**CHECKLIST FOR EMMANUEL OUTDOOR WORSHIP SERVICES**

One week before service:

* Informative message is distributed to parish via email announcing the date, time and location of the service and detailing the conditions under which the service will be held.
* For planning purposes, parishioners are asked to contact the church office via phone or email if they plan to attend the service. Parishioners are further instructed to come to church 15 minutes before the service begins (8:45 a.m.) to allow time for entering the worship space in an orderly fashion while maintaining social distancing.

Day before service:

* Volunteer sets out grid in parking lot using duct tape or landscape paint to mark locations of chairs for worshippers, keeping 6’ distance in all directions between households. Volunteer also marks the locations of 2 entry tables on either side of the parking lot and marks places in line for worshippers waiting to be seated for the service, again maintaining 6’ of social distancing.

Day of service:

* Team of volunteers arrive at 8:00 a.m. to prepare for 9:00 service.
* While maintaining social distancing and wearing masks, team moves tables, chairs, music stands and outdoor sound system from church to parking lot. Once these items are outside, team moves piano to rear entrance of parish house.
* Team arranges chairs according to marked grid and disinfects them with EPA-CDC approved disinfectant. Team also places 2-3 sanitized chairs and 1-2 music stands on the brick area immediately outside the parish house door for use by the rector and reader(s).
* Team sets up 2 entry tables on either side of the parking lot and places hand sanitizer, basket of masks, and paper service bulletins on each table. A rock or paperweight is used to secure the bulletins if it is breezy.
* Team puts recycling bin for used bulletins next to each entry table.
* Team puts up signs on the tables with instructions for worshippers (e.g., “Masks must be worn at all times,” “Please observe social distancing,” “No congregating in parking lot,” etc.).
* Team sets up outdoor sound system for use by the rector.
* By 8:40 a.m., masked ushers are in place at both entry tables. Ushers ask worshippers to stand in line, maintaining social distancing as aided by marked locations. Ushers ask each worshipper in turn to use hand sanitizer, to put on mask (if not already on) and to take a service bulletin. Ushers guide worshippers to seats, one household at a time, while maintaining social distancing. Seats will be filled from the front to the back of each section.
* At the conclusion of the service, ushers ensure that worshippers exit starting from the back of each section so that worshippers in the front are the last to leave. Ushers ask worshippers to place their service bulletins in the recycling bin as they leave. Ushers then ask worshippers to proceed directly to their cars or to walk away from church property while remaining masked and maintaining social distancing.
* After all worshippers have left church grounds, volunteers pick up remaining masks and hand sanitizer and return them to the parish house for storage. Recycling bins with used service bulletins are taken in for recycling.
* Chairs, tables, piano and music stands are wiped with disinfectant before being moved back into the church. The piano, music stands and outdoor sound system are moved back into the music room.