

The Journey Forward:  
Guidelines for In-Person Worship in the Diocese of Newark

June 23, 2020

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## **A Note on Process and How to Use this Document**

The Journey Forward Task Force was appointed by Bishop Hughes from churches across the diocese, including both lay and ordained members. They provided a draft document to the Bishop's Office which then incorporated additional revisions from diocesan staff. The material in this report represents largely the work of the Task Force but also includes those latter revisions.

This document has two sections. The first contains the guidelines for preparing for and implementing in-person worship, indoors or outdoors. This section offers content in detail on these guidelines and also provides appendices with more resources. Questions that may emerge when planning and filling out the planning forms will largely be answered by these guidelines.

At the end of this document are the forms for planning in-person worship for outdoors and indoors. These forms need to be filled out and sent to the Bishop's Office (to Canon Andrew Wright [awright@dioceseofnewark.org](mailto:awright@dioceseofnewark.org)) prior to your first in-person service. In practical terms, this means submitting them no later than 12 noon on the Wednesday prior to an in-person Sunday. If clarifications or corrections are needed, the Bishop's Office will be in touch as soon as possible. Generally, forms should be submitted well before the first Sunday of in-person worship, to allow full communication with the congregation so they know what to expect in worship.

The State of New Jersey and the Governor's Office will likely continue to make adjustments to the limitations on gatherings, both expanding them and, if needed at a later date, further restricting them. State requirements and limits are always a condition of how we can gather during this time, but diocesan guidelines may be more limited in some ways than the state would allow. When significant changes are made to state requirements and limitations, these guidelines may be updated.

While, as of this writing, 100 people indoors (or 25% maximum capacity) and 250 people outdoors are permitted by the state, keep in mind that more people, sitting in one space, especially indoors for any length of time beyond a few minutes, increases risk. More people, means more opportunities to spread and be exposed to infection.

***If, after exploring this document, a congregation is unable to implement these guidelines, worship should not be held in-person indoors or outdoors. Please contact the Bishop's Office for assistance and support to look at options in that case.***

## **Note from the Journey Forward Task Force, Episcopal Diocese of Newark**

Since March 2020, our diocese, our state and country, and the Church as a whole, have experienced challenges unprecedented in our day and age because of the rise of the COVID-19 virus. To meet this health crisis, our Bishop Carlye J. Hughes announced that congregations in the Episcopal Diocese of Newark would fast from in-person public worship. This announcement was made in two stages: on March 13 for churches in the eastern part of the diocese, and on March 21 for all churches. This decision was taken for the safety and well-being of our parishioners and our wider communities. We shared in the love of God for all our neighbors, and we did so willingly.

During this time the State of New Jersey also placed stay-at-home orders on civic and business communities as a health and safety measure to protect the people of our state, to reduce the transmission of the virus, and to keep our hospitals and health care system from being overwhelmed to the point of failure. Our medical workers and those deemed essential workers by the state have borne a heavy toll, many of them becoming ill with the virus themselves. Many more have suffered job losses and financial hardship. The education of children, while continuing through electronic means, has been hard on students, teachers, and families. People have struggled with loneliness and isolation as they have remained physically distant from friends and loved ones. More than 12,000 people in New Jersey (as of this writing) have died of COVID-19. This virus has impacted all of us in ways large and small.

God has been with us in all of it, and we have worked faithfully to remain a Spirit-led Church. We moved worship, formation, and pastoral care online and on the telephone. Parishioners developed creative responses to needs in their communities, often in partnership with neighbors in the wider community. We began to pray and read Scripture in the public arena of social media. We have made witness to the Biblical call for justice and peace for all God's people, in particular those who historically have been marginalized by our larger society. There have been many blessings, and many lessons learned about being followers of Jesus and being the Church during this time.

All of this has taken place while we have not been in our church buildings and have not been able to gather in person. There have been other times in our history and in the history of Judaism where we have been displaced from our worship spaces and had to find new ways to gather. In this time, we have learned how to be Christians in very different ways than before. And God has been with us in all of it, and we have trusted in God's presence. As the peak of COVID-19 transmission has declined in New Jersey, and as the Governor lifts restrictions on public gatherings, we will begin to worship in our buildings, on our grounds, and to add in-person meetings back into our congregational life. We will do this with prayer, care, and caution, asking for the wisdom of the Holy Spirit as we discern in each locality what will be best and safest for our parishioners and for the civic community.

These guidelines are offered for the lay and clergy leadership of each congregation to develop a plan for re-gathering as God's People in our buildings. We recognize that no guidelines and no plan will be perfect. There will always be some degree of risk as long as COVID-19 persists. It is up to members of each congregation to use their best judgement about how to implement these guidelines

in their own locale. Let us remember that we express our love of God through the ways we love and care for each other.

The experience of the Church in the last three months has been disruptive and formative. We have learned how to be a “church without walls”. As we move back into our buildings with gratitude, let us sit lightly in them. Let us incorporate our new knowledge and experience of being “outside the walls” in a faithful and generous way, even as we gather for worship, formed for mission to God’s world in Jesus’ Name.

Faithfully,

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## Introduction

**Churches in the Episcopal Diocese of Newark are asked to create a plan of next steps** in their congregational life and worship based on the guidelines in this *Journey Forward* document. The plan is to be submitted to the Bishop's Office before any in-person indoor or outdoor gatherings may take place. See the Planning Section for forms to plan indoor or outdoor in-person worship.

**These guidelines assume a stance of more, rather than fewer restrictions**, out of an abundance of caution for the health and safety of parishioners, staff, clergy, and neighbors. Offering guidance about when some of these practices may be relaxed is difficult because in New Jersey the Governor's Office has used a "rolling" staged approach, rather than a phased approach with specific health and public safety benchmarks.

The State's restart and recovery plan, ["The Road Back: Restoring Economic Health Through Public Health,"](#) has four stages. In each stage more restrictions are lifted based on the following information, but not on specific benchmarks:

"New Jersey will move toward subsequent stages based on data that demonstrates improvements in public health and the capacity to safeguard the public, including:

- Sustained improvements in public health indicators, including new COVID-19 cases, hospitalizations, individuals in intensive care, and ventilator use;
- Substantial increase in testing and contact tracing capacity;
- Sufficient resilience in New Jersey's health care system to include adequate bed capacity, ventilators, personal protective equipment, and workforce;
- Widespread safeguarding of workplaces;
- Widespread safeguarding and capacity of child care, schools, and mass transit;
- Continued public compliance."

Source: *State of NJ Website* <https://nj.gov/governor/news/news/562020/approved/20200601a.shtml>

Stage 1 in New Jersey began May 18; Stage 2 in New Jersey began June 15. We have included a description of New Jersey's stages in Appendix 2.

**These Journey Forward guidelines will remain in place** until they are revised or amended based on updated scientific and public health information, recommendations from the Governor's Office, and direction from Bishop Hughes. If there is an outbreak or a second wave of the virus in the future, congregations may need to move out of their buildings once again, until the crisis has been controlled. Congregations are encouraged to be flexible, fluid and vigilant as we adjust and readjust to the health crisis.

## Part 1: Preparation to open buildings

Parish members are invited to have conversations to assess readiness to reopen, including discussing the questions to congregants from Bishop Hughes regarding the pandemic (**listed in Appendix 1**). Additionally, an email survey may be used to address them. To ensure that everyone knows what to expect, these conversations should take place prior to submitting the plan to the Bishop's Office.

In the conversation about preparing to re-open the building, the following questions should be asked and answered. Details about how to respond to these questions is found in the "Ongoing Operations" section:

### Space considerations

1. How will a congregation assess their seating capacity to ensure the following:
  - a. Maintain 6' of distance between individuals and households (NJ Governor's Executive Order 152, p. 6, 1d, <https://nj.gov/infobank/eo/056murphy/pdf/EO-152.pdf>);
  - b. Provide for at least 12' of distance between the **masked** worship leader/preacher and the next closest person (please see note in Appendix 1, paragraph 2 below);
  - c. Provide for separate podiums or lecterns for any other **masked** speakers, such as lectors, again allowing for at least 12' of distance between them and other people;
  - d. Adhere to the state's restrictions on the number of people allowed, which, as of June 22, 2020 is 100 people or 25% of room capacity, whichever is fewer people, for indoor events, and 250 persons for outdoor events (NJ Governor Executive Order 156 - <https://nj.gov/infobank/eo/056murphy/pdf/EO-156.pdf>).
2. How will "traffic flow" be managed to ensure proper physical distancing? Will traffic flow guides be used in common areas with arrows indicating direction and designated entries and exits?

### Signage

1. Signs will need to be posted in specific places to address particular aspects of our safe re-gathering. Consider where signs that are needed will be posted. Will the congregation produce these signs on-site, or will a printing service be used? What languages do the signs need to be in?
2. How will the important information contained on these signs, such as wearing face masks, locations of hand sanitizers, traffic flow patterns, and safe distancing be communicated at the start of every service? Is this something the worship leader would do before beginning the service?

### Cleaning

1. Consider what it will take to be prepared to do a regular deep cleaning of all common areas, as well as disinfecting any surfaces that are touched during the service, e.g. doorknobs, light switches, pews and kneelers. What supplies are needed for this cleaning? Who will do this



cleaning? Please see Appendix 3 for a list of sources for cleaning products and professional cleaning services.

2. Determine if enough hand sanitizer is available at every entry and exit and in all common areas. Is there a closed trash receptacle in each place? Are there recycling bins if paper bulletins are to be used? Is there someone assigned to safely dispose of these items?

### **Risk mitigation**

1. Masks should be available at all entrances for those who come unmasked. Please see Appendix 3 for a list of sources that includes masks.
2. Consider how to handle situations in which the guidelines are not followed or how to deal with resistance to these norms.
3. Is there a plan in place to respond to emergencies, such as illness or accident?

### **Attendance**

1. A system of taking attendance must be created for each congregation that does not increase the risk of contamination (i.e. avoid a shared table, pen, paper, etc.). Contact information will be needed for all persons in attendance so that they can be reached later in the event of possible exposure. Consider using online registration and check-in or options like index cards with single use pencils or another safe and reliable way to do this. It is important to get this information from every person every time.
2. What is the emergency plan for possible outbreak within the congregation? What is the plan if the church needs to close for 14 days should someone contract COVID-19? Surfaces might need to be cleaned by an outside contractor. What steps are needed to be prepared for this?

### **Initial communication**

1. Please prepare the congregation as well as possible for changes to worship (singing, recitation, exchanging The Peace, Communion, etc.). Knowing the congregation, is this a single form of communication or must this be multi-faceted? This information will need to be repeated again and again so that as many people as possible have the opportunity to “read, mark, learn, and inwardly digest.”
2. It is important to make it clear to the congregation that, while every effort will be made to keep people safe, there is no way to completely eliminate the risk of infection.
3. Consider having one or more parish meetings (by zoom or conference call) to discuss these guidelines. Consider also having a more detailed survey to discover what a congregation is likely to want to do with in-person worship, once the guidelines are communicated.

### **Delayed or gradual opening / choosing to stay virtual**

1. What are the options if the clergy person is someone who is particularly vulnerable to infection and, therefore, should refrain from leading in-person worship until it is safe to do so?

2. Consider how to clearly and lovingly tell those who are particularly vulnerable to infection that they should stay home and continue worshiping virtually until it is safer for them to return.
3. What are some safe ways to be creative and offer as many opportunities as needed for those who choose to re-gather to do so? For example, some congregations may offer more services with fewer people and/or creating a rotation within the congregation. Each congregation will need to assess its building capacity and have a plan for marking off seating.
4. Flexibility will be important. Consider that opening is likely to happen gradually depending on geography, local COVID-19 activity, and recommendations from the local health department, as well as the size and readiness of each congregation. Likewise, changing circumstances may require continually assessing and re-adjusting plans.

## **Part 2: Ongoing Operations**

The following are guidelines to be considered for Pre- & Post-Worship by the clergy, wardens and Vestry or other designated Planning Team. These apply to both indoor and outdoor worship. Consider reviewing and updating the following:

### **Remote worship**

Assess your congregation's capacity for remote (online or phone) participation and provide for streamed, online, broadcast, or phone-in worship. Continuing remote worship options remains vital even if in-person worship resumes. Bishop Hughes has indicated her expectation that remote/online worship continues.

### **Emergency protocols**

1. First aid kits should be available in multiple locations with supplies kept up to date. Consider inclusion of an infrared thermometer in the kit.
2. List of emergency numbers (Police, Fire, Ambulance, Health Department, Poison Control) should be posted in a prominent place and also be listed inside the first aid kit
3. In order to limit the number of people responding to an accident or illness, designate a person(s) to be the Medical Responder responsible if someone arrives at the church who is ill or suffers an injury. If possible, this person should have basic first aid and CPR training.

### **Protocol for assisting a person who is ill**

Decide whether or not the temperatures of everyone who comes into the building will be taken. This can be done safely if both parties are masked and an infrared or thermoscan thermometer is used with a disposable cover.

1. Conduct a primary assessment. Disallow entry and immediately provide a mask to any person exhibiting the following COVID-19 symptoms.

Fever (T above 100.4 degrees F)	Muscle or body aches
Chills	Headache
Cough	New loss of taste or smell
Shortness of breath	Sore throat
Difficulty breathing	Congestion or runny nose
Fatigue	Nausea or vomiting
	Diarrhea
2. Determine if they need immediate assistance (911) or can seek medical assistance of their own volition. Assist the ill person in exiting and leaving the property.
3. Notify the rector and wardens of incident for follow up and contact tracing purposes.
4. The designated Medical Responder must know the risks and self-quarantine until a positive or negative COVID-19 determination has been made.

## **Cleaning plan**

1. Develop a schedule of increased, routine cleaning and disinfection; be sure to follow the instructions on your disinfectant. Here is a link to the CDC guidelines for cleaning and disinfecting, also noted in Appendix 1: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
  - a. Take into account size of space, number of days/services being held and number of persons permissible within space to determine appropriate ways to disinfect.
  - b. Consider purchasing a disinfectant sprayer or fogger (or utilize an inexpensive paint sprayer or an electrostatic sprayer.) Be sure to use medical grade disinfectant.
  - c. Consider scheduling multiple services in a single space further apart to allow time for cleaning and disinfecting high-touch surfaces between services, following the instructions on your disinfectant.
  - d. Designate who is to clean between services, and provide gloves and disinfectant for this purpose.
2. Avoid use of items that are not easily cleaned, sanitized, or disinfected.
  - a. Follow the guidelines listed in the section, “Leaflets and other printed materials.”
  - b. Consider using a screen for projection of materials.
  - c. Remove general use items typically used by children (soft toys, coloring books, crayons etc.)
3. Install hand sanitizer dispensers or have hand sanitizer available at every entrance. If possible, consider installing no-touch dispensers.
4. Maintain a supply of disposable masks and tissues at entrances.
5. Place closed receptacles at exits for disposal of tissues and masks and provide a recycling bin if single use paper service materials are being used.

## **Air circulation plan**

(Based on a conversation with an HVAC expert as well as CDC guidelines listed in Appendix 1.)

1. Ensure that HVAC (Heating/Ventilation/Air Conditioning) systems are routinely checked, cleaned, and operate properly.
2. Increase circulation of outdoor air as much as possible by opening windows and doors. Use fans for exhaust purposes (blowing air toward the windows and doors). Ceiling fans are not sufficient for this purpose.
3. Churches with existing ducted HVAC systems should use them in the regular manner.
4. During church services, when using air conditioning, change fan setting from “auto” to “on” so that air flow is continual.

### **Safe distance plan**

1. Measure and mark pews and aisles for compliance with 6 feet social distancing mandates. For outdoor services, consider how to mark distances for households in the outdoor environment. Remember that the 6 feet should be considered in all directions.
2. Care should be taken to prevent proximity between attendees in church aisles.
3. Consider use of vinyl stickers as markers that will withstand disinfecting routines.
4. Set first seating position a minimum of 12 feet (twice the social distance norm) from lecterns, podiums and/or the pulpit. (See the note in Appendix 1 for more information on how distances were determined in this document.)
5. Preachers, lay readers, and other speakers should speak from different lecterns, podiums, pulpits and/or microphones. Each speaker should be 12 feet from worshippers.

### **Leaflets and other printed materials**

1. All worship materials (hymnals, BCPs, announcements, visitor forms, etc.) from pews should be removed from the worship space until further guidance from the Bishop's Office.
2. Consider safety when printing materials: printing 4 days prior, having a no-touch printing system, or using single-use gloves, washing hands, while producing printed materials.
3. Encourage sending of leaflet and readings to parishioners electronically in advance. Remind them to download linked documents sent to them or that copies will be provided at church.
4. Parishioners are not to share their personal BCPs or devices (or any other objects) outside of their own household.
5. All printed materials used by parishioners should be taken home by parishioners or placed in recycling receptacles at exits.

### **Collection**

1. Encourage online offerings and pledge payments or sending them by mail.
2. Provide a basket or closed box with slot, or alms basin for the collection of offerings at the entrance or other suitable fixed location. Avoid passing collection plates.
3. Ensure that the offering box is cleaned after each use.

### **Restroom protocol**

Determine if restrooms will be available for use or not. In addition:

1. Consider placing hand sanitizer near restrooms so that people can sanitize their hands without occupying the restroom.
2. If restroom usage is permitted, determine how restroom is to be thoroughly cleaned between services.
3. Only one person in a restroom at a time, except within the same household (e.g., a young child needing parental assistance).

4. Have sanitizing wipes available in the restroom. Request that users wipe every surface they have touched, including the door knob. Be sure to have a closed container for proper disposal of used sanitizing wipes just outside the restroom.
5. Post signage regarding washing hands, wiping surfaces.
6. Consider installing motion detecting light switches to avoid having to touch surfaces in order to turn on lights.

### **Water receptacles**

1. Prohibit use of water fountains or water coolers. Invite people to bring their own water in a reusable container.
2. Stoups, baptismal fonts with open water, and aspergilliums should not be used.

### **Entry and Exit protocols**

1. Develop a plan for people entering the church that can include health checks and recording contact information. Consider using separate doors for entrance and exit. Consider how to adapt this for an outdoor space in terms of directing people to enter or exit.
2. Develop a plan for dismissing congregants in an orderly fashion that maintains social distancing.
3. Encourage congregants to leave directly after the service to limit the time gathered on church property.
4. If church facilities are shared with other programs such as daycare, school, or food programs, or other such regular ongoing activity, use signage to limit worshipers from encountering other program participants.
5. If planning an outdoor service or event, determine a safe way for entry and exit to the building during the event as needed (restroom use, for example) and communicate this plan clearly.

### **Length of service**

Service length should be minimized to limit potential exposure time to the virus. In-person services should not be longer than **45 minutes**. Additional suggestions can be found in the section, “Part 3: In-Person Worship – Holy Eucharist.”

### **Visitors**

1. When planning for your maximum capacity, consider leaving some seating available for visitors.
2. Rather than turn newcomers away, consider asking for parishioner volunteers in advance of a service who would be willing to leave the service if newcomers arrive.
3. Ushers should provide complimentary masks and information regarding your parish’s safety guidelines to visitors.

## **Signage**

Post signs in all languages used in the congregation in highly visible locations (entrances, restrooms, gathering spaces) that clearly define expectations, including:

1. “Masks must be worn at all times by everyone over the age of 2”
2. Encourage hand washing and use of hand sanitizer;
3. Social distancing in pews and aisles (or outdoor seating areas);
4. Collecting offerings;
5. Service materials;
6. Stay home if not feeling well, etc.

Here is a link to sign templates, also noted in Appendix 1: <https://dioceseofnewark.org/resource-general/sign-templates>. For outdoor services, signposts may need to be erected.

## **Sound system**

Ensure that your sound system is in good working condition. In addition:

1. Disinfect or change microphone covers between use.
2. Consider use of disposable microphone covers.
3. **Do not share** microphones between speakers at the same event.

## **Live streaming**

Determine the feasibility of live streaming or pre-recorded broadcast given the needs of your parish.

1. Positioning of the phone/camera should comply with social distancing and allow for maximum visibility for congregants in attendance and online.
2. Consider a video camera and laptop with HDMI ports to enable unobtrusive filming of service(s).
3. Test for sound, lighting, and Wi-Fi prior to service.

## **Communication**

1. For groups or individuals that are not part of the parish but use the building or grounds, such as those who rent space, share church protocols requiring compliance with disinfecting of space after usage. Non-parish groups or individuals are otherwise responsible themselves for determining how they are following state and public health guidelines.
2. Maintain ongoing communication and situational awareness, communicating on a regular basis as guidance changes.
3. Change signage and make announcements to reflect any new information as it emerges.

### **Part 3: In-Person Worship**

Before a clergy person considers leading in-person worship and before a congregation member considers attending or serving at in-person worship, all should carefully consider potential exposure that they may have had during the two weeks prior to that worship service. Any greater risk of exposure could be carried into the congregation, putting all at risk.

Also, prior to participating in an in-person worship service, consider carefully that this is an event that increases a participant's risk of exposure and that the virus may be carried from the service to any other contacts for up to two weeks after the service.

Simply put, everyone you encounter for two weeks prior to worship may increase the risk of infecting the congregation. Everyone you encounter for two weeks after worship may be put at risk by your participation in the service. These are not simple questions and should be very deliberately considered.

### **Liturgical Ministries**

During your liturgies, consider:

1. Minimizing number of ministers needed, e.g., one member of Altar Guild (come in earlier or stagger duties), one lector, one Eucharistic minister, etc.
2. Masking: All participants, including the celebrant, preacher, acolytes, ushers, Eucharistic ministers, lectors, and congregation members must wear cloth masks for indoor services and are strongly encouraged to do so outdoors (NJ Executive Order 152, p. 6, 1b, <https://nj.gov/infobank/eo/056murphy/pdf/EO-152.pdf>). See below for an exception for a cantor or single vocalist while singing.
3. Social distancing of a minimum of 6 feet between ministers during the service: procession, seating, general interactions, spacing from congregants, healing ministers. Refrain from sharing or passing books or service materials. Consider how to space acolytes 6 feet apart in procession (e.g., Is a cross and two candle bearers feasible?)
4. Preaching and Reading: The distance between a masked lector, preacher, celebrant/officiant should be greater than the 6 feet minimum. Consider 12 feet as the minimum distance between the masked speaker and listeners.
5. Avoid sharing of lecterns, podiums, microphones, lectionaries or Bibles.
6. There should be no physical contact during the liturgy, except within the same household.

### **Liturgical Music**

1. Musicians should be socially distanced at a minimum of 6 feet, which may preclude the use of instrumental ensembles.
2. Instrumental music is encouraged, including organ, piano and other instruments. Consider excluding wind and brass instruments at this time. If they are in use, they should be at a distance of **24 feet**.



3. All shared instruments should be thoroughly cleaned between uses.  
(See NAMM guidelines, <https://www.namm.org/covid-19/articles/covid-19-and-instrument-cleaning>.)
4. Cantors or single vocalists may sing at in-person gatherings, providing there is a distance of **24 feet** between the singer and the congregation and no one else is using that same location in the space during the service. Cantors or single vocalists may be masked or unmasked at that distance while singing. Consider limiting the number of times in the service that vocal singing is used, to reduce potential exposure.
5. There should be no congregational singing.
6. Choirs should not sing.

Note: As of June 1, 2020, the CDC has removed a caution against both choir and congregational singing that had been part of their document prior to the end of May. However, experts have warned that the fine aerosols produced in diaphragmatic breathing carry further and hang in the air longer than those produced in ordinary speech or coughs. (See Science News article for one discussion, <https://www.sciencenews.org/article/coronavirus-covid-19-why-6-feet-may-not-be-enough-social-distance>.)

Because we are emphasizing caution in our expression of love for our neighbors, we will refrain from congregational and choral singing for the duration of the health crisis.

### **Holy Baptism**

At this time, it is encouraged that Baptisms be postponed, except in emergency situations. Any questions about scheduling Baptisms may be forwarded to the Bishop's Office. When Holy Baptism is available as part of in-person worship, guidelines will be distributed to help minimize risk of exposure and infection.

Instructions for Emergency Baptism can be found on pages 313-314 of the *Book of Common Prayer*, with some additional notes on the diocesan website.

### **Holy Eucharist**

Given the additional risk involved in administering the Holy Eucharist, the congregation and clergy person should consider very carefully whether to resume this rite and, if resuming, how frequently to offer this service.

Given the additional risk presented by gathering for Holy Eucharist, each congregation needs to determine the best way forward to understand and manage that risk. If the risk seems too great, then continuing to worship at home is the best option. Or perhaps a system to reduce the risk could be put in place. For example, if containing numbers of participants is the goal, the congregation could

rotate who attends Holy Eucharist (this could be simply accomplished by assigning Sundays to attend Eucharist based on last name or some other clear system). Or, to reduce frequency of exposure, Holy Eucharist could be scheduled on a monthly or other basis. These are simply examples to consider. Once it is decided to schedule a service of Holy Eucharist, it is important to ensure that the congregation is well-informed that they are taking a greater risk by participating.

If Holy Eucharist is being offered, these guidelines are provided to decrease the risk in doing so. No congregation or priest is required to resume the Holy Eucharist, if the risk for them is considered too great.

If planning to resume Holy Eucharist, consider using in-person Morning Prayer or Ante-Communion (The Liturgy of the Word) for the first few Sundays prior, as members of the parish get used to the new safety restrictions that are in place before moving to Holy Eucharist. When you do resume Communion:

1. Services should be no longer than **45 minutes**. Consider how to shorten the service to limit exposure. This could include:
  - a. Removing: the Collect of Purity; the Confession; and the Agnus Dei.
  - b. Shortening: the Gloria to a shorter song of praise; the Sermon; the Prayers of the People; the time involved at The Peace.
  - c. Reducing number or length of musical selections.
2. When the Holy Eucharist begins to be offered in a parish, it is important to limit the number of ministers serving Communion to as few people as possible. The Celebrant should prepare the elements prior to the service so as to limit the number of people touching the wafers.
3. Refrain from reading the Gospel in the midst of the people, since it puts a reader projecting near the congregants.
4. There should be no physical contact when passing The Peace, except within the same household.
5. All Eucharistic ministers, both lay and ordained, should be fully masked throughout the entire service, including during the distribution of Communion.
6. All ministers, lay or ordained, should wash hands thoroughly for 20-seconds with soap and warm water prior to the celebration of the Eucharist. If hand washing facilities are not readily available, hand sanitizer must be used by all ministers prior to the celebration of the Eucharist.
7. Eucharistic elements should be placed on the credence table prior to the service and should not be brought forward during the Offertory.
8. Only metal Eucharistic vessels should be used at this time. Avoid chalices and patens made of clay, wood, plastic, or glass.

9. The Deacon, or Priest if there is no Deacon, should prepare the altar with only enough wafers to commune the congregation present. Communion from Reserved Sacrament should not be administered in a public service, since it is less clear who has handled the consecrated elements in reserve.
10. Only individual wafers should be used; do not use any types of bread or wafers that may need to be physically torn/broken by the Celebrant before distribution, excepting the host that the Celebrant will consume.
11. The large host (“priest’s host”) should be placed on a paten by itself with all other wafers placed in a ciborium or on a separate paten.
12. The wafers that will be distributed to the congregation should be covered with a pall or ciborium cover during the Eucharistic prayer.
13. The Celebrant (or Deacon) should prepare a small amount of wine to be consecrated.
14. Only the Celebrant should partake of the wine by the chalice. The congregation present is asked to receive Communion in one kind only at this time. This is an extraordinary step, only considered in the interest of public health.
15. When the Eucharist is celebrated, the Celebrant should be the only person at the altar. Any other clergy or assisting lay ministers should not stand at the altar but at another place, appropriately distanced (6 feet or more).
16. While saying the Eucharistic Prayer, the Celebrant should only touch the vessels containing the individual wafers and wine. To satisfy the rubric, only the large host (“priest’s host”) should be actually touched by the Celebrant during the prayer.
17. It is recommended that the Celebrant keep manual acts to a minimum. Consider limiting other movements while at the altar. For instance, avoid bowing low over the elements while saying the Words of Institution so as not to bring one’s mouth close to the elements.
18. The Celebrant should remove their mask only to receive Communion after the Invitation and should clean hands and put mask back on before distributing Communion.
19. Those parishioners desiring Communion should maintain social distancing of 6 feet minimum while coming forward to receive. Ushers should regulate this process.
20. Communicants should line up in a single-file line while observing proper social distancing. Members of the same household need not observe social distancing with each other.
21. Communicants should receive at standing stations individually only; kneeling at the altar rail must be avoided at this time to avoid surface contact as well as the possibility of gathering too close to one another.
22. When the Communicant, still masked, comes forward, the Celebrant should drop the host into their hand and avoid any touching. If the Celebrant comes in contact with a parishioner’s hand, they should sanitize their hands before serving anyone else.
23. Avoid Communion on the tongue at this time.

24. When the Communicant is a safe distance from the Celebrant and other Communicants (6 feet or more) or has returned to their pew, they may consume the host.
25. If a Communicant desires to receive a blessing only, they should signal that to the Celebrant (crossing their arms or whatever local practice might be) and the Celebrant should bless the Communicant without touching them.
26. Once all participants desiring to receive have been communicated, the consecrated elements should not be reserved but either consumed by the Celebrant or reverently disposed of after the service by a member of the Altar Guild.
27. The Sacrament may nonetheless be reserved for the usual practices of the congregation, such as taking Communion to those who are ill, but public distribution of Communion should not come from the reserved sacrament.
28. The Celebrant (and any other Eucharistic ministers) should again wash or disinfect hands after distributing Communion.
29. The Celebrant alone shall return to the altar for the Postcommunion Prayer, Blessing, and Dismissal. If a Deacon is present in the parish, they should offer the Dismissal from a place apart from the Celebrant.
30. After the Altar Party has processed out of the Church, the Ushers should release rows of pews, **one at a time** to maintain social distancing and to assure that exits do not become overcrowded.
31. Clergy should refrain from waiting to greet the congregation at the exit of the worship space, since that will become a natural gathering point. At all times, clergy should maintain social distancing when interacting with people. Avoid handshakes, hugs, kisses, and elbow bumps at this time.

### **Marriage Services, indoors and outdoors**

Weddings are permitted at the discretion of the parish clergy and at the comfort level of the couple. Weddings need to conform to social distancing guidelines set by the State of New Jersey and should observe all guidelines above on Liturgical Ministries and Liturgical Music. Additionally:

1. Limit in-person attendance to maximums set by the State of New Jersey (as of 6/23/20, this means 100 people or 25% capacity indoors and 250 outdoors), and, as much as a parish is able, offer to livestream weddings to other parts of the building or for online participation for additional attendees.
2. All participants, including the Celebrant and any other assisting ministers, should remain masked throughout the entire service, with one exception for the couple.
3. The couple, being considered one household, may remove their masks briefly to greet one another at The Peace (“the kiss”), with everyone else maintaining 6 feet of distance.

4. Clear markers should be in place to designate distance for each individual household group present.
5. For the Blessing of the Rings or other symbols of the vows, the Celebrant should refrain from physically touching the rings and instead pronounce God's blessing over the rings. The couple should be in possession of the rings prior to exchanging them, rather than handing them back and forth to the priest or an attendant
6. For the Pronouncement of the Marriage, Clergy should take care not to touch the hands of the couple at the "joining of the hands" (including refraining from the practice of wrapping a stole around their hands), but do so at a distance with an instruction to join hands instead. A hand may be extended towards the couple, if desired, at the Pronouncement.
7. For the Blessing of the Marriage, the Celebrant should refrain from physically touching the couple, but some other sign of blessing may be used, such as the sign of the cross, or one or both hands extended towards the couple.
8. Since Holy Communion is not a required portion of the rite, it is strongly encouraged not to include Communion while these guidelines are in use.
9. The New Jersey marriage certificate and the parish register require signatures from the couple, the witnesses, and the officiant. This should be accomplished with no in-person proximity or shared writing instrument. NJ Executive Order 135, p. 7 (2.b.iii-iv) describes a way to do this(<https://nj.gov/infobank/eo/056murphy/pdf/EO-135.pdf>).
10. Attendees should refrain from throwing any objects or blowing bubbles on the couple as they leave the church.
11. Any surfaces touched during the service should be sanitized following the ceremony.

### **Burial Services, indoors and outdoors**

Burial liturgies need to conform to social distancing guidelines set by the State of New Jersey and should observe all guidelines above on Liturgical Ministries and Liturgical Music. Additionally:

1. Limit in-person attendance to maximums set by the State of New Jersey (as of 6/23/20, this means 100 people or 25% capacity indoors and 250 outdoors), and, as much as a parish is able, offer to livestream funeral services to other parts of the building or for online participation for additional attendees.
2. All participants, including the Celebrant and any other assisting ministers, should remain masked throughout the entire service.
3. Since Holy Communion is not a required portion of the rite, it is strongly encouraged not to include Communion while these guidelines are in use.
4. The Celebrant and any other assisting ministers should be the only members of the church who gather with the family for interment.

5. If there is a shovel, trowel, or any other physical object used for the casting of dirt upon the coffin or ashes, only the Celebrant should handle this instrument and perform this task.
6. Any surfaces touched during the service should be sanitized following the ceremony.
7. Clear markers should be in place to designate distance for each individual household group.
8. The impulse to offer consolation and support for those grieving must be accomplished without contact and from a distance. Attendees should avoid hugging or handshakes at the conclusion of the service.

### **In-Person Indoor Worship – Additional Notes**

All considerations above, all previous sections of the document, including Liturgical Ministries and Liturgical Music, should apply to indoor services. Additionally:

1. As of this date, the maximum attendance is 100 persons or 25% of room capacity, whichever is fewer persons, as per the New Jersey Governor’s Executive Order 156 (<https://nj.gov/infobank/eo/056murphy/pdf/EO-156.pdf>). This includes all clergy, musicians, liturgical ministers, ushers, congregation (including children of all ages), etc. – everyone present.
2. While state guidelines regarding the size of indoor gatherings may vary, diocesan guidelines about worship and other indoor gatherings should be followed by all parishes in the diocese. This may mean indoor worship and gatherings will be smaller and follow a different timeline than state guidelines might allow.
3. Attendance numbers may be controlled by advance reservation/registration.
4. A complete record of all in attendance, including names and contact information (email and phone) should be maintained so as to allow contact tracing later, as needed. This record-keeping needs to take place without sharing pen, paper, clipboard, etc. It may be done electronically or at a distance. One church is considering the option of stationing a distanced greeter near the entrance to record information of participants as they arrive and also to assign a seating location in the Nave. This record should be in the possession of (or accessible online by) more than one leader in the congregation.
5. Hand sanitizer and masks/face coverings should be supplied by the church as needed for all in attendance. All present need to wear face coverings at an indoor service, as noted in NJ Governor’s Executive Order 152 (<https://nj.gov/infobank/eo/056murphy/pdf/EO-152.pdf>).
6. **Food or drink should not be served by the church at this time.**
7. After each gathering, all surfaces that have been touched should be sanitized, including chairs, sound system elements, vestments, hangings, and other furnishings.

## **In-Person Outdoor Worship – Additional Notes**

All considerations above, all previous sections of the document, including Liturgical Ministries and Liturgical Music, should apply to outdoor services. Additionally:

1. As of this date, the maximum outdoor attendance is 250 persons, as per New Jersey Governor's Executive Order 156 (<https://nj.gov/infobank/eo/056murphy/pdf/EO-156.pdf>). This includes all clergy, musicians, liturgical ministers, ushers, congregation (including children of all ages), etc. – everyone present.
2. While state guidelines regarding the size of outdoor gatherings may vary, diocesan guidelines about outdoor worship should be followed by all parishes in the diocese. This may mean outdoor worship will be smaller at times or follow a different timeline than state guidelines might allow.
3. Attendance numbers may be controlled by advance reservation/registration.
4. Those arriving after the maximum number of attendees has been reached will not be seated at that service. Ushers will be prepared to invite anyone standing on the periphery and above the maximum to please return to their car and plan to return for another service or join in online worship.
5. A complete record of all in attendance, including names and contact information (email and phone) should be maintained so as to allow contact tracing later, as needed. This record-keeping needs to take place without sharing pen, paper, clipboard, etc. It may be done electronically or at a distance. One church is considering the option of stationing a distanced greeter near the entrance to record information of participants as they arrive and also to assign a seating location in the Nave. This record should be in the possession of (or accessible online by) more than one leader in the congregation.
6. Hand sanitizer and masks/face coverings should be supplied by the church as needed for all in attendance. All present should wear face coverings at an outdoor service.
7. Extra ushers and attendants (who count towards the maximum number in attendance) should be stationed so as to ensure safe practices for entrance, parking and social distancing are followed. All ushers should be aware of any potential hazards (uneven ground or paving stones, etc.) and be prepared to verbally warn parishioners who are not used to walking the grounds.
8. Attention must be paid to entrance and exit placements to avoid inadvertent infringements on social distancing. If dismissing the congregation by rows is necessary to maintain order and social distancing, ushers must be trained and empowered to be clear.

9. **Food or drink should not be served by the church.** Individuals and households may be encouraged to bring their own water, but it should not be handed out to other household groups. All trash should be taken out by each attendee/household.
10. After each gathering, all surfaces that have been touched should be sanitized, including chairs, sound system elements, vestments, hangings, and other furnishings.



## **Part 4: Other Parish Ministries, Activities & Other Groups**

### **Outdoor Gatherings**

Before outdoor gatherings of any kind may resume, the parish must engage in the discernment and preparation processes outlined in Part 1 of this document. If this includes outdoor worship gatherings, a plan for outdoor in-person worship must be submitted to the Bishop's Office.

Other outdoor parish events – such as picnics, grounds clean-ups, etc. – should follow State of New Jersey and diocesan guidelines for outdoor gatherings.

### **Indoor gatherings**

Before indoor gatherings of any kind may resume, the parish must engage in the discernment and preparation processes outlined in Part 1 of this document. If this includes indoor worship gatherings, a plan for resuming in-person worship must be submitted to the Bishop's Office.

All indoor meetings and events by parishioners or others meetings in parish space must adhere to diocesan guidelines here or in specific worship guidelines, and may not violate state guidelines regarding the wearing of masks and social distancing, maximum capacity and logging for contact tracing. Ensure that the room planned for a meeting can accommodate the number gathered including the 6 feet social distancing between each person.

All use of the building and grounds for parish activities, including, but not limited to, daycare and early childhood programs, AA and other 12-step meetings, food pantries, and thrift stores, must abide by the relevant guidelines and regulations from the State of New Jersey and follow the diocesan guidelines. See below regarding non-parish groups and activities, including tenants.

### **Parish staff**

Parish staff should continue to have the ability to work from home, whenever possible.

### **Cleaning procedures**

1. Ensure proper cleaning procedures are in place after each use of your space.
2. Multiple meetings must be spaced at least an hour apart, with surfaces cleaned between use.
3. See “Ongoing Operations” for detailed information.

### **Logging**

Each congregation should maintain a log of everyone who uses any building or portion of the property (name, phone) to make contact tracing possible in the event of a coronavirus case. Inform non-parish users of the building or grounds of their responsibility to monitor attendance to facilitate contact tracing.

### **Online alternative**

We advise offering an online alternative to attendance for parish activities, for persons who are in high risk categories or who live in households with high risk members.

## **Sunday School**

In-person Sunday School for youth and children will be permitted to resume **after** in-person instruction in school resumes, adapting state guidelines for children to return to school buildings in effect in your area.

Adult Education may gather following State of New Jersey requirements and diocesan guidelines for health and safety, as noted above for indoor gatherings.

## **Childcare (nursery) during worship services**

1. Childcare/nursery care will be permitted at a later time, with guidance by the Bishop's Office.
2. Children are welcome to attend services along with parents as part of their counted household group.

## **Coffee Hour**

Coffee Hour will be permitted at a later time, with guidance by the Bishop's Office.

## **Pastoral care**

Pastoral care within parish buildings is considered a meeting and follows all the guidelines for meetings. Pastoral care outside parish buildings follows the guidelines of the facility being visited.

## **Non-parish Activities and Tenants**

All tenants or other non-parish groups or individuals using church property, whether indoors or outdoors, including other congregations worshipping on Episcopal Church property and AA and other 12-step groups, should be made aware of these guidelines. They are required to follow State requirements for any activities that they organize on church property, including social distancing and mask requirements. Clergy in charge of congregations or Vestries of other congregations should emphasize to tenants that they are responsible for sanitizing any spaces they use after their event.

Be aware that for certain activities (such as childcare providers), space requirements from the state may create restrictions that could impact parish events. Be sure to have that conversation about shared space with anyone using your building to avoid conflicts.

## **Appendix 1: Links to resources**

This is a subset of resources that the Journey Forward Task Force used to develop these guidelines. The Task Force also had direct conversations with a local infectious disease doctor based in the Hackensack Meridian Health Care System at the Raritan Bay Medical Center, an epidemiologist from the Diocese of New Jersey, and an expert on HVAC systems at William Paterson University and instructor for Passaic County Fire Academy.

**The distances recommended in this document** (from each other, from the clergy person, from cantors, from singers) represent our best effort to find a reasonable path forward, given medical standards which churches cannot meet, the lack of comprehensive scientific information which is still being collected, and the political forces in our country today. Current CDC guidelines recommend a 6ft distance and masks between people breathing and speaking normally. A 12ft distance from a masked public speaker who speaks with greater force and projection is recommended out of an abundance of caution. A public speaker without a mask to filter droplets and aerosols would need to be at a great distance from the congregation – 20 to 30ft.

In addition, the Diocese of Newark is offering the services of our Parish Consultants Team to companion with you and your parish during this next phase of our Journey Forward. Please contact Canon Margo Peckham Clark, Canon for Congregational Life at [mapclark@dioceseofnewark.org](mailto:mapclark@dioceseofnewark.org) for more information.

### **Questions to congregants from Bishop Hughes regarding the pandemic**

- What have you missed most during the pandemic?
- What have you discovered of value to you in the pandemic?
- What will you want to bring with you into the future?
- What will you need to feel safe in returning to church?

### **CDC Guidelines used in this document**

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

[https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html](https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fphp%2Ffaith-based.html)

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

## **HVAC cleaning**

Conversations with expert William J. Siegrist, Associate Director and Plant Engineer, William Paterson University and Hazmat/Confined Space/Technical Rescue Instructor for Passaic County Fire Academy.

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

## **National Association of Music Merchants (NAMM) guidelines**

<https://www.namm.org/covid-19/articles/covid-19-and-instrument-cleaning%20>

## **Possible sign content information from the Episcopal Diocese of Maryland**

<https://episcopalmaryland.org/covid-19-response/#regather>

## **Sign templates from the Diocese of Newark**

<https://dioceseofnewark.org/resource-general/sign-templates>

## **Possible training video information from the Roman Catholic Archdiocese of Baltimore**

<https://www.youtube.com/watch?v=fA1VBDpw03A&feature=youtu.be>

## **Road Back: Restoring Economic Health through Public Health**

<https://nj.gov/governor/news/news/562020/approved/20200427b.shtml>

## **Stage 2 Announcement by Governor Murphy**

<https://nj.gov/governor/news/news/562020/approved/20200601a.shtml>

## **State of New Jersey guidelines**

Department of Health

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Governor's Executive Order 152 (6/9/2020)

<https://nj.gov/infobank/eo/056murphy/pdf/EO-152.pdf>

Governor's Executive Order 156 (6/22/2020)

<https://nj.gov/infobank/eo/056murphy/pdf/EO-156.pdf>

## **Science News Article on distances**

<https://www.sciencenews.org/article/coronavirus-covid-19-why-6-feet-may-not-be-enough-social-distance>

## **On singing in worship**

Peter Elliott, "On Not Singing the Lord's Song," *Anglican Journal*.

<https://www.anglicanjournal.com/on-not-singing-the-lords-song/>

## Appendix 2: Description of State of New Jersey Stages for Restart

[More information can be found here.](#)

Multi-Stage Approach to Execute a Responsible and Strategic Economic Restart

### Maximum Restrictions

- Under maximum restrictions, New Jerseyans stayed at home as much possible and activity was limited to essential tasks.
- Permitted activities and businesses included
  - emergency health care
  - essential construction
  - essential manufacturing
  - essential retail, including grocery stores and pharmacies.

### Stage One

- In Stage One, restrictions are relaxed on low-risk activities, if appropriately safeguarded.
- All workers who can work from home continue to work from home even if their industry is reopening. For example, an office manager for a construction company.
- Permitted activities and businesses expand to include
  - State Parks and Forests reopen for passive recreation.
  - Golf courses reopen.
  - Charter fishing and watercraft rental businesses reopen.
  - Non-essential construction resumes.
  - Non-essential retail reopens for curbside pickup.
  - In-person sales at car and motorcycle dealerships and at bicycle shops resumes.
  - Public and private beaches, boardwalks, lakes, and lakeshores reopen.
  - Campgrounds reopen.
  - Some outdoor recreational businesses, including batting cages and golf ranges, shooting and archery ranges, horseback riding, private tennis clubs, and community gardens, restart their operations.
  - The limit on outdoor gatherings, including the capacity limit for some outdoor recreational businesses, increases from 10 to 25 individuals.
  - Professional sports teams can practice and engage in games or matches, if their leagues resume competition.
  - Elective surgeries and invasive procedures, both medical and dental, resume.
  - Horse racetracks reopen, with no spectators allowed.
  - Outdoor recreational and entertainment businesses reopen, with the exception of amusement parks, water parks, and arcades.
- June 9: Stay-at-home order lifted and limits on indoor and outdoor gatherings increased.

## **Stage Two: (New Jersey is currently in Stage Two)**

- Restrictions are relaxed on activities that can be easily safeguarded. Phased-in businesses and activities, with adherence to safeguarding and modification guidelines, include:
- When leaving home, New Jerseyans should wear a face covering and keep a social distance from others.
- Phased-in businesses may include:
  - Outdoor dining
  - Limited in-person retail
  - Child care centers reopen to all clients
  - In-person clinical research/labs
  - Limited fitness/gyms
  - Limited in-person government services (e.g. – Motor Vehicle Commission)
  - Museums/libraries
  - Hair salons and barber shops (beginning on June 22nd)
  - Organized sports activities resume (beginning on June 22nd)
  - Indoor portions of shopping malls reopen (beginning June 29th)
  - Youth summer programs (beginning on July 6th)
  - Modified outdoor graduation ceremonies (beginning July 6th)
- Indoor entertainment businesses, like movie theaters or arcades, will remain closed.
- All workers who can work from home should continue to work from home.
- Anticipated increased limits on outdoor gatherings (250 on June 22; 500 on July 3).

## **Stage Three**

- Restrictions are relaxed on most activities with significant safeguarding.
- All workers who can work from home continue to work from home. For example, accounting office workers.
- More work activities, including in-person meetings, are allowed at physical locations only if they can adhere to safeguarding guidelines and modifications.
- Phased-in businesses include:
  - Expanded dining
  - Critical in-office work
  - Limited entertainment
  - Expanded personal care
  - Bars with limited capacity
  - Public transit open to all
  - Child care/education changes
    - K-12 and higher education may operate in person with reduced capacity
    - Child care likely open for most
    - Day and summer camps likely open for all, but with modifications

**Precautions that apply across all stages include:**

- Work that can be done from home should continue to be done from home.
- Clinically high-risk individuals who can stay at home should continue to do so.
- All residents and businesses should follow state and federal safeguarding guidelines:
  - Wash hands
  - Wear masks in public
  - Respect social distancing
  - Minimize gatherings
  - Disinfect workplace and businesses
  - No mass gatherings

New Jersey will move toward subsequent stages based on data that demonstrates improvements in public health and the capacity to safeguard the public, including:

- Sustained improvements in public health indicators, including new COVID-19 cases, hospitalizations, individuals in intensive care, and ventilator use.
- Substantial increase in testing and contact tracing capacity.
- Sufficient resilience in New Jersey's health care system to include adequate bed capacity, ventilators, personal protective equipment, and workforce.
- Widespread safeguarding of workplaces.
- Widespread safeguarding and capacity of child care, schools, and transit.
- Continued public compliance.

If public health indicators, safeguarding, or compliance worsen on a sustained basis, New Jersey will be prepared to move back to more restrictive stages as well.

For a one-page summary of Governor Murphy's multi-stage approach to restart New Jersey's economy, [click here](#).

### **Appendix 3: Sources for face masks, cleaning products, and professional cleaning services**

The Diocese of Newark has developed a list of sources for assisting congregations locate items needed in this Journey Forward. Please direct questions about your specific needs to Mr. Jim Caputo, Diocesan Property and Risk Manager, at [jcaputo@dioceseofnewark.org](mailto:jcaputo@dioceseofnewark.org).

Each congregation should make every effort to obtain their own supplies. However, if you encounter difficulties in locating supplies or this effort becomes prohibitively expensive, please speak to Jim.

Here is a list of websites that have products available.

#### **Products**

Cinta.com  
Uline.com 1-800-295-5510  
Staples.com  
OfficeDepot.com  
Dollarite.com  
Kingdon.com - face masks and sanitizing solution  
Grainger.com

#### **Professional Cleaning Services**

Arthur Vincent, Co 1-800-842-7671  
StanleySteamer.com  
ServPro.com  
ServiceMasters.com



**Forms**

**Form for Planning In-Person Outdoor Worship**

*Any plan for outdoor worship must be provided in writing to the Bishop's Office at least by noon on the Wednesday prior to the first such service. Email this form to Canon Wright at [anwright@dioceseofnewark.org](mailto:anwright@dioceseofnewark.org). One form is sufficient for a recurring similar service. The accompanying resource guide should be referenced to make your plan for worship.*

Applicant name and title/role: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Congregation Name and Town/City: \_\_\_\_\_

Date for initial outdoor service: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

How many services are scheduled on one day? \_\_\_\_\_

Rite: \_\_\_\_\_

How many participants can your outdoor space safely hold (less than 250)? \_\_\_\_\_

Describe method of ensuring attendance below maximum (reservations, etc.): \_\_\_\_\_

\_\_\_\_\_

Describe how you will log contact information for attendees, to allow contact tracing if necessary:

\_\_\_\_\_

\_\_\_\_\_

What steps are you taking to train Ushers and other liturgical ministers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the space intended for the service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is vocal music part of your planned service? \_\_\_\_\_

Describe steps taken to reduce risk from singing \_\_\_\_\_  
\_\_\_\_\_

Who are your designated Medical Responders? \_\_\_\_\_

On a separate page, please provide a drawn layout of the setup you intend for the service, noting location of liturgical ministers and furnishings, the spacing of congregational seating, and entry/exit traffic flow. This can be a photograph of a hand-drawn layout.

We, the undersigned leaders of \_\_\_\_\_

in \_\_\_\_\_, affirm that we have read and understood the Guidelines for In-Person Worship and will strive to follow it in any in-person outdoor worship gatherings that our church conducts. In addition, we affirm that we have the requisite hand sanitizer and masks to be supplied to parishioners as needed.

Rector/Vicar/Priest-in-charge: \_\_\_\_\_

*Congregations without regular clergy may contact Canon Clark or Canon Wright, if assistance is needed.*

Date: \_\_\_\_\_

Warden: \_\_\_\_\_ Date: \_\_\_\_\_

Warden: \_\_\_\_\_ Date: \_\_\_\_\_

**Form for Planning In-Person Indoor Worship**

*Any plan for indoor worship must be provided in writing to the Bishop's Office at least by noon on the Wednesday prior to the first such service. Email this form to Canon Wright at [awright@dioceseofnewark.org](mailto:awright@dioceseofnewark.org). One form is sufficient for a recurring similar service. The accompanying resource guide should be referenced to make your plan for worship.*

Applicant name and title/role: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Congregation Name and Town/City: \_\_\_\_\_

Date for initial indoor service: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

How many services are scheduled on one day? \_\_\_\_\_

Rite: \_\_\_\_\_

How many can your space safely hold (limit of 25% capacity or 100, whichever is fewer)? \_\_\_\_\_

Describe method of ensuring attendance below maximum (reservations, etc.): \_\_\_\_\_

\_\_\_\_\_

Describe how you will log contact information for attendees, to allow contact tracing if necessary:

\_\_\_\_\_

\_\_\_\_\_

What steps are you taking to train Ushers and other liturgical ministers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your cleaning procedures including who will be doing the cleaning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is vocal music part of your planned service? \_\_\_\_\_

Describe steps taken to reduce risk from singing \_\_\_\_\_  
\_\_\_\_\_

Who are your designated Medical Responders? \_\_\_\_\_

On a separate page, please provide a drawn layout of the setup you intend for the service, noting location of liturgical ministers and furnishings, the spacing of congregational seating, and entry/exit traffic flow. This can be a photograph of a hand-drawn layout.

We, the undersigned leaders of \_\_\_\_\_

in \_\_\_\_\_, affirm that we have read and understood the Guidelines for In-Person Worship and will strive to follow it in any in-person indoor worship gatherings that our church conducts. In addition, we affirm that we have the requisite hand sanitizer and masks to be supplied to parishioners as needed.

Rector/Vicar/Priest-in-charge: \_\_\_\_\_  
*Congregations without regular clergy may contact Canon Clark or Canon Wright, if assistance is needed.*

Date: \_\_\_\_\_

Warden: \_\_\_\_\_ Date: \_\_\_\_\_

Warden: \_\_\_\_\_ Date: \_\_\_\_\_