

# Sunday Services at Emmanuel EFC

Guidelines for gathering in the midst of Covid-19  
(Updated 25 Mar 2020)



# What has happened so far?

Since 9 Feb, we have taken precautionary measures for Sunday services including:

- Temperature and attendance taking of all attendees
- Screening for any flu-like symptoms
- Provision of hand sanitizer
- Use of prepackaged communion elements
- Sanitization of all church common areas during the week

# What's happening now?

On 20 Mar, the Ministry of Health (MOH) implemented stricter requirements due to the spike of cases in Singapore.

On 24 Mar, the MOH announced that religious services should be suspended in the efforts to prevent the spread of the virus. Gatherings of more than 10 persons are prohibited. This suspension is expected to last until at least 30 Apr.

For this period, we will continue to meet on Sunday mornings, in smaller groups, and receive the preaching of the Word via online video conferencing.

# Quick Links

1. [Conducting Service at Home / in Cell](#) (slides 5 to 13)
2. [How do I use Zoom \(for Sunday Services\)?](#) (slides 14 to 20)
3. [Resources for Conducting Cell Group Online](#) (slides 21 to 22)

**[Zoom link for Sunday service - click here on Sunday before 9am to join in!](#)**

# **Conducting Service at Home / in Cell**

# Some preliminary guidelines

- Community is crucial especially in times like these. We encourage you to meet in your cell groups (of < 10 persons) and spur one another through this period.
- If you or someone in your family is not feeling well or is on a Home Quarantine Order (HQO) or Stay Home Notice (SHN), please refrain from gathering physically.
- Do take extra precautions if you have elderly or vulnerable persons in your household.
- You/your family can still participate in church service from your own home, or connect virtually with your cell group via video conferencing.

# Some preliminary guidelines

- Please take note of who has attended each meeting (for contact tracing purposes). You can do this by taking a group we-fie photograph!
- If you do not have a cell group, we strongly encourage you to join one to be in Christian community.
- Sunday morning meetings are **not** meant to replace your regular cell group meetings during the week. We encourage you to keep up with regular cell group meetings (in-person and/or virtually) on top of attending Sunday services.

# Flow of Service

Time	Item
830 - 9 am	Members to arrive at home / Host to log into Zoom Meeting Room
9 - 905am	Opening / Announcements
905 - 925 am	Worship in Song
925 - 935 am	Offering & Prayer
935 - 1005 am	Sermon
1005 - 1015 am	Closing song & Benediction



# Conducting service

- Get ready to meet with the Lord, as you would on any other Sunday morning! We'd recommend you change out of your PJs to help your body "switch gears" to "church mode". Encourage your children to do likewise.
- Prepare a comfortable space for your cell/family to participate in service. You may wish to prepare a separate space for the children to adjourn to while the adults attend the sermon.
- You may wish to link your computer to the TV screen for easier viewing.

# Conducting service

- If this is your first time connecting via Zoom, do allocate some time before 9am on Sunday morning to download the application and test it out. You may wish to join the test call on 28 March, 8pm (see slide 20 for details).
- You may wish to link your computer to the TV screen for easier viewing.
- Join the Zoom meeting via this link: <https://zoom.us/j/6063145034> or enter the meeting ID 606 314 5034 at <https://zoom.us/join>

# Collection of offering via electronic means

- Take some time to present your tithes and offerings to the Lord
- If members of your group do not use PayNow, you may wish to collect the offerings as a cell group and then have one member send the e-offering via PayNow or e-transfer
- Details for online giving can be found on the next slide

EEFC General Fund  
UEN S71SS0006F751

EEFC Building Fund  
UEN S71SS0006FBF1

*(Put your name under the “reference” field)*



Use your bank's mobile app to scan the relevant QR code above

# After Service Fellowship

Conducted in each cell/family

- Spend some time reflecting on the Word that was shared
- We encourage you to spend some time discussing the sermon and your personal applications with your cell group. You may also wish to have a time of fellowship after.
- Do remember to practice good personal hygiene!

# **How do I use Zoom (for Sunday Services)?**

# Quick start guide *(you don't need a Zoom Account!)*

1. On your computer, click on [this link!](#)
2. If you do not already have the Zoom app installed, it will prompt you to download and install the app *(follow the onscreen instructions)*
3. Once you have the app installed, it should prompt you to **“Click open zoom.us”**. Click on the prompt and your Zoom app should open.
4. If it's your first time using the app, it will prompt you to enter your name. This will be the name displayed to the other call participants (please use your real name so we know who you are)!

# Quick start guide

- Click “Join with Video” to join the call with your video





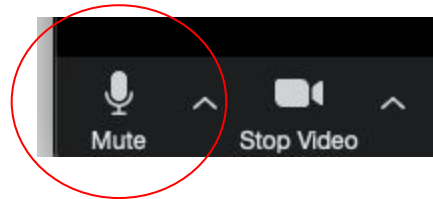
# Quick start guide

- Click “Join with Computer Audio”



# Quick start guide

- Use the functions on the bottom toolbar to mute yourself to prevent background noise interference and feedback



# Good practices

- Ensure you have a good WiFi connection
- Position the camera to focus on the people present, making sure the source of light is not shining from behind you
- If you can, project your computer to the TV for best viewing experience
- **Mute:** remember to keep yourself muted when you are not speaking, to cut down on background noise and feedback
- **Chat:** use the chat function to communicate with other members if you are having trouble with the audio (unable to hear/speak)

# Zoom Trial Test Call

- We will be running a test call for everyone to try to set up and join the Zoom Meeting Room on **Saturday, 28th March at 8pm**
- Do install the Zoom app prior, and click through ([this link](#)) to join the meeting at 8pm. You can hang around to ask questions and play with the functions within Zoom to familiarise yourself with it. It should only take 5-10 minutes

# **Resources for Conducting Cell Group Online**

# Zoom

- Free basic account
- Only host needs an account
- Allows calls for up to 100 pax
- Call time for group calls is limited to 40 min (after 40 min, just dial in again to continue)

[Click here for a guide on how to use Zoom for cell group](#)

# Google Hangouts

- Free basic account (a gmail account)
- All participants need to have a gmail account
- Allows calls for up to 10 pax (in light of COVID-19, this has been increased to 250 pax for the moment)

[Click here for a guide on how to use Google Hangouts for cell group](#)