

St. Peter's Plan to Open Church Building for Worshipⁱ

I. Building Preparations

- A. St. Peter's Sexton sanitizes all spaces where parishioners may be on Sundays with the parish' electrostatic sprayer.
- B. Drinking fountains remain disabled and taped off; mini bottles of water available if needed.
- C. Socially distanced markers placed on the floor of the nave (and undercroft for Easter Sunday) for administration of Holy Communion.
- D. Books of Common Prayer and Hymnals remain removed from nave, chancel and sanctuary.
- E. All church doors bear signage requiring everyone at least two years of age to wear a surgical mask to enter.
- F. Weather permitting, outside doors between porch and narthex are left open throughout the morning, as well as all interior church doors; on Easter Sunday, undercroft windows are opened if weather allows.
- G. Humidity set at 45% for the building.
- H. Two alms basins set on stands in the center aisle, next to each front pew; (for Easter Sunday, alms basin also set on small table in the undercroft at front of aisle created for receiving Communion).
- I. Hand sanitizer is placed in/on:
 - 1. Credence table
 - 2. Floor next to the Gospels Book stand
 - 3. Underneath the lectern
 - 4. Sacristy
 - 5. "Welcome" table in the narthex (along with wall dispenser)
 - 6. Table in hall on east side of chancel
 - 7. Stands at front of nave (next to stands holding alms basins)
 - 8. For Easter Sunday: on tables in undercroft (along with wall dispenser).
 - 9. Wall dispenser in office hallway and on table in foyer.

II. Space Limitations

- A. 20% of our "normal" nave capacity (324) is 65. Employing social distancing, we have 17 usable pews in the nave. Up to three people from different households may sit in a pew socially distanced, which would provide a nave capacity of 51. With families of three seated in a pew, along with one socially distanced individual, or two couples at opposite ends of a pew, the capacity could go up to 65.
- B. Two lectors and one altar guild member will be seated in the nave.
- C. If a cantor is serving, our chancel and sanctuary space will be limited to six – priest, deacon, organist, cantor, and acolyte (plus a guest preacher when present).
- D. The balcony houses our videographer and has four socially distanced pews. Initially, these pews will be used only by ushers, greeters, and staff.

III. Set Up for Worship beginning March 7, 2021

- A. Single service at 8:00 a.m. on March 7 for ushers, altar guild members, and their families (to serve as a training session with q&a following worship).
- B. Two services at 8:00 and 10:30 a.m. beginning on March 14, accepting reservations for 50 per service (seated in nave).

- C. Reservation maximums on Easter Sunday:
 - 1. At Easter Vigil on April 3: reservations for 50 (seated in nave)
 - 2. At 6:15 a.m.: reservations for 30+ (in garden)
 - 3. At 8:00 and 10:30 a.m.: reservations for 80 (50 nave; 30 undercroft)
 - 4. At 4:00 p.m.: reservations for 50 (seated in nave), with Easter Egg Hunt immediately following on front lawn.
 - 5. For Easter, Jacquelyn is working to adapt our reservation system so that, once 50 reservations are received, you learn the nave is full and you are reserving a seat in the undercroft.
- D. Reservation maximum per service after Easter Sunday: 50 seated in nave, potentially moving up to 60.
- E. Pew Seating:
 - 1. Mark socially distanced available seats in every pew with a painter's tape cross; switch "blocked" pews between services, so that no one sits in a given pew at more than one service.
 - 2. Initially, balcony will be unavailable to all but ushers, greeters and staff.
- F. Undercroft Seating for Easter Sunday:
 - 1. Chairs initially spaced 6 ft apart.
 - 2. If reservations warrant, place a children's table at north and/or south end of the space, for use by children at parents' discretion; coloring pages and sealed sets of crayons to take home on each table.
- G. No access to kitchen, classrooms, Elliot Room, or Grace Chapel.
 - 1. Office and education wing hallways accessible for use of elevator and bathrooms for those unable to use stairs.
 - 2. Three restrooms at south end of the undercroft are open.

IV. Entrance Process

- A. Congregants enter through the narthex.
 - 1. An usher stationed on the front porch confirms reservations and o.k. to enter based on COVID checklist received when making a reservation.
 - 2. An usher or greeter at a welcome table inside the narthex invites the use of hand sanitizer; gives a surgical mask to anyone not wearing a mask or wearing a cloth mask; and offers printed bulletin.
- B. An usher takes the congregants to their pew, filling in from the front of the nave to the back.
- C. If members of one household sitting in a pew does not offer six feet of distance to the end of the pew, an usher will remove remaining tape cross(es), closing the pew to additional occupants.
- D. One usher stationed outside west chancel hallway greets and seats congregants using elevator, following procedure used in the narthex.
- E. On Easter Sunday, as parishioners are seated in the undercroft, ushers move open chairs to maintain six feet of separation between households.

V. Worship Logistics at 8:00 and 10:30

- A. Cantor seated across chancel from organist.
- B. At 8:00: clergy enter from east and west chancel doors; deacon seated on west side of altar; priest seated at west side prayer desk, moving to east side of altar following announcements. (Guest preacher would be seated at west side prayer desk, with priest seated at east side of altar.)
- C. At 10:30: clergy may process behind acolyte with processional cross, with cantor singing from place in the chancel.
- D. Lectors come to lectern from nave, bringing up binder with needed text.
- E. Gospel proclaimed at front of chancel.
- F. Clergy preach from chancel or pulpit; do not walk into the nave.
- G. Sharing the Peace – keeping six feet of separation, except between members of the same household.
- H. Announcements – “to limit transmission opportunities, please take your worship bulletin with you or drop in a blue recycle bin in the narthex”; how to make your offering and receive communion; wait for usher’s invitation to depart after the dismissal.
- I. Administration of Holy Communion:
 1. Bread and wine consecrated but only bread consumed. Bread consumed by everyone except the presiding priest is individually packaged. Ushers invite by pew; people coming from right or left form a single line, following social distancing markers placed on the floor; drop offering in alms basin on stand to right or left, use hand sanitizer on following stand, and then go either right or left to receive communion from clergy standing a) near pulpit or b) near baptismal font, consuming the bread at their seat.
 2. On Easter Sunday: One clergy person moves downstairs to administer after most everyone in the nave is served, following the same distancing practices.
- J. Ushers bring alms basins to the altar rail to be received by the deacon and passed to the priest, who offers a blessing before post-communion prayer.
- K. Clergy process down center aisle after blessing and dismissal.
- L. Exit Process:
 1. Two ushers invite departure pew by pew, at the window end of each pew, beginning at the back of the nave. Two ushers in the narthex: one directs west line to exit through front doors, and one directs east line to exit through east doors (unless need use of ramp).
 2. In addition, on Easter Sunday, ushers in undercroft open both sets of garden doors to encourage departure without going up to the narthex.
 3. Clergy will not greet in narthex or undercroft; may stand in drive to speak to congregants at a safe distance.

VI. Coffee Hour (none to start)

VII. Cleaning between Worship Services

- A. Sexton needs to wear disposable gloves and mask to clean; neither shield nor gown is necessary.
- B. Sexton does not need to wait any period of time after worship ends to begin cleaning.

- C. Sexton uses portable electrostatic sprayer in all areas in which people congregated.
- D. If weather does not permit doors being open during worship, they are at least opened between services.
- E. Sacristy cleaned after second service has been set.

VIII. Communication of Plans and Guidance to Parishioners

- A. *News from the Rock*, website, Facebook, and Sunday bulletins used to communicate plans for worship changes; precautions being taken; existence of risk; reassurance that all worship offerings equally “valid”; guidance on how to make a reservation.
- B. Snail Mail duplicating information in “A” sent to parishioners known to be without internet service.
- C. Communication with Ushers, Lectors and Altar Guild members to prepare for indoor worship.

IX. Online and phone reservation system: Staff respond to reservation requests with confirmation or regret message that includes safety requirements for attendance and notice that, because risk of infection cannot be eliminated, everyone must evaluate their personal risk in deciding whether to worship in person or virtually.

X. Continuation of Virtual Worship

- A. The 8:00 and/or 10:30 service will be livestreamed every Sunday for all who cannot or choose not to attend in person.
- B. Initially, Children’s Chapel will continue via Zoom, as we explore the possibility of offering either Sunday School or a 9:15 a.m. Family Service (in the Undercroft) after 4/4/21.

ⁱⁱ This plan was drafted with the advice and approval of a parish steering group studying how to re-open St. Peter’s taking every reasonable precaution to protect our members, visitors and staff. We are grateful for the work of parishioners DeWayne Trainer (Senior Warden) Jeanie Davis (Vestry Member), Mike Newport (Vestry Member and Head Usher), Dr. Brig Buettner, Dr. Sarah Fouke, and Dr. Katherine Mathews.