

POLICY FOR IN-PERSON WORSHIP SERVICES

for

HOLY TRINITY ANGLICAN PARISH

A. GENERAL PRECAUTIONS

1. Anyone with a cough, fever, or flu-like symptoms, anyone living with a person with these symptoms. Or anyone who has come into contact with a COVID-19 infected person in the last 14 days **SHOULD NOT COME TO CHURCH**. Please stay home and worship with us on-line.
2. Everyone **MUST** wear a mask at all times while on the church grounds. (Except for the priest while celebrating the mass alone at the altar).
3. Anyone refusing to wear a mask should be asked to participate in the service from the parking lot or on-line.
4. Have the congregation practice social distancing (minimum of 6') starting when they leave their vehicles.
5. The CDC Health Survey **MUST** be posted at both entrances
6. **If possible**, EVERYONE should use the main entrance on Cape May Ave. (have notice posted on parking lot door)
7. Create a list of attendees (have the usher check off name on a printed list) so if anyone should end up ill, we can notify those with whom they were in contact.
8. We will only use every other pew. The others will be roped off. We will use even numbered pews on one side of the aisle and odd numbered pews on the opposite side.
9. There will only be two people to a pew, except for families who may sit together. We can also use folding chairs properly positioned behind the last pews.
10. People will be encouraged to bring their own prayer books to the service. The church's prayer books and hymnals will be made available to those without one

11. The water fountain will not be used.
12. One person at a time in the bathrooms. People will be asked to use them ONLY if absolutely necessary.
13. For the initial start-up period there will be no childcare.
14. All donations to Loaves and Fishes should be in the form of check or cash, put into a labeled (Loaves and Fishes) envelope and placed in the offering plate.
15. All people involved in the service will be trained in the policies and procedures.

B. PRE-SERVICE

1. The usher will make sure the CDC survey is posted at both doors.
2. The ushers will open ALL the windows
3. The usher will prop open the door to eliminate touching by the congregation
4. They will make sure people answer the survey questions before entering
5. The ushers WILL wear masks and gloves
6. They will take the temperature of each person
 - a. If a person's temperature is over (99) degrees they will be asked to take a seat on the pew just inside the door
 - b. After 5 minutes their temperature will be retaken.
 - c. If their temperature is still over (99) they will be asked to leave and view the 10:30 on-line service.
7. The ushers will offer everyone a squirt of hand sanitizer
8. The usher put the bulletins in the pews at the designated seating area.
9. The usher will inform the people to place their offering in the plate before the service
10. The usher will make a list of those in attendance
11. If a guest arrives the usher will have them sign the guest book with a contact number.
12. Once the service begins the usher will:
 - a. Shut the Cape May door
 - b. Place a sign on the Cape May door informing, those arriving late to use the parking lot door.
 - c. The usher will take a seat in the first pew next to the parking lot door and greet the late commers at that door

C. DURING THE SERVICE

1. Seat locations, in the pews, will be designated with the bulletins
2. Music will be played by Teres Byrne, however, for now, there will be no choir or singing out-loud
 - a. People are welcome to pick up a hymnal and either follow the words of the hymns, hum along, or sing to themselves.
 - b. Pre-recorded music (sung song) may be played before the Gospel reading or at the offertory.
3. The lay reader/acolyte will remain outside the altar rail for the entire service.
 - a. They will use the seats against the wall.
 - b. They will kneel for the eucharistic part of the service (ringing the bells) at the altar rail.
4. The priest will prepare the elements for the eucharist
5. **FOR COMMUNION**
 - d. The priest will consecrate the Bread and Wine.
 - e. The priest (masked and gloved) will take the Bread ONLY down to the bottom of the chancel steps.
 - f. The usher will release one pew (person) at a time.
 - g. The people will walk, down the middle of the aisle (properly distanced), and receive the bread
 - h. They will remove one side of their mask and consume the bread
 - i. The people will return to their seat on the outside of the pew.
 - j. The priest will take the bread to those outside the church (masked and gloved)
 - k. The priest will return to the altar and consume the wine

D. POST-SERVICE

1. **The priest will take the eucharist (bread) to those waiting in the parking lot**
2. The priest will not greet the parishioners inside the church
3. The parishioners will exit the church through the parking lot door
4. Social Hour will be outside in the parking lot or on the grass area
5. Coffee and food will not be available
6. All touched surfaces will be wiped down – we will need volunteers
 - a. Pews
 - b. Lecterns/microphones
 - c. Bathrooms
 - d. The altar (by the altar guild)
 - e. Door handles/handrail