

# Church of the Good Shepherd

Plan for Re-entering

May 2020

## Background

On Thursday, May 1, 2020 Bishop Dabney Smith wrote that “we will continue to function under the CDC guidelines of having no more than 10 people in any of our congregational buildings until at least May 20<sup>th</sup>. We will continue the safe practice of physical distancing and masking for any gatherings which would include worship, education and pastoral care.”

In anticipation of returning to worship as one body in our Sanctuary a Re-entering Task Force was formed to determine the safest, most prudent and most effective way to make this a reality. Governor DeSantis spoke on April 29<sup>th</sup> and recommended that the State of Florida begin a limited Phase One reopening. Under this phase schools will continue with distance learning, elective surgeries will resume, visitation of nursing homes will not be allowed and restaurants and retail stores can begin operating under 25% of their store capacity. Phase One is scheduled to begin on Monday, May 4, 2020.

The COGS Re-entering Task Force began working immediately on its plan and after much discussion determined that at a time determined by the Bishop the parish will probably be allowed to re-enter under this same 25% restriction. It is under this assumption that this plan is presented.

In looking at the church campus it was determined that the following number of persons can safely occupy these spaces based upon CDC guidelines:

Sanctuary 40-50

Kirk Hall 30-35

Patio Room 10-15

The attached plan is presented as a proposal for re-entering the Church of the Good Shepherd and will need to be modified as future events unfold.

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May 11, 2020

Approved by the Vestry on May 20, 2020.

# Church of the Good Shepherd Plan for Re-entering 2020

## I. Sunday Morning Worship Services

Note: It is impossible to cover every situation that will arise in worship. Parishioners must use common sense and be prepared to react responsibly to all situations. It should also be noted that while we will do everything possible to prevent infections from being spread, the reality is that we cannot protect everyone from the possibility of an infection.

Parishioners must adhere to the CDC guidelines at all times while they are worshipping and while on-campus.

Parishioners must not worship or be on-campus if they are sick, have a fever or have traveled to another State or Country within the last 14 days.

The parish is considering a system to allow worshippers to pre-register for a service in order to know the number of worshippers who will be attending a particular service. Logistics of this system will need to be developed.

It is the goal of the parish to ensure that every parishioner who wishes to worship in the Sanctuary may have the opportunity to do so. Should there be the need to accommodate an overflow number of worshippers the audio-visual system in Kirk Hall will be used.

Each service will follow the guidelines of the CDC, Bishop and the Governor.

Masks or facial shields will be required of all worshippers unless exempted for medical reasons.

Sunday Worship Services will continue to be live-streamed.

During this period parishioners will be encouraged to worship in a different service to allow for the maximum number of worshippers to participate in each service. It is hoped that some of the parishioners who worship regularly in the 10:00 service will consider worshipping at another service temporarily.

For all services the pews will be clearly marked as to where parishioners may sit. Family members should sit together.

Worship bulletins will be placed on tables in two locations: the main entrance and the side entrance. Ushers/greeters will place the bulletins on these tables prior to worship. A recycle container will be under each table. Worshippers may take a bulletin upon entering the Sanctuary and place it in the recycle container after the service unless they

are taking it home. Worshippers are encouraged to follow the worship service on their notebooks, tablets and phones if they wish to avoid handling a bulletin.

Ushers/greeters should be available to help with any logistical concerns. Gloves must be available for the use by these persons when dealing with bulletins and the offering.

Services will be shortened by:

- a. Eliminating all announcements except those that are vital to worship or the life of the congregation. Parishioners should be encouraged to read the newsletter and/or web-site for information and events.
- b. Having one prayer for persons having birthdays or anniversaries. They can stand and be recognized and then prayed for as a group.
- c. Eliminating the traditional "Passing the Peace" and substituting it with a brief wave, smile or Peace Sign.
- d. Eliminating the children's message.
- e. Eliminating the Mission Moment.

The Altar will consist of the Rector, Deacon, Organist and one Chalice/Acolyte. There will be no procession or recession. The Gospel procession will not go any further than the front step of the Altar.

A small supply of Book of Common Prayer, Hymnals and Bibles will be located in a bookcase in the Baptistry. Worshippers should touch only the book they intend to use and return it to the bin near the bookcase once the service is completed.

Other related worship issues are covered in the Sections below.

## **II. Wednesday Worship Service**

Wednesday Worship Services will resume in the same timeframe as Sunday services. When services begin they must follow the guidelines as stated in this document.

## **III. Saturday Worship Service**

Saturday Worship Services will resume in the same timeframe as Sunday Services. When services begin they must follow the guidelines as stated in this document. The areas used during this service should be cleaned before attendees leave.

## **IV. Communion**

Parishioners will be served the bread one at a time as they arrive at the Altar while maintaining the required six-foot distancing. Further information will be provided by the Rector during the worship service.

## **V. Offering**

On line giving is to be encouraged. During services there will be two offering plates, one in the back of the Sanctuary and one in the front. The exact location will be determined. Following each service an offering counter will collect the plates and take them to the Sacristy to be placed in the safe. Any person who handles the offering must wear gloves.

## **VI. Passing the Peace**

The traditional "Passing the Peace" will be discontinued and parishioners who wish to participate at the appropriate time in worship will give their fellow worshippers a friendly wave, smile or Peace Sign.

## **VII. Ushers and Greeters**

The role of the Usher/Greeter will change during this period. Their chief function will be to help with logistics such as placing worship bulletins and having plates available for the offering. They must be ready to react quickly to any situations which arise such as worshippers gathering in groups, etc. The number of ushers/greeters for each service will need to be determined. Further information will be given at a later time.

## **VIII. Restroom Usage**

Restrooms outside Kirk Hall and those in the Educational Building will be available. Signage needs to be installed in the restrooms to encourage users to do all they can to keep the facility clean and to wash their hands. It will probably be impossible to clean and sanitize the restrooms continually on a Sunday morning.

## **IX. Role of Chalcists and Acolytes**

Chalcists and Acolytes will essentially serve in the same capacity as in the past although some procedures such as Communion will change. Specific duties will be clarified before worship services are continued.

## **X. Lectors and Prayers of the People**

It is planned to use as many persons as possible to participate as Lectors and leading the Prayers of the People. It may be necessary for participants to read both lessons and/or the Prayers of the People depending upon the number of available persons. Lectors and Prayers of the People persons are requested to remove their masks when reading. Participants are encouraged to sit as close to the lectern as possible during the worship service.

## **XI. Choir and Handbell Choir**

The choir and handbell choir will resume their activities in the fall on their regular schedule.

## **XII. Cleaning the Sanctuary and other spaces which are used.**

Please refer to Appendix A for cleaning information.

## **XIII. Sunday School**

Sunday School will resume in the fall on their regular schedule

## **XIV. Weddings, Baptisms and Funerals**

Weddings, Baptisms and Funerals will be at the discretion of the Rector and may take place under the guidelines stated in this document.

## **XV. Coffee Fellowship**

Coffee Fellowship will resume in the fall under its regular schedule. Virtual coffee hours are encouraged.

## **XVI. Use of the Educational Building**

The Educational Building will be available for church related meetings. Outside groups (such as Yoga, AA) may use the rooms at the discretion of the Rector or her designee. All groups will meet under the 25% rule and CDC guidelines and must clean the room prior to their leaving. A determination will need to be made as to 25% occupancy of a room as groups are identified who wish to use the space. Groups are encouraged to use Zoom or other platforms if possible.

## **XVII. Use of Kirk Hall and Special Events**

Kirk Hall will be available for overflow worship as outlined in Section I. Special Events will be scheduled at the discretion of the Rector or her designee. All groups using Kirk Hall must adhere to the 25% rule and CDC Guidelines.

# Appendix A

## Cleaning Procedures

Church/Sanctuary: Depending upon the availability of Volunteers, priority of cleaning effort will be with the sanctuary. Cleaning under this guidance will only be done on Sundays. (a) The water fountain will not be available for use. All cups will be removed. Bottled water will not be provided. (b) Normal weekly cleaning will be done by the Sexton or his representative; (c) Altar Guild Associated Items: The Altar Guild will accomplish this cleaning per their procedures. (d) Musical Equipment: The Music Director will accomplish this cleaning per his procedures. (e) Pews will be wiped using a disinfectant cloth between services (Note: Clorox wipes may not be available so cloth/paper towels may be used with a spray disinfectant provided by the Sexton). Volunteers will wear gloves and will be provided necessary cleaning items; (f) Microphones and electronic headgear: The lector microphone will be wiped with a disinfectant after each service; headsets will be cleaned by the individual using it; (g) Carpeting will be vacuumed by the Sexton once per week; no deep type/sanitizing cleaning will be done; (h) Hand Sanitizers, if available, will be provided in each church pew; (i) Door Handles will be wiped by Volunteers prior to each service using appropriate disinfectant material; (j) Other Church/Sanctuary Areas: Cleaned by the Sexton or his representative per current cleaning procedures.

Bathrooms/Restrooms: (a) Current cleaning procedures by the Sexton or his representative will continue; (b) On Sundays, Volunteers will appropriately clean based on guidance from the Volunteer Cleaning Supervisor, to include: between worship services: wiping cold and hot water faucets, toilet tank metal handle, wiping the door entrance/exit buttons; (b) No action is required before the first service nor after the last service.

Kirk Hall: (a) The water fountain will not be available for use. All cups will be removed. Bottled water will not be provided. (b) Approval for use of this room by any COGS or outside activity must have approval by the Rector or her designee. (c) The using group will be responsible for cleaning the room after each use per these cleaning requirements. Failure to comply may result in disapproval for future use by that group. (d) The using group will provide their own cleaning materials. (e) Cleaning Guidance: When opened for Sunday worship service, chairs will be wiped clean, main entrance door handle will be wiped clean, chairs will be wiped clean between services using appropriate disinfectant materials.

Kitchen: (a) This facility will only be used by Chef John and will be cleaned per existing COGS standards and by COGS staff. (b) Other use of the kitchen will require approval of the Rector or her designee and will be cleaned after each use per existing COGS standards. If these cleaning standards are not adhered to, future use by the activity will be disapproved. (c) The using group will provide their own cleaning materials. (d)

Cleaning Guidance: All areas and materials used will be wiped clean using appropriate disinfectant materials.

Patio Room: (a) Use of this room by any COGS or outside activities must have approval by the Rector or her designee. (b) The using activity will be responsible for cleaning the room after each use per these cleaning requirements. Failure to comply may result in disapproval for future use by that group. (c) The using group will provide their own cleaning materials. (d) Cleaning Guidance: All areas and materials used will be wiped clean using appropriate disinfectant materials.

All Other COGS Public Rooms: (a) The water fountain will not be available for use. All cups will be removed. Bottled water will not be provided. (b) Approval by for use of these rooms by any COGS or outside activity must have approval of the Rector or her designee. (c) The using activity will be responsible for cleaning the room after each use per these cleaning requirements. Failure to comply may result in disapproval for future use by that group. (d) The using group will provide their own cleaning materials. (e) Cleaning Guidance: All areas and materials used will be wiped clean using appropriate disinfectant materials.

Note: If Volunteers are not available, cleaning of all campus facilities will be accomplished by the Sexton or his representative using normal cleaning procedures and practices currently in effect. No cleaning modifications for sanitization of any area will be required.