

**PHASE TWO GUIDELINES
FOR
ST. LUKE'S EPISCOPAL CHURCH
EXCELSIOR SPRINGS, MO**

INTRODUCTION

It is the desire of St. Luke's Episcopal Church, Excelsior Springs, to begin with in-person worship. We are a small congregation that are very devoted to the each other, the community of Excelsior Springs and surrounding communities. We have faithful lay leaders of the liturgy, as far as morning prayer. We have depended upon supply priests in the past for a couple of services during the month.

LOCAL GOVERNMENT ORDERS

COVID-19 cases are very limited in Clay County. Further, the city of Excelsior Springs has a population of 11,646 (2018 numbers) and currently has one confirmed case of COVID-19. As a small community, there is one case in Lawson, MO and several cases in local Richmond, MO. Clay County amended its Public Health Emergency Order to begin on May 4, 2020 and end on May 31, 2020. The order is attached and identifies that masks should be worn when out in the community, frequent hand washing, practice safe distancing of 6 feet from others...These guidelines can and will be adhered to at St. Luke's.

ONLINE WORSHIP

St. Luke's is a congregation with a wide age range, with the majority that is older. Internet availability is sometimes scarce in the rural areas of our congregation, let alone from our actual church building and we are not providing online services at St. Luke's. Most parishioners are watching televised services, attending virtual worship services at Grace and Holy Trinity Cathedral in Kansas City, MO; the National Cathedral in Washington, DC; or other Episcopal services that are carried live on Face Book, or other means of observing a service. There is nothing more special, however; than being physically part of a liturgical service, be it Morning Prayer or Holy Eucharist.

WORSHIPPING TOGETHER

- With St. Luke's being a small church, it will not be difficult for the congregation to spread out and maintain safe social distancing. We will

have the congregants sit in alternating pews and rope off pews that will not be in use.

- St. Luke's **DOES NOT** have any water fountains in the building.
- Masks will be required to be used while attending services and will be provide for use.
- Hand sanitizer will be available for use.
- Until further notice, we will not be having coffee hour or potluck dinners, etc. When the time comes and we do begin having coffee, juice, etc., we will be using disposable utensils and plates and drink cups.
- We will have the congregation sign in with names and telephone numbers. To comply with HIPPA, no personal names will be used if the situation arises to notify members of the congregation regarding contact tracing.

OPTIONS FOR PRINCIPLE LITURGIES

It has been the practice at St. Luke's this past year to conduct Morning Prayer 2-3 Sundays per month and Holy Eucharist for the remaining Sundays. St. Luke's is open to having Holy Eucharist one Sunday per month and Morning Prayer the rest of the month, if possible. This will have to be at the availability of supply priests. We are open to continuing to have Morning Prayer.

At times when we would have Holy Eucharist, we would ask the Priest to wear gloves to disperse the communion wafer or use tongs. It would be at the discretion of the Supply Priest to serve the wine at the Eucharist. If it is to be served, it could be served from individual disposable cups.

GREETINGS AND HANDOUTS

- Service bulletins will be emailed to the congregation to print off at home and bring themselves or they can view on their cell phone during the service. We will have a small amount available for visitors or those that do not have computers/printers.
- St. Luke's **DOES NOT** provide childcare at our church services.
- If weather permits, the door to the building could be propped open, along with the inner doors will be open wide for all to enter without having to touch the handles.
- Hand sanitizer will be provided.
- Masks will be provided for those who do not have masks. We will provide a depository for the used masks to be washed and sanitized for the next use.

There are several ladies in the congregation that sew that have made masks for medical workers that have asked for them; for families with special needs; military personnel that have been required.

- The hymnals and prayer books have not been used since March. St. Luke's will divide the hymnals and prayer books into thirds and have those in the pews that will be open. After the service, they will be collected and "quarantined" and another third will be used for the next service. This can be done so that there will be 1/3 of the hymnals and prayer books used at each service.
- Any handouts that are left behind will be disposed.

SINGING AND CHOIRS

St. Luke's does not have a formal choir. The entire congregation sings!

PASSING THE PEACE

We could raise our hands in praise at the Peace, or wave at the other congregants.

OFFERING PLATES & GIVING

St. Luke's has put the collection plate on a pedestal for all to put their offering into during the offering hymn. Most of the congregation has been mailing in their pledges.

OTHER RITES, RITUALS & EPISCOPAL VISITATIONS

No weddings are being planned for the church at this time. No baptisms or confirmations are anticipated for a while. Funerals could be conducted at the cemetery with a Celebration of Life to be held at a later date with no complications.

ADMINISTRATIVE OFFICE PROCEDURES

There are no administrative office procedures done at the church, except for copying the bulletin. It will be the person responsible for using the copier to make sure that the copying machine is wiped down and sanitized after each use.

SMALL GROUPS & OUTSIDE GROUPS

We have one small group of women who meet in the undercroft for yoga about 2 or three times a week. They will be instructed to sanitize the area that they occupy before they leave each day.

SANITIZING THE CHURCH AFTER ALL USES

- The communal area will be thoroughly cleaned before the services begin at St. Luke’s.
- After each service as part of the duties of the altar guild, the person assigned for altar guild that Sunday. If Holy Communion is served, the Altar Guild will clean and disinfect the altar area and any cruets, host holder, chalice that are used and gather any bulletins that have been left behind and dispose of them properly.
- Sunday School at St. Luke’s usually is under 10 children and social distancing will be practiced.

CORRECTING UNSAFE PRACTICES

It will be the responsibility of each parishioner to make sure the suggested practices are followed. If a person with a compromised immune system or someone just does not feel that it is the right time to come back, that is their right to not come back until they feel more comfortable. This does not; however, keep us from keeping in contact by telephone, email, etc.

REVISIT THE PLAN REGULARLY

The Leadership Committee will revisit this plan when the next phase will be implemented, or when the Leadership Committee feels it needs to be addressed.

Excelsior Springs is covered by two counties: Clay County and Ray County. At the time of this document’s creation the following statistics were obtained from the respective Health Departments:

COUNTY HEALTH DEPARTMENTS

<u>County</u>	<u>County Total Cases</u>	<u># Days For Decline</u>	<u># Cases In Excelsior Springs</u>
Clay	62*		<6**
Ray	13		0

*Excludes KCMO

**No tracking is available for the Excelsior Springs Area because they only track if there are more than 6 positive cases.

Per the City of Excelsior Springs on Monday, May 18, 2020, they do not have an actual order in place. They are following the Clay County Health Department's Guidelines. Those Guidelines are included with this document.

Ray County does not have any statistics. Those statistics were obtained from the state health department.