

SUNDAY WORSHIP under PHASE 2

limit of 50 plus paid staff
(volunteers count toward 50)

General Information

- Three worship services per week (Sunday at 9AM and 11AM and Wednesday at 7PM). The first week Holy Communion will be served. After that, the regular schedule of 1st and 3rd Sundays (and the Wednesdays following) will resume.
- Registration in advance is required. Register online at <http://immanueleverett-worship.eventbrite.com/>; or contact the church office. Walkups allowed only if fewer than 50 people have registered.
- Seating will be designated by the ushers to maintain social distancing.
- Masks are required and must be worn the entire service. Disposable masks will be available.
- Hand sanitizer will be available in narthex. Attendees are encouraged to use sanitizer before entering sanctuary.
- Movement within the sanctuary is limited to entrance, communion and exit.
- A box will be in the narthex for people to deposit their offerings. No passing of the offering plates.
- Pews will be emptied of all “extras” (hymnals, Bibles, friendship pads, prayer cards, communion registration cards, Stephen Ministry information pamphlets, pencils, etc.)
- “Busy bags” will be removed from narthex. Nursery will be closed.
- Bible class (live via Zoom) will move to Thursdays at 7PM beginning June 25.
- Sunday School remains cancelled.
- All entry will be through main narthex doors. Anyone who has difficulty with stairs will use the outdoor wheelchair lift. If special accommodations are required, make that known when making reservation.
- Balcony will be closed except for organist (and any family members who may accompany her).

Pastor and Vicar

- Will not greet people in narthex. Waits up front until service begins.
- Asks for prayer requests (no cards will be in the pews).
- Has children remain in pew during children’s message.
- Reads all Scripture. No elder will read to limit movement in sanctuary.
- Wears mask and gloves while distributing Holy Communion.
- Holy Communion will be served at front of church (below the steps). An elder or the Vicar will assist. One family group will be ushered to the front at a time. Pastor and elder/Vicar will prepare a plate containing elements for that group and place it on a small table.
- At end of service will remain up front. Will not greet people in the narthex.

Congregation

- Register in advance via Eventbrite or by contacting the church office. Walk-up not allowed unless registration is not full.
<http://immanueleverett-worship.eventbrite.com/>
- Evaluate your health before arriving. Do not attend if you have symptoms of infection.
- Report to the church office if you get symptoms, diagnosis or possible exposure to Covid-19 if you have attended church in the previous 2 weeks. This information will be held confidential by the church office alone.
- Bring a CDC-approved mask/face covering and wear it while at church (except for small children and those with breathing difficulties). Disposable masks will be available from elder/usher in narthex.
- Enter through main narthex doors. Recommended to use the available hand sanitizer before entering sanctuary.
- Go directly to pews following the usher's direction (no visiting in the narthex or aisles).
- Remain on the sanctuary level at all times (sanctuary, narthex, restroom, connecting hallway).
- Keep masks on throughout service – EVEN while singing. Exception – mask may be temporarily removed to receive Holy Communion.
- Follow the elder's direction for receiving communion. If not receiving communion and others in your pew are, step into the side aisle to let them pass.
- You may remove your mask to eat and drink the bread and wine of communion. After communing, communicants will dispose of the plate and individual cups in the receptacles provided.
- Maintain social distancing at all times.
- If you must use the restroom during service, check with the ushers to be sure restroom is not occupied.
- Nursery is closed – small children are welcome in service. Pastor will provide a children's message during service on non-communion Sundays/Wednesdays, but children will remain in their pew. Families should bring their own quiet toys as "busy bags" will not be available. Children's bulletins will be available from the usher.
- Offering box will be in narthex. Offerings can be deposited on entry or exit.
- At close of service, take your worship folder home. Do not leave anything on the pew for others to dispose of (except cushion – see below).
- If you wish to use a cushion, pick it up before proceeding to your pew. After service, leave the cushion on the pew for an usher to remove.
- You will be notified if any congregant later reports of symptoms, diagnosis or possible exposure to COVID-19.

Volunteer Cleaners

- Usher or elder will get buckets in janitor's closet and fill with soapy water. Buckets will be set out for cleaners, with a rag.
- Sanctuary cleaners will put on gloves (available from dispenser between restrooms) and wipe down pew surfaces with a light film (backs, seats, arms) – only those that were used for the service. Dry after a few minutes. Follow with a light film of disinfectant spray and wipe dry after a few minutes. Watch for signs of damage or wear to the finish or wood of the pews due to cleaning.
- Restroom cleaners will put on gloves and wipe down door handles, faucets, toilet handles and light switches. Follow with disinfectant spray. Clean water fountain handle in the same way.
- When done, soapy water will be poured out into janitor's closet utility sink. Volunteers will take rags home to wash and will return them to the church office by end of week.
- Buckets and spray will remain in closet for use after next service.

Elders (2)

- Arrive at least 20 minutes before service begins.
- Open the balcony and sacristy ventilation and turn on fan prior to the service.
- Will have list of registered congregants. Mark the list as people arrive. (List will be returned to secretary so attendance can be entered in computer – for church use only.)
- One elder will serve as acolyte. (Enter/exit through acolyte room to limit movement in the sanctuary.)
- Narthex door will be locked when service begins.
- One elder will remain by the door unless assisting with communion. Anyone who wants to attend but did not register will be admitted ONLY if fewer than 50 are expected. Otherwise, the elder will need to turn the person away.
- During Holy Communion one elder will usher one family group at a time to front of sanctuary.
- One elder, or the Vicar, will assist Pastor in distributing Holy Communion. Must wear mask and gloves.

Ushers (2)

- Arrive at least 20 minutes before service begins.
- Ushers must wear masks and gloves.
- Operate wheelchair lift as needed.
- Lead attendees to seating in the appropriate rows for each service. (Rows will alternate between 9AM and 11AM services.) Seat multiple family groups per pew while maintaining 6 feet between the groups. Seating front to back to limit movement past those already seated.
- Distribute worship folders and children's bulletins as needed.
- Note if anyone goes to the restroom. If someone exits sanctuary while restroom is occupied, ask that person to wait near 2nd narthex pew until restroom is available.
- After service, usher out pews, back to front.
- Any cushions used during early service are to be collected and taken to the acolyte room to ensure the same cushion is not used twice on the same day.
- All used cushions are to be returned to the narthex after the congregation has exited from the second (11AM) Sunday service and after the Wednesday service.

Secretary

- Communicate worship plan with congregation.
- Place COVID-19 posters (from CDC) in narthex, upstairs hallway, and restrooms.
- Take worship folders to sanctuary at least day before service. Worship folders will be placed on shelf above coat rack for distribution by ushers.
- Monitor reservations for worship services using Eventbrite. Cap at 50 per service. Limit does not include paid staff (Pastor, Vicar, Organist.)
- Ask those who make reservations via phone if they would be willing to clean/sanitize after service. Need 5 per service (4 in the sanctuary, 1 for the restrooms).
- Print attendance list before each service. Place on ushers' table in narthex for elder to use while marking attendance.
- Make sure masks and hand sanitizer supplies in narthex are sufficient.
- Make sure cleaning supplies are readily available (buckets, soapy water, rags, disinfectant spray, gloves).
- Maintain records of attendance for a suitable time. Confidential to the church office.
- Record reports of symptoms, diagnosis or possible exposure to COVID-19. Confidential to the church office.
- Notify congregants of services if a report of possible COVID-19 exposure has occurred. Names of those reporting possible exposure will not be provided.

Organist

- If playing organ, any of her family members who attend may sit with her in balcony. (Note: family must register to be sure they are counted toward 50 limit.)