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## Description Area

COVID-19 Reentering, Reopening, Reimagining Plan This is how we love one another. The following information is to aid the RRR Task Force and Bishop to evaluate your congregation's COVID-19 Reentering, Reopening, and Reimagining (RRR) Plan for approval. Prior to completing this application, please read the Report and Recommendations from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey. We expect this questionnaire to help you to organize information for your congregation's full plan. You are encouraged to share your full plan with the RRR Task Force as well. Click the "Save and Resume Later" link at any time to save your progress. You do not have to complete the form in a single session. If you do click "Save and Resume Later," YOU MUST SAVE THE LINK FOR LATER USE. If you lose that link, your saved form will be lost. Neither Formstack nor the Diocese is able to retrieve the link. A copy of your completed questionnaire will be emailed to you automatically. As you develop your plan and complete this questionnaire, please always be mindful that this whole process is rooted in how we love one another.

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## Church Name and Address

St Peter's-at-the-Light  
607 Central Ave. P.O. Box 428  
Barnegat Light 08006

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## We are seeking approval for: (check all that apply)

Indoor Worship  
Office Use

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## Section 1: Contact Info

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**Contact (Rector, Priest-in-Charge, or Warden Only)**

Tom MacArthur

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**Title**

Senior Warden

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**Preferred Phone**

(732) 930-4659

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**Preferred Email**

tmac@nsigh.com

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## Section 2: Alternate Contact Info

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**Alternate Contact (Rector,  
Priest-in-Charge, or Warden Only)**

Rev Lee Powers

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**Title**

Interim Priest

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**Preferred Phone**

(609) 502-5811

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**Preferred Email**

revlpowers@gmail.com

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### Section 3: Who will oversee the execution of Diocesan directives, protocols, and guidelines?

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Radio Button

The primary contact already listed

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## Section 4: Reopening Info #1

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**Proposed reopening date for in-person worship** Oct 25, 2020

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**Description Area** List your proposed weekly worship schedule, including: day of week and time; type of service (Eucharist, Morning Prayer, etc); whether virtual or in-person; and projected attendance for in-person services.

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**Day** Sunday

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**Time** 10:00 AM

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**in-Person/Virtual Service** Eucharist

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**Projected Attendance** 20

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**in-Person/Virtual Service** Eucharist

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**in-Person/Virtual Service** Eucharist

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**in-Person/Virtual Service** Eucharist

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**If you need more space, continue listing your proposed weekly worship schedule, including: day of week and time; type of service (Eucharist, Morning Prayer, etc); whether virtual or in-person; and projected attendance for in-person services.**

As noted in the attached diagram, we can accommodate a maximum of 20 seated attendees in the pews, while maintaining 6 foot distances between them (allowing less than 6 feet for family groups) and 20 feet from anyone speaking without a mask or a shield. In addition to this group of 20, we can accommodate the Priest in the altar area, the organist in the organ alcove and an usher who can stand in the back at a 6 foot distance from anyone else. Our remaining two ushers would remain outside or in the restroom area.

The Sunday before our proposed reopening date, we plan to host our worship service over Zoom, but from inside the church building. The congregation will not be physically present and the only people inside the church for this "trial-run" would be our worship leaders and ushers, approximately six (6) people. The congregation would be entirely on Zoom, but we feel it would be helpful to have a trial run to test our procedures, electronics, etc.

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**List other activities for which your congregation will regularly utilize your buildings. List day of week and time; frequency; type of activity; and projected attendance.**

We do not anticipate reopening our church for any other reasons at this time.

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**Will your church office be staffed?** Yes

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<b>If yes, please describe that staffing (who, schedule for each person)</b>	We have a single office Manager/Bookkeeper who uses the private office in the Parish House. She works partially from home and partially at the church office. Our interim Priest and Organist both work from home.
<b>Are the liability and property insurance coverages current for your church?</b>	Yes
<b>Has the Vestry or equivalent body agreed to abide by the Diocesan directives, guidelines, and protocols for re-entering, re-opening, and worship that are in place at this time, and intend to abide by later iterations of those directives, guidelines, and protocols when published?</b>	Yes
<b>Do you anticipate needing financial assistance for compliance with Diocesan directives, guidelines, and protocols for re-opening, re-entering, and worship?</b>	No
<b>What plans are in place in the event that your clergy become(s) exposed to COVID-19 or must be quarantined for a period of not less than 14 days?</b>	We currently have an Interim Priest. In the event that he is away or were to become incapacitated due to COVID-19 or any other reason, we would rely on Supply Priests to fill the gap.

## Section 5: Reopening Info #2

<b>Name</b>	Lee Powers
<b>Position</b>	Interim Priest
<b>Date of Training</b>	Aug 01, 2020
<b>Name - Copy</b>	Tom MacArthur
<b>Position - Copy</b>	Senior Warden
<b>Date of Training - Copy</b>	Jun 30, 2020
<b>Name - Copy - Copy</b>	Linda Pugliese
<b>Position - Copy - Copy</b>	Mission Committee
<b>Date of Training - Copy - Copy</b>	Sep 09, 2020
<b>Name - Copy - Copy - Copy</b>	Maria Schmidt
<b>Position - Copy - Copy - Copy</b>	Usher Coordinator (Will take training ASAP)

## Section 6: Tenants and Guest Groups

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**Tenant name** N/A

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**List additional tenants here if necessary** We do not intend to allow outside groups to use our buildings until the pandemic passes.

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## Section 7: Communications

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**What communication tools will the congregation utilize to advise potential attendees of church entrance requirements, capacity limitations, behavioral expectations, and remote worship alternatives?**

posters/signage  
email  
telephone calls  
mailings  
Facebook  
announcements during worship & gatherings  
website

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**Describe how guidance /requirements for distancing, navigation, masks and/or gloves, and other expected behaviors will be communicated in and around church buildings**

Upon approval from the Bishop of our reopening plan, we will draft a letter to our congregation explaining the details of how we plan to reopen, and what is expected of them.

We have also prepared an Usher Plan (attached) that details the critical role ushers will play in moving people in and out of the building, taking temperatures, recording attendance, seating attendees and ensuring compliance with mask and restroom requirements. All ushers will be required to review the Diocesan guidelines for reopening churches and watch the training video. Our Volunteer Agreement is attached.

We will be clearly marking the walkway leading to the church door at six foot intervals, as well as having two ushers posted outside the church to make sure there is no confusion about where people should stand, and we will be clearly marking pews that are off limits, as well as having an usher inside the church to seat people.

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**How will it be communicated that maximum worship capacity has been reached?**

We have an older congregation and a small church building and we expect that a large portion of our congregation will choose to remain on Zoom rather than attending the service in person.

We are creating a ministry of substitution, whereby some members agree up front that if capacity inside is reached, they will step out to allow others to attend in person. In order to allow these ministers to join the service on their phone or other device, we are expanding Wifi in the church and garden. The substitution ministers will be seated last, only if their seats aren't needed by others.

Since we don't expect to exceed capacity, we are not currently planning to utilize our separate Parish House for overflow. We have however, measured that space and laid out chairs at 6 foot distances and we can accommodate an additional maximum of 18 people in that space. We will submit a separate plan in the future if we need to use that space.

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**How will before and after service gatherings be discouraged inside and outside of the buildings?**

Our Usher Plan (attached) calls for two steps to discourage people from gathering. First, our pastor will not be at the door at the end of Mass. Second, we will have 2 ushers outside and 1 usher inside before, during and after services and their job is to encourage people to maintain 6 foot distances at all times on church property.

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**What alternatives will be offered for remote viewing/listening for people who choose not to attend or are unable to attend?**

We have been holding our services on Zoom since April and this will continue. The only difference is that the worship leaders will now be in the church rather than at their homes, and up to 20 others may join them in the church. We will have multiple devices with cameras covering the priest, organist and lector in order to broadcast them over Zoom.

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**Explain what challenges your congregation may face in providing alternative accessibility to worship and sacraments**

We have a small church building and will need to minimize the movement of people in order to maintain 6 foot distances. Therefore, our Ushers will seat people from the front to the back and dismiss them in reverse order, so that people don't have to walk past others as they enter and leave worship.

We also have a Communion Plan to minimize the movement of people during worship. Our priest will bring communion to participants rather than having them go to the altar rail. There may be some on Zoom who feel deprived of taking the Eucharist and we will therefore, continue including the Prayer of Spiritual Communion in our liturgy until everyone can be present.

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## Section 8: Cleaning and Disinfecting

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**Cleaning and disinfecting will be carried out by (check all that apply):** Contracted cleaning service

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**Describe your policy and schedule for cleaning between meetings, worship services, or other gatherings**

Our church building and parish house will be cleaned and sanitized weekly by a professional cleaning contractor as described below. Cleaning will be scheduled so as to allow 72 hours between the cleaning and the next Mass. Since we will not have any services in between Sunday services, no other cleaning or disinfecting will be required.

Bulletins and offering plates will be placed into position no later than 72 hours before Mass. All other Prayer Books, Hymnals and loose items will be removed from the pews.

Vessels used for Communion will be cleaned and prepared by Members of our Altar Guild, and this will be done no later than 72 hours before the next Mass.

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**Describe any policy to be implemented for bathroom use and ongoing cleaning/disinfection**

We have two private, non-gender specific bathrooms in the church. We will announce that these are available for emergency use. Each bathroom will be equipped with disinfectant wipes and written instructions to wipe every surface after use.

Bathrooms will be cleaned weekly by our professional cleaning contractor, using a sanitizer that has been approved by both the EPA and CDC for killing COVID-19. All hard surfaces will be wiped down.

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**What provisions have been made to ensure an adequate, ongoing supply of masks, gloves, hand sanitizer, disinfectant cleaning wipes, and disinfectant cleaning products?**

The Mission Committee has approved a budget for reopening that includes hand sanitizer dispensers (2), non-touch thermometers, rope for off-limits pews, bathroom disinfectant wipes, a HEPA filter, masks and gloves, and plexiglass shields for the front of the lector pulpit and organ. We use a professional cleaning company and they will supply all other cleaning products.

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### Section 8a: If a contracted cleaning service is to be used, provide details:

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<b>Company Name</b>	The Cleaning Authority
<b>Contact Name</b>	Sean Corcoran
<b>Email</b>	tcasouthnj@gmail.com
<b>Website</b>	TheCleaningAuthority.com/ForkedRiver
<b>Insurance Carrier</b>	Citizens Insurance Co of America

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**Has your contracted service been provided Diocesan directives, guidelines and protocols, and agreed to follow them for church cleaning and disinfecting?** Yes

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**If a contracted cleaning service is being utilized, describe the services that they will provide:**

We will review the Diocesan directives, guidelines and protocols with our cleaning contractor before our reopening service.

Our contractor has agreed to clean and sanitize both the church and the parish house on a weekly basis, using a sanitizer that has been approved by both the EPA and CDC for killing COVID-19. All hard surfaces will be wiped down. All Prayer Books, Hymnals and other loose items will be removed from the pews and will therefore not need to be cleaned. Carpets may be lightly misted with sanitizer after we have confirmed that it will not cause damage.

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## Section 9: Case Contingency

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**What is your process for an individual who has been in your building to report a COVID-19 infection or exposure, after the fact?**

Our Usher Plan (attached) includes a protocol for someone becoming sick with COVID-19. Attendance will be taken at each service as described above. A weekly announcement will be made asking attendees to advise the Priest or Senior Warden if they contract COVID-19, with the understanding that strict confidentiality will be maintained. The incident will be reported to the Ocean County Health Dept. and to the Diocese. All attendees at that service will be advised that an unnamed individual at the service was diagnosed with COVID-19. In-person services will be suspended for two weeks and the church will immediately undergo a deep cleaning and sanitizing during this time.

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**Describe how the contact details for attendees and visitors will be collected and stored.**

Our weekly Attendance Report includes the names of every person for whom we have contact information. Those people can simply be checked off as they arrive. The report also includes a section to enter names and contact information for new people. Our Usher Plan specifies that attendance will be taken before someone enters the building.

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**Who is responsible for contacting attendees and visitors in the event that a COVID 19 infection or exposure is reported by a church visitor/attendee after the fact?**

The Priest and Senior Warden will handle this.

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**Description Area**

NOTE: You must inform the Bishop's office in the event an infection or exposure is identified.

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## Section 10: Worship Capacity Considerations

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**What is the capacity of your main worship space as approved by your occupancy certificate?**

97

**What is the maximum church seating capacity with 6-foot spacing all around individuals (does not apply to members of the same house)?**

20 seated attendees, plus the priest, organist and unseated usher.

**Attach a simple diagram of the proposed seating and traffic flow to maintain 6-foot spacing during entry, exit, and communion. Include width of aisles and other measurements that show distance between persons. (this file will not be saved if you leave this form before submitting)**

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**Maximum altar capacity of altar area with 6 foot spacing**

We can fit 2 people behind the altar, but the priest will be alone. We will not be utilizing an acolyte or Eucharistic Minister

**Attach a simple diagram of the positioning of the altar party. (This file will not be saved if you leave this form before submitting)**

[https://s3.amazonaws.com/files.formstack.com/uploads/3908362/93508880/661771102/93508880\\_diagram\\_notes.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/3908362/93508880/661771102/93508880_diagram_notes.pdf)

**Maximum choir/musician capacity (if separate from altar area) with 30 foot clearance for singers and wind instruments and 6 feet for other instruments**

1 organist, plus someone from the same household. No choir

**How will spacing/distancing be reinforced and administered?**

We have determined which pews may be used (numbered) and which will be closed (marked with an "X"). Except for family members, we have maintained 6-foot distances between parishioners. The available and off-limits pews will be clearly marked with rope. Nobody will seat themselves; everyone will be seated by the usher. Attendees may request one or the other side of the church, but the ushers will seat people from the front to the back, and dismiss people from the back to the front, in order to limit people walking past others.

Our Priest will be more than 20 feet away from the nearest occupied pew, except for during communion, when he will remain masked. The Lector will be behind plexiglass and more than 10 feet from the nearest occupied pew. There will be no singing by the congregation and we do not have a choir. The Organist will be both masked and shielded with plexiglass, since he will be within 13 feet of parishioners.

**How will Communion be distributed including by whom?**

The priest will consecrate the bread while covered by a linen cloth, and transfer the consecrated hosts into a ciborium with a cover. He will then announce "The Body of Christ, the bread of heaven." He will then instruct the congregation that he will come to them individually and will pick up a host with his hand, which will have a glove on it, and drop the host into each person's hand without saying any words. The priest will be wearing a mask while administering the sacrament. No contact will be made between the priest's gloved hand and the hands of the people receiving. If contact is made, the priest will return to the altar area, remove the glove, again clean his hands with hand sanitizer, and place a fresh glove on his hand, and resume the administration of the sacrament.

Because of the tight space in the church sanctuary, it was deemed advisable to have the priest move to the people, rather than having them come to the altar rail area at the front of the church.

Some members of the congregation who live relatively close to the church building and who attend the worship electronically may drive to the church area as the priest finishes saying the Eucharistic prayer. They can park at a safe distance from other cars, and the priest can go outside and administer communion to them by their cars.

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**Please upload any other documents or files that will assist the Task Force in reviewing your plan. (This file will not be saved if you leave this form before submitting)**

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