

Plans and Procedures for In-Person Worship Grace Episcopal Church, Galena, Illinois July 10, 2020

Executive Summary: The Vestry of Church of Grace Church has adopted these Plans and Procedures (P&Ps) for use and adherence by the clergy, staff, parishioners and guests of Grace Church. The Vestry and staff will continue to monitor the Episcopal Diocese of Chicago and other sources for guidance and may update the P&Ps after additional deliberation.

Guiding Principles: The P&Ps are guided by Our Vision as a church, to be a loving and welcoming community. We are to be responsible to and for the community as it is to be responsible to and for us. We respond as we share joy and pain, and we respect and will continue to love each other amidst our diversity. The P&Ps have been developed with the objectives of promoting safety, calm, self and collective efficacy, connectedness and hope. Our shared pursuit of these objectives will help us continue as a loving community.

Overall Commitments: The P&Ps are founded in the Guidelines for Re-Entering Our Church Buildings as published by the Episcopal Diocese of Chicago and found here: <https://episcopalchicago.org/returning-to-our-churches-a-framework-and-a-plan/>. The Guidelines adopt by reference the use of “Phases” as defined by the State of Illinois.

Our Specific Commitments refer to the Phased approach endorsed by the Diocese.

Specific Commitments:

We will continue to offer virtual worship through at least through Phase Four, and will adapt the form of such to meet the needs of those interested. We will provide limited in-person services consistent with our Guiding Principles and Overall Commitments based on Phase.

All staff and congregants are expected to abstain from in-person services if they are ill and/or have tested positively for the Covid-19 virus and not completed treatment, been in recent contact with such an individual, have had a temperature within 72 hours, had other symptoms within 7 days, or are not willing to abide by the P&Ps. All staff and congregants are encouraged to participate virtually if they are uncomfortable or in a higher risk category.

Individuals who test positive or become ill after attending a service or event in the church must report this to Grace Church so that those who may have been exposed may be informed. Congregants and visitors who are identified as having tested positive will be added to the prayer list if they wish and receive other virtual pastoral care consistent with the Guidelines.

Through Phase 4, all participants of in person services are expected to maintain social distancing (at least six feet between all persons not living in the same household) and wear masks that cover the nose and mouth (removed only to take communion when back in their seats), maintain proper hygiene (including washing hands and not touching one's face and limiting restroom use to one person at a time—exclusive of parent and very young children). Congregants are requested to provide their own mask. However, masks and disinfectants will be available at the Parish Hall door, and a receptacle to discard bulletins and a collection plate to make donations will be provided near both exit doors. If a person seeks admission without a mask, they will be asked to leave. If an attendee appears to be ill, support in seeking medical assistance will be provided.

Congregants, if able, are expected to use the Parish House door exclusively for entering the Church; but they may depart either from that door or the front door (via the Narthex). (The front door shall be marked to reflect it is only to be used as an exit.) Individuals with special mobility needs will be accommodated.

Physical copies of the P&Ps and the Diocese Guidelines will be available on the Church website with a link to the Diocese Guidelines or by request from the Parish Office, and reference will be made to each in church bulletins used in-person services.

There will be appropriate cleaning before and after each in-person worship. In-person services will not include wind instruments, live singing, passed collection plates or shared chalices. Single use bulletins will be placed in each pew that is open for seating. Coffee hour, lingering for conversation with the rector or other congregants will not be permitted.

All clergy, staff and others taking a role in the in-person services and all members of the Vestry will be provided with training on the P&Ps and asked to acknowledge their receipt of such.

The Church will adhere to the maximum number of congregants (inclusive of clergy and other service participants) by Phase as follows:

- Phase Three: 10 or fewer
- Phase Four: Up 32 people, including those sitting, either alone or with housemate(s), in twenty one (21) designated spots in the pews.
- Phase Five: any size gathering allowed.

Before any given service, the Church will publish on its website and through its typical electronic and other communications the means by which attendance will be determined for a given service. We will, in all likelihood, use a sign-up system, especially for weekday and Sunday Eucharists. The Church will continue to welcome guests as feasible.

Baptisms, weddings, special blessings, funerals and other special gatherings will be offered consistently with the above procedures.

Exceptions to the above may be applied at the discretion of the Rector in consultation with the Vestry and with the Bishop as appropriate.