

# CRISIS LOGISTICS CHECKLIST

## 1. Spiritual Needs

### a. Sermon Options

- i. \_\_\_ Pre-Record on video several weeks of sermons. They can then be released each week either via your existing sermon video processes or through a Facebook Live or other social media event.
- ii. \_\_\_ Use Facebook Live at a pre-set time to communicate with your congregation. This can be done from the pastor's home.
- iii. \_\_\_ Use Facebook Live to broadcast from the church in your "normal" setting.

### b. Pastoral Care

- i. \_\_\_ Keep yourself healthy if you are part of the more vulnerable population to have complications from infection.
- ii. \_\_\_ Use technology such as Apple FaceTime, Facebook Messenger or Skype for "personal visits".
- iii. \_\_\_ Begin preparing others to assist in congregational care. Board members, deacons, Sunday school teachers, small group leaders and others should be part of the care team to assist the pastor.

## 2. Logistical Needs

### a. Online Giving

- i. \_\_\_ Setup online giving to allow people more options to continue providing their offering. Use [www.givingfees.com](http://www.givingfees.com) to compare options.
- ii. \_\_\_ Have an online giving "Help Station" in the lobby for the next few weeks to answer questions and help people get accounts established.
- iii. \_\_\_ Add obvious links on your website to your online giving system.
- iv. \_\_\_ Direct people to the online giving option during online preaching events.

### b. Financial Accountability and Systems

- i. \_\_\_ Review current policies for requirements that will be difficult or impossible if unable to meet in-person.
- ii. \_\_\_ Pre-authorize crisis meeting alternatives to allow video/phone conferencing options for financial teams.
- iii. \_\_\_ Establish technology system to be used for off-site crisis meetings.
- iv. \_\_\_ Allow blank checks to be brought home with someone to be signed and mailed as needed and approved.
- v. \_\_\_ Have one of two necessary signatures on checks as needed.

- vi. \_\_\_ Create photographic evidence of checks written for accountability to any financial teams.
- vii. \_\_\_ Plan ahead for upcoming uncommon financial needs such as large expenses or necessary money transfers. Pre-authorize those payments/transfers or pay/transfer ahead of time.
- viii. \_\_\_ Pre-authorize emergency or “rainy-day” funds to be transferred to operating accounts as needed.
- ix. \_\_\_ Anticipate lower than normal giving due to crisis circumstances and consider a pre-emptive emergency fund transfer to operating account. Money can always be put back if not needed.

### c. Facilities Preparation


- i. \_\_\_ Does the church have a security system? Relatively inexpensive “off-the-shelf” systems are available from companies such as Ring and Simply Safe. Make sure at least primary entry points are covered.
- ii. \_\_\_ Remove or secure valuables as much as possible. Crimes of opportunity will target computers, instruments and audio/visual equipment.
- iii. \_\_\_ Turn off water and power to water heaters.
- iv. \_\_\_ Turn off water to entire facilities if possible.
- v. \_\_\_ Set AC/Heat to temperatures that will use less energy.

## 3. Leadership Opportunities

- a. \_\_\_ If a significant fraction of your responsibilities were on hold for a few weeks, how could you use your time for personal development?
  - i. \_\_\_ Long range sermon planning
  - ii. \_\_\_ Strategic planning in the church
  - iii. \_\_\_ Ministry effectiveness assessment.
  - iv. \_\_\_ Develop weekly “dashboard” of metrics to keep better tabs on church health. E.g. attendance, giving, guest connection cards, new member class signups, small groups signups, etc.
  - v. \_\_\_ Personal emotional intelligence improvement. Suggested reading, “Developing Emotionally Mature Leaders” by Aubrey Malphurs.

## 4. Things to consider doing now

- a. \_\_\_ Make sure toys in nursery and children’s classrooms are disinfected regularly.
- b. \_\_\_ Suspend “meet and greet” during worship service.
- c. \_\_\_ Have door greeters “fist bump” or “elbow bump” instead of shaking hands.

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- d. \_\_\_\_ Put out additional seating if you're near capacity to allow people to spread out more.
  - e. \_\_\_\_ Install hand sanitizer stations on walls or free-standing pedestals in numerous places. Use sanitizer with at least 60% alcohol content for effectiveness.
  - f. \_\_\_\_ Be vigilant for cleanliness opportunities and clean thing often.
  - g. \_\_\_\_ Switch to pre-prepared communion elements and have someone distribute them as people arrive instead of passing a plate hand-to-hand.
  - h. \_\_\_\_ Have people come forward with offerings instead of passing a plate hand-to-hand.
  - i. \_\_\_\_ Communicate with the congregation about steps you are taking to keep them safe, care for them and reassure them of plans being in place if things get worse.
  - j. \_\_\_\_ Don't panic.
  - k. \_\_\_\_ Do pray.

The team at Northshore Church in Kirkland, WA has assembled a comprehensive Coronavirus plan that may be helpful to your church. Follow the link below to access their document:

[https://docs.google.com/document/d/1Wx8XvDhzpUh2pW3f8AjHTKW6yfoXH6Az96klz2JP6VA/edit?fbclid=IwAR3d8l6tUKGyfLEuV0eJxolySbr6XWkhkCV4sbHJATCNBKVNRm6vNR\\_Q2Bw](https://docs.google.com/document/d/1Wx8XvDhzpUh2pW3f8AjHTKW6yfoXH6Az96klz2JP6VA/edit?fbclid=IwAR3d8l6tUKGyfLEuV0eJxolySbr6XWkhkCV4sbHJATCNBKVNRm6vNR_Q2Bw)