**St. Anthony on the Desert**

**Plan for Gathering for In-Person Worship – Phase II**

**Scottsdale, Maricopa County**

**Maximum Occupancy of Worship Space - 575**

**Phase I Practices to Continue**

* Videotaping of the worship service available on the parish website and Facebook page
* Download availability of the worship bulletin, scripture readings and announcements
* Zoom ministry meetings – Bible study, Coffee Hour, and assorted ministry gatherings
* On-line giving options

**Phase II Practices to Implement**

**Worship Gatherings**

* Conduct two worship services – with maximum attendance of 50 people at each
  + Sunday at 9 am
  + Wednesday at 12 noon
* Seating for each service will be by on-line reservation with a few seats held for walk-ins
* Seating will skip rows and be clearly marked for maximum number per pew
* Reservation form will include an agreement to a “Covenant of Care” listing the following:
  + Not attending when sick or with potential COVID-19 symptoms
  + Wearing a facemask during worship (disposable masks will be available)
  + Sitting in designated seats and adhering to social distance policy
  + Abstain from any physical touching of others
  + Notify the church office immediately if any in household are diagnosed with COVID-19
* Ushers and Vestry members will ensure that we do not exceed maximum numbers and that all in attendance abide with the terms of the “Covenant of Care”
* A Vestry member will be assigned to each service to assist ushers in adherence to guidelines and to answer questions raised
* Altar party will be limited to no more than four people spaced at a distance
* The deacon will read the Gospel from the front of the church rather than the center aisle
* The Exchange of the Peace (when there is Communion) will be with words only (no handshaking or hugs)
* There will be no procession at the beginning or end of the service
* Clergy will greet exiting parishioners from a safe distance only
* Initially the service format will be Liturgy of the Word (without communion)
* Communion will be offered at a future date, only when data indicates a greater degree of safety

**Communion Procedures (when offered)**

* Hosts only will be offered
* Sanitary procedures will be followed for all who handle the communion elements (clergy, altar guild members)
* Priest will wear a mask when celebrating communion
* Only the priest will stand at the altar when celebrating communion
* Clergy administering communion will wear masks and avoid contact with parishioners’ hands
* Clergy will re-sanitize hands as needed if contact with others occurs
* The floor in the church center aisle will be marked with 6-foot increments to maintain safe distances
* Ushers will guide parishioners single file to receive communion
* Communion will be served while standing

**Others Serving during Worship Services**

* An organist and one cantor will be present and safely spaced at each service
* Lectors will be seated in the congregation
* No acolytes or verger will be present
* Ushers will have additional responsibilities as follows:
  + Ensure no more than maximum allowed attendees (50 people)
  + Ensure Covenant of Care protocols are followed
  + Direct attendees to bulletins and offering plate located on a table
  + Open doors and re-sanitize door-handles as needed during and after the service
  + Dismiss the congregation by pews to assure safe distancing - The floor in the church center aisle will be marked with 6-foot increments to maintain safe distances
  + Collect and discard of any unused bulletins and hand sanitize assisting hearing devices if used during the service while wearing gloves and facemasks
  + Use facemasks and gloves when assembling the offering for placement in the safe
* If robes are used by Lectors/Eucharistic Ministers these will be taken home to be stored

**Cleaning and Sanitizing Procedures**

* Following each worship service, the church will be thoroughly sanitized
* Hand sanitizer stations will be conveniently located

**Communication**

* Phase II plans will be communicated to the parish in various ways – a mailed letter, sent via e-mail, posted on the church website, and prominently posted at the church entrance
* Covenant of Care will be posted at the church entrance and included in seating reservation forms
* One-time use bulletins including the complete liturgy, scripture readings and weekly announcements will be available at the church entrance and can be downloaded from the church website
* Sung music will be provided only by the cantor; all hymnals and BCPs will be removed from the church pews; no pencils or pew cards will be in the pews
* A Vestry member will be assigned to each service to address questions or issues with guidelines
* If a member of the congregation, staff, or clergy tests positive for COVID-19:
  + The church will send out a notification to all households of this information, while maintaining the confidentiality of the specific individual involved. Contact tracing will be attempted where possible
  + The church will return to Phase I procedures for 14 days
  + The church will be thoroughly re-sanitized

**Other Ministries**

* Adult formation ministries will be offered only on-line
* Other ministry gatherings and meetings will be offered only on-line
* Children’s formation will be provided through videotaping of Godly Play stories posted on the church website
* Outreach ministry will be limited to assistance that does not require in-person contact

**Pastoral Care**

* Guidelines set by the diocese will be observed:
  + Outdoor visits when possible
  + Ensure both visitor and visited are symptom-free of COVID-19
  + Clergy will wear N95 mask, face shield and gloves during visit
  + Safe 6-feet distancing will be maintained
  + Eucharist shared with only the person being visited receiving wine

**Office Use and Access**

* All office spaces and restrooms will be cleaned and sanitized twice a week
* Staff sharing offices will work out a schedule for solo occupancy where 6 ft. between desks cannot be satisfied
* Staff must wear facemasks unless they are alone in a private office or there are no other occupants in the office building
* Visitors will be limited to no more than 1 or 2 in private offices where there is adequate space for 6 ft. separation; larger groups up to 10 people can be accommodated utilizing the Parish Hall
* Visitors are strongly urged to make appointments; drop-in visits discouraged
* All visitors will be required to wear facemasks (a supply of disposable masks will be available)
* Hand sanitizer will be readily available
* Office staff will immediately provide notification to the church if they or any in their household are diagnosed with COVID-19 and will self-quarantine for 14 days

*Phase II Plan - Approved by the Vestry on May 28,2020*

*- Approved by the Diocese on May 29, 2020*