



20 Juni 2020

## Guidelines on Prevention of Transmission and Spread of COVID-19

### 1 General provisions

#### 1.1 Prohibition of organizing events since March 18, 2020

Noting the official restriction on organizing events, the New Apostolic Church South East Asia has temporarily canceled scheduled divine services and other church services to protect its members from a COVID-19 contagion on March 17, 2020. Since March 18, 2020, on every Sunday, streaming divine services are held by the Apostles in several places in Jakarta, Yogyakarta, Lampung, Malang or Surabaya, without attending congregations and are broadcasted via Youtube or audio. With a Circular Letter of March 19, 2020, the Church Leader decided that all church activities in the congregations are stopped.

#### 1.2 Carrying out divine service starting from July 2020

In accordance with the decisions of the Government of Indonesia, the Philippines and countries in South East Asia, the divine services will be held again starting July 2020.

The Church leader intends to gradually restore the life of the congregation to normal by observing the efforts to prevent the transmission and spread of COVID-19. Starting July 5, 2020 divine services can be held regularly in congregations with due regard to the Health Protocol and the conditions described below.

Centralized streaming divine services via YouTube or audio on Sundays are offered until the end of July.

Churches that are permitted to carry out these activities are, based on facts in the field, located **in a safe area/environment** from COVID-19 based on a statement from the Head of the Provincial/Regency/City/District Task Force (Local Government Unit) according to the level of houses of worship. However, even though it is **located in a safe area/environment**, if there is a contagion in the neighborhood of places of worship, it is not justified to carry out such activities.

#### 1.3 Church meetings



All other congregational meetings in the church besides the divine services were suspended until further notice. The Church leader decides its implementation by considering the development of the situation.

When meetings in the Church are permitted again, the following rules must also be observed, as do conventions.

## **2 Divine service preparation at the Congregation**

### **2.1 Prepare the Officer to carry out and supervise the implementation**

#### **Health Protocol in the area of the house of worship**

The congregation rector designate somebody who is in charge.

### **2.2 Perform regular cleaning and disinfection in the area of the house of worship.**

Cleansing the church room/hall, sacristy, general Church inventories that allows bodily contact such as: Altar, Holy Communion chalices, Offering boxes, Bible, door handles, chair handles, chair backs, cleaning the environment, etc.

### **2.3 Limiting the Number of Attendees**

To allow the application of minimum distance rules in accordance with health protocols, if no official upper limits are established, coded chairs calculated in church spaces with 50 percent capacity can be used as standard for the upper limit.

The congregation rector makes seating arrangements by applying for the church hall/room including the altar area, as well as the sacristy. Seating arrangements are agreed with the District Rector and informed to the congregation members. If these places are occupied by service attendees who live in one house, the minimum guarding rules can be ignored.

Seats that are left empty are clearly marked. The emptying of these chairs or benches **must be obeyed**.

### **2.4 Providing Handwashing Facilities**

Church provides hand washing facilities with soap at the entrance of the Church.

### **2.5 Providing Temperature Checking Equipment at the entrance for all users of the Worship House**

The Church Office provides Temperature Checking Device at the entrance for all ministers and attendees. If a minister or attendee is found to have temperatures of 37.5° C (2 times examination with a period of 5 minutes), they are not allowed to enter the area of the house of worship.



**2.6 Limiting the number of doors/lanes in and out of the church to facilitate the application and supervision of health protocols. Avoiding service attendees passing by.**

The ministers and members of the congregation who are vulnerable to contracting the disease, as well as people with congenital illness who are at high risk of COVID-19, are asked to attend the divine services at home.

In and out access of the Church is through the door/path that has been set so as to minimize the path of passing.

**2.7 Divine Service Participant Reports and documentation**

Ministers and members of the congregation who are at risk of contracting the virus according to health service guidelines, are advised to attend the divine services through video or audio.

If the estimated number of divine service attendees exceeds the maximum allowed according to official requirements or according to the seating plan, a second or third divine service can be scheduled on Sunday morning, with the approval of the District Rector. Or the members are encouraged to have a divine service in a nearby congregation or other solutions. In cases like this, the usual service hours on Sundays can be ignored.

The congregation rector arranges group divisions at the services offered in an appropriate manner. Attending services in neighboring congregations, which is not well coordinated, should be avoided.

If necessary, to enable tracking chain of infection for health authorities, the congregation rector makes documentation of the names of attendees. The list of attendees remained in the congregation and was kept for four weeks and subsequently destroyed.

**3 Carrying out divine services in congregations**

**3.1 Code of conduct**

Code of Conduct pays attention to the specific objectives:

- a. Air circulation in the church hall/room
- b. Providing adequate hand washing facilities
- c. Greet under adherence to the rules of distance without shaking hands
- d. Record the names of service participants (if necessary)
- e. Give instruction to the attendees about hand hygiene at the church entrance
- f. Ensure compliance with distance rules



- g. Ensure compliance with seating arrangements by giving a special mark on the floor/chair, a minimum distance of 1 (one) meter.
- h. Ensure adherence to additional health protocols (for example wearing a mask that covers the mouth and nose)
- i. Shorten the time of divine services without reducing the provisions of liturgical perfection.
- j. Information to first aid officers in a medical emergency
- k. Ensuring the church is emptied after the service by observing the distance rules and do not cross paths
- l. The availability of protective masks on the altar for the ministers when dispensing the Holy Communion
- m. Cleansing, placing, and filling the chalices of the Holy Communion by wearing masks and gloves
- n. Post an appeal for the application of health protocols in church areas in places that are easily visible.
- o. Enforce the application of health protocols equally for guests who come from outside the congregation.
- p. Providing special access (if present) for children, pregnant women and the elderly, while staying guided by the health protocol.
- q. Must coordinate with local health service units.
- r. Request strongly for members who are prone to contracting the disease, as well as people with congenital illness who are at high risk of COVID-19 (for elderly Indonesians > 65 and children <15) to attend services at home. For other countries in accordance with applicable regulations.
- s. Be concerned about the implementation of the health protocol in accordance with the provisions.

The congregation rector ensures the implementation of the rules before, during, and after the service through a designated official.

### **3.2 Rules for using masks that cover the mouth and nose**

If the authorities require the use of mask that covers the mouth and nose in public places, this also applies to service attendees. Therefore, divine services in the Church should only be attended by those who wear masks. Masks may be removed when enjoying the Holy Communion, after which they are worn again.

### **3.3 Liturgy**

Divine services are held within the framework of known liturgies.



Choir singing is limited by the number of participants at most 4 people without wearing a mask. In congregation singing (accompanied by instrumentals) the congregation is requested to sing along with a mask. Small instrumental groups can be formed by observing the rules of distance.

Before the divine service begin the ministers wash their hands and by observing the rules of distance gather in the sacristy to pray together. The officiant appoints ministers who will dispense the Holy Communion to the congregation. For each minister dispensing the Holy Communion, a separate chalice is provided.

When the divine service begin, the officiant and accompanying ministers walk to the altar wearing masks. The officiant takes off his mask just before the opening prayer and while conducting the service, while other ministers continue to use the mask. The ministers who help the sermon take off his mask when serving.

### **3.4 Celebration of the Holy Communion**

After the proclamation of forgiveness of sin and eucharistic prayer, the officiant ask the congregation to have a seat. Then he along with the ministers who had been appointed to dispense the Holy Communion walk to the sacristy wearing a mask to wash their hands again. After the minister return to the altar, the liturgy continue with the invitation "Now we will celebrate the Holy Communion".

The chalices are placed on the altar in such a way as to obey at least 1 meter from officiant. At the time of concecration of the Holy Communion it should be noted that the officiant obeys keeping a minimum distance from these chalices and does not speak towards the chalice of the Holy Communion.

The dispensation of the Holy Communion to the ministers and the congregation proceed to obey the minimum distance rules. On the regulation No. 3.2 the ministers wearing mask that covers the mouth and nose.

First of all the officiant takes a host from the Holy Communion chalice without holding the chalice, then returns to his previous position at the altar and only then says the words dispensing the host for himself. After he took the Holy Communion for himself and saying a personal prayer of thanksgiving, he wear a protective mask and serve the ministers at the altar. The ministers who sit in the congregation receive the Holy Communion together with the congregation. Before distributing the Holy Communion chalices to the appointed ministers, they wear protective masks.

The ministers who dispense the Holy Communion line up in front of the altar by obeying the minimum distance from each other, attendees walk by obeying the minimum distance to receive the Holy Communion. If there are several blocks of seating, the attendees are served in each block in turn.



The service attendees are free to decide whether or not to take part in the reception of the Holy Communion. Decisions of the members should be respected. Before taking part in the Holy Communion, a mask that covers the mouth and nose must be worn. Attendees answer the reception of the Holy Communion by saying the word "Amen" which is spoken softly. **After receiving the host it is advisable to enjoy the host in a seat.**

After the divine service is over, the ministers at the altar excuse themselves from the congregation to the sacristy. Before leaving the sacristy they wear masks.

### 3.5 Farewell

There is no farewell by shaking hands. We still have to obey the rules to keep a distance of 1 (one) meter.

Avoid long stay in church or gathering in church area

## 4 Carry out acts in the service

### 4.1 General prerequisites

Dispensation of the sacraments of Holy Baptism and Holy Sealing, the dispensing acts of blessings such as the ordination and appointment of a ministry **cannot be done without bodily contact.**

Dispensation of the sacrament can be done, while all other actions should be postponed by finding a mutually agreed time between the member and the minister on the next occasion with a small risk of infection.

All addresses must obey the distance rules. Because the minimum distance that is given to the dispensation of the sacrament or blessing cannot be done to ordination and appointment, then there needs to be an agreement with the recipients about the use of masks. Their decisions and the decisions of the officiant that will carry out these actions must be respected.

Shaking hands is not permitted, this also applies to retirement and ministry reinstatement.

### 4.2 Holy baptism with water, Holy Sealing

If the adult or the guardian who raise the child wants it and the minister who will carry out agree with it, Holy Baptism with water and Holy Sealing can be carried out within the framework of a known liturgy.

### 4.3 Ordination, Appointment, Assignment, Retirement



If the action cannot be postponed and the respective ministers agree with it, ordinations and appointments as well as assignments and retirements can be carried out within the given liturgical framework.

#### **4.4 Dispensation of wedding blessing, wedding anniversary, and confirmation**

If the dispensation of blessings cannot be postponed and both members of the congregation who request the church blessings as well as administrators who will carry out agree with the laying on of hands in the dispensation of blessings, then the dispensation of blessings can be done.

### **5 Home services**

#### **5.1 Streaming divine service participants**

Together with members, who attend video or audio divine service, to reduce the risk of infection, it must be agreed whether and when the monthly home service can be done within the liturgical framework known by obeying distance rules. Under the prerequisite No. 3.2, also in the dispensation of the Holy Communion within the framework of home service, a mask covering the mouth and nose must be worn.

#### **5.2 Members of the congregation at the Hospital**

If requested and permitted by the person concerned, the service can be carried out by complying with the rules of distance and protective measures that apply within the known liturgical framework.

#### **5.3 Members of the congregation at the Nursing Home**

If requested and permitted by the person concerned, the service can be carried out by complying with the rules of distance keeping and protective measures that apply within the known liturgical framework.

#### **5.4 Pastoral Letters**

If home service in a hospital or nursing home cannot be done within the allotted time, the congregation rector offers the members of the congregation whether service can be done through sending pastoral letters with the consecrated wafers in this particular case.

Monthly delivery of pastoral letters is coordinated with the person in charge of pastoral care, the process of putting the wafers and letters into an envelope is done by wearing gloves and mouth and nose protection. The congregation rector reports the recipients of pastoral letters through the district rector to the person in charge of pastoral care and ensures instructions to the recipients in their care.

#### **5.5 Dispensation of prenatal blessings**



If a faithful sister who asks for church blessing and the respective minister expresses agreement with the laying on of hands at the time of the dispensation of the blessing, then prenatal blessing can be dispensed as usual within the framework of home service. But the dispensation of blessing can also be done in the church before or after the divine service. When addressing, the rules of distance should be obeyed. It can be agreed, to wear a mask that covers the mouth and nose.

## **6 Pastoral visits**

Furthermore, pastoral conversation should be offered and carried out by telephone or video. By observing the rules of distance and local authority provisions, pastoral conversation can also be carried out on foot.

Conducting pastoral visits at the homes of members of the congregation can be carried out at the direct request of the person by obeying the rules of distance. Pastoral visits should remain limited to special cases, for example at home services or grief cases.

Pastoral conversation in a confined space should last less than 15 minutes to reduce the risk of infection. Can be agreed to wear a mask.

## **7 Implementation of Sunday School, Religious Instruction, Confirmation, Wedding preparations etc.**

Sunday School, Religious Instruction, Confirmation and marriage preparations can be carried out by observing health protocols and obeying the rules of distance. Sunday School and Religious Instruction will be implemented if the basic education authorities in the area have permitted to start again fully. Pre-Sunday School can start with the same requirements, if the daycare/ PAUD/ kindergarten in the area are fully held.