



# St. Christopher's By-the-Sea

## Episcopal Church and Montessori School

The Reverend Susan M. Bruttell, Rector and Head of School

### Regathering Plan

This document provides a phased in approach for regathering the community of St. Christopher's By-the-Sea and;

To meet the requirements and guidelines set forth in the Diocese of Southeast Florida's *On Being Faithful*;

To outline steps to ensure the safety of employees, clergy, parishioners and visitors. And:

*"I was glad when they said to me, 'Let us go to the house of the Lord!'"* (Psalm 122.1)  
*To continue in the apostles' teaching and fellowship, in the breaking of bread and the prayers* (Acts 2.42).

#### I. Three Phase Approach

##### A. Phase One

1. No on-site church services.
2. Continue on-line worship National Cathedral and Holy Trinity Cathedral.
3. Weekly Constant Contact with sermons and updates.
4. Continue Zoom Meetings.
5. Livestreaming will be made available for the 10 am Church service.

##### B. Phase Two – Initiation date based on lifting of Diocesan mandate for closure, State and CDC Guidelines

1. Sunday 10:00 am Church service with either cajón, guitar, organ or piano for music (no choir and no singing).
2. Service limited to 25% capacity.
3. Livestreaming will be made available. Parishioners will be provided with instructions and a link.
4. Administration of "Sacred Host" only during Holy Eucharist, no kneeling to receive Communion.
5. No chalice shared in any way.
6. Couples and families may sit together.
7. Children will sit with parents.
8. No nursery or Sunday school will be provided.
9. Individuals will sit at physical distance - 6 feet apart (Cues in pews and directional lines on floor will be marked).
10. All attendees must wear face masks for DURATION of SERVICE.
11. Restrooms are available - those who use the facilities will be encouraged to clean the space after use, using provided sanitary wipes and washing hands with soap for 20 seconds.
12. No coffee hour will be provided.
13. Hand sanitizer will be available at entrance and other locations.
14. All door handles, pews, and railings will be wiped down before and after the service.
15. Thorough cleaning by Sexton following each service.

If you are not well. Please stay home and join us via Livestream.

##### C. Phase Three – Tentative full opening based on no Diocesan, State or CDC restrictions

1. Full return to pre-pandemic operations with sanitizing by professional cleaning methods.
2. Open Sanctuary for 10 am Service and overflow in the Parish Hall.
3. Use Parish Hall for Coffee hour, Community groups, Receptions and Parish Sponsored Events.

4. Professional stringent sanitizing and disinfecting procedures will continue.

## II. Preparation of Worship and Other Spaces

- A. Remove Books of Common Prayer, hymnals, and pamphlets from the pew racks and store.
- B. Remove pew cushions.
- C. Remove water from Baptismal font and Stoup.
- D. Remove chairs.
- E. Mark pews with physical distancing cues and to ensure a minimum of six feet of distance, 360 degrees between families.
- F. Indicate traffic flow with directional lines on floors.
- G. Remove all extra seating (i.e., chairs) to ensure safe physical distancing.
- H. Post signs instructing people to seat where marked.
- I. Post signs at all entrances to the Church and Church office, listing the requirements for those entering our space, such as non-contact greeting, safe distancing and wearing facemasks.
- J. Strategically place hand sanitizers and wipes at all entrances and other high-traffic areas.
- K. Deep clean and spray with high acting disinfectant the entire church building – including pews, bathrooms, doorknobs, light switches, stair railings, and microphones according to the manufacturer's specifications.
- L. Remove all non-essential items from rooms so that there are fewer surfaces to touch.
- M. Post signs on outer bathroom door instructing users to lock door from the inside to ensure no one else enters while s/he is inside.
- N. Altar Guild Set up. Please see Appendix.

## III. Conduct of office functions

- A. Staff members will follow physical distancing and sanitary guidelines, including maintaining six feet of separation between individuals and regularly washing hands and using sanitizer.
- B. Common surfaces (including doorknobs, countertops, phone and office electronics) will be regularly disinfected.
- C. Exterior doors locked to prevent "walk-ins."
- D. Visitors will be required to write their names, email addresses and phone numbers on a log that will be thoroughly managed and checked daily.

## IV. Conduct of worship services

- A. Sunday traditional worship service will be 10 am, maintaining all safety measures (i.e., physical distancing, masks, hand sanitizer, etc.).
- B. A maximum of 25% capacity.
- C. Two ushers will attend each service (one at the outside table and one inside) to ensure compliance with the requirements set forth below. See Appendix for Usher Guidelines.
- D. Congregants at each service will be required to "sign-in," email addresses and phone numbers on a log that will be preserved for at least two months.
- E. Attendees will enter the Church through the front side door, which will remain open so that no one touches the door handles. The rear door by the sacristy will be closed and locked.
- F. A table will be placed outside the front side door with the visitor log, signs with instructions on distancing, facemask requirements, and hand sanitizer. All congregants will be required to use hand sanitizer prior to entry. The service leaflets will be picked up by congregants and not handed out by greeters.
- G. The Service will be projected onto the screen in the Church for those not wishing to use a bulletin.
- H. Service will be live-streamed. A link will be provided to the entire congregation.
- I. There will be no singing by the congregation. If there is a soloist, s/he will sing facing away from the other people.
- J. Congregants will always wear face masks or coverings (except for receiving communion).

1. The offering plate will be placed on a table at the rear of the Church and will not be passed during the service.
2. There will be no physical contact at the passing of the peace. People will be instructed to remain in place and “Namaste” each other from afar.
3. While the BCP’s and hymnals are in storage, single use printed service leaflets will be used.
4. There will be no wine at communion.
5. The Lectern is reserved for the Preacher only.
6. There will be only one reader/lector, and therefore only one person using the microphone specifically set up for this purpose.

O. There will be no receiving line or coffee hour following the service.

P. The ushers will ensure physical distancing as people exit (See Ushers Guidelines in Appendix).

Q. Only one person will be allowed in the sacristy at any time. (See Altar Guild Guidelines in Appendix.)

R. The pews and microphone in the Church, door handles, and the bathroom counters and sinks will be sanitized by spraying with disinfectant and then wiping after each service.

IV. Emergency Plan for Possible Outbreak - If the Church learns that a visitor or congregant was infected while on the premises:

A. All persons present at the same service will be contacted by phone and by email and will be advised to quarantine themselves and be tested.

B. The spaces visited by the infected person will be deep cleaned and disinfected.

Other Considerations:

- Provide disposable wipes to community members in case they wish to wipe down the area where they will be seated.
- Supply congregants with alcohol-based hand sanitizer (with at least 60% alcohol content) to use before entering the worship space and/or participating in Communion.
- Clergy will wash their hands with soap and water before the Eucharist.

# Appendix

## Altar Guild Guidelines for COVID-19 – Phase II

### Sacristy

Limit Congestion and Activity in Sacristy noting Set-up, Cleaning and Pre-set-up notes below. One person should suffice. Sacrament Candle should be cycled each Sunday. Altar Candles should be checked for Oil monthly. There should be no switch of Altar Linens as we are now in the long season of Green for Pentecost.

Weekly Flowers: TBD

### General

- Please “sign-in” before performing any altar guild duties.
- Regular Sunday 10 am weekly Holy Eucharist worship service
- The regular altar guild duties of setting up and cleaning up will be performed by only one member each week. If a member needs assistance with these duties one other member may assist.
- No oblation bearers will be used.
- Elements set up on Credence Table.
- No wine distribution. One small wine cruet for clergy only.

### Set Up

- Set up prior to service allowing clergy to vest one at a time.
- Wear a mask before entering the building and during the entire time you are in the building.
- After entering the sacristy wash your hands with soap and water for at least 20 seconds.
- Put on gloves. A box of gloves will be in the sacristy. Please do not touch your face after putting on the gloves.
- Wipe down the counter tops, cabinets, drawers, and all handles and doorknobs with the sanitizer and let it dry.
- Place everything you will need on the countertop: chalice, paten, cruets, corporal, purificator, bread, wine, water.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.
- Put on a new pair of gloves.
- Set up for Eucharist (bread and wine) in the usual manner.
- After setup is complete wipe down again all counter tops, cabinets, drawers, and all handles and doorknobs with the sanitizer and let it dry.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.

### Eucharistic Vessels and Accessories

As there will be no Offertory procession all Eucharistic components will be placed on the ‘credence table’ before service. (Not on the small table at Church Entrance.)

All Items should be placed on the silver tray which will be placed on Credence table before service. Tray Items:

- 1– Chalice [No wine will be distributed to congregation – priests use only]
- 1 – Ciborium [Maximum number of hosts TBD]
- 1 – Patten with Priest/ Celebratory Host
- 1 – Pall
- 1 – Corporal
- 1 – Purificator
- 1 – Small Cruet of Water – No Silver Pitcher
- 1 – Small Cruet of Wine – No Silver pitcher
- 1 – Lavabo Bowl – Placed next to Silver Tray on Credence Table
- 1 – Lavabo Towel - Placed next to Silver Tray on Credence Table
- 1 – Hand Sanitizer - Placed next to Silver Tray on Credence Table
- 1 – Offering plate will be set up on back table behind last pew
- No Silver Cross at Reserve Sacrament Altar Table

Altar Items:

- Altar book
- Gospel Book and Stand
- Candles

Following the service, all items (except Purificator, Corporal and Lavabo towel) should be thoroughly cleaned and replaced on Silver tray “as Pre-set-up storage for next service. Purificator, Corporal and Lavabo towel should be removed to be cleaned. Clean Purificator, Corporal and Lavabo Towel should be added to Pre-set-up Tray.

### **Clean Up**

- Put on a mask if you are not already wearing one.
- Wash your hands with soap and water for at least 20 seconds. Put on gloves.
- Please put 10 of the consecrated wafers in the tabernacle and eat the rest. Pour the wine into the Piscina or onto the ground by a tree.
- Clean up in the usual manner.
- Wipe down the counter tops, cabinets, drawers, and all handles and doorknobs with the sanitizer and let it dry.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.

## **Usher Guidelines for COVID-19 - Phase II**

### **General**

- Please arrive 15-20 minutes before the service starts and “sign-in”
- Regular Sunday 10 am weekly Holy Eucharist worship service
- Two greeters/ushers will attend each service (one at the outside table and one inside) to ensure compliance with the requirements set forth below.

### **Set Up**

- Wear a mask before entering the building and during the entire time you are in the building.
- Turn on the lights
- Move table from inside the back of the church to the patio just outside the front doors
- The table will be set up each week with hand sanitizer, “sign in” log, wipes, gloves, extra masks, signage
- Unlock side doors
- Ensure Congregants “sign-in,” use the sanitizer and have a mask on

### **Communication**

- Greet congregants with a smile (not a handshake)
- Invite Congregants to “sign-in,” and use of the hand sanitizer
- Urge compliance with wearing a mask if s/he is not already wearing one.
- Advise on seating requirements
- Urge physical distancing by sitting in designated places in pews ensuring a minimum of 6’ of distance, 360 between
- Couples / Family groups may sit together
- Digital service information will be on existing screens (no paper bulletins)
- Traffic flow will be circular as usual as directed by the ushers maintaining physical distancing.
- Offering plate will be set up on back table behind last pew.
- Encourage on-line giving as well
- Invite parishioner’s and visitors to place their offering in the offering plate which will be set up on the back table behind the last pew

### **Dismissal**

- Open front doors and side doors just prior to final dismissal so congregants do not have to touch door handles
- Assist attendees in exiting the church

Risk management tip sheet – coronavirus: Safety Tips for Religious Organizations. View disclaimer at [cpg.org/CIC](http://cpg.org/CIC)

DISCLAIMER: This material is not a substitute for professional medical advice or treatment. The Church Pension Fund and its affiliates (collectively, “CPF”) do not provide any healthcare services and, therefore, cannot guarantee any results or outcomes. Always seek the advice of a healthcare professional with any questions about your personal healthcare, including diet and exercise. As the Church and others continue to manage through this evolving situation, we remind you that being more cautious about person-to-person contact while COVID-19 is active will likely reduce the chances of it being spread throughout your church community. We wish you all good health! COVID-19 Resources • Episcopal Relief & Development compiled helpful information from printed resources for church bulletins to liturgical resources.

#### Additional Help

- The CDC provides information about symptoms, transmissions, and recommendations for prevention.
- The World Health Organization provides updates and information on the latest developments regarding COVID-19.
- Observe proper handwashing techniques from the CDC.
- [www.COVIDactnow.org](http://www.COVIDactnow.org) website
- Diocese of Southeast Florida [www.diosefl.org](http://www.diosefl.org)