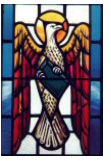


Saint John's Parish

297 Lowell Ave., Newtonville, MA 02460



St. John's Outdoor Regathering Plan: August 2020

Introduction

St. John's Episcopal Church (Newtonville) submits the following interim regathering plan for outdoor worship services in the month of August. St. John's outdoor worship service will follow an order of Morning Prayer in accordance with the Stage II guidelines for outdoor gathering put forth by the Diocese of Massachusetts. In addition to in-person worship, the service will be offered virtually via St. John's YouTube live channel. Parishioners will be required to wear masks and encouraged to bring their own lawn seating. In the event of poor weather, all in-person worship will be canceled and a virtual worship service will be streamed from the Church. Parishioners who have recently traveled are asked to self-quarantine and take advantage of the live stream service. This plan is described in further detail in the outline presented below.

Preparation

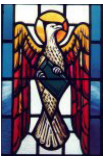
1. Cleaning/Disinfecting Plan

- Cleaning Product: Based on the recommendations of the CDC and our internal church hygiene team, St. John's will be using Shockwave RTU to disinfect all common contact surfaces including; lecterns, collection basins, and metal folding chairs at the conclusion of Sunday services.
- Seating: Parishioners will be encouraged to bring their own outdoor seating. St. John's will provide metal folding chairs if needed. The metal folding chairs will be disinfected after the service.
- Bathroom Cleaning: The first floor parish bathroom will be designated as an emergency bathroom and will be disinfected after the conclusion of the Sunday service. A second bathroom will also be available if needed. Signs will be posted in both bathrooms advising users to wash hands and wipe door knobs and other touched surfaces. The bathroom cleaning protocol will require that all surfaces and fixtures be sprayed with Shockwave RTU to ensure disinfection.
- Microphone Disinfection: Microphones used during the service will be disinfected at the conclusion of the service.

2. Masks and Hand Sanitizer

Saint John's Parish

297 Lowell Ave., Newtonville, MA 02460



- Masks: All attendees will be required to wear masks. Masks will be made available to parishioners who arrive without one.
- Hand Sanitizer: Hand sanitizer will be made available at several outdoor hygiene stations, including the church door entrance to the bathroom area. Parishioners will also be encouraged to bring their own hand sanitizer.

3. Signage/Ground Markings

- Signs will be posted with CDC and Diocese of Massachusetts guidelines regarding social distancing and personal protective equipment.
- Ground markings will be posted to direct the flow of foot traffic and to establish appropriate seat spacing.
- Indoor Signs will indicate that the Church, parish office and parish hall are closed during outdoor services.

Gathering

4. Outdoor Seating Plan

- Seating markers will be placed at six foot increments to facilitate the required social distancing. Seat spacing will be monitored and assisted by the ushers, vestry and clergy.

5. Occupancy and Distancing Estimate

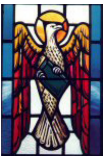
- The outdoor seating area readily accommodates 30 seats spaced at six foot intervals. If more than 30 parishioners unexpectedly attend, they will be seated in an adjoining area of lawn with an additional capacity of 30 seats, still with six foot separation, where audibility may be more problematic.

6. Attendee Monitoring and Management Plan

- The parish contact management and email system (Mailchimp) will be used to administer a weekly sign-up list for Sunday worship.
- The ushers will keep a hard copy attendance registry that will list all people present at the service.
- The ushers, parish staff and wardens will monitor compliance with St. John's regathering guidelines and offer corrective guidance when needed.

Saint John's Parish

297 Lowell Ave., Newtonville, MA 02460



7. Training Plan: Staff, Ushers, Ministry Leaders

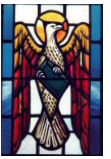
- Ushering: Ushers will be offered training in the following areas: keeping the attendance registry, compliance with social distancing and mask wearing, managing foot traffic entering and leaving the parish lawn, and foot traffic to and from the bathroom. An usher or warden will be posted at the entrance to the bathroom area to ensure that no more than two people are admitted at a time. Doors to the parish will remain open to minimize the need to touch door knobs
- Clergy: Clergy will be responsible for liturgical modifications, worship dismissal, and pastoral conversations regarding members from high risk demographics
- Musicians: Distance requirements for cantor and singing restrictions for attendees.
- Vestry Person of the Day: Announcements regarding social distancing, bathroom use and PPE guidelines.

8. Liturgy and Music Plan

- Worship Leaflets: Worship leaflets will contain all of the information needed for the Morning Prayer service. Leaflets will be available for self-service pickup and dropoff at a location proximal to the side lawn. Leaflets will not be handed out to limit shared contact surfaces.
- Music: Vocal music during August services will consist of three hymns and one metrical canticle. These will be sung by a single cantor, at a minimum distance of 20 feet from other people. The hymns will be sung with autoharp accompaniment or sung a cappella by the single cantor. Prelude and postlude organ music will be pre-recorded and available to the congregation present via smartphone or tablet access to the YouTube online livestream of the service. The printed and online leaflets will contain music and words to the hymns, should folks want to sing along with the cantor at home, but the leaflet will prominently direct on-site worshipers that they are not to join in the singing of hymns and canticles.
- Liturgy: St. John's will follow an order of Morning Prayer. There will be no communion, altar or sacred objects. The service will be conducted from two lecterns, one lectern for the reading of Holy Scripture and one lectern for use by the preacher to deliver the homily.

Saint John's Parish

297 Lowell Ave., Newtonville, MA 02460



- Dismissal: At the conclusion of the service the clergy will instruct the attendees to exit the property expeditiously, while following social distancing guidelines.

9. No-touch Offering Basin Locations

- An offering collection box will be placed at the stairs to the Otis St. side entrance abutting the parish lawn. The box has a drop-in slot that allows no-touch contributions.
- Online giving information will be posted.

10. Ongoing virtual worship

- St. John's IT team has made arrangements to live stream the outdoor service on youtube live.
- In the event of poor weather in-person worship will be canceled and a service of Morning Prayer will be live streamed from the Church. Weather cancelations will be made by noon on the Saturday prior to the service. Parishioners will be notified of cancelations through St. John's email distribution list.

11. Understanding Limitations on Ancillary Gatherings

- Announcements will be made via the weekly parish email and in-person during the Sunday service clarifying the limitations on other ancillary gatherings including the suspension of coffee hour.

12. Service Evaluation and Corrective Action Planning

- Evaluation of 8/2 service on the evening of 8/3 @ 7 pm conducted by the vestry and regathering teams.
- Current practices will be reviewed and modifications will be considered as needed.

13. Further Stage II Planning

- St. John's regathering team will continue to plan for indoor worship according to the stage II guidelines. The timeline for indoor worship will be determined at a future date.