



Reach and inform your church by email

Email is one of the best channels to keep your church informed. We made it easy for you to spread awareness. While there is no one-size-fits-all approach, you can use this template as inspiration to craft your own email about how your church is reopening.



To: **All Church**

Subject Line: We're reopening on **<date>**! Here's what to expect

Hello **<first name>**,

We're excited that on **<date>**, we'll begin a phased approach for reopening our doors. While we look forward to seeing everyone, we want to emphasize that we're taking special precautions to reopen safely. Here's what you can expect.

A Safer Reopening

Our team will be cleaning and disinfecting the church between services. If weather permits, we'll leave entrances open, so there's no need to touch door handles. Our team will be vigilant about cleaning and wiping down common spaces and touchpoints. You'll notice signs we've hung around the church to help you follow our safety guidelines.

Signing Up for Services

We've added service times on Saturday and Sunday to comply with social distancing regulations. You can sign up for those services by choosing one here **<link to form>**. We can accommodate **<number of>** attendees per service, so sign up before the time you want fills up!

Attending Service

We ask that you arrive **<number of minutes>** early to help maintain safe distances and overcrowding before service starts. Check-in stations will be outside. There are two ways that we'll check you in once you arrive:

- Using your smartphone, you'll show your email confirmation
- If you use our church app, you'll simply scan the QR code

Once checked in, an usher will show you which entrance to use and where you'll be seated. Here are a few additional guidelines to follow:

- Please distance yourself six feet away from those that are not in your family
- Please avoid physical contact like handshaking and hugging
- Our children's ministry is not open yet, so please keep your kids with you at all times
- We have removed Bibles and Hymnals from the back of pews, so please bring your own or use an app
- We will not be passing around the offering plate, so please bring your smartphone if you would like to give online or text a gift
- At the end of service, you'll be dismissed by rows starting from the back

The CDC recommends those who are (or are living with someone) under quarantine, not feeling well, over 65 years old, or have underlying health conditions, do not attend service.

We understand that some of you won't feel comfortable returning to church gatherings just yet, and we stand by and respect your decision. Join us by watching the service online **<link to online service>**.

We also want to say THANK YOU for your unwavering generosity. Your gifts allow our work and mission to continue during this challenging time for our community.

Whether you're attending service in person or watching from home, you can give online here **<online giving link>** or text a gift to **<text giving number>**. If you've never given online or text a gift before, you can learn how by watching this video **<link to video>**.

We look forward to seeing you and sharing the hope of Christ.

Have a blessed day,
<Name>