St. James Episcopal Church

Coquille, Oregon

Re-opening Proposal

May 2020

The following are our proposals for ways to reopen St. James in Coquille Oregon (when appropriate).

**Diocesan Directives**

• St. James will comply with all county and state directives.

* All directives published by the diocese, whether they be published prior to the date of this plan or published thereafter, are to be followed. If anything within mistakenly counters something in the diocesan directives, the diocesan plans take precedent over those of St. James
* The present directives can be found here: <https://www.diocese-oregon.org/wp-content/uploads/2020/05/Reengaging_English_20200518.pdf>
* The following posters will also be posted on corkboards in the parish hall, the office, and the education room.

o <https://www.diocese-oregon.org/wp-content/uploads/2020/05/Going_Out_OHA.pdf>

o <https://www.diocese-oregon.org/wp-content/uploads/2020/05/Know_the_Symptoms_OHA.pdf>

**Sunday Worship Services**

Registration

* Members of the congregation will register by email to the priest. Once the limit of 50 people is met, no more will be allowed to attend.
* Any member who comes without having registered will be asked to wait until five minutes before the start of the service. If there is enough room, the member will be allowed to enter.

Pre-gathering

* + - * All BCPs and Hymnals (as well as other materials) will be removed from the pew backs
			* All child areas will be cleared of toys
			* The church will be cleaned prior to the first public service. Cleaning will also occur following each service
			* Congregants over the age of 65 will be encouraged to continue to stay home during phases 2 and 3
			* The diocesan guidelines will be sent out to all parishioners prior to our first gathering
			* Single facemasks (prepared and packaged in zip locks by a nurse) will be available for anyone without a mask

Gathering

* + - * New position: outside usher, masked, who welcomes folks into the church and tells them appropriate protocol.
			* Church doors will be left open so that no one needs to touch the handle unnecessarily.
			* There will be no bulletins or inserts at the door.

Parishioners will be sent copies of the readings to print off themselves, if needed.

Parishioners will be asked to bring BCPs from home, if needed

* + - * Church will be marked with seats, staggered in the following fashion (markings will be taped onto the pew):

Each odd numbered pew (starting at the front) is marked as a “wall-side” pew

Each even numbered pew (starting at the front) is marked as an “aisle” pew

Congregants are given a number (i.e. an assigned seat) by the usher. They sit in this pew.

The church fills from the front to the front, wall-side first, then front to back aisle pews.

* + - * The altar party consists of one lector, the priest, and the organist (the organist is part of the altar party in this respect because she is up in the choir area near the altar)
			* Procession leaves from the sacristy. The lector (vested) carries the cross. The priest follows. They remain six feet apart at all times

Matters within the service

* + - * Offerings are directed to a basket in the entry way (that is not passed around)
			* The peace is conducted through visual or verbal means.
			* Singing: singing is prohibited for the time being. All music will be instrumental.
			* The gospel and sermon will be proclaimed/spoken just before the high step

Eucharist (when communion continues)

* + - * The table is set by the priest
			* The priest will receive the elements alone
			* No part of the Eucharistic prayer will be sung.
			* The elements will be covered during all parts of the Eucharistic prayer
			* Until the time when the BAC, priest, and bishop agree to return to communion for the whole congregation, the lector will read the prayer for spiritual communion from EOW

Leaving

* + - * Leaving is done opposite of gathering: starting with the last row of pews, the aisle pews lead one by one, followed by the wall-side pews (also back to front)
			* The procession leaves through the sacristy

Overflow

* + - * If we exceed the number of congregants lawfully allowed in a space, we will have to ask people to not attend and watch from home

Filming

* + Church services will continue to be filmed until phase 3, where only the sermon will be filmed.

Children

* + - Children are welcome to come with a parent or guardian, but they must follow all rules as above
		- Sunday School will not be meeting until following Phase 3
		- We do not have child-care

**Cleaning Procedures**

* A new cleaning guild will be formed
* All surfaces will be cleaned following each service
* A 6-foot distance will be maintained for each cleaning
* Masks will be worn
* All non-church groups will be required to clean what they use or to pay for cleaning following each meeting

**Non-Sunday Church Services**

Thursday Healing Eucharist

* + - Phase 2: we will continue to hold this service online
		- Phase 3: we will move this service back to the sanctuary at St. James but will not have the sacraments of healing or the Eucharist (i.e. just prayers)

Weddings, Funerals, and Baptisms

* + - We will be following the diocesan guidelines for these services, along with the particular needs of our own worship space

**Non-Sunday Church Gatherings**

* + During Phase 2, non-worship gatherings continue.
	+ Prayer Breakfast
		- * No communal meal, though participants are allowed to bring their own
			* Six feet physical distancing is observed at all times
	+ Greek and Latin Reading Group
		- * This group will continue to meet online
	+ Book Club
		- * Group meetings will continue with six feet physical distancing
			* No food or drinks are served
	+ B.A.C. Meetings
		- * Meetings will be held in the parish hall, not the education room (due to space issues)
			* No food or drinks are served
			* Agendas will be emailed; physical copies will not be available. Members are encouraged to print these off at home or bring an electronic device to follow along.
			* BCPs will not be made available. Again, members can bring theirs from home if they wish to use it for pre-meeting worship
	+ Coffee Hour
		- * Members may meet for coffee hour, but we will not serve coffee or food
	+ Changes for Phase 3
		- * Coffee Hour

Coffee will be served in disposable cups, filled by a single person (who washes their hands). No food will be served.

* + Changes after Phase 3
		- * Thursday worship services will continue with the same considerations for sharing the Eucharist
			* Food and drink may be served

**Illness in the Congregation**

* In the case that someone has fallen ill with the coronavirus, the BAC and priest will contact members of the parish. This contact will be according to the prayer phone tree that we have been using during our time of quarantine.
* In the case of a non-church member falling ill with the virus, members will be made aware by the same method.
* Whoever it is that fell ill, the church will be left unoccupied for two weeks, then subsequently cleaned.

**Non-Church Gatherings on Church Property**

* + During Phase 2, all non-church groups will be allowed to gather granted they follow our guidelines
	+ These guidelines are posted in a visible place near the doors of the church building
		- * Masks must be worn at all times
			* Chairs and tables will be arranged by church members and should not be moved
			* Couches and arm-chairs will not be used
			* The kitchen shall remain closed
			* Outside coffee is allowed; outside food is highly discouraged
			* All participants keep six feet physical distance
			* Bathrooms contain one occupant at a time
			* A masked usher remains outside to welcome attendants and explain the guidelines
			* When maximum occupancy is reached, a sign should be posted prohibiting entry
			* If anyone falls ill with COVID-19, Father Tim is to be contacted immediately.