health Protection Scotland (HPS) has comprehensive guidance, including on what to do if someone becomes unwell with symptoms of COVID-19 while on your premises. This can be read here:

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf.

Sunday schools

Soft play areas and equipment should remain closed. Soft toys should be removed, where possible, or washed after use by each child or group of children. Any shared facilities for children (play corners, books, toys etc.) should be cleaned when groups of children change using standard detergent and disinfectant that are active against viruses and bacteria. Extra care should be taken with hand hygiene immediately before and after using play equipment. Appropriate steps should be taken to ensure the safety of equipment and minimise the risk of transmission through users touching contaminated surfaces, including relevant signs.

For Sunday Schools taking place during a worship service, if the children are included in any part of the service then the overall maximum capacity of 50 (or 20) people overall in the building applies and includes all adults and children. However, if the children remain throughout in a separate building, or in another part of the building which has a separate/dedicated entrance/exit, (i.e. are dropped off and collected before and after the service, with no interaction between the 2 groups) then children attending Sunday school are not included in the overall maximum number of 50 (or 20). In such an event the guidance referred to below for Children's work and Youth work should be followed.

Children's work and Youth work

The Scottish Government advises that where a place of worship is providing activities for children and/or young people, they will need to determine which set of guidance is most relevant for the specific activity in question. The nature of the activity and the ages of the children/young people involved should be taken into account when assessing which guidance applies. There are 2 sets of guidance available, as follows:

Firstly, guidance has been published by the Scottish Government in respect of unregulated indoor activity for under 18s, including activity organised by places of worship, which can be read here:

<https://www.gov.scot/publications/coronavirus-covid-19-organised-activities-for-children/>

This is the default general guidance which should be followed unless sector specific guidance is in place for the activity. In terms of this guidance, maximum group numbers are as follows:

Indoors – for organised activities for children indoors there is a maximum of 10 people allowed in total (all ages included in this number, with no more than 5 adults to be present) from a maximum of 5 households.

Outdoors – for organised activities for children outdoors there is a maximum of 15 people allowed in total (apart from those aged 11 and under) from a maximum of 15 households.

The maximum number of households includes the households of the children as well as adults.

BUT note that in a Level 4 area such activities for children as referred to above are not permitted indoors.

Secondly, YouthLink Scotland, in conjunction with the Scottish Government and Public Health Scotland, have developed a framework to support the resumption of more formal youthwork services, which can be read here:

<https://www.youthlinkscotland.org/media/5459/covid19-guidance-updated-2-november.pdf>

This guidance is for formal youthwork and applies to structured work with young people (age range 11-25 but with an emphasis on ages 11-18). For work with young people to be classed as “youthwork” and come under this guidance there must be a clear educational focus and structured programme. For example, a drop-in youth club with activities but no educational programme would come under the general guidance with lower number limits as detailed above.

Qualifying youthwork in Levels 0, 1, 2 and 3 can have a maximum of 30 people, including all individuals present (children, young people, leaders etc.). In Level 4 the maximum is 20. YouthLink Scotland advise that face-to-face delivery in levels 3 and 4 should be targeted at those who need it most.

Children aged 11 or under are not required to physically distance from others. This means that adults teaching/looking after children aged 11 or under do not need to physically distance from them. However, care should be taken to follow appropriate hygiene measures and keep proximity to a minimum where possible.

Adults teaching/looking after children/young people aged 12 or over do require to maintain appropriate physical distancing (2 metres) from them. In exceptional circumstances where this is not possible then face coverings must be worn.

Depending on the activity, face coverings may be removed when participating in youthwork but should always be worn except where an exception applies, for example children under the age of 5.

In summary, the relevant up-to-date guidance should always be consulted in full before commencing any children’s or youth work, and before allowing such work to be commenced in a church building by any external group.

Funerals

Funerals may be held in church buildings. Good hygiene and physical distancing practices must be followed. **Attendance at a funeral service should be limited to 20 people for areas in Levels 1, 2, 3 and 4 and to 50 people for areas in Level 0.** These limits do not include the funeral director, essential building staff or minister, but do include all children, whatever their ages

Ministers should familiarise themselves with the specific government guidance on funerals
<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-funeral-services/>

Marriage ceremonies

Marriage ceremonies may be held in church buildings, and good hygiene and physical distancing practices must be followed. **In Levels 1, 2, 3 and 4, up to 20 people may attend a marriage ceremony, provided this can be safely accommodated with physical distancing. In Level 0 the upper limit is 50.** These limits include the couple, witnesses, all guests (including children) and any carers accompanying an attendee. It also includes any staff who are not employed by the venue, such as a photographer, musicians or others a couple has employed for the purpose of the ceremony or registration but does not include the minister.

Wedding receptions

In Levels 1, 2 and 3, up to 20 people can in addition attend a wedding reception taking place in hospitality premises, such as a hotel. In Level 0 the upper limit is 50. These number limits include the couple, guests (including children) and third-party suppliers (such as a photographer) but does not include venue staff or third-party catering staff. The venue must be able to safely accommodate those attending with physical distancing in place. It should be noted that church halls are not considered to be “hospitality premises”.

Wedding receptions are not permitted in Level 4.

Ministers should familiarise themselves with the specific government guidance on marriage
<https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-small-marriages-and-civil-partnership-registrations/>

Baptisms

Baptisms are permitted. This will necessarily involve interaction within a 2 metre distance. Face coverings should be worn by all who take part in this close interaction and strict hand hygiene should be maintained throughout. Where an infant is involved, a parent/guardian should hold the infant.

3.7 After the service

People should leave the building one at a time keeping a 2m distance. Worshippers should be encouraged to move on promptly from the place of worship. The appointed stewards should supervise this.

For the time being there should be no social gatherings for tea/coffee etc.

Hand sanitiser should be available at the exit.

Those counting money should do so wearing disposable gloves provided.
Door handles and handrails should be disinfected at the end.

The building should be thoroughly cleaned before the building is next used, which is of course an ‘act of necessity and mercy.’ For the avoidance of doubt, it is permissible for more than one service to take place in the building on the same day, provided that thorough cleaning is carried out between services.

3.8 Lettings

Where a place of worship is used by external groups, only those activities which are permitted to take place should be allowed to re-start. See a list of businesses which cannot yet operate at <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-business-and-physical-distancing-guidance/pages/businesses-and-premises-that-must-remain-closed/>

It may be possible to restart short-term/casual lettings of church buildings to other groups however you should consider the risks from COVID-19 before doing so and complete a risk assessment. You should also check your insurance policies for any changes in the cover in place.

You should ensure that external users also carry out a risk assessment and at a minimum that users understand their obligations e.g. cleaning, physical distancing, maximum capacities and ‘test and protect’. The congregation should have suitable controls and processes for cleaning between user groups.

You should not allow your building to be used by any external group without satisfactory risk assessments and until you are fully satisfied that the proposed use is within Scottish Government guidelines.

In respect of any lettings or use of a church building other than for worship services, you should refer to the relevant sector-specific guidance to ensure that appropriate number restrictions and other applicable guidelines are followed.

3.9 Pastoral Meetings/Visits

In some limited circumstances pastoral care meetings may take place at the present time, in accordance with guidance circulated to Ministers.

The local advice of hospitals and care homes should be followed if visiting people at these premises.

You should not engage in pastoral meetings/visits if you or someone in the household has coronavirus symptoms or is self-isolating.

3.10 Travel

The Scottish Government has published detailed guidance on travel in relation to the several protection levels. In terms of this, the following are some of the limited exceptions from the guidance not to travel into or out of Levels 3 and 4 local authority areas,

- travel for weddings, civil partnership registrations, funerals and other “life events” (such as baptisms)
- if you are a minister of religion or worship leader travel to your place of worship
- (to or from Level 3 areas, but not Level 4) travel to your normal place of worship

This full guidance on travel can be accessed here:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-travel-and-transport/>

4. Phase Four

Once we are in phase 4, the country should have reached the “new normal”. The Scottish Government states: “In this, the final phase in our transition through the crisis, the virus remains suppressed to very low levels and is no longer considered a significant threat to public health, but society remains safety conscious...Scotland is open with precautions and the importance of hygiene and public health are emphasised. It could be many months, or longer, until we reach this phase.”

The Church should also have reached a ‘new normal’, with a new appreciation of the importance of health and safety within our buildings.

*In dwellings of the righteous
is heard the melody
Of joy and health: the Lord’s right hand
doth ever valiantly.*

Psalm 118:15 (Scottish Psalter)