St. Mary’s Hamilton Village, The Episcopal Church at the University of Pennsylvania

In-person Outdoor Worship Proposed Protocols

First proposed service date: Sunday, Oct 11\textsuperscript{th} at 2PM

St. Mary’s is proposing a monthly, brief (15 minute), outdoor Holy Communion service as a supplement to our regular virtual 11AM service shared on Facebook. On the second Sunday of the month, the 11AM virtual Antecommunion service will be followed by our usual Zoom coffee hour, then those who are comfortable doing so can participate in the in-person communion offering at 2PM.

LOCATION:
- This brief outdoor service will take place rain or shine in the West Parking lot of the parish, with the adjoining green space available if needed for overflow.

- The only parking available during this service will be in the East Lot.

- No chairs will be provided, and participants will be encouraged to stand, or bring their own camp chairs if standing for 15 minutes is not possible.

DESIGN OF SERVICE:
- The service will consist of a welcome by the priest with instructions, the seasonally appropriate Eucharistic prayer, distribution of communion in one kind (detailed below), concluding prayer, blessing, and dismissal.

- There will be no music or singing.

- There will be no fellowship time following the service, and participants will be encouraged to disperse after quick, distanced hellos and goodbyes. Ushers will assist with this if needed.

FULL ACCESS/ HYBRID WORSHIP:
- The service will be streamed in its entirety on the parish Facebook page, by way of a remote operated web-enabled camera on a tripod.

CAPACITY
- 50\% of the St. Mary’s sanctuary capacity is 175 people, but the City of Philadelphia advises a limit of 150 for any outdoor gatherings. A survey of the parish completed on Sept 16\textsuperscript{th} indicates that 25-30 individuals would be interested in attending the service, and so we anticipate being well within any applicable capacity, but will cap registration at 75.

- We will require pre-registration through the online Reopen.Church tool, which will also assist with contact tracing if necessary as it records email addresses. Ushers will register any walk-ups using their own smartphones upon greeting them.
SAFETY MEASURES
- All participants will be asked to stay home if they are feeling ill or suspect they have been exposed to someone with Covid 19, wear masks, and be required to maintain 6 feet of distance from individuals outside of their households.

- Disposable masks will be available for those who don’t have their own mask.

-No bulletins or prayer books will be used.

-Multiple trained ushers will check individuals in at the Irving Street and Locust Walk entrances to the parking lot, and there will be hand sanitizer stations at each entrance for use upon entrance. Ushers will register any walk-ups using iPads or their own smartphones upon greeting them.

-The parking lot will be measured and divided into 36 6 foot boxes using chalk or tape, with an X in the center for chair or standing. A few larger boxes will be reserved for families, with aisles that allow for movement in and out in a single direction.

-Additional boxes and aisles will be identified on the green space west of the parking lot in case of overflow.

-The altar will be located on an upper landing along the cloister, approximately 12 feet distant from the first row of congregant boxes, and elevated by roughly 6 feet.

-The deacon and celebrants will have temperature checks before the service, and sit on opposite sides of the altar, at a distance of 6 feet from their respective ends of the 5 foot altar, so approximately 17 feet apart.

-Only the celebrant will set the altar or participate in the consecration of the elements.

-The celebrant will not wear a mask for the prayer of consecration, as it will take place from a significant distance from the congregation and altar party.

-Ushers will direct people to the exit closest their box at the conclusion of the service, managing traffic flow and reminding all to maintain appropriate distance.

-There will be no building access, including bathrooms, and all attending will be alerted to this in communication regarding the service.

-More generally, if rate of new Covid-19 cases in Philadelphia increase in the fall months, these services will be cancelled immediately.

COMMUNION:
-Holy Eucharist will be celebrated with cup and paten on the altar and the Celebrant alone will drink from the cup.
When communion is offered, instructions of receiving will be communicated and it will be emphasized that if anyone has concerns about receiving communion it is perfectly acceptable for them to refrain from doing so.

Others will receive communion in one kind which will be distributed by the celebrant who has washed/sterilized her hands immediately before the distribution, using hand sanitizer located on the credence table.

The celebrant will wear a mask to distribute the host.

Communicants will remove their masks only after receiving the host in their hands, then they will consume it and immediately put their mask back on.

Communicants will remain in their chalked boxes, for distribution the celebrant and one usher will be the only ones in motion.

The lead usher will precede the celebrant at a distance of more than 6 feet, distributing hand sanitizer to communicants without any contact.

The celebrant will place the host in the hands of the communicant with silver tongs in a way that avoids actually touching the communicant’s hand. If the celebrant or usher inadvertently touch the communicant’s hand, they will re-sterilize their hands before resuming distribution. This eliminates the need for sanitizer stations or traffic control during distribution.

If a person wishes a blessing as opposed to receiving communion, they will indicate this to the priest in the usual manner. The priest will make the sign of the cross from a distance while pronouncing a blessing.

COMMUNICATION
- Regular emails ahead of service sharing the final protocol document in all parish communications along with information on how to register, starting two weeks in advance.

- A bullet point style cheatsheet image to also distribute widely of more day-of concerns (registration required, stay home if you are sick in any way, BYO chair, hand sanitizer, masks, distance, no bathrooms available (sorry), how to check in when you arrive, how to take communion- we can also make this into simple signs for entrances).

- A short instructional video for social media and parish website

- Spoken instructions before the service and communion.