



THE PARISH OF THE
EPIPHANY

A welcoming Episcopal community

1 June 2020

Vestry Charge for Journey by Stages Advisory Committee

The Vestry of the Parish of the Epiphany charges the Journey by Stages Advisory Committee to complete the following work on its behalf by August 31, 2020:

Using *A Journey By Stages: Gathering, Serving and Growing as the Episcopal church in Massachusetts*, and specifically “*Church Response in Stage Two: Gathering*” as your guide, evaluate the logistical, financial, and pastoral implications of entering into this stage, and provide concrete and actionable implementation plans.

These are the areas of focus for the committee, based on the diocesan document. These areas may be expanded upon by the committee as they see fit.

- Engage with the parish to determine participation potential in Stage Two onsite worship, with full understanding that it is an exploratory conversation. Be sure to communicate that Stage Two worship is subject to these limitations:
 - Higher risk individuals (adults 65 and over, or those with pre-existing conditions) are urged to stay home
 - Advanced reservations are required as there will be limited seating
 - Physical distancing must be observed.
 - Masks are required by all, including the celebrant and preacher (with special exceptions for small children and others with medical conditions)
 - No congregational singing is permitted
 - No distribution of communion is permitted
 - No fellowship or gathering before or after services is permitted
 - Formation programs for youth and adults must remain online
 - No nursery care will be provided
- Consider connecting with similarly sized churches in the diocese to see if advisory committees are in place as a potential source of collaboration and ideas. Some example parishes:
 - Christ Church, Andover
 - St Andrews, Wellesley
 - Church of the Redeemer, Chestnut Hill
 - St John the Evangelist, Hingham

- Make incremental technology procurement, installation, and training recommendations for live streaming, moving us to a permanent setup that will sustain us through full occupancy of the church and beyond.
- Create a plan for partial occupancy of the nave for worship, including the following:
 - Create a revised seating layout of the nave that ensures physical distancing requirements are met.
 - Determine a process and procedure for managing reservations and/or ticketing for services, and a process and procedure for taking attendance for purposes of contact tracing.
 - Determine a traffic flow (pre, post and during) for worship services, including restroom access and cleaning protocols between restroom use.
 - Determine a security plan for Sunday morning to deal with potential overflow, noncompliance with guidelines, and potential disturbances. Particular care should be given to relieve staff and parishioners from this responsibility.
 - Create nave cleaning policies and procedures after Sunday worship
 - Create training for ushers and greeters
- Report their status regularly at vestry meetings

Clergy, staff, and wardens' focus will be on expanding and enhancing our online worship and faith formation offerings, so that as many of us can participate in our faith life as possible.

Therefore, the committee, when planning, should consider the use of professional services and lay volunteers to cover potential burdens the implementation plan may represent.

The reopening of the building will not necessarily coincide with the completion of a plan; it will depend on public health indicators and state and diocesan mandates and guidance.

