

Liturgical Guidelines for Covid-19 Christ Church, Bolton

To ensure the safety of all, the following liturgical changes are effective immediately (July, 2020). These changes are implemented in accord with the Diocese of Toronto's policies and instructions, as well as public health directives.

Directives for the Red Phase Period

Public worship will continue to be live-streamed on Sundays and weekdays. Although most services (daily prayer) will be broadcasted by one person (the incumbent or another delegate), we will have three or four volunteers helping out with Sunday worship, namely the officiant, the camera person, the music director, and a lector. The following steps will be taken to ensure the safety and well-being of all:

- The incumbent will arrive well before the rest of the group and open, and leave open, the parish centre entrance, the side-entrance into the church, and bathroom doors. Furthermore, he will also open all windows to ensure fresh air.
- Volunteers and staff are required to sign-in upon entering the parish centre entrance. Before registering, staff and volunteers will sanitise their hands, mark in the book their information, and sanitise their hands again.
- After registering, all volunteers will go to their places and respect at least a two metre distance. (Our current set-up ensures that most will be much further apart.)
- All will wear a mask and no handshaking and other physical contact will be permitted.
- Once the service is over, staff and volunteers will exit the church individually and sign-out before leaving.

Liturgical Set-up

- The incumbent will prepare the vessels for liturgy. No one else will enter the vestry when he is setting things up and only he will touch all liturgical items.
- Before setting things up, the incumbent will wash and sanitise his hands. He will repeat this process afterwards.
- The lectionary and presider's missal will be prepared by the admin three days before the worship. The admin will sanitise hands before and after inserting into the plastic binders the order of service and readings. Once completed, the admin will wipe down all surfaces.

Ministers for Liturgy

- There will only be two other ministers participating in the liturgy: the music director and lector.
- The music director will remain at, or next to, the piano throughout liturgy.
- Only the music director will sing. He will not face the congregation who he sings.
- The lector will be seated near the ambo. The incumbent will meet — socially distanced — with lectors to review protocols.
- The celebrant will wear a mic and remain at the altar at all times.
- The lector will read from the pulpit. The mic will be cleaned after the liturgy and the lectern surfaces will be cleaned.

Norms for Other Liturgical Celebrations and Weddings

- All other liturgical celebrations will not take place at the church. Funerals will be held at Egan's funeral home or at the graveside, weddings will be held at private residences and adhere to all provincial and diocesan guidelines.
- The Area Bishop will be notified of all these services.

- Participants in funerals and weddings will need to be recorded in a log book which will be kept in the parish office.
- Unless living in the same household, all participants must maintain at least a minimum of two metres distance.
- All participants will be marked throughout the entire service.
- During weddings, the officiant will not wrap stole around the couples' arms.
- Wedding parties must be physically distanced or wear face masks.
- There will be no baptisms at this time.

Directives for Amber Stage

General Principles

In addition to public worship, all services will continue to be live-streamed on Sundays and weekdays. Although most services (daily prayer) will be broadcasted by one person (the incumbent or another delegate), we will have three or four volunteers helping out with Sunday worship, namely the officiant, the camera person, the music director, and a lector. The following steps will be taken to ensure the safety and well-being of all:

- The incumbent will arrive well before the rest of the group and open, and leave open, the parish centre entrance, the side-entrance into the church, and bathroom doors. Furthermore, he will also open all windows to ensure fresh air.
- Volunteers and staff are required to sign-in upon entering the parish centre entrance. Before registering, staff and volunteers will sanitise their hands, mark in the book their information, and sanitise their hands again.
- After registering, all volunteers will go to their places and respect at least a two metre distance. (Our current set-up ensures that most will be much further apart.)
- All will wear a mask and no handshaking and other physical contact will be permitted.
- Once the service is over, staff and volunteers will exit the church individually and sign-out before leaving.

Reservation to Worship

- To comply with diocesan requirements for participation, we will invite members to reserve a space for worship times (Sundays and Weekdays).
- We will allow only 38 people to attend each service.
- In order to ensure space for visitors and newcomers, 10% of the reservation list will be saved for guests. (4 people)
- Scheduled ministers and cleaning team will be on the list.
- Persons can call or sign-up online
- See sample registration form at the end of this guideline.

Liturgical Schedule

- While Sundays will remain the principal day of worship, the pastor will write a letter to all parishioners encouraging them to consider either coming early on Sunday or another day of the week. He will also encourage those who are not comfortable attending public worship to remain home. He will remind everyone — staff, volunteers, and participants — that they are not to come to church if they display any symptoms.
- To foster attendance at other times, we will add additional Masses during the week in addition to the Morning Prayer. Our next schedule will be as such:
 - Sundays 8:00 and 10:00 a.m.
 - Monday - Friday 9:00 a.m.
 - Tuesday Mass 7:00 p.m.
 - Wednesday Mass 12:00 p.m.

- Thursday Mass 7:00 a.m.
- We will need to wipe down all surfaces after each of the above services. Either the admin, or the incumbent, or will take care of this.

Liturgical Set-up

- During the pandemic ***the altar guild will not prepare vessels and vestments for worship.*** Instead, the guild will be encouraged to help with cleaning after each liturgy.
- The incumbent will arrive well before the rest of the group and open, and leave open, the parish centre entrance, the side-entrance into the church, and bathroom doors. Furthermore, he will also open all windows to ensure fresh air.
- Volunteers and staff are required to sign-in upon entering the parish centre entrance. Before registering, staff and volunteers will sanitise their hands, mark in the book their information, and sanitise their hands again.
- After registering, all volunteers will go to their places and respect at least a two metre distance. (Our current set-up ensures that most will be much further apart.)
- All will wear a mask and no handshaking and other physical contact will be permitted.
- Once the service is over, staff and volunteers will exit the church individually and sign-out before leaving.
- The incumbent will prepare the vessels for liturgy. No one else will enter the vestry when he is setting things up and only he will touch all liturgical items. (Only one person allowed in the vestry during set-up.)
- Before setting things up, the incumbent will wash and sanitise his hands. He will repeat this process afterwards.
- There will be no offertory procession. Instead, a basket will be placed near the entrance for people to submit their plate donation.
- The lectionary and presider's missal will be prepared by the admin three days before the worship. The admin will sanitise hands before and after inserting into the plastic binders the order of service and readings. Once completed, the admin will wipe down all surfaces.

Building Protocol & Seating

- In addition to the signage already posted instructing people on Covid-19 procedures and care, tape and rope markings will be set-up in the church.
- Participants in liturgy will enter through the bell tower entrance and exit through the parish centre exit. Other than the washrooms, participants will not be allowed into any other space within the church plant.
- Tape markings indicating two metre separations will be placed on the sidewalk leading up to the church.
- Tape markings will be put on the church floor indicating which direction people can go. For the centre aisle, participants will go forward towards the altar. The aisles will be marked in the reverse.
- The hospitality ministry team (greeters and sides-persons) will welcome and guide and inform participants on new procedures for worship and seating. One person will stand outside the bell tower entrance (in good weather) and welcome guests and register them in the log book. (Log books will be kept for three years.) Guests will be instructed to enter the church where a greeter will invite persons to take a worship leaflet and place their offerings if they wish in the basket and direct persons to their seating (another greeter will in aisle at the front of the church and slowly direct people to their pews, working from front to back of the sanctuary). **All hospitality ministers must maintain a two metre distance between themselves and all other persons.**
- Selected pews will be roped off and only two people will be seated in a pew on either end, unless a family or shared household join. In that case, the household will be seated in a pew. (We will seat a maximum of 38 people in the church.)

- Guests will be asked to remain in their pews unless they need to use a washroom. Another sides person will stand near the door to the parish hall to direct persons to washroom and ensure only one person is allowed in each bathroom.
- Tape markings will also indicate the two communion stations. **Communion will no longer be administered in the circle formation.** Rather, two stations will be set-up on either end of the bottom sanctuary step. Only bread will be administered and guests will be instructed on how to safely receive the Sacrament. During communion, the hospitality team will invite persons forward to receive a pew at a time. After receiving, communicants will return to their places by way of the side aisles.
- **Persons with special needs will receive communion first from the priest.** However, they will not form a circle as has been in our practice. The priest will meet with them before liturgy to discuss how they wish to receive.
- We will not use substantial bread during this time. Only wafers will be administered.
- While all are welcomed to receive the Sacrament, we will clearly instruct the congregation that they do not need to receive if they are uncomfortable.
- Only the celebrant and lector will sit in the sanctuary and on opposite sides.
- These seating arrangements and directions will be implemented for all liturgies. Congregation members will no longer be invited into the sanctuary for the Tuesday night liturgy.

Worship Leaflets

- As is our custom, the entire liturgy will be printed out in a worship leaflet.
- Visitors will be asked to either take the leaflet home with them or deposit them in the recycling bins near the exit.
- All liturgical and music books will be removed from the pews. (As will all children's toys and books.)

Revision of Ministries

- Given the new protocols for the pandemic, the following ministries will be suspended for the time: acolytes, crucifers, choir, altar guild, and coffee hour volunteers. Instead, these persons will be encouraged and trained to help with the hospitality and cleaning ministry teams.
- All remaining ministers will be instructed on policies and procedures for Covid-19 and instructed not to attend church if they display any symptoms, no matter how minor they may be.
- All ministers of hospitality (greeters and sides-persons) will need to participate in a training session before serving in their ministry. Two workshops will be offered in August.
- We will launch a new ministry known as the congregational care ministry team. This team will be instructed on proper cleaning procedures and work with our cleaning staff member to clean and wipe down all spaces in the church (e.g. pews where people were seated, etc..).
- We will strongly encourage those who participated before as servers, chalice bearers, crucifers, altar guild, choir, and coffee hour volunteers to sign-up for the congregational care team. At least four persons will help clean-up the church after the 8:00 liturgy at 9:00 a.m. and again after the 10:00 liturgy.
- We will only have one lector for each Sunday liturgy. Lectors will read the first and second lessons, and lead the congregation in the prayers of the people all from the pulpit.
- The celebrant, in addition to the presidential prayers, will lead the congregation in praying the day's appointed Psalm. The celebrant will also read the Gospel in the centre of the sanctuary, just in front of the altar. He or she will also preach from that place and will use a wireless mic.

Caring for the Congregation

- All participants in liturgy, from ministers to guests, will wear a mask at all times with exception of when they receive communion. (Masks will be available for those who forget.)
- Sanitising stations will be posted throughout the church and at the entrance and exit ways.
- No physical contact will be permitted. All persons will have to maintain a minimum of a two metre distance.
- The church will be cleaned before and after services.
- No food or drink will be permitted in the church or anywhere in the church plant.

Music

- There will be no choral singing at this time. Only a soloist will be permitted; he or she must maintain a four metre distance from others when signing.

Baptisms, Weddings, and Funerals

- We will adhere to the diocesan instructions for administering Baptism and celebrating weddings and funerals. We will need to order cotton balls for the priest to administer oil on the newly baptised's forehead.

Communication of Changes

- Our rector will send the following letters (by email or regular post) to parishioners and share them on social media and on our website:
 - Introductory letter on the steps taken to ensure staff and parishioner safety. (July 28)
 - Letter to Staff and Volunteers (August 4)
 - Letter Regarding Liturgical Changes and Covid-19 Protocols (August 12 and September 8)
 - Invitation to Worship - New Liturgical Schedule - Encouragement to attend either early service or on another day. (August 25)

See sample reservation list on next page.

Sunday Reservation 10:00 a.m.

(Reservation List should include name and phone number and be prepared before the service.)

1. Celebrant
2. Music Director
3. Lector
4. Hospitality Minister
5. Hospitality Minister
6. Hospitality Minister
7. Hospitality Minister
8. Cleaning Team Minister (These persons help clean before the service.)
9. Cleaning Team Minister
10. Guest
11. Guest
12. Guest
13. Guest
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Sunday Reservation 8:00 a.m.

1. Celebrant
2. Hospitality Minister
3. Hospitality Minister
4. Hospitality Minister
5. Hospitality Minister
6. Guest
7. Guest
8. Guest

9. Guest

10 - 38 Reservations

Weekday Reservation

(Daily Morning Prayer at 9:00, Tuesday Eucharist 7:00 p.m., Wednesday Eucharist 12:00 p.m., and Thursday Eucharist 7:00 a.m.)

1. Celebrant

2-38 Reservations