

COVID-19 Awareness Event Manual for Churches

How to Host a COVID Awareness Event at Your Church

**HEY YOU!
YES YOU!**

**DO YOU KNOW HOW TO
PROTECT YOUR FAMILY
FROM CORONA VIRUS?**

Stay safe and
Keep physical
distance

Learn to wash hands

Make a tippy top
to protect each other

Take care
of Rumors
they may
fool you

**COME TO CHURCH AND WE WILL
SHOW YOU VIDEOS OF HOW TO BE
SAFE AND STAY HEALTHY**

**GO TO:
DATE AND TIME:**

**HEY YOU!
YES YOU!**

**PLEASE TAKE CARE
CORONA VIRUS IS HERE!**

STOP-
WATCH OUR VIDEOS
AND LEARN MORE

PANDEMIC

**DO YOU KNOW HOW TO PROTECT
YOUR FAMILY? LEARN HOW!**

GO TO [FACEBOOK.COM/RELAYTRUST.ORG](https://www.facebook.com/RELAYTRUST.ORG)



All material is prepared by Relay Trust. Relay Trust is a non-governmental faith-based organization collaborating with churches who seek to equip the next generation of Christians in passing on the Baton of Good News. By God's grace you make this possible!

COVID Awareness Event Manual for Churches

The aim of this event is for your church to engage with the people of your community. Giving them solutions to their current challenges helps them see that the church is relevant. This is a good opportunity for ministry and for making connections within the community.

Before the Event --

- The first step is to pray to God for guidance. Pray for God to touch peoples' hearts and lead them to church. Pray that God will help you meet peoples' needs with love and wisdom.
- Print the posters. (See Appendix A for the different posters available).
- Decide on the time and venue for the event. It could be half an hour before or after church service on Sundays or Midweek Service, or anytime during another weekday.
- Write the time and venue on the posters.
- Post the posters around in the city, at stores, at the church, and other public places.
- Decide which of the tutorials you want to make use of. You should not use more than three per event. However, you could show three before a church service and then three afterwards. Visit our homepage <https://relaytrust.org/video-resources/> to download the videos. (See Appendix B for a list of the different tutorial videos available).
- Gather any equipment needed if you want to also show live practical demonstrations after the Video Tutorials (See Appendix B for the items we suggest you use for the different tutorials).
- Engage some young people who are skilled in WhatsApp or Zender, etc., to be present and help with demonstrations and file transfers, so participants can bring copies of the videos with them home afterwards. Make sure they all have the video tutorials you decided to use on their phones.
- The day before the event, make sure you have the videos downloaded on a computer or USB, and have tested them beforehand. Test the PowerPoint projector (or big screens) and sound system as well, and make sure you have fuel for the generator.

The Day of the Event --

- Pray for the event and the people who are coming to church to attend it.
- Make sure you are fully set up and all equipment and media are running one hour before the event begins, so you are ready to receive people and can focus on giving them a good experience. Consider playing some Christian worship music to attract the attention of by-passers.
- Make sure there is space between family groups, so you can maintain a physical distance. Consider marking the pews, so people will know where they can sit.

During the Event –

We suggest either showing all 6 videos at one event or doing 2 events with three videos at each event.

One Event – Start by showing the Group 1 Videos (see Appendix B), then hold the church service, and immediately after begin showing the Group 2 Videos.

Two Events – Start by showing Group 1 Videos then hold a church service. Sometime later hold the second event and start by showing the Group 2 Videos.

- When it is time for the event to commence, begin by welcoming people and have a short prayer. Consider ending your welcome by singing a chorus. (See Appendix C for suggestions).
- Introduce the videos: What are they about? Why are their messages important? Consider preparing questions, so you can involve the participants. (See Appendix C for examples of introductory questions to ask).
- Play the tutorial videos, one at the time.
- Ask questions about what happened in the video after each video. Ask to hear what people noticed. Make sure to give people time to ask questions as well. Be ready to show the same video twice, if people disagree on what happened in the video. (See Appendix C for examples of questions to ask for each tutorial).
- Follow up with practical exercises, e.g. let people practice safe handwashing. (See Appendix C for examples of practical exercises to use).
- Offer to share the tutorial videos to the participants' mobiles (have the young people help do this).
- Offer prayers for people who need them.
- Invite people to stay for the church service.
- Thank people for coming and let them know they are most welcome to attend church, another awareness event, a Bible study, or other meetings you may offer from the church. If you have already decided on the time and place for a next event, share this with them.

After the Event -

- Give God thanks for the day and for the people he has sent to you.
- Send a short report back to Mr Sillah. (See Appendix D for a form to use for the report and Mr Sillah's contact information).

*Thank you for passing on the baton of Good News – By God's grace, you make it possible!
On behalf of the entire Relay Trust team, "Remain Blessed!"*

Appendix

Appendix A:

We provide posters through email and free download on our webpage <https://relaytrust.org/video-resources/>. These are sent in high quality for printing. We suggest printing at the A2 or A3 size. Choose which poster to use according to your purpose. We have an universes poster as seen below and one where you can add you own picture.



The red poster encourages people to come to a Church Event and learn more.

The blue poster creates awareness of COVID-19 and reminds people to be careful.

Appendix B:

Here are the different Video Tutorials available. We suggest that you follow each video with a live practical demonstration. You can have just one person do the demonstration or get several volunteers to try. Listed here are the items needed for each demonstration. We recommend that you show the videos in groups of three videos and in this order.

| Group 1 Videos | Group 2 Videos |
|---|---|
| <p>Handwashing: Use the tippy tap setup.</p> <p>Tippy Tap: 4 sticks, nail, jerrycan, rope, soap</p> <p>Keep Your Distance: A ruler or tape measure at least 1 meter long</p> | <p>Symptoms: List of symptoms</p> <p>Face Mask: Small squared pieces of cloth and rubber bands</p> <p>Rumours: Nothing</p> |

Appendix C: Suggestions for the Event Leader

Provided here are some things to say to provide clarity and questions to ask to involve the audience and make sure they understand.

A suggested program would follow something like below.

Introduction 1

Welcome to our COVID Awareness Event. My name is ... and I am very happy to see all of you. First, we will show you three videos on how to protect yourself and your family, and afterwards, we will try it out ourselves. Please get ready and enjoy the videos.

You can repeat this introduction after the church service if you are going to show the next three videos after church.

Questions and Instruction for Group 1 Videos

Questions:

- **Handwashing questions:** *What did you notice? Did you learn something new?*
- **Tippy Tap questions:** *What do you think is the purpose of a tippy tap? Can anyone make it?*
- **Keep Your Distance questions:** *After seeing this video would you change the way you cough? How much physical distance should you keep? What do you think is important in order to have good health?*

Instructions for the Live Practical Demonstration:

Thank you for paying attention to these training videos. Now, if you would like to see how we build a tippy tap and then wash your hands, you can try it out over here, together with ... You can also take these rulers of one meter and practise to move around and maintain physical distance, together with ... If you would like these videos you can get them from ... over there. Afterwards, we would like to invite you to our church service. (After church we have 3 new videos, we would like to show to you all, together with another practical demonstration.) If you have any questions you can remain here with me, if you need prayers please go to ... and they will pray for you. Thank you.

During Church

We recommend the pastor pray for the people present to stay safe throughout the outbreak, for the people who are suffering from COVID, their loved ones, and anyone living in fear of the disease. Pray also for health workers, vendors at marketplaces, and others whose work brings them into close contact with many people, making them extra vulnerable to COVID.

Introduction 2

Welcome to our COVID Awareness Event. My name is ... and I am very happy to see all of you. First, we will show you three videos on how to protect yourself and your family, and afterwards, we will try it out ourselves. Please get ready and enjoy the videos.

Questions and Instruction for Group 2 Videos

Questions:

- **Symptoms questions:** *What did you notice? Can you remember any of the symptoms? What do you need to do when you feel sick?*
- **Face Mask questions:** *Has anyone tried to make a facemask? Afterwards we can do it together.*
- **Rumours questions:** *Have you experienced any false rumours? What is the silliest rumour you have heard? How can you protect yourself from rumours?*

Instructions for the Live Practical Demonstration:

Thank you for paying attention to these training videos. Now if you would like to make your own facemask you can try it out over here, together with ... You can also take this test and see if you can memorise all the symptoms together with ... If you would like these videos you can get them from ... over there. If you have any questions you can remain here with me, if you need prayers please go to ... and they will pray for you.

At the End of the Event

Thank you for coming here today. We would like to invite you to church again next Sunday (or to Bible study or another church event). Until then God bless you all and have a good Sunday, thank you.

Appendix D: Schedule to use for the feedback report

Your feedback is very important to us. On the next page is a form that you can print and use to send feedback to us about your event. This helps us know if these resources are useful or need improvement.

Please send the feedback reports to Mr. Abdul Rahim Sillah at this email: ars@relaytrust.org

Your feedback is very important to us. Please complete this report and send it to Mr. Abdul Rahim Sillah at this email: ars@relaytrust.org. Thank you for your time.

Feedback Report to Relay Trust

Event Name:

Date of Event:

Place:

How many people attended the event?

How many were new to the church?

How many stayed and attended church?

How would you describe the general atmosphere during the event among the participants? E.g. Interested, bored, enthusiastic, confused, happy, or frustrated?

What videos did you show?

What was the favourite?

What was the most helpful?

Describe how the live practical demonstrations worked for you. Was it helpful? Was it difficult?

Do you have a suggestion on how to improve the instructions?

Would you like to host another outreach event like this? Why?

What suggestions for other topics do you have?

Thank you for your time, your feedback is **particularly important to us!**