

Preparing Your Plan and Reporting to the Bishop

As noted [in the Diocesan Plan](#), once a date is announced allowing a region to move to Phase Two (Yellow), each church is expected to submit a plan to the Bishop within two weeks. Your plan should be sent regardless of whether or not the church intends to resume in-person activity. Below is a preliminary checklist as well as a template to assist you in structuring your plan so that it may then be submitted for the Bishop's review.

Should you need assistance or wish to review your plan prior to submission, please contact Canon Shawn Wamsley (swamsley@diopa.org) or Canon Kirk Berlenbach (kberlenbach@diopa.org). They will be happy to help.

Preliminary Checklist

Please read and review the Diocesan Plan then complete the following checklist. When you have completed the list, you should be prepared to create your church's plan to present to the Bishop.

- 1) Complete review and discussion of the Diocesan Plan with clergy, vestry, ministry chairs and leadership of your church.
- 2) Prayerful discernment about whether your church is called to resume in-person worship and activity. If YES, please proceed to item #3. If NO, please skip to item #8
- 3) Capacity to clean before and between activities including the ability to secure the necessary supplies (cleaning, masks, etc.).
- 4) Worship and/or other activities meet the conditions of the Diocesan Plan, including spacing, avoiding physical contact, communion, flow of people from parking lots etc.
- 5) A plan to manage attendance within the 25-person limit.
- 6) Ushers recruited and trained.
- 7) System for contact tracing and emergency communication in the event of a COVID-19 infection.
- 8) Coordination for the continuance of virtual/phone worship with in-person worship (as appropriate).
- 9) Communications plan including, as appropriate, all new practices and restrictions.
- 10) As needed, coordinate with the Offices of the Diocese for assistance.

Creating your Plan

Overview Working from the preceding checklist, please describe what worship and activity will look like at your church in Phase II using the following categories.

Worship

- Nature (In-person, virtual, phone)
- Location (Sanctuary, outside, multiple locations, homes, etc.)
- Schedule and Type (Eucharist, Daily Office, etc.)
- If in-person, include plans for safety and observing the 25-person limit
- If in-person include plans for music

Fellowship

- Nature
- Location
- Schedule and Type
- Safety Measures

Formation

- Nature
- Location
- Schedule and Type (Bible study, etc.)
- Children and Youth (Virtual only)

Pastoral Care

- Nature
- Who (Clergy, lay)
- If in-person, describe conditions and precautions

Ministries/Other Activities

- Describe any other church activities not covered above including:
 - Nature
 - Location
 - Schedule and Type
 - Safety Measures