



**Pursuant to the Diocesan  
*Guidelines and Parameters for a Phased Approach to Regathering*  
due to the spread of COVID-19 as an imminent threat to the  
health, safety, and welfare of the residents of the  
District of Columbia and Maryland,**

**This Regathering Plan is**

**DEDICATED  
TO  
ST. TIMOTHY'S PARISHIONERS**

**In preparation for a safe transition from Virtual to  
In-Person worship gathering.**



# PHASES OF RE-OPENING THE CHURCH



# St. Timothy's Episcopal Church

3601 Alabama Avenue SE  
Washington, DC 20020



*Following Jesus by living in love, walking  
by faith, and serving our community.*

**THE REV. JEANIE MARTINEZ-JANTZ, INTERIM  
RECTOR**



**A PHASED APPROACH TO REGATHERING**

**JANUARY 2021**

## GUIDING PRINCIPLES

In response to the spread of COVID-19 pandemic as an imminent threat to the health, safety, and welfare of the residents of the District of Columbia and the State of Maryland, the Episcopal Diocese of Washington DC has established the *Guidelines and Parameters for a Phased Approach to Regathering*. St. Timothy's Episcopal Church will follow these guidelines in conjunction with directives from the Centers for Disease Control (CDC) and Prevention and local health authorities as it prepares to transition to regathering.

In recognition of the fact that some parishioners may not feel comfortable engaging in an in-person worship due to age or underlying medical conditions, St. Timothy's is planning for a hybrid limited in-person worship service with live streaming for virtual participation in Phase II. We will use this phase of regathering to determine the church's readiness for expansion of in-person worship. We will also continue to update and revise the plan, in accordance with changes in guidance from the CDC and the DC Department of Health.

<b>PHASE I</b>	<b>GUIDANCE</b> Suspension of Live In-Person Worship Services and Public Use of Property.
	<b>PUBLIC HEALTH INDICATOR</b> <ul style="list-style-type: none"><li>● COVID-19 cases and deaths are increasing.</li></ul>
	<b>PROTOCOL</b> <ul style="list-style-type: none"><li>● Worship Services are offered virtually.</li><li>● Bible studies, coffee hours, social gatherings and meetings via telephone or online.</li><li>● Pastoral care via telephone or online unless granted permission by the bishop.</li></ul>

## PHASE II

### GUIDANCE

Significantly Limited Live In-person Worship Services and Public Use of Property.

### PUBLIC HEALTH INDICATORS

- 14-day consecutive decline in numbers of people testing positive for covid-19, hospitalizations, and intensive care bed use.
- Widespread testing / contact tracing available to track the spread of the virus
- Sufficient supply of personal protective equipment.
- Evidence that our health care systems have sufficient equipment and are not overwhelmed by the number of cases.

### PROTOCOL

**\*Note: All re-gatherings require bishop's advance approval.**

- Covenant for Regathering will be signed in advance and blank copies made available in the Narthex.
- 72-hour advance registration will be required for attending Sunday service.
- In conjunction with online services, a limited number of worshippers ( $\leq 25\%$  capacity) may gather for in-person worship.
- Worship leaders with speaking roles may remove masks only while speaking.
- No singing allowed.
- Six feet physical distancing will be maintained.
- Mandatory use of face masks or facial covering by all worshippers at all times.
- Only pre-consecrated wafers will be offered.
- Side doors of altar open to go to bathroom ONLY.
- Pew cushions and books will not be used. Single use bulletins only.
- Holy water basins and baptismal fonts will be emptied during this period.
- Hybrid Baptisms with the family only or members only. Video may be included in online worship service.
- Anointing of the sick is permitted, at the discretion of rector's and family's comfort level and using gloves and masks.
- Pastoral care is to be administered via telephone or video conferencing only except with permission of the bishop.
- Weddings are permitted at the discretion of rector's and family's comfort level and using gloves and masks with  $\leq 10$  family members. No food receptions allowed.
- For funerals: Walk-by viewing and/or memorial service with a limit of  $\leq 10$  family members sitting.
- No live coffee hours or potluck meals allowed.
- Worshippers known to be infectious, actively sick, or symptomatic will not be admitted.
- Worshippers with underlying health risks are discouraged from attending.
- Online and electronic giving are encouraged. Offering plate may be placed in the Narthex for enveloped offering.
- Record of individuals who have been in the building will be maintained for at least 30 days from the Sunday Worship service.

**\*This information will be needed if a case of COVID-19 occurs at the church in order to assist with contact tracing. Registration tracking will ensure accountability for names of every person who has been on the premises.**

<b>PHASE III</b>	<b>GUIDANCE</b> Moderately Limited Live In-person Worship Services and Public Use of Property.
	<b>PUBLIC HEALTH INDICATORS</b> <ul style="list-style-type: none"> <li>● Covid-19 cases, hospitalizations and deaths have fallen to near zero.</li> <li>● Widespread testing and tracking.</li> <li>● Health care system well equipped and able to treat all in need.</li> </ul>
	<b>PROTOCOL</b> <b>Follow all protocols in Phase II except:</b> <ul style="list-style-type: none"> <li>● In conjunction with online services, a moderate number of worshippers (<math>\leq 50\%</math> capacity) may gather for in-person worship.</li> <li>● Full communion administered at the bottom of altar steps with physical distancing.</li> <li>● Solos and duets allowed.</li> <li>● Small group gatherings (<math>\leq 25</math>) permitted with physical distancing.</li> <li>● Weddings are permitted at the discretion of rector's and family's comfort level with a limit of 25 immediate family member allowed for sitting. Light reception with packaged food allowed.</li> <li>● For funerals: Walk-By viewing and/or memorial service with a limit of <math>\leq 25</math> family members sitting.</li> </ul>
<b>PHASE IV</b>	<b>GUIDANCE</b> ● All Live In-Person Worship Services and Public Use of Property Allowed with Few Limitations.
	<b>PUBLIC HEALTH INDICATORS</b> <ul style="list-style-type: none"> <li>● Vaccines have been developed and are available to all in the general public.</li> <li>● No reported new cases of pandemic infections in the region for at least two weeks.</li> <li>● Treatment of proven effectiveness is widely available.</li> <li>● Widespread testing and tracking for virus and immunity.</li> </ul>
	<b>PROTOCOL</b> <ul style="list-style-type: none"> <li>● <math>&lt; 75\%</math> Capacity three times per month.</li> <li>● Limited capacity once a month for those with underlying health conditions.</li> <li>● Those who are known to be infectious, actively sick or who display any of the symptoms of being ill should not attend.</li> <li>● Worshippers still required to wear masks throughout the service.</li> <li>● Sacramental worship and community gathering restrictions are lifted.</li> </ul>

## REGATHERING PLAN

### Event Management

EVENT	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Regathering Survey	Yes	Yes	Not Applicable	Not Applicable
Covenant	Not Applicable	Yes	Yes	Yes
Registration	Not Applicable	Yes	Yes	Yes
Mask or facial covering.	Not Applicable	Yes	Yes	Yes
Worship Service	Suspension of Live In-person Worship & Public Use of Property	Significantly limited Live In-Person and Public Use of property. All re-gatherings require Bishop's advance approval	Moderately Limited Live In-Person and Public Use of Property	All Live In-Person And Public Use of Property are allowed.
	Virtual	Hybrid at $\leq 25\%$ capacity	Hybrid at $\leq 50\%$ capacity	Hybrid at $\leq 75\%$ capacity
Pastoral Care	Telephone or online unless granted permission by the bishop.	Telephone or video conferencing only unless granted permission by the bishop.	Telephone or video conferencing only unless granted permission by the bishop.	No restrictions
Holy Eucharist	Pre-consecrated wafers	Pre-consecrated wafers	Full communion with physical distancing	No restriction
Baptism & Anointing of the Sick	Permitted at discretion of rector's & family's comfort level.	Permitted at discretion of rector's & family's comfort level.	Permitted at discretion of rector's & family's comfort level.	No restriction
Weddings	Permitted at discretion of rector's & family's comfort level with a limit of $\leq 10$ family members in attendance.	A limit of $\leq 10$ family members. No food receptions allowed.	A limit of $\leq 25$ family members. Light reception with packaged food allowed.	No restriction
Funeral	Permitted at discretion of rector's & family's comfort level. Walk-by viewing only. No sitting allowed.	Walk-by viewing; and/or memorial service with a limit of $\leq 10$ family members sitting.	Walk-by viewing; and/or memorial service with a limit of $\leq 25$ family members sitting.	No restriction
Organizational Activities Bible Study, Social Gatherings	Virtual	A limit of $\leq 10$ parishioners with physical distancing.	A limit of $\leq 25$ parishioners with physical distancing.	No restriction
Singing	Not Applicable	Not Allowed	Solos and duets allowed	No restriction
Coffee Hour	Not Applicable	Not Allowed	Not Allowed	No restriction

## PHASE II HYBRID PLAN

<b>Phase IIA Hybrid</b>	<ul style="list-style-type: none"> <li>• Allowed individuals in the sanctuary               <ul style="list-style-type: none"> <li>✓ Rector</li> <li>✓ Musicians (Organist/Piano and Drummer)</li> <li>✓ Media Tech Person – 1</li> <li>✓ Lay Reader</li> </ul> </li> <li>• No parishioners</li> <li>• Media setup from the front of the sanctuary on the Epistle side (First Pew)</li> <li>• TV setup from the front of the sanctuary on the Gospel side (First Pew)</li> <li>• Projector setup next to the podium on the Epistle side</li> <li>• Frequency of once a month or every other week depending on resources availability and environment conditions</li> </ul>
<b>Phase IIB Hybrid</b>	<ul style="list-style-type: none"> <li>• All of Phase IIA Hybrid including:</li> <li>• &lt; 10 parishioners allowed excluding individuals noted in phase IIA Hybrid (possible max 15)</li> </ul>
<b>Phase IIC Hybrid</b>	<ul style="list-style-type: none"> <li>• All of Phase IIB Hybrid including:</li> <li>• &lt; 25 parishioners allowed excluding individuals noted in phase IIA Hybrid (possible max 30)</li> <li>• Frequency may increase to every other week depending on resources availability and environment conditions</li> </ul>

### REGATHERING TASK FORCE

*Ruth Quartey*

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Ruth Quartey, PhD, RRT, CCRA

*Earl Harris-Nicholls*

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*Trina Kumodzi*

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