

	St. John's Episcopal Church, Chula Vista					
	In-Person Worship Guidelines and Action Plan					
	Episcopal Diocese of San Diego					
		Bishop	State	Congregational Notes	Responsibility Assigned To	Completed
	<u>Required Guidelines:</u>					
1	Create a task force to make a written plan for restarting limited in-person worship in your congregation, adapting the following guidelines to your congregation's building and context.	X		A re-gathering task force was convened to address the church and state guideline. The task force was divided into groups, each group created actions for assigned guidelines. The completed action plan was presented to the entire task force for consensus	Rev. Roger Haenke, <i>Priest-in-Charge</i> ;	Approved by Re-gathering Task Force on: 6/9/20
2	Have plan approved by vestry and made available to the whole congregation by email, posting on website, and/or mailing to members	X	X	The re-gathering action plan was sent to the vestry for approval. The approved action plan will be posted on St. John's website and sent out to the congregation via E-Newsletter	Rev. Roger Haenke, Priest-in-Charge; Maria Love, Secretary	Approved by vestry on: 6/10/20.
3	Post plan in conspicuous place and designate people to implement.		X	Action Plan will be posted at the entrance to the church, entrance to the office building and on our website	Sexton, vestry and secretary	with the approval of our action plan
4	Take reasonable measures: post signage reminding attendees to use face masks and maintain social distancing.		X	Signs posted at greeting table to the campus, entry door into the breezeway, door to Nale Hall, door into the narthex and church, door into office building	Ryan, Sexton and Maria, Secretary and the Ushers/Greeter	6/17; Checked weekly
5	Missions and MAP/APP congregations must have plan approved by the bishop.	X		Action Plan developed as directed by the diocese	Rev. Roger Haenke	submitted on: 6/10/20
6	Online or other distance worship should continue.	X	X	We will continue to livestream on Facebook /YouTube our in-person worship and upload recorded service to our website	Rev. Roger Haenke and Cliff Berkowitz	each Sunday after approval
7	Maximum group size is 25% of capacity, not more than 100 persons (including staff and worship leaders).		X	Church maximum capacity is 257; 64 people may attend in the church. Parish (Nale) Hall maximum capacity is 317; 79 people may attend	Rev. Roger Haenke, Usher/Greeters	6/21; ongoing until restrictions are lifted
8	Further limit your in-person attendance at any worship service to the number of people (or household groups) who can sit six feet or more away from any other people (or household groups). Mark allowable seats.	X	X	The number of people able to attend will be determined by household seating and 6 feet space between chairs for other people. Six feet social distance marks will indicate appropriate seating.	Rev. Roger Haenke, Usher/Greeters	6/21; ongoing until restrictions are lifted
9	Make a plan for how you will enforce group limit size once capacity has been reached.	X		When we gather in-person first consideration will be given to outdoor seating with social distancing, if seating reaches capacity consideration will be made for opening the three sets of double doors between the courtyard and Nale Hall for extra seating. If weather prohibits outdoor seating, the worship service will be moved to inside Nale Hall.	Rev. Roger Haenke Usher/Greeters	6/21; ongoing until restrictions are lifted

10	Before restarting in-person worship, deep-clean your worship facility, including door handles, pew tops, pulpits, and other surfaces.	X		Sexton will lead and demonstrate proper cleaning and disinfecting techniques to volunteers. Sexton will assign duties. Sexton and volunteers will deep clean per instruction before restarting in-person worship.	Sexton and volunteers	6/20
11	Discourage people over 65 or in a high-risk group from attending in-person worship.	X		We will discourage people 65 and older from attending in-person worship through our posted action plan, website, E-Newsletter and public announcements	Rev. Roger Haenke, Priest-in-Charge; Maria Love, Secretary	
12	Any clergy in a high-risk group who wish to lead in-person worship must be authorized by the bishop.	X		Possible solution: record clergy part of the service and play during in-person and livestream service	Revs Roger, Cathey, Jack and Al	as needed
13	Provide the best ventilation possible. Outdoor worship is safest. If you choose to worship indoors, open doors and windows and turn on fans.	X		We will begin in-person worship outdoors in our courtyard. Metal folding chairs (for most effective cleaning) will be placed 6 feet apart under the wood-covered walkway. Benches will be provided for family seating. In cases of inclement weather we will move indoors and will set up metal folding chairs in Nale Hall, prop open all exterior doors and windows and turn on fans	Sexton - set up; Greeters will assign and direct seating	6/21; ongoing until restrictions are lifted
14	No choir or congregational singing, and no use of wind instruments. You may use soloists or very small groups of singers, spaced at least 12 feet apart from each other and any other participant in the service.	X		Music for in-person outdoor or Nale Hall worship will consist of an electric piano and one soloist. In the church we will use the organ and a soloist. The amount of music will be limited to shorten the time we are together.	Cheryl Seppala and Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
15	People should wear masks at all times, except when reading or preaching. Schedule only one lector at each service.	X	X	Facial coverings will be required and properly worn by all attendees as they enter the church breezeway; exception: one assigned reader when reading and preacher when preaching	Bob Dunn and Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
16	Provide extra masks at the entrance of the church for worshipers who arrive without them.	X		Parishioners will be encouraged to bring personal facial covering; extra masks will be provided at the greeter's table inside the opened gate prior to entry to the breezeway	Greeter/Usher	6/21; ongoing until restrictions are lifted
17	Clergy should wash hands frequently. If communion is celebrated, the celebrant (and deacon, if applicable) should go to the sacristy during the offertory to wash hands thoroughly before setting the table and celebrating communion. Only the celebrant should stand at the altar during the Great Thanksgiving.	X		Clergy will wash and sanitize hands frequently; before the service begins, before setting the altar, during the lavabo; and with soap/water before distributing communion. Acolytes will remain at their chairs during the Great Thanksgiving	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted

18	If communion is celebrated, only the celebrant should distribute bread, and should wear a mask during distribution. Bread may be distributed by dropping it into people's hands (ask people to avoid touching your hand), or by setting it out in separate receptacles for people to pick up as they come forward. The common cup should not be offered at this time.	X		Communion will be distributed by the celebrant only, after washing hands with soapy water, wearing a mask, keeping maximum possible social distance in order to drop the host reverently into the communicant's hand	Rev. Roger Haenke, Celebrant	6/21; ongoing until restrictions are lifted
19	Ensure that people who come forward for communion stand at least 6 feet apart, and do not allow kneeling at the altar rail because of the danger of many hands touching the rail.	X		When communion is distributed outdoors, the presider will go to each communicant maintaining maximum possible social distance. The attendees will be seated in a single row around the perimeter of the courtyard. When in the church, the center aisle will be marked every 6 feet; communicants will be directed one side then the other	Rev. Roger Haenke, presider and Ushers/Greeters	6/21; until restrictions are lifted
20	Place hand sanitizer at the entrances and exits to the church, and other convenient locations, and encourage people to use it. Provide disinfecting wipes at the entrance and inside each restroom, and ask people to use them to clean door handles, faucets, and other surfaces after each use.	X		Hand sanitizer will be placed on the greeter's table and in multiple places throughout the church campus. Disinfectant wipes will also be available at the entrance and in restrooms	Sexton and greeters	6/21 and ongoing; until restrictions are lifted
21	Ask visitors exhibiting symptoms to stay home.	X	X	All visitors shall follow the plan developed for all staff and parishioners in terms of social distancing, face covering, hand sanitizer and staying home if feeling ill	Secretary and Greeters	Ongoing; until restrictions are lifted
22	Place collection plates at a central location instead of passing them hand to hand.	X	X	The collection plate shall be placed on a pedestal near the entrance of the courtyard or in front of the baptismal font in the church	Ushers	6/21; ongoing until restrictions are lifted
23	Ask people not to touch or come closer than six feet to each other during passing the Peace or social times.	X	X	Action plan, E-Newsletter, signage, and announcements will ask people to remain 6 feet apart during the sign of peace. No hand shakes, hugs or elbow and fist bumps during greetings, peace or social times	Rev. Roger Haenke	6/21; Ongoing until restrictions are lifted
24	If you have more than one worship service, remove shared artifacts such as prayer books and hymnals, and instead allow people to take single-use paper bulletins from a central distribution point, or offer downloadable bulletins that people can access on their personal devices. Used bulletins should be disposed of by the user instead of leaving them in seats for ushers to pick up.	X	X	N/A - we will begin in-person worship with one service at 9:00am. We will use single-use, disposable worship bulletin. Person using it will be asked to dispose it in our blue recycle bin. No books of any kind will be available to the congregation	Rev. Roger Haenke and secretary	6/21; ongoing
25	Prop doors open so people don't have to touch door handles.	X	X	Front gates, doors to breezeway and Nale Hall will be propped open 30 minutes prior to start of service. At such time that in-person worship moves into the church, all church doors will be propped open.	Rev. Roger Haenke, Usher/Greeters	6/21; ongoing

26	Engage in careful, thorough, and frequent cleaning of pews, door handles, light switches, restrooms, microphones, stands, musical instruments, pulpits, podiums, and all other things that are often touched, before and after each service.	X	X	A "cleaning session" will be held prior to first outdoor in-person service; liturgical equipment and furnishings will be cleaned; BCP, hymnals and bibles will be unused and stored in choir room; outdoor furniture will be arranged and signage will be posted. The same cleaning (disinfecting) procedure will be done for microphones, stands, pulpit before and after <u>each in-person service</u>	Sexton and volunteers	6/17; ongoing
27	Ensure that sanitation remains operational and supplies stocked at all times – soap, paper towels, hand sanitizer, disinfectant wipes/sprays.		X	Limit the number of restrooms in use to maximize use of supplies and limit the need to disinfect. Outdoor services will use restrooms outside of office building and in the hallway by Nale Hall kitchen	Sexton	Ongoing
28	Do not serve refreshments at social hour, and ask people to maintain social distancing.	X		There will be NO refreshments served - there will be bottled water available at the greeter's table - there will be recycle receptacles place around the campus for empty bottles	Greeter/Usher	6/12; until restrictions are lifted
29	Do not offer nursery care or in-person children's Sunday school during this period, and hold other meetings and classes online.	X		No child care will be held during in-person worship. Bible studies, Adult education and Morning/Evening Prayer will be held on Zoom	Rev. Roger Haenke	6/21; until restrictions are lifted
30	Children should remain in the care of their household and not interact with children of other parties.		X	No child care or Sunday school will be held during in-person worship	Rev. Roger Haenke	6/21; until restrictions are lifted
31	Turn off public drinking fountains and indicate off limits.		X	Drinking fountains will be covered. A sign will indicate that bottled water is available at the Greeter's Table	Sexton, Jr. Warden and Greeters	6/17
32	Empty fonts and stoups.	X	X	Baptismal font will be empty and dry, Holy water vessels (stoups) will be emptied, removed and stored		6/17
33	Close self service selection of pamphlets, displays, books, food and beverages.		X	Box and store all materials, pamphlets, and displays in narthex and on countertops	Sexton, ushers	6/17
34	Government guidelines do not yet allow AA or other outside groups to meet at the church.		X	Outside groups will be considered later, in phase 3, and will require an acceptable prevention plan from the organization	Rev. Roger Haenke	Ongoing; until restrictions are lifted
35	Church Offices should remain closed during this phase, except for essential services (opening mail, depositing checks, etc.). Clergy and staff may come into the office to take care of occasional needs, but should primarily work from home.	X		Church office shall remain closed, except for essential service (opening and sending mail, signing and depositing checks, etc). Clergy and Staff shall work primarily from home. Hours worked at the office or anywhere on site shall be at the approval of the Priest-in-Charge. Presently, the Priest-in-Charge has authorized staff to work on campus on specific day to cover the essential needs of the parish.	Rev. Roger Haenke and Senior Warden	Ongoing; until restrictions are lifted
36	Churches with Schools. Schools are authorized to reopen under the strict limitations set out by the government. Mission congregations and MAP/APP congregations with schools must have their reopening plans approved by the diocesan office.	X		N/A. St. John's School is in a lease agreement with ECS head Start Program. ESC shall be expected to follow the state and church guidelines for the re-openin of their program St. John's will expect an Action Plan for their re-opening phase.	Rev. Roger Haenke	TDB
	Additional Requirements for Staff:					

37	Provide symptom and or temperature screenings for all staff at beginning of shifts. Avoid contact.		X	When entering the office, employees should use designated thermometer to take temperature. No employee shall remain in the office with a temperature at or above 100.4 degrees. Each employee shall wash hands both before and after using the thermometer. All employees will sanitize the thermometer after use.	All staff	Ongoing; until restrictions are lifted
38	Give copies of plan to staff and train them on plan. Specifically, train staff on social distancing and proper use of face masks		X	All staff shall receive a copy of the action plan and shall maintain a social distance of 6 feet. Each employee must wear face covering while on site, except face covering shall not be required in private offices when only one person is in the office.	All Staff	Ongoing; until restrictions are lifted
39	Ensure that staff and volunteers have necessary PPE.		X	Facial mask, disposable gloves and hand sanitizer will be available at the front reception desk of the office building	Secretary	Ongoing; until restrictions are lifted
40	Require staff exhibiting symptoms to stay home.	X	X	Any employee experiencing any illness symptom (cough, fever, loss of taste and smell, shortness of breath, body aches) will remain at home	All staff	Ongoing
	<u>Strongly Encouraged Guidelines:</u>					
41	Congregants and visitors should be screened for temperature and/or symptoms upon arrival.		X	Congregants and visitors will be screened for fever (100.4 or greater) and/or symptom upon arrival at the first greeter's table inside the opened gates	Greeters	6/21 and ongoing; until restrictions are lifted
42	Whenever possible limit length of time congregants/visitors spend in facility (services & meetings).		X	Worship service may be adapted (2 readings, 2 solos, PoP form II; Coffee hour will continue on Zoom	Rev. Roger Haenke	6/21; with approval
43	Remind attendees of procedures upon welcoming and during announcements.	X	X	All attendees will be instructed of prevention procedures at the first greeter's table inside the opened gates. Attendees will further be reminded of procedures during the presider's welcome and announcements	Greeters and Clergy	Ongoing; until restrictions are lifted
	<u>Suggested Guidelines:</u>					
44	You may consider offering Morning Prayer or a service of Ante-Communion during this phase rather than a full communion service.	X		In consultation with vestry and taskforce, it was decided that full Communion Service will be offered at in-person services using social distancing with cleaning and disinfecting procedures	Rev. Roger Haenke	6/21; with approval
45	Consider wearing disposable gloves to supplement frequent handwashing.		X	Disposable gloves and hand sanitizer will be available at the entrance to the church and office buildings and Nale Hall	Sexton and secretary	Ongoing; until restrictions are lifted

46	Consider using disposable seat covers for congregants/visitors.		X	Outdoor and Nale Hall seating: congregants will be encouraged to bring their own seat cushion (metal chairs will be used for effective cleaning); In church seating: plastic disposable drop/table cloths will be considered; we will consider spraying pews with disinfectant provided it will not damage the wood or fabric and dry quickly	Sexton, Jr. Warden and Rev. Roger Haenke	6/17; ongoing
47	Install touchless hand sanitizers.		X	The use of hand sanitizer and hand washing throughout the day will be greatly encouraged	All staff and visitors	Ongoing
48	Wash religious garments//linens after each service/event.		X	Washing of religious garments will be the responsibility of the person wearing them. Altar linens will be washed by two volunteers before each Sunday service (While outdoors, consideration will be given to acolytes not wearing albs)	Priests, acolytes, Altar guild	6/21; ongoing
49	Consider dedicating staff to help people maintain social distancing.		X	Staff will be trained on social distancing and responsible to inform others who are not compliant. Greeters, ushers, parishioner and clergy will be train on social distancing and given permission to request social distancing when it is not happening	All staff and parishioner	Ongoing; until restrictions are lifted
50	Consider offering additional service times so that fewer guests attend services at the same time.		X	Upon consideration with vestry and taskforce, it was decided that only a 9:00am service will be offered in-person and livestreamed. The recorded service will be uploaded after the service on the St. John's website	Rev. Roger Haenke; Vestry	
	SUPPLEMENTAL PASTORAL GUIDANCE					
	The guidelines below set standards and options for celebrating the Episcopal Church's seven sacramental rites, plus the pastoral service of burials.					
	HOLY BAPTISM					
	Baptisms may be offered under either of the following two options:					

51	<p>The baptismal party and priest gather at a source of water (possibly outside for additional safety), physically distanced, with fewer than 10 people present. The service is recorded and inserted into a regular Sunday online service, or live-streamed as part of a Sunday service. The baptism commences with the presentation on BCP p. 301 and continues through the middle of page 307. The priest does not touch the water. For the actual baptism at the bottom of page 307, a close relative (perhaps the parent of an infant) performs the actual baptism (“N., I baptize you....”). The priest then continues with the prayer beginning “Heavenly Father” at the top of page 308. Chrismation is saved for a later date. The congregational welcome at the bottom of page 308 may be done live at the actual baptism, and repeated by the whole congregation during the Sunday service if the baptism is pre-recorded. Please note that this option is allowed because the BCP allows laypeople to baptize in case of emergency. I have discussed this option with the Presiding Bishop and he has agreed that it is allowable under our rubrics.</p>	X		<p>St. John's, Chula Vista will follow these guidelines for celebrating the sacrament of Holy Baptismal. The service held outdoors will be preferred. The service will be preferably livestreamed as part of the Sunday service. If the bapitsm can not be celebrated duing the Sunday service, the baptism will be recorded and included in the Sunday service. The celebration will follow the guidelines stated.</p>	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
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52	This option should be chosen only with the permission of the baptismal candidate (or sponsors, in the case of a child). The baptismal party and priest gather at a source of water (possibly outside for additional safety), physically distanced, with fewer than 10 people present. The service is recorded and inserted into a regular Sunday online service, or live-streamed as part of a Sunday service. The priest should thoroughly wash her/his hands before the baptism begins, and wear a mask throughout the service. The baptism commences with the presentation on BCP p. 301 and continues through the middle of page 308. If a child is being baptized, the child should be held by a parent, not by the priest. The priest may use a long implement such as a ladle (which has been disinfected before the service) to touch the water and to perform the baptism, or may use thoroughly washed hands. Other than the actual moment of baptism and chrismation, all parties (who do not live in the same household) should be physically distanced. The congregational welcome at the bottom of page 308 may be done live at the actual baptism, and repeated by the whole congregation during the Sunday service if the baptism is pre-recorded.	X		St. John's, Chula Vista will follow these guidelines for celebrating the sacrament of Holy Baptismal. The service held outdoors will be preferred. The service will be preferably livestreamed as part of the Sunday service. If the baptism can not be celebrated during the Sunday service, the baptism will be recorded and included in the Sunday service. The celebration will follow the guidelines stated.	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
	HOLY EUCHARIST					
	Guidelines for in-person celebrations of the Holy Eucharist are spelled out above in the worship guidelines.					
53	In addition, you may consider making use of Lay Eucharistic Visitors to take Eucharist to home or family church gatherings. Such a structure might consist of:					
a	Pre-recorded celebration of the Holy Eucharist where elements are consecrated. The pre-recorded celebration would be available for viewing on Sunday morning so home churches could participate.	X		The celebration of Holy Eucharist will be livestreamed, recorded and uploaded to the St. John's website available for viewing by those not able to attend	Rev. Roger Hanenke, Cliff Berkowitz	6/21; ongoing until restrictions are lifted

b	On Sunday morning, Lay Eucharistic visitors come to the church to pick up pre-consecrated elements (probably providing bread only). Elements should be pre-consecrated, individually packed in communion kits or other receptacles, and set out for LEVs to pick up. The LEVs should be sent out with a short sending service, repeated at intervals on Sunday morning if necessary to maintain small group sizes.	X		N/A Currently St. John's does not have a group of Lay Eucharistic Visitors. It is our desire and plan to form a group of trained LEV who can bring communion to those who are not able to attend and request a visit.	Rev. Roger Haenke and Rev. Cathey Dowdle	TBD
c	At the home or family church gathering, the group would watch the pre-recorded Eucharistic celebration and share communion distributed by the LEV. More guidelines for how this might work liturgically will be forthcoming from our office.	X		N/A (see guideline 53 b)	Rev. Roger Haenke and Rev. Cathey Dowdle	TBD
d	At present, home church gatherings that involve more than one family unit should happen outside with masking and social distancing.	X		N/A (see guideline 53 b)	Rev. Roger Haenke and Rev. Cathey Dowdle	TBD
e	This structure may be integrated with a small group structure as previously proposed by Canon Christian Gillette.	X		N/A (see guideline 53 b); however, we have divided the parish into small group for social and keeping contact purposes. If needed, integration of LEV could be considered.	Rev. Roger Haenke and Rev. Cathey Dowdle	TBD
	The following proposals are NOT currently authorized by our church. If the whole church agrees that such innovations are allowable, I will consider authorizing them.					
54	“Virtual communion” (i.e., using online worship to bless bread and wine that people have at home) is NOT authorized.	X		St. John's will not consider this option	Rev. Roger Haenke	Ongoing;
55	Asking people to bring their own bread to in-person worship and hold it up to be blessed is NOT authorized.	X		St. John's will not consider this option	Rev. Roger Haenke	Ongoing;
56	“Drive-through communion” is NOT authorized.	X		St. John's will not consider this option	Rev. Roger Haenke	Ongoing;
	MARRIAGE					
57	Marriages may be performed with observance of authorized group size and with social distancing (except for the couple being married and other family groups). Performing the ceremony outdoors is encouraged if feasible. The State of California requires that the following persons be physically present in the same location: officiant, the two people being married, and one witness. Therefore, “Zoom” weddings where those persons are in separate places are NOT authorized.	X		Marriage will be performed in observance of the guidelines and actions set forth in this action plan. No Zoom wedding will occur.	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
	CONFIRMATION					

58	I am not doing confirmations at this time; when larger in-person gatherings become allowable, I may schedule one or more regional confirmations to make up for confirmations missed during the stay-at-home order.	X		St. John's will follow the direction of the bishop and diocese	Bishop Susan Brown Snook	
	HOLY UNCTION					
59	The sacrament of holy unction may be performed in end-of-life situations by a priest who is masked and gloved, group size limits are observed, and no one present has symptoms or a diagnosis of COVID. All persons present (except those living in the same household) should be physically distanced. The priest should thoroughly wash her/his hands before and after the anointing.	X		The sacrament of holy unction will be performed following social distance and hand hygiene procedures as directed by the state and church guidelines	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
60	For end-of-life anointing of a person with a COVID diagnosis, in-person anointing is allowed ONLY if the hospital allows it and can provide appropriate personal protective equipment to the priest. Otherwise, you are allowed to send a nurse or other medical provider to anoint the patient with a pre-anointed cotton ball and conduct the prayers by video.	X		The sacrament of holy unction will be performed following social distance and hand hygiene procedures as directed by the state and church guidelines and health care facility policies assuring proper PPE is used	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
	ORDINATION					
61	I will make policies for ordination when appropriate.	X		Ordinations will be at the direction of the bishop and diocese	Bishop Susan Brown Snook	
	RECONCILIATION					
62	A priest may lead the rite of reconciliation virtually, or in person if physical distancing is practiced, both persons are masked, and the two parties do not touch each other.	X		Reconciliation will be celebrated as directed when requested	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted
	BURIALS					
63	Outdoor interments may be conducted with group size limits observed, and with all persons physically distanced. Funerals may be conducted in the church building with group size limits observed, with all persons physically distanced, with the permission of the bishop.	X		Funerals and burial will follow all of the previously mentioned actions following the written guideline. Before celebrating a funeral or burial, the bishop's permission will be obtained	Rev. Roger Haenke	6/21; ongoing until restrictions are lifted

