

# CHA COMEBACK PLAN

## Overview

Holy Apostles is planning to resume limited in-person worship on June 21<sup>st</sup>. We will start with offering one Sunday morning service, which will be live-streamed. In the summer months, we anticipate this service to sufficiently meet the needs of the community. If there are more than 25 people who wish to attend the Sunday service, we will add a second service, either an outdoor service on Sunday afternoon, or an indoor Sunday morning service.

## Services

1. 10AM Sunday Service – Indoor, Livestreamed
2. Possible 4:30PM Sunday Service – Outdoor
3. Possible 8AM Sunday Service – Indoor

Services will be approximately 30-40 minutes in length.

## Cleaning

- Our janitorial service has agreed to thoroughly clean and disinfect the church from 9AM-10AM every Sunday morning. They will clean other parts of the building from 10AM-11AM and then return to disinfect the worship space after the 10AM service concludes. This will give us the capability of having an 8AM service in necessary, followed by thorough cleaning before the 10AM service.
- For disinfection purposes, the janitorial service is using “Virex B”, a cleaning solution cleared by the CDC for killing the coronavirus that causes COVID-19.
- In addition to weeknight cleaning and disinfecting by our janitorial service, our tenants are disinfecting light switches and doorknobs every two hours during their hours of operations. The rector will also disinfect high-touch surfaces in his study and the church office on a regular basis with a household bleach solution.

## Attendance

- Attendance is strictly limited to 25 persons total for each service.
- Attendees will sign-up for the service they would like to attend using [reopen.church](https://reopen.church). Volunteer scheduling coordinators will contact those who do not use the internet and make sure they have a spot as they wish. The coordinators will manage the online sign-ups ensuring equity, and resolving conflicts. They will notify the rector of potential problems that need his attention. The coordinators will also be in charge of scheduling readers, cantors, and ushers ensuring the overall number of attendees is under 25.
- A record of the names of all attendees (along with contact information of any guests or visitors) must be kept for contact tracing purposes. The basis of this record will be a printed attendees list generated each week from [reopen.church](https://reopen.church). These records will be

confidential and stored in the locking cabinet of the church office. They will only be referred if necessary to prevent the exponential spread of the virus.

- The task of recording attendees names will go to the ushers, who will be provided with a check-sheet of registered attendees to help facilitate the process.
- All attendees must wear masks.
- Starting in July, several spots will be reserved for visitors.

## **Ushers**

- Mike Johnson (vestry clerk) will be the acting Head Usher coordinating the other volunteers and acting as a liaison with the vestry.
- Each service will have two trained ushers in attendance.
- A Zoom session is scheduled for the week of June 14 to provide ushers training on new procedures. Each usher will understand the diocesan guidelines for ushers and the attending risks.
- PPE (gloves, masks, etc.) will be provided for ushers for all services.
- In addition to the list of usher duties in Appendix \_\_ of the diocesan plan, and additional jobs mentioned in the course of this plan, ushers will also be responsible to ensure that the janitorial service has completed the appropriate cleaning for the day.

## **Clergy Health and Hygiene**

- The celebrant (usually the rector) will take their temperature on Sunday morning before services.
- If the celebrant has a fever or any symptoms of respiratory illness, they will not enter the building or conduct any services. They will notify the senior warden. The senior warden will ensure that Morning Prayer is conducted instead of Eucharist that day. See "illness" section for more information.
- Before the service and between the Peace and the Offertory, the celebrant will thoroughly wash their hands in the sacristy.
- The celebrant will wear a mask except when preaching and praying the Eucharist prayer.

## **Indoor Worship**

### **Ingress and Egress**

- The main church doors will be opened before the service by the ushers. This will be the door all attendees will enter and exit. Signs will be in place reminding attendees which door to use.
- At the end of the service ushers will facilitate an orderly exit.
- Given the limit to attendance and dimensions of the doors and the narthex, social distancing should not be a problem.
- If handicap access is necessary, the back door can be used. It will be important to track its use, however.

- There will be no receiving line or lingering in the building. Weather permitting, the rector will stand outside in the lawn and wave to folks as they leave. Social distance and masks will be maintained outside.

### **Seating and Social Distancing**

- Social distancing of at least 6 feet is necessary at all times.
- Blue tape will indicate seating areas. All attendees will stay within their designated seating areas throughout the service, except when instructed by the usher to go forward to receive communion.
- Hymnals and BCPs will be removed from all pews.

### **Peace**

- The peace will be offered through body language (peace sign, waving, bowing, etc), while everyone remains in their seating area.

### **Offering**

- Offering plates or some other container will be placed in the center aisle. Congregants can bring their offering forward when they come forward to receive communion, or before and after the service.
- Offering is placed in safe and counted three days later.
- Members are encouraged to use online giving through [tithle.ly](https://tithle.ly)

### **Communion**

- Communicants are asked to use hand sanitizer (found in the pew) right before coming forward to receive communion.
- There will be one line to receive communion, spaced 6 feet apart. Tape on the floor will indicate safe distances.
- Ushers will carefully direct people forward to receive.
- Communion will be received standing up.
- Communion will be received in one kind—the bread.
- The bread will be placed carefully in each communicant's hand by the rector/celebrant.
- Communion will be distributed a few feet to the Gospel side of the stairs that lead up to the quire (near the pulpit). This space allows plenty of room for a short line (ushers will release people from their seat at a rate that prevents long lines) and for people to return to their seats using the side aisles.
- Communicants will take off mask right before receiving and will put the mask back on before walking away.
- The celebrant will wear a mask while distributing the Eucharist.

### **Children**

- Children under the age 2 are not recommended to wear cloth masks.
- Children will be provided with activities to do during church – coloring pages, etc.
- Videos will be produced for Sunday School that families can watch at home.

- If there is demand and volunteer capacity for an outdoor service, this service will include elements geared toward children and families.

## **Restrooms**

- Each of our four restrooms is single occupancy.
- Signs will be placed outside reminding people who may be waiting for a restroom to maintain social distance.
- With limited attendance, we do not anticipate too many “traffic” jams.

## **Music**

### **Cantor**

- Several 10AM services a month may include one cantor.
- The cantor will sing from the left side of the sanctuary (where the acolytes normally sit), which is well over 30 feet from celebrant and other attendees.
- There will be no singing when anyone else is in the altar area (i.e. when the rector is presiding over the Eucharist). The cantor will maintain a 6 foot distance from the altar at all times, except when receiving the Eucharist.
- In-person music will be limited to the opening hymn, before the Gospel, and closing hymn (after the rector has left the altar area).

### **Virtual Choir**

- Several times a month, we will pre-record music with our “virtual choir.”
- These recordings will be “dropped into” our livestream” and simultaneously played through our sound system during the service.

## **Service Leaflets**

- Single use service leaflets will be printed out and placed on the table by the door for attendees to pick up.

## **PPE**

- Ushers will be provided with gloves and masks.
- Cloth masks will be available for anyone who needs one. These masks are made by members of the congregation according to CDC recommendations.
- Disposable masks including child-sized disposable masks will also be available.
- Masks and hand sanitizer will be on a table outside the main entrance.
- Each seating area will have hand-sanitizer, tissues, and a paper bag to place all refuse.
- Attendees are asked to clean up their area of all refuse and throw the paper bag away at the large trashcan near the main door.

## **Outdoor Worship**

- If deemed necessary, an outdoor service may be added on Sunday afternoon.
- Attendance, PPE, and usher protocols will remain the same as indoor worship.

- The altar, lectern, and portable PA system will be under a tent set up near the office doors so that, from the slight incline, it will be in view from the lawn.
- Congregants will “set up” on the lawn. Parasols will be provided to help congregants, especially families to establish their own socially distant “bubbles.”
- Six foot lengths of cloth tape will be staked into the ground along the perimeter of the seating area to remind everyone to maintain social distance.
- The door leading into the hallway where the bathrooms are located will be propped open.

## **Receiving Eucharist at Home**

- The rector, and if necessary a specially trained, licensed Lay Eucharistic Minister, will be available to take the Eucharist to those who desire to receive but who are unable to come to in-person worship.
- It is preferred that home Eucharistic ministry take place outdoors (porch, patio, lawn, etc.).
- The rector and LEM will take their temperature and monitor themselves carefully for illness before the Eucharistic visitation.
- Recipients will be asked to monitor themselves for fever or other symptoms and contact the rector to cancel if necessary.

## **Livestreaming**

- We will live-stream the 10AM Sunday service, with pre-recorded elements included in order to include the voices of those who are uncomfortable attending in-person during the yellow phase.

## **Other Worship**

- We will continue to offer Zoom Compline each night at 7:30PM throughout the yellow phase.
- The process of equipping and scheduling lay leaders for these services has already begun so that the rector will not be responsible for leading all Compline services.
- Special services and Feast Days may warrant other “online only” services.

## **Illness**

- If someone contracts COVID-19 (and tests positive), they will be strongly encouraged to contact the rector. The rector will keep the identity of the person absolutely confidential and under an inviolable sacred trust.
- If there is a confirmed case, this will be communicated to all members who were present for in-person worship at the same as the person with a confirmed case. They will be encouraged to self-quarantine for 14 days and screen themselves for fever and other symptoms.

- If the rector has been exposed to someone with a confirmed case, he will quarantine for 14 days and in-person worship will either be cancelled, or Morning Prayer will be said by a lay leader. In either case, online worship will continue.
- If the rector contracts a confirmed case of COVID-19, the diocese will be contacted and a plan of action will put into place appropriate to the situation, including contact tracing. Depending on cleaning and leadership availability, it may be necessary to cancel in-person worship, or move from Eucharist to Morning Prayer.
- If the person with a confirmed case was inside other parts of the building, besides the worship during the week, tenants who share parts of the building will be notified of the potential exposure.
- The entire building will be disinfected in the event of a confirmed case. This will be coordinated with the tenants.
- With the advice and consent of the diocese, Holy Apostles will cooperate with state health officials if such cooperation is requested. Churches are not required to report cases to the state health department.
- In the event of a confirmed case, the vestry will re-evaluate our plan and procedures and determine whether to cancel in-person worship for a season or whether to continue.

## **Tenants**

- Little Friends Daycare re-opened according to all state and CDC guidelines and recommendations on June 9. They are operating at 20% capacity. See attached appendix for specific details their protocols and guidelines.
- As of June 12, Philadelphia Bible Reformed Church has not made plans to return to in-person worship. They have been provided with the diocesan protocols and have agreed in principle to create a plan accordingly. If and when they decide to make these plans, they will communicate them to the rector and necessary changes will be made to our overall plan to accommodate them.

## **During the Week**

- With exceptions noted below, the building will remain closed during the week to church members throughout the yellow phase.
- A member of the Altar Guild will be allowed to set up for the 10AM service. Preferred times for Altar Guild set up are Saturday or Sunday morning before 9AM. Other times must be cleared by the rector. All altar guild entries will be noted on a sheet in the sacristy for contract tracing purposes. See Altar Guild guidelines.
- Persons conducting routine building maintenance and repairs may enter the building as necessary. These entries must be coordinated with the rector and the tenants, and information gathered for contact tracing purposes.
- The communications coordinator may enter the building on Friday or Saturday to make copies of the service leaflet.

- The rector will use his study and the church office on a limited basis, working from home part of the time.
- A list of building entries and contact information will be kept in the church office and maintained by the rector, all entries into the building must be coordinated with the rector so that contact tracing information remains accurate.

## **Fellowship**

- There will continue to be occasional online fellowship opportunities.
- No more than once a month during the yellow phase (as weather permits), there may be an in-person fellowship gathering on the lawn. This will adhere to strict social distancing, with chairs set up at 6-10 foot intervals. Food and drink will not be shared. We will use reopen.church to schedule attendees and keep within the 25 person cap.

## **Formation**

- Formation will continue online including Zoom Bible Study (Thursday, 11AM) and Sunday school videos for children and youth.
- No in-person formation plans are in place at this time. In the Fall, if we are still in the yellow phase, plans for small formation gatherings may be drawn up and sent to the bishop for approval.

## **Pastoral Care**

- Primarily pastoral care will continue to be done via phone or Zoom.
- As weather permits, the rector may hold socially distant, outside “office” hours during the week. Chairs will set up 6-10 feet apart on the church lawn and the rector will be available to talk. These occasions will be announced in the weekly email and service. The rector will self-monitor for illness before these occasions. If there is interest, it may be necessary to create an online sign-up sheet.
- Eucharistic visitation will be available upon request (see section on receiving the Eucharist at home).
- A system is being put in place to provide materials such as sermons, service leaflets, and devotionals by mail to persons who are unable to attend services and have limited internet access.

## **Other Ministries and Activities**

- Our outreach ministry continues to be active in our partnership with the Darby Mission by raising money and collecting supplies. This will continue using creativity to work within the same safety protocols by which we conduct services.
- We will continue to collaborate with Holy Apostles and the Mediator as appropriate, including for example, joint online services.
- As winter approaches, the vestry will evaluate our ability to partner as usual with the East Parkside Neighborhood Association, and with Connect by Night. This will be done in consultation with the diocese.

## **Vestry and Committee Meetings**

- The vestry and any committee convened by the vestry or rector will continue to meet via Zoom and conference call during the yellow phase.

## **Communications**

- On-going pastoral conversations have been taking place with individuals, particularly those who might be at high risk, regarding the health risks of in-person worship.
- This plan will be available on our website and sent to each member via email as soon as it is approved by the bishop.
- An all-parish Zoom discussion of the plan is scheduled for June 18 at 6:30PM.
- A short video demonstrating our new communion procedure will be posted on our website, social media, and Youtube channel the week before June 21.
- A shorter checklist for returning to church will be sent via snail mail to each member reminding everyone to:
  - o Sign up ahead of time for church
  - o Please self-screen for fever and do not come if you are sick in any way
  - o Wear a mask at all times except when receiving communion
  - o Social distance—no shaking hands or hugging
  - o Follow the usher's directions for seating and receiving communion
- The weekly bulletin will include reminders on new procedures.
- Weekly email reminders will be sent to those who have signed up for church on the following Sunday.
- Signs will be placed in the narthex and near the bathrooms, reminding people to social distance. Signage will direct people to the correct doors to use.

## **Altar Guild Guidelines**

1. At this time, the Altar Guild is responsible for setting up for the weekly 10AM Eucharist only.
2. Altar Guild members will be scheduled to work individually, or together only with other members of their immediate household.
3. If any scheduled Altar Guild member is not feeling well, exhibiting symptoms of respiratory illness or fever STAY HOME. Call Patty or James and let them know and they will find a way to cover for you.
4. Please enter the church through the office doors or the main church doors.
5. There will be a sign-up sheet in the sacristy. Altar Guild members will log their name, the date, and the time in which they worked in the sacristy.

6. A mask must be worn by all Altar Guild members when they are setting up, regardless of when they set up.
7. Altar Guild members will wash their hands with soap and then put on (provided) non-latex gloves, which will be worn until set-up is complete.
8. Bread and wine will be set on the credence table below the aumbry, not the table in the back of the church.
9. We will need enough bread for 25 people, plus extra for the reserved sacrament and Eucharistic visits. Please set out:
  - a. The priest's host on the paten (which will be broken into 8 pieces by the celebrant)
  - b. 20 wafers in the round, silver ciborium
10. A small amount of wine—approximately a tablespoon—will be consecrated and consumed by the priest. This can be set out in the small silver cruet along with the small glass cruet of water.
11. The lavabo bowl is set out as normal.
12. One silver collection plate is to be placed on the small wooden table in the center aisle. After service, the collection plate is to be placed in the safe (by someone wearing gloves).
13. The altar hangings, candles, and altar flowers are cared for, changed, and arranged according to our normal customs.
14. After service Altar Guild members will wash hands and wear gloves and mask to clean up and put away items.

THANKS ALTAR GUILD!