



A Checklist for in-person worship in
the EPISCOPAL DIOCESE of MISSOURI
 in an age of COVID-19

PREPARING THE FACILITY FOR RE-GATHERING	PERSON RESPONSIBLE	COMPLETED
Clean and disinfect high-touch/shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.		
Designate entrances and exits with clear signage.		
Place hand sanitizer containing at least 60% alcohol content at entrances and exits and throughout the facility. If the Holy Eucharist is to be celebrated, have hand sanitizer available for worshipers as they proceed to and from receiving communion.		
Clear signage and markers to ensure proper physical distancing.		
Determine whether your usual worship space is the best place for worship at this time. Perhaps you have a parish hall that is larger and more suitable just now		
Clearly indicate the route worshipers are to use from the entry to the worship space and indicate proper physical distancing, perhaps with markers on the floor.		
Close common areas.		
Close rooms that will not be in use.		
Remove all shared items such as brochures and hymnals, and any soft surfaces such as children's busy bags and stuffed animals.		
To indicate proper physical distancing, assign seating (rearrange chairs or rope off every second pew etc.)		

PREPARING THE FACILITY FOR RE-GATHERING	PERSON RESPONSIBLE	COMPLETED
Ensure that liturgical participants will have appropriate physical distance from each other.		
Place floor indicators/markers to show physical distance for those who are waiting to receive Holy Communion.		
Designate how many people will be allowed in a bathrooms at one time; post a sign with floor indicators in the hallway to show physical distance for those who are waiting.		
Provide signage in bathrooms to ensure proper handwashing and indicate a procedure for using faucets, door handles, stall handles, toilet/urinal handles etc.		

PREPARING WORSHIPPERS	PERSON RESPONSIBLE	COMPLETED
Communicate that staff, volunteers and worshipers who are ill or who have been exposed to COVID-19 must stay home.		
Communicate that those with underlying medical conditions and those over 65 years old are at a higher risk of experiencing worse symptoms than others if they contract the virus.		
Communicate changes to worship space.		
Communicate that worshipers are asked to keep physical distance at all times, practice good hand hygiene and sneeze into their elbows.		
It is required that worshipers wear masks/face coverings when in the church.		
Children are to remain with their parents at all times.		
Communicate changes to the worship service in advance (e.g., no congregational singing, reception of Holy Communion, no greeting or coffee hour before or after service etc.).		

PREPARING FOR WORSHIP	PERSON RESPONSIBLE	COMPLETED
Determine the number of people allowed in the worship space and a plan is in place to determine how many services will be offered in order to accommodate those who would wish to worship.		
Determine an "overflow" space in the event the main worship space is filled.		
A plan is in place to determine who will worship when.		
A plan is in place to continue to include in worship those who will not attend in-person worship.		
A list is kept of worshipers, staff and volunteers at all services in case someone later tests positive for COVID-19 and their movements must be traced. This list will be kept for two weeks before it will be destroyed or deleted.		
Worship is planned in accordance with Public Health guidelines.		
Congregants are reminded to clean their hands on entry and exit.		
A plan is in place to help worshipers participate in the service. A single-use bulletin is left on chairs or pews AND/OR the bulletin is available online for use with personal tablets or other electronic devices.		
Recorded or streamed music may be played. Soloists and instrumentalists may provide music following recommendations for safe distancing and/or barriers.		
Children will remain with their parents, even if a children's time is offered.		
The Peace is shared without physical contact.		
The offering plate is neither circulated nor presented at the altar. There is a plan to receive gifts safely. Encourage worshipers to make contributions through electronic means.		
A plan is in place to offer the sacraments safely.		
People are designated to clean and disinfect the worship space between services.		

THE HOLY EUCHARIST & COMMUNION DISTRIBUTION	PERSON RESPONSIBLE	COMPLETED
Those preparing the elements and vessels for Holy Communion use excellent hygiene procedures.		
Clergy wash and sanitize their hands before and after consecrating the elements and distributing Holy Communion.		
Clergy and assistants wear a mask when distributing Holy Communion.		
Worshippers are directed to receive communion in a one-way traffic pattern allowing for physical distance between family groups.		
Communicants sanitize their hands as they proceed to receive communion.		
It is recommended that to minimize close contact, the communicant pauses 6 feet away from the minister, who says, "The body of Christ. Bread of Heaven." to which the response "Amen" is given. The minister should take special care not to touch the communicant, or should pause to sanitize hands again, if contact is made.		
Communion in one kind is recognized as a full experience of the Sacrament.		
Common cup and intinction are not permitted.		

HOLY BAPTISM	PERSON RESPONSIBLE	COMPLETED
The font is sanitized and filled with clean water.		
The person to be baptized, if an infant, remains in the arms of their family.		
Family groups at the font maintain physical distance.		
The clergy wears a mask at the font.		
Water is poured on the baptized with a shell or other vessel.		
The baptized is anointed with oil in a cotton ball.		
A member of the baptismal party lights the baptismal candle from the paschal candle as the words of presentation are said.		

WEDDINGS AND FUNERALS	PERSON RESPONSIBLE	COMPLETED
Weddings and funerals held within the church building must follow the same guidelines as other worship services.		
Outdoor gatherings of up to the maximum number allowed by health officials, practicing physical distancing are permissible.		

GENERAL	PERSON RESPONSIBLE	COMPLETED
Staff and volunteers receive information and training about new processes.		
Staff and volunteers have access to masks and hand sanitizer.		
Offering counters have access to gloves and masks.		
People are designated to clean and sanitize high traffic areas, including washrooms, between services.		
Leaders remain aware of new Public Health guidelines. Be prepared to discontinue in-person worship if levels of infection rise.		

RENTERS/OUTSIDE GROUPS	PERSON RESPONSIBLE	COMPLETED
<p>Congregations may permit outside groups to use the facility providing they follow all health guidelines regarding physical distancing, etc., and the congregation/rental groups have resources to handle the cleaning requirements between each use. Facility rentals should be suspended if groups cannot or will not adhere to gathering restrictions.</p>		
<p>Written details as to how the rental/outside group will meet health guidelines, should be submitted prior to their use of the facility.</p>		
<p>Insurance certificates for outside groups should be kept on file.</p>		
<p>Other considerations:</p>		