

Guidelines, Protocols, and Procedures for In-Person Worship and Office Operations

A Safe Return to Campus

PROTECTIONS ARE IN PLACE:

These protections have been established for All Souls' Episcopal Church to provide a safe environment for all who choose to attend in-person worship. The lists below adhere to recommended guidelines from both the state and local authorities and the office of the Bishop of the Episcopal Diocese of San Diego. Modifications to these requirements may be made at any time to maintain adherence with recommended guidelines. We ask that all participants adhere to the requirements with an attitude of love for their neighbor. It may be inconvenient and, at times, uncomfortable, both of which are outweighed by the increased safety for our fellow worshippers.

- In accordance with State, County, and City guidelines, all people over age 65 or considered high-risk are encouraged to remain at home.
- Anyone exhibiting COVID-19 symptoms shall remain at home.
- Online worship will continue for those who cannot make it to church or those who are not willing to take the risk to be in public in a large group of people.
- Hand sanitizer stations will be available inside and outside the church.
- There are no childcare facilities. All children shall remain with their families and not interact with children of other families.

The following details additional requirements and protocols for worship and office operation.

WORSHIP ON THE PATIO

Outdoor worship is deemed safer than indoor worship due to increased ventilation and the ability to maintain appropriate physical distance.

1. The number of people allowed to worship outside the church will be determined by the ability to maintain safe social distance within the area.
2. Requirements for all participants
 - a. Masks covering the nose and mouth shall be worn by all, with the following exceptions.
 - i. The officiant/celebrant, preacher, and reader may remove their masks while reading
 - ii. If there are soloists, they may remove their masks when singing so long as there is at least 12 feet between them and others.
 - b. Physical distancing –
 - i. There shall be at least 6 feet of distance between family units
 - ii. Families/Individuals shall sit in designated seating areas.
 - iii. All attendees will respect the ushers and follow the guidance of the ushers to maintain safe physical distance.

- iv. There shall be no contact at the passing of the peace and the 6-foot distance will be maintained
 - v. Conversations after church should be kept to a minimum with physical distance requirements maintained
 - c. Those exhibiting obvious symptoms will be asked to leave and invited to participate in online worship.
- 3. To reduce the possibility of surface transmissions of the virus
 - a. Hand sanitizing stations will be spaced throughout the outdoor area.
 - b. There will be no passing of the offering plate, instead offering plates will be placed at the top step heading into the church. Plates will be cleaned before and after each service.
 - c. Doors to the church will be open and remain open during the service
 - d. All surfaces (chairs, tables, etc.) are cleaned before and after the service
 - e. No bathrooms will be available to parishioners, so please plan accordingly.
 - f. The Officiant / Celebrant will wash his/her hands immediately before the start of the service
- 4. Worship protocols
 - a. Attendees will be encouraged to download the service bulletin on their phone or tablet. Single use worship bulletins will be available at several locations. Those taking a bulletin must dispose of it after the service.
 - b. There will be one Officiant / Celebrant, one reader, one organist, and one singer
 - c. There will be no congregational singing
 - d. The congregation will be encouraged to say communal prayers to themselves rather than speaking them out loud.
 - e. The congregation will be encouraged to stand through the service, if able.
- 5. Additional Worship Protocols with Holy Communion
 - a. The celebrant will wash/sanitize hands prior to preparing the altar.
 - b. The celebrant will be the only person to touch the vessels after they have been set out by the altar guild and before they are used for Communion.
 - c. The celebrant will consecrate both bread and wine but only bread will be distributed to the people.
 - d. The bread used for communion will be pre-made wafers.
 - e. Communion will be taken to the people and distributed by the celebrant with outstretched arm, dropping the bread into the hand of those receiving. No contact will be made.
 - f. The celebrant will receive communion last
 - g. The celebrant will clean up the table.
- 6. At the conclusion of worship
 - a. There will be no coffee hour.
 - b. People will be encouraged to return to their vehicles maintaining physical distancing.

WORSHIP IN THE CHURCH

1. The number of people allowed to worship inside the church will be capped at 25% of capacity (so long as required physical distancing is met). For All Souls' this means indoor worship will serve a maximum of 60 people.
2. Requirements for all participants
 - a. Masks covering the nose and mouth shall be worn by all, with the following exceptions.
 - i. The preacher and reader may remove their masks while reading
 - ii. If there are soloists, they may remove their masks so long as there is at least 12 feet between them and others.
 - b. Physical distancing –
 - i. There shall be at least 6 feet of distance between family units
 - i. Families shall sit in designated seating areas.
 - ii. All attendees will respect the ushers and follow the guidance of the ushers to maintain safe physical distance.
 - iii. There shall be no contact at the passing of the peace
 - iv. Conversations after church should be kept to a minimum with physical distance requirements maintained
 - c. All people will be screened for temperature and/or symptoms upon arrival. Those exhibiting symptoms will be asked to leave and invited to participate in online worship.
3. To reduce the possibility of surface transmissions of the virus
 - a. All pew cushions have been removed
 - b. All pew books (Bibles, BCP, and Hymnals) have been removed
 - c. All shared artifacts (pens, tracts, pledge cards, etc.) have been removed
 - d. There will be no passing of the offering plate, instead the plate will be in the back of the church and will be cleaned before and after each service
 - e. Doors will be open and remain open during the service
 - f. All hard surfaces (pews, tables, doors, etc.) are cleaned before and after the service
 - g. Only two bathrooms will be available to parishioners:
 - i. The one by the vestry
 - ii. One designated by the chapel
 - h. Disinfecting wipes will be available in the bathrooms and all who use the bathroom will be asked to wipe down all surfaces (faucets, doorknobs, etc.) when they are done.
 - i. Bathrooms will be cleaned before and after each service
 - j. The Officiant / Celebrant will wash his/her hands immediately before the start of the service and will
4. Worship protocols
 - a. Attendees will be encouraged to download the service bulletin on their phone or tablet. Single use worship bulletins will be available at the entrance of the church. Those taking a bulletin must dispose of it after the service.
 - b. There will be one Officiant / Celebrant, one reader, one organist, and at most two singers
 - c. There will be no congregational singing

- d. The congregation will be encouraged to say communal prayers to themselves rather than speaking them out loud.
5. Additional Worship Protocols with Holy Communion
 - a. The celebrant will wash/sanitize hands prior to preparing the altar.
 - b. The celebrant will be the only person to touch the vessels after they have been set out by the altar guild and before they are used for Communion
 - c. The celebrant will consecrate both bread and wine but only bread will be distributed to the people.
 - d. The bread used for communion will be pre-made wafers.
 - e. Communion will be received at 1 station in the front of the chancel distributed by the celebrant with outstretched arm, dropping the bread into the hand of those receiving. No contact will be made. The people will receive standing.
 - f. The people will be invited forward, by family unit, to receive communion. Six-foot physical distance shall be maintained at all times.
 - g. The celebrant will receive communion last.
 - h. The celebrant will clean up the table.
6. At the conclusion of worship
 - a. There will be no coffee hour.
 - b. People will be encouraged to return to their vehicles maintaining physical distancing.

SIGNAGE

1. Please wear a mask/facial covering at all times
2. Family units must stay together and be spaced at least 6 feet from other family units at all times
3. Please sit in designated seating areas only
4. Please make use of the Hand Sanitizer upon arrival and departure from church
5. All Surfaces and items used for worship are cleaned before and after the service.

OFFICE PROCEDURES

At this time, the church office remains closed. We recognize, however, that some business must continue and at times vestry members and committee members may need to come by the office for items necessary for their continued ministry. We ask that all who come to the office follow these protocols:

1. Do not come to the office if you are exhibit any COVID-19 symptoms. If you are exhibiting symptoms, you will be asked to return home.
2. You must wear a mask covering your nose and mouth at all times
3. The front door of the office will be locked. Please ring the “Ring” doorbell to the right of the entrance for access.
4. Please sanitize your hands upon entering and leaving the office.
5. Do not use the breakroom or water fountain

6. If you use the bathroom, please use a disinfecting wipe to clean all surfaces when you are finished. (Please throw the wipe in the trash can and DO NOT flush down the toilet.)
7. If you need to speak with someone in the office, please make an appointment. The staff will do everything possible to make sure appointments are staggered minimizing contact with others.

Office procedures for staff are as follows:

1. Staff must remain home if they are exhibiting any COVID-19 symptoms
2. Staff will wear masks covering their nose and mouth into and out of the office and have their mask available while at work. Masks will be worn when interacting with others.
3. Staff will wash and/or sanitize their hands when they enter and leave the office.
4. A physical distance of greater than 6-feet will be maintained by all at all times
5. The front door will remain locked.
6. Staff will schedule their in-office work times to stagger shifts reducing the time that staff are in the office together.
7. Only the refrigerator and coffee maker should be used in the breakroom.
8. Windows will be opened for increased ventilation.
9. Staff will make appointments with visitors and discourage any gatherings.
10. The sexton will clean common surfaces with sanitizing wipes.

BEFORE AND AFTER WORSHIP PROCEDURES

Outdoor worship

Personnel

1. Officiant / Celebrant (1)
2. Preacher (1) (if different)
3. Reader (1)
4. Musician (1)
5. Singer(s) (≤ 2)
6. Altar Guild (1)
7. Sexton (1)
8. Ushers / Greeters (3)

Supplies

1. One six- or eight-foot table that can be raised to XX" to be used for the altar (would be nice to have a green tablecloth)
2. Two candles for the altar (I suggest we use the candles from the chapel)
3. Canopies and/or umbrellas in stands
4. Chairs in groups of 3 (enough for 60 people) with groups spaced 6 feet apart
5. Extra chairs

6. Three 6 foot tables (one at the back of the patio by the parish hall entrance, one at the walkway by the columbarium entrance, one parallel to Catalina Blvd near the front of the church.
7. Three belly bars
8. One small credence table
9. Three trash cans for used bulletins
10. Two PA Systems with microphones
11. Lectern
12. Cross –
13. Bulletins

Setup / Teardown responsibility

1. Jeff (with others identified to help)
 - a. Before Worship
 - i. Clean / disinfect tables and chairs prior to setting out
 - ii. Wash hands, sanitize, wear gloves
 - iii. Set up altar table, credence table, and altar candles
 - iv. Set out tables, chairs, canopies, and umbrellas
 - v. Set out trashcans
 - vi. Set up PA systems, Microphones, and lectern
 - b. After worship
 - i. Wash hands, sanitize, wear gloves
 - ii. Sanitize tables, chairs, canopies, and umbrellas
 - iii. Take down and store tables, chairs, canopies, and umbrellas
 - iv. Take down PA System, mics, and lectern
 - v. Store trash cans
2. Altar Guild
 - a. Before Worship
 - i. Wash hands, sanitize, wear gloves
 - ii. Clean/sanitize offering plates
 - iii. Set out two offering plates on belly bars
 - iv. Put tablecloth on altar table
 - v. Set candles on altar table
 - vi. When Holy Communion will be celebrated
 - i. Clean and sanitize chalice, paten, lavabo bowl, cruets
 - ii. Set our one chalice, paten (with bread), pall, corporal, purificator (no veil), two cruets (just a touch of wine and water), and lavabo on credence table
 - b. After worship
 - i. Wash hands, sanitize, wear gloves
 - ii. Retrieve offering plates, put offerings in an envelope (tellers?) and into the safe
 - iii. Clean, sanitize, and store plates
 - iv. Retrieve eucharistic vessels. (if used)

- v. Properly dispose of any remaining sacrament
- vi. Clean, sanitize, store vessels
- vii. Wash linens
- viii. Take down candles and tablecloth

3. Musician

- a. Before Worship
 - i. Wash hands, sanitize, wear gloves
 - ii. Set up instruments, PAs, and Microphones with Jeff
- b. After worship
 - i. Wash hands, Sanitize, wear gloves
 - ii. Take down instruments
 - iii. Clean microphones
 - iv. Store equipment

4. Clergy / Ushers / Staff

- a. Before Worship
 - i. Print bulletins and keep in office prior to Sunday worship
 - ii. Wash hands, sanitize, wear gloves
 - iii. Set out single use worship bulletins on tables
 - iv. Assist altar guild with any questions
 - v. Set up altar book and microphones
- b. After Worship
 - i. Wash hands, sanitize, wear gloves
 - ii. Return and clean altar book and microphones
 - iii. Assist altar guild with any questions

