

THE SJE VESTRY'S PLAN FOR SAFE AND FAITHFUL MINISTRY IN THE PANDEMIC

Under the Guidance of the Standing Committee of Western Michigan and Leadership of the Rector, advised by the Vestry, Coronavirus Response Team, and Ministry Staff.

PHASE I: STAY HOME ORDER IN EFFECT / BUILDING CLOSED / ESSENTIAL SERVICES CONTINUED

To be followed when issued a Stay Home or Shelter in Place Order either by ecclesial or government authorities, or when Risk Level for the County (https://covidactnow.org/us/mi/county/ottawa_county) or Region (<https://www.mistartmap.info>) is at highest level of risk.

In Phase I, the building is closed except for essential workers so designated by the Rector. Hourly employees are paid their budgeted hours instead of using a timecard. Outreach ministries are only curbside, or appointment based. Worship will stream from the church with as few ministers as possible, but no attendance will be allowed. *If the Ecclesiastical Authority closes churches for worship, then worship will stream from home with virtual music and ministers.*

PHASE II: NO STAY AT HOME ORDER / BUILDING OPEN BY APPOINTMENT / LIMITED WORSHIP

To be followed only if both county and region are below highest risk level. This phase continues until risk factors for both the County and the Region drop to Medium or lower ([for the County](#)) or to "B" or lower ([for the Region](#)).

In Phase II, our practices are designed to enable limited in-person engagement while still protecting, parishioners, staff, volunteers, and community members from exposure to the COVID-19 virus while on our church campus. At all times during Phase II we emphasize preventative actions individuals can take to care for themselves and others (including staying at home when sick, frequent handwashing / sanitizing, social distancing, complying with any contact tracing, and wearing a facemask whenever in a community space in the building or when someone else is in your office). These potentially life-saving practices will be shared through frequent communications, signage, and example.

Special Practices for Limited Worship

1. Attendance is allowed at distances of twelve feet between pew, using sign-up sheets to plan and contact trace. If weather permits, attempts will be made to offer opportunities for worship outdoors.
2. There will be no nursery, Sunday School, coffee hour, or greeting line after services.
3. There will be no touching during the sharing of the Peace and the offering is collected through a pre-set basin at the front and at the back of the worship space and sealed in tamper-proof bag after worship.
4. Ushers will be given specific training on enforcing practices for safety, empowered to ask people to leave.
5. Upon arrival, all worship ministers (including clergy) will be fever checked by the Verger.
6. In addition to Sunday, Holy Communion will be offered on Monday at 5:30pm and Wednesdays at noon.
7. The Sunday 10am English and 12:45pm Spanish liturgies, along with weekday services, will be streamed live.
8. Guidelines of the Diocese for sharing in Holy Communion will be followed: <http://tinyurl.com/EDWMReopen>

PHASE III: BUILDING REOPENS FOR LIMITED MINISTRY / WORSHIP RESTRICTIONS EASED

To be followed only if [County](#) risk is at Medium or lower AND [Regional](#) risk is at "B" or lower. This phase continues until the Coronavirus is determined no longer to be a risk in both our County and Region, at which point our parish ministry returns to normal practices, unless further risk mitigation efforts are needed.

In Phase III, the building begins to be opened for ministry that is distanced, includes masks, and preferably occurs outside (weather permitting). Attendance thresholds at worship are increased by changing pew distancing from twelve feet to six feet. However, key practices are still followed to ensure we continue to protect parishioners, staff, volunteers, and community members from exposure to the COVID-19 virus while on our church campus. At all times during Phase III we continue to emphasize preventative actions individuals can take to care for themselves and others (including staying at home when sick, frequent handwashing / sanitizing, social distancing, complying with any contact tracing, and wearing a facemask whenever in a community space in the building or when someone else is in your office). These potentially life-saving practices will be shared through frequent communications, signage, and example.

Eased Special Practices for Limited Worship

1. Attendance is allowed at distances of six feet between pews, using sign-up sheets to plan and contact trace.
2. Up to two households (masked & distancing) may use the nursery, but no volunteers will be staffed.
3. All other guidelines for worship in Phase II remain in place.

SJE CAMPUS SAFE & FAITHFUL MINISTRY PLAN

Movement forward or backwards between stages occurs at the decision of the Rector, under advice from the Parish Administrator, Vestry, and Coronavirus Response Team. In general, the change in risk factor must have been sustained over a 48-hour period to ensure it is not a statistical blip. The Rector or Parish Administrator may adjust plans at any time if either believes the change would be in the best interest, safety, and health of the people of St. John's.

Stage: "Activity"	Phase I Stay Home, Building Closed	Phase II Building Closed, Limited Worship	Phase III Limited Building Opening, Eased Worship
<i>Following Jesus – Ministries of Formation & Evangelism</i>			
Faith Formation	Virtual faith formation opportunities.	No change.	In-person begins, distanced, masked, and streamed as well.
Sunday School	Virtual Only	Outdoors, weather permitting.	Indoors, distanced, masked, and streamed as well.
<i>Inspired through Worship – Ministries of Worship & Music</i>			
Worship	Virtual worship services, no attendance. Weekday noonday prayer.	12-foot pew distanced attendance. Weekday Eucharist.	6-foot distanced worship on Sundays and weekdays.
Music	Organ only or virtual music.	Singing allowed while masked, no choral groups.	Handbell choir may resume, all other restrictions remain.
Nursery	None.	None.	Limited use, no volunteers.
<i>Boldly Loving ALL. – Ministries of Justice & Pastoral Care</i>			
Loving Spoonfuls	Loving Spoonfuls continues on take-out basis.	No change.	No change.
Food Pantry	Food Pantry continues on an appointment basis.	No change.	Appointments recommended, but drop-by hours begin.
Coffee Hour	Virtual coffee hour.	Virtual coffee hour.	Coffee Hour might begin outdoors.
Pastoral Care	Only conducted on Zoom. Daily check-ins.	Preferred outside. Inside only by approval of rector and with weighty need.	Indoors pastoral care may resume, outdoors and virtual still preferred when feasible.
Equipping for this work.			
Office Staff & Parishioners	Building remains locked. Non-essential staff work at home.	Building remains locked. Staff may return, only available by appointment.	Building open for normal hours, with check-ins. Groups may apply for space, following restrictions.
Vestry Commissions SJE Ministries	All meetings conducted via Zoom.	Meetings may take place outdoors or, with weighty cause, indoors.	Some indoor meetings may resume at Rector's discretion, preference remains for outdoors or virtual.

"The work of the church is essential.
 The work of caring for the lonely, the marginalized, and the oppressed is essential.
 The work of speaking truth to power and seeking justice is essential.
 The work of being a loving, liberating, and life giving presence in the world is essential.
 The work of welcoming the stranger, the refugee and the undocumented is essential.
 The work of reconciliation and healing and caring is essential.
The church does not need to "open" because the church never "closed." We who make up the Body of Christ, the church, love God and our neighbors and ourselves so much that we will stay away from our buildings until it is safe. WE are the church."
 – Bishop of the Episcopal Church in the Diocese of Missouri, The Ret. Rev. Deon K. Johnson

THE SJE COVID-19 PREVENTION & RESPONSE PROCESS

Based upon guidelines from the Center for Disease Control & Prevention.

- ◇ Confirmed Case – Someone who has received a positive COVID test result has any of the following symptoms (note, this only if these symptoms are atypical to you, according to CDC guidelines):
 - Any ONE of these:
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Loss of taste or smell
 - Any TWO of these:
 - Fever > 100.3° or feeling feverish
 - Chills
 - Muscle aches
 - Sore throat
 - Diarrhea, vomiting, abdominal pain
 - Congestion or runny nose
 - Headache
 - Fatigue
- ◇ Possible Case – Symptomatic, but with a negative test and no known exposure.
- ◇ COVID Close Contact – Someone who was within 6 feet for at least 15 minutes to a confirmed COVID-19 case within the last 14 days.

WHAT HAPPENS IF SOMEONE AT SJE (PARISHIONER OR STAFF) GETS COVID-19?

