

All Saints' Episcopal Church Re-opening Plan (approved by the Vestry on June 16, 2020)

Members of a reopening task force appointed by the Rector have reviewed each of the 64 points in the diocese's re-opening checklist, discussed a preliminary draft of this plan, and prepared a revised draft to be considered by the Vestry. Once the re-opening plan is approved by the Vestry, copies will be sent to all persons on the parish mailing list by email or through the U.S. Postal Service. The complete plan is posted on the bulletin board outside the parish administrator's office and on the parish website. We have posted signage requiring those attending in-person worship to wear masks or other appropriate face coverings and to maintain social distancing.

The main points of the All Saints' re-opening plan include the following:

The 10:30 a.m. Mass will be streamed online through the parish's Facebook page, which can be accessed through a link on the parish website. Maximum attendance in the church is 65 individuals, provided that all of those persons can sit six feet away from all other persons who are not members of their household group. In order to implement social distancing, alternating rows of pews will be roped off and painter's tape will be used to mark the spots where individuals should sit in each open pew. In general, individuals attending church alone should sit on either end of one pew, while household groups of two or three persons should sit in the center of alternate open pews. Household groups larger than three persons will need to occupy two pews. Those attending the 8 a.m. Mass are asked to sit on the epistle (right) side of the nave unless designated seats on that side have been filled. Those attending the 10:30 service may sit in any spot marked with painter's tape, but in the spirit of social distancing are asked to leave aisle seats on the gospel (left) side of the nave for late arrivals. If maximum capacity is reached, additional people can be seated in the chapel, provided they use every other pew and otherwise maintain social distancing. If the chapel is filled to safe capacity, those arriving late may stand in the courtyard provided social distancing rules are observed.

We have deep-cleaned the church, including door handles, pew tops, the lectern and pulpit, and other surfaces. We encourage those over the age of 65 or in a high-risk group to take advantage of continuing to follow services online, rather than attending in-person worship. Anyone with a fever or other symptoms of respiratory illness must remain at home. Masks or other appropriate face coverings are to be worn at all times, except when reading, preaching, or actually receiving Holy Communion.

Entrance to the church will be through the courtyard door closest to the Sixth Avenue gate (the southwest door). (We will, however, make arrangements for those who cannot climb two steps to enter through the handicapped entrance). One greeter or usher will be stationed at a table near the Sixth Avenue gate to distribute bulletins and take each person's temperature using a hand-held touchless thermometer. Those exhibiting a fever in excess of 100.4 degrees will be asked to return home. Masks will be provided for those who did not bring face coverings from home. At the end of the Mass those in attendance are asked to exit through the southeast door.

It is important to have the best ventilation possible, so all doors (including the door to St. Mary's Chapel) will be opened once the Mass begins. As far as possible, windows in the church and chapel will be open, and fans will be used to assure additional ventilation. The Finance Committee has authorized the purchase of additional fans, if needed.

"Choir and congregational singing" is explicitly prohibited by diocesan guidelines, but we are allowed to use a very small group of singers, provided we follow specific social distancing rules. Unfortunately, this means that no one seated in the congregation (including volunteer choir members) is permitted to join the singing. All music at the 10:30 Mass will be provided by our organist and paid soloists, and the soloists will be spaced at least 12 feet apart from each other and from other participants in the service.

Touchless hand sanitizer containers will be placed at the entrance to the church and at the chancel steps for all services. Those attending services are encouraged to use hand sanitizer when entering the church and before receiving communion. The parish staff has been charged with responsibility for ensuring that sanitation materials and cleaning supplies, including soap, paper towels, hand sanitizer, and disinfectant wipe/sprays remain available at all times.

Hymnals and prayer books have been removed from the church, and single-use paper bulletins will be provided at the entrance. Used bulletins should not be left in the pews, but taken home and disposed of by the user.

For those who are able to stand during the service, it is appropriate to stand for all prayers (including the Great Thanksgiving) in order to avoid using the kneeling benches in the pews. Collection plates will be placed on tables near the entrance and exit doors. We ask that those attending place their offerings in the plate when entering the church or alternatively place offerings in the plate near the exit when leaving the church. It is not possible for ushers to pass the collection plates at this time. During the Peace, individuals are not to touch or come closer than six feet to others who are not members of their household.

The celebrant will greet the congregation at the beginning of the service and provide instructions as needed. The regular Parish Notices will be given after the Peace and before the Offertory, and the celebrant will remind those present of the procedures for receiving Holy Communion at this time.

The celebrant and acolyte will go to the sacristy and wash their hands thoroughly at the offertory before preparing the Holy Table and presenting the bread and wine and the people's offerings. Holy Communion will be administered in one kind only at the foot of the chancel steps. The priest will wear a mask while administering the Sacrament, and communicants are asked to remain standing and avoid touching the priest's hands while receiving. Communicants should come forward in the center aisle (beginning from the rear of the church), and return to their pews by the side aisle along the south wall. Every effort should be made to maintain a six-foot distance from those who are not members of a household group.

The church will be thoroughly cleaned by our sexton every Friday and Monday. We have created teams of volunteers who will engage in careful and thorough cleaning between services,

including pews, door handles, light switches, restrooms, microphones, and other things that are often touched.

The parish hall must remain locked before and after each service. No refreshments may be served at any social hour.

Nursery care and in-person children's Sunday School cannot be offered at this time. Children should remain in the care of their household and not interact with children of other parties. Parish meetings, weekday services, and Christian formation classes will continue to be held online.

There will be no water in the baptismal font or in the holy water stoups. Pamphlet racks and displays of books, food, or beverages are to remain closed.

Vestments and linens should be cleaned each week after Sunday services.

Father Carlos will follow all of the supplemental pastoral guidance provided by the Bishop for celebrating the sacramental rites of the Church and the pastoral service of burials.

All Saints' Preschool will be open under the limitations set out by government officials.

In general church offices will remain closed except for essential functions. Screening for temperature and symptoms is required for staff members working on site. Volunteers must wear masks and maintain social distancing. Staff or volunteers exhibiting symptoms of respiratory illness must remain at home.

The greatest danger for spread of the novel coronavirus is found in social settings in which large numbers of people are in close contact for significant periods of time. Thus, in addition to face covering and social distance requirements, we have been strongly encouraged to limit the amount of time congregants or visitors spend in the facility for services and meetings. To limit the length of services and to comply with rules limiting singing, Father Carlos and the Vestry have approved a set of liturgical guidelines (most of which are applicable primarily or exclusively to the 10:30 a.m. Mass) to be followed for at least the next three months. The major liturgical guidelines for our re-opening of in-person worship are as follows:

- 1) The use of incense is suspended through September. Incense can stimulate coughing, which increases the danger of spreading a virus. Also, if incense is not used, we will need only one acolyte.
- 2) The Gospel will be read from the chancel steps without candles or an acolyte to hold the Gospel book. An acolyte or volunteer should return the Gospel book to the credence table, so the celebrant/preacher can go directly to the pulpit. There should be no sung "Amen" after the Gospel.

- 3) At the offertory, a volunteer will place the contents of the wooden offering plate located near the church entrance in the brass offering plate and bring it directly to the celebrant for presentation at the Altar along with the bread and wine.
- 4) We will use Eucharistic Prayer II (pp. 340-343) rather than the longer Eucharistic Prayer I.
- 5) Except for singing by the soloists, the entire service is to be spoken quietly (including the *Gloria in excelsis*, the psalm (to be read responsively), the Nicene Creed, Sanctus, Lord's Prayer, and Agnus Dei.
- 6) The soloists may provide the following musical offerings (without congregational participation):

Opening hymn

Alleluia verse after the second reading

An offertory anthem

A brief communion hymn or anthem

A closing hymn

Verses of hymns should be omitted as needed to ensure the hymns are limited to approximately three minutes or less. Anthems should be limited to four minutes or less.

After the service, people may greet each other and the celebrant in the courtyard, but must maintain social distancing and are encouraged not to linger. We are not permitted to provide coffee or any other refreshments at this time.

The Vestry has delegated to the Rector the full authority to adjust these guidelines based on our experiences during the first four weeks of in-person worship.