



**Coronavirus (COVID-19) Emergency Response Plan
for Faith-Based Organizations**

Version 4
3/20/2020

Cynthia Fedrick
Revive Washington
The Progress House Association
Ms Beautiful Me, LLC

Table of Contents

Introduction.....	3
Step 1: Begin with the Word and Prayer	4
Step 2: Establish an Emergency Response Team.....	5
Step 3: Implement a Communication Plan	6
Step 4: Use Technology.....	7
Step 5: Obtain Food and Supplies.....	8
Step 6: Create a Family Plan	8
Appendix A – Recommended Food and Supplies	9
Appendix B – Example of Communication to the Church	12
Appendix C – Additional Examples of Communication	14

Introduction

Revive Washington was formed as a result of the COVID-19 pandemic to serve as a one-stop-shop for churches and families to help them develop emergency response plans, and to deliver food and supplies to those most at need through the “Box and Drop” program.

The “**Box and Drop**” program is a collaboration of community partners coming together to distribute necessary food and supplies to citizens who are unable to travel to their local food banks.

This **Coronavirus (COVID-19) Pandemic Emergency Response Plan** is intended as a starting point or simple template for faith-based organizations, families and any organization mobilizing to help others navigate the COVID-19 pandemic in their community by providing information, support, food and supplies to those in need. **Revive Washington** encourages you to update and share this template with EVERYONE - churches, organizations and families so they can replicate this plan of action. If you need additional details or assistance executing your plan, you can reach us at www.ReviveWashington.com for support.

Our Goal

It is our goal to ensure everyone is prepared in our Church, our Family and our Community to survive the COVID-19 virus.

We want:

- To deliver a methodology of survival that can be replicated by every church and family. We want to help others help themselves.
- To enable churches to expand their community presence beyond the four walls, positioning them to leverage existing resources, and to reach broader audiences via the internet and social media.
- To become a one-stop-shop for resources to churches and families through www.ReviveWashington.com
- To get critical food and supplies to those that are unable to leave their homes through the “Box and Drop” program. Please visit www.ReviveWashington.com for more information on “Box and Drop” resources available in your area.

Step 1: *Begin with the Word and Prayer*

Scripture: *If my people, which are called by my name, shall humble themselves, and pray, and seek my face, and turn from their wicked ways; then will I hear from heaven, and will forgive their sin, and will heal their land. - 2 Chronicles 7:14 King James Version (KJV)*

Prayer: *God, help us listen intently for what you're asking us to do and plan realistically for what we can accomplish*

Reflection: *Remember what God has already done. He is still in control.*

[\(Source for this section : Preparing-Your-Church-for-Coronavirus.pdf - humanitarian-disaster-institute\)](#)

Action: Reflect on Scripture

Prayerfully reflect on how God might use churches in light of COVID-19. Consider how the church's unique resources and current ministries might be used to help those in need. Also, pray for guidance about how the most vulnerable in the congregation and community might be helped. Ask God to open everyone's eyes to ways they might help amidst concerns over COVID-19.

Action: Reflect on Scripture

The way the church prepares for COVID-19 should be built on a strong theological foundation. However, a lot of churches have not connected the dots between theology and the response to COVID-19. Many churches have never preached a sermon series or hosted small group discussions about faith and public health issues. The good news is the church probably has a robust theological foundation for grappling with common problems like fear, adversity, and helping others. Use this theological understanding to help guide church planning and preparedness efforts.

Action: Leverage Existing Ministries and Activities

The goal is to pivot the church's ongoing ministry efforts in new ways that address the needs created by COVID-19. Rather than starting from scratch, begin with what your church is already doing to serve others.

- Identify the current ministries and activities your church is engaged in that could be used to help address the impact of the COVID-19.
- Care for peoples' spiritual, emotional, physical, social, and safety needs.
- Consider ways your church helps bring calm and encouragement to stressful situations; comfort worries over COVID-19.
- Leverage ways your church is already speaking out on behalf of the marginalized and vulnerable; ensure the fair distribution of resources so that these groups don't fall through the cracks amidst the public health crisis at hand

Step 2: *Establish an Emergency Response Team*

Select a small group of people (5 to 7 people) that are willing and capable of developing and carrying out the details of this plan. Ensure each team member is trained and ready to execute quickly. Everyone will execute action items. However, for organizational purposes, identify the following:

Roles and Duties:

1. **Lead:** Responsible for the overall execution of this emergency response plan. Liaison between the church and the rest of the team.
2. **Assistant:** Supports the Lead and carries out all the Lead responsibilities, in the event the Lead is unable to act.
3. **Secretary:** Assists with team meetings and documents meeting minutes. Works with the Communication Team to ensure all information is documented and read.
4. **Prayer Team Member(s):** Organizes and conducts virtual prayer meetings.
5. **Support Member(s):** Carries out the duties of this plan under the direction of the Lead

Preparing for a Response:

- Try to learn as much as possible about your role.
- If you will be traveling or working long hours during a response, explain this to loved ones who may want to contact you. Come up with ways to communicate with them. Keep their expectations realistic and take the pressure off yourself.
- Talk to your supervisor and establish a plan for who will fill any urgent ongoing work duties unrelated to the pandemic while you are engaged in this emergency response plan.

Take care of yourself so you can take care of others:

The team may experience stress during this crisis. Coping techniques like taking breaks, eating healthy foods, exercising, and using the buddy system can help prevent and reduce burnout. Recognize the signs of burnout in yourself and other team members to be sure those who need a break or need help can address their needs.

Step 3: *Implement a Communication Plan*

It is imperative that communication is clear, concise and often. Ensure that the communication plan includes the following elements:

Communication Roles and Duties:

1. **Communication Lead/PR:** Owns and ensures the Communication Plan is carried out. Stays current on information from the Church, news/media, the local health department and Revive Washington. Brings information back to the team.
2. **Spokesperson:** Communicates information to the rest of the Church. Remains calm under pressure to ensure people receiving the message(s) are not overwhelmed. Persuades people to act and not panic. (Note: This role can be filled by the Lead)
3. **Admin/Writer:** Writes, edits, and reviews all communication before sending it out. (Note: This role can be filled by the Secretary)
4. **Grant Writer/Funds Finder:** Finds and helps the Church/Individual get available funds.

Communication Plan Elements:

1. Social Media Plan
 - a. Facebook, Twitter, Website, Instagram
2. Email Communication
3. Recorded Messages
4. Phone Calls
 - a. Conference Calls (freeconferencecall.com)
 - b. Personal calls – those that are unable to use other communication methods
5. Communication Schedule
 - a. Send out communication every day, week, etc.
 - b. Remember to meet often and keep the communication brief
6. Address Book
 - a. Gather everyone's: Name, Address, Home Number, Cell Number, Email Facebook, Twitter, Instagram Names
 - b. Identify the seniors, disabled and displaced workers
7. Tell everyone to watch out for scammers during this time. They especially prey on the elderly. For example: If someone calls or comes to your church/house that you don't know, do not let them in. Do not give your social security number, bank cards, or other private information over the phone. ONLY send money to those you speak to on the phone personally and ensure you have their EXACT payment information.

Step 4: *Use Technology*

Technology is a tool to help all stay in touch remotely. For the church, using tools like Skype, Facebook Live, Facetime, Marco Polo, Whatsapp, etc allow everyone to use technology to see and hear from other church members.

Additionally, the local news channels, the local Health Department, WHO and the CDC are great sources of current, credible information. Keep current with the information from these agencies and act accordingly. Beware of information received that is not from a proven, reliable source.

The following can help a church stay in touch remotely:

1. Develop a Facebook page for your church
 - a. It's free to set up a Facebook page
 - b. Use a phone to record messages/videos and post. Make sure you have proper lighting and you can be heard clearly.
 - c. Remember, at this critical time, it is important to LEAD. People need to know what and how to navigate crisis situations. Some will not be able to grasp what is happening at first, so the Spokesperson will need to communicate carefully, accurately, simply and often.
 - d. For Small Groups – Marco Polo and FaceTime are great tools to stay connected
2. For Churches with scheduled activities:
 - a. Here is a suggested way to conduct your services:
 - i. Have the Pastor/Speaker record messages and post to Social Media
 - ii. Conduct bible classes on Facebook live.
 - iii. If streaming the “service” use a skeleton crew (no more than the amount of people allowed by the Health Department, CDC, etc.) and practice social distancing
 - iv. Move meetings to conference calls (look into Zoom, GoToWebinar, Free Conference Call, NOW Conference, and others to find the best fit)
 - v. Postpone all meetings/services that require more than the required number of people to come together
3. Establish a way to collect monetary donations online. Collect money to buy and supply necessary food, meds and supplies for those in need.
 - a. Examples of electronic payment systems that can be used to support online giving:
 - i. Cash App
 - ii. Venmo
 - iii. Givelify
 - iv. Paypal
 - v. Zelle (for sending money to an individual)

Step 5: *Obtain Food and Supplies*

During this critical time, some food, medication and supplies may be limited. Preparation is important. With that in mind, make sure each person has the following: (Note: For a more exhaustive list of items, refer to Appendix A)

1. Two (2) weeks of food items – See Appendix A for more information
2. Three (3) months of prescription and over-the-counter medicine
3. Cleaning supplies
4. Flashlights and Batteries
5. Generator, if possible

* If centralizing and distributing food and supplies to those in need in your community, please contact www.ReviveWashington.com for detailed instructions and assistance.

Step 6: *Create a Family Plan*

Although the church and Revive Washington are here to help, this organization desires to empower families and individuals to help themselves. As stated in our goals, this plan should be executed at the local church and family level.

Listed below are some suggestions for the church and family:

1. Complete a Will and have it notarized
2. Complete a Medical Power of Attorney and have it notarized
3. Give copies of your Will, Medical Power of Attorney and Insurance information to the designated person(s)
4. Give your bank information to the appropriate person(s) and add them to your account(s), as needed
5. If giving a substantial amount money to an individual(s) under the age of 21 (or whatever age you feel appropriate to make wise decisions), put it in a Trust Fund
6. Keep some cash on hand for emergencies (a few hundred dollars or whatever you feel is appropriate)
7. Keep your car full of gas, just in case there is price gouging or shortages
8. Postpone unnecessary trips and gatherings
9. Cut unnecessary spending. Develop a budget and stick to it.

Appendix A - Recommended Food and Supplies

FOOD

Fill the freezer

Frozen vegetables such as spinach, broccoli, cauliflower, carrots

Frozen berries

Animal protein such as fish, chicken, grass-fed beef

Stock the pantry

Protein powders

Electrolyte replacement

Greens powder

Canned or dry beans and lentils

Canned oysters, sardines

Pasta sauce

Dry noodles

Vegetable broth

Nuts and seeds

Grains such as rice, quinoa, oats

Coconut milk

Olive oil

Coffee & herbal teas

Applesauce

Crackers

Bottled water

Don't forget about the pets! Have an additional bag of food and extra water on hand to ensure your animals stay well-fed.

MEDICINE CABINET

Supportive supplements (This is not a comprehensive list, always check with your healthcare providers)

Multivitamin

Vitamin D

Vitamin C

Zinc

Omega-3 (fish oil)

Refill any recommended supplements currently being taken

Over-the-counter and prescription medications (This is not a comprehensive list, always check with your healthcare providers)

Antihistamine

Decongestant

Ibuprofen

Refill any prescribed medications (3-month supply is recommended to avoid delays)

First aid

Adhesive bandages

Hand sanitizer

Hydrogen peroxide

Scissors

Adhesive tape

Bandages

Gauze

HOUSEHOLD ITEMS

Cleaning products

Hand soap

Laundry and dish detergent

Disinfectant wipes

Personal care

Body wash, shampoo

Toothpaste and toothbrushes

Sanitary products

Toilet paper and facial tissue

Additional items

Flashlight + extra batteries

Extra cash

Can opener

Battery-operated radio + batteries

Generator

Books and puzzles

Appendix B – Example of Communication to the Church

Example of communication to the Church from Bishop Charles E. Blake Sr., Presiding Bishop of the Church of God in Christ, Inc

Dear Saints,

Since my last communication with you, the rapidly escalating reality of the Coronavirus has necessitated the declaration of a national emergency. As you know, global efforts are being focused on lessening the spread and impact of this virus. To this effect, the federal government is working closely with state, local and public health partners to respond to this public health threat in the forefront of the obvious question: What are the saints to do?

First, needless to say, we are living in perilous times, but certainly not without a divine remedy to survive, overcome and to emerge safely and victoriously. In fact, the same way God exercised His power to save Israel from every disease which struck the land of Egypt, even so did our Lord and Savior Jesus Christ demonstrate Himself to be the Son of God in accomplishing the healing of every widespread outbreak and pandemic affecting the regions wherever He traveled.

For this reason, it is my desire to share some practical guidelines for elevating our awareness while fully engaging our faith. Simply stated—**Listen. Trust. Obey.**

LISTEN

Stay aware of the latest information on the COVID-19 outbreak available on the World Health Organization website (www.who.int) CDC (www.cdc.gov) and through your state and local public health authority. These authorities will have first-hand, the most up to date and most reliable information on the situation in your area. I ask that you make every effort to tune-in to your regular local press briefings, comply with all bans and restrictions, social distancing, and together, we will stay fully informed, well-prepared and safely empowered.

TRUST

You do not have to panic. During this crisis, our faith in God is most responsibly exercised in trusting those voices whose entire lives and professions have been dedicated to the awesome task of ensuring our public health. Proverbs 24 expresses how far better it is to be wise than strong. Intelligence will always outrank stamina. Strategic planning is the key to warfare. Therefore, to win, you must remain connected to good counsel.

OBEY

“Be not deceived” nor vulnerable.

1. Routinely wash your hands with soap and water or an alcohol-based solution. This kills viruses that may be on your hands.
2. Avoid touching eyes, nose and mouth Why? The same hands we lift in worship also touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and cause you to become sick.
3. Above all, stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention—but call in advance. Follow the directions of your local health authority, and by all means, avoid travel.
4. Be mindful and adaptable to the caution that larger worship gatherings (more than 50 people in some states) offer more opportunities for person-to-person contact and therefore pose greater risk of COVID-19 transmission.

While we do not have all the answers to why this pandemic has stricken the land, we as Spirit-filled believers are assured in Psalms 33:19 that our God is sovereign, He is in control and is He is ready to come to our rescue in critical times.

Finally, knowing that God has sent His Word to heal, what better testimony of our global presence would be more influential than the demonstration of the 6.5 million saints of the Church of God in Christ collectively, obediently and prayerfully doing their part to combat and bring relief to this severe crisis.

Meanwhile, let's stay in touch! We do not know what tomorrow holds, but without a doubt, we know Who holds tomorrow.

Appendix C - Additional Examples of Communication

Example of communication that can be sent to those that need to know that someone has tested positive for the virus.

It has now been confirmed that _____ has tested positive for COVID-19. _____, who attends _____, was last at church on _____ and received positive test results on _____. They will not return to church until they recover.

We will continue to be in contact with the family throughout the individual's recovery. We hope you will join us in praying for them and their family.

As a reminder, if you have been in close contact with a person sick with COVID-19, isolate yourself at home and contact your Doctor. If you have not been in close contact with a person sick with COVID-19, the Department of Health considers you to be at low risk for infection. Please follow and monitor your health for 14 days and consult your Doctor.

During these unprecedented and concerning times, it is easy to feel anxious and frustrated about not being able to help those who are affected by the COVID-19 pandemic. These feelings are normal, but need not paralyze us from engaging in fervent prayer for those sickened by the coronavirus, and/or for our neighbors who are out of work, homeless or shut-in. God is on His throne, this season will end, and in the meantime, He has given us power and insight to intercede and care for ourselves and neighbors in all wisdom.

Stay healthy, and encouraged,



Contributors

Cynthia Fedrick, COO of The Progress House Association, CEO of Ms Beautiful Me, LLC, creator of Revive Washington. Websites: www.msbeautifulme.com, www.progresshouse.us, www.revivewashington.com

Leoties Fedrick Jr, CEO of Lionheart General Contracting, COO of Ms Beautiful Me, LLC, co-creator of Revive Washington

Cassandra Williams, Founder of COSIA – www.cosia.net, CEO of Love by the Slice Baking & Catering Company LLC – www.lovebytheslice.com, Revive Washington Co-creator and Premier Partner

District Missionary Gwendolyn Lawson Townsend, Executive Secretary, Department of Women for the Washington State Church of God in Christ (COGIC) www.greatergloryministriescogic.org

Superintendent Moore, Secretary of the Washington State Church of God in Christ (COGIC)

Reverend Jason Davison, Pastor of Children, Youth and Families at Grace Church Seattle www.graceseattle.org

Elder Cornell Harris, Program Director of the Clubhouse for The Progress House Association

Citation

[Preparing-Your-Church-for-Coronavirus.pdf - humanitarian-disaster-institute](#)

Partners

Tiny Tots – www.tinytots.ed.org

Truevine Community COGIC – <https://www.facebook.com/truevinecogictacoma/>

Lionheart General Contracting – <https://www.facebook.com/lionheartgeneralcontracting/>

Barbara Jean Brown Foundation

Ya Life Media – www.yalifemedia.com

Reaching Houston – www.reachinghouston.org

COSIA - Cassandra Williams – www.cosia.net

Love By The Slice Baking & Catering Company, LLC – www.lovebytheslice.com

The Progress House Association – www.progresshouse.us

Ms Beautiful Me, LLC – www.msbeautifulme.com

WA Church of God In Christ, Inc - <https://www.facebook.com/wastatejurisdictioncogicinfo/>