

Clergy & Parish Council Presidents Town Hall

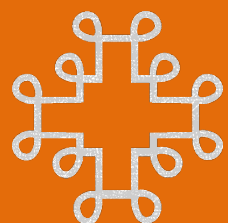
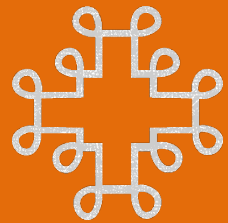
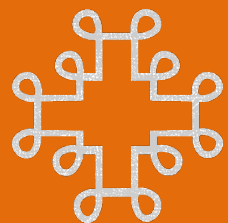
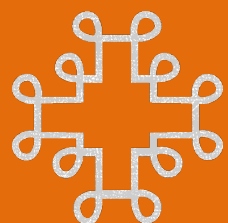
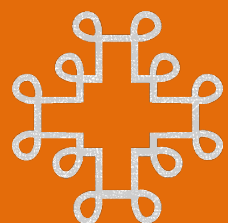
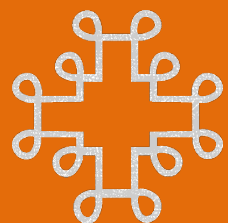
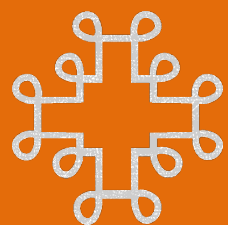
“Parish Reopening Preparation”

May 13, 2020

Zoom Meeting Agenda

1. **Opening Thoughts** His Eminence, Metropolitan Gerasimos
2. **Finance Update** George Psefteas, Finance Lead, Parish Support Team and Metropolis Council Finance Team
3. **Stewardship Ministry Update** Steve Pappas, Ministry Lead, Metropolis of San Francisco Stewardship Ministry
4. **Re-Opening of Our Parishes - Readiness Guide** Steve Tibbs, Lead, Metropolis of San Francisco Orthodox Parish Leadership Ministry and Coordinator, Metropolis of San Francisco COVID-19 Parish Support Team
5. **Closing** V. Rev. Fr. John Constantine, Acting Chancellor





COVID-19

The Reopening of our Parishes

Readiness Guide

*"Therefore encourage one another
and build one another up, just as
you are doing." 1 Thessalonians
5:11*

May 13, 2020





PURPOSE OF THIS GUIDE

Supports Parish Efforts

- Create a Safe Environment
- Create an effective Reopening Process
- Return to In-Person Worship
- Re-Connection

Document

- “Working and Evolving”
- Checklist Format
- Recommendations for Action

Parish Use

- Assess Readiness
- Initiate Plans; Resolve Issues
- Create Accountability



5 KEY AREAS

- ① **Regulatory Compliance**
- ② **Liturgical Practices & Worship**
- ③ **Health & Safety**
- ④ **Communications**
- ⑤ **Leaders, Greeters & Volunteers**



1

Crisis
Management

COVID - 19
Parish
Response
Steps

2

Contingency
Planning

3

Parish
Reopening

**METROPOLIS OF SAN FRANCISCO
PARISH SUPPORT TEAM**



Our Reopening Progression

1 Limited Re-Gathering for Worship ~ 10 - 50 participants*

2 Expanded Worship Participation Levels ~ 25 - 50+*

3 Full Services Allowed
(Currently, too early in the process to predict further details)

**Numbers will vary by state and local guidelines.
Confirm with your respective agencies for greater detail.*



1. Regulatory Compliance

Section Leader: _____

All reopening, safety and operating plans of the parish must comply with regulations provided by local, state and federal agencies as well as those provided by the Greek Orthodox Metropolis of San Francisco. In a recent decision, the Archdiocese of America has given approval to each Metropolitan to determine and guide the reopening of his respective parishes.

	Action	Responsibility	Completion Date
Public Health	Make initial contact with parish’s local county Public Health Department to understand guidelines and gather information		
	Review reopening stages/approaches for Faith Communities from the parish’s respective state and county jurisdictions		
	Review reopening stages/approaches for Faith Communities from CDC and general federal guidelines		
	Identify any contradictions which may exist between respective state and county guidelines impacting the reopening of the parish (more stringent guidelines will typically apply)		
Metropolis	Ensure parish plan is in complete compliance with all local, state and federal guidelines		
	Complete Metropolis of San Francisco Reopening Readiness Guide; completing all checklists areas		
	Sign and send “Parish Reopening Readiness Affirmation” (last page in this guide) to your respective Vicar for review.		
	Implement respective Parish Reopening Plan		



1. Regulatory Compliance

Section Leader: _____

Public Health

- Initial contact with local county Public Health Department
- Review state and county stages & approaches
- Review CDC and federal guidelines
- Identify any contradictions - state and county guidelines
- **Ensure parish plan is in complete compliance with all local, state and federal guidelines**

Metropolis

- Complete Readiness Guide
- Sign and Send “Parish Reopening Readiness Affirmation” to Vicar
- Implement Plan



2. Liturgical Practices & Worship

Social Distancing

- Social Distancing & Seating/Capacity Impact
- Mark Seating Areas
- Mark Floor – Distancing & Traffic Flow
- Households Sit Together
- Limited Attendance – Reservation Procedures
- Record Names and Phone Numbers
- Show Empathy
- Parishioner Movement

Liturgical Practices

- Venerate Icons without Touching/Kissing
- Communion Guidelines Clear
- Limit Chanters and Acolytes (adult) and Choir (no)
- Antidoron Offered in a Safe, Individual Manner
- Liturgies Offered More Frequently
- Continue “Live Streaming”
- Guidelines for Sacramental Services



3. Health and Safety

General Facilities

- Order Supplies Now
- Facility Cleaning Guidelines
- Restrooms: Sanitize Frequently & Limit Numbers
- “Safe-Practice” Guidelines to Cleaning
- If Someone Becomes Infected...
- No Gatherings

Preparing to Enter Church

- Acknowledge Without Physical Contact
- “Staging/Welcome” Area
- Post Signs in “Staging/Welcome” Area
- Masks Required; Provide If Necessary
- Entrance Door Open or Opened by Usher
- Approach Anyone Appearing Ill
- “Paperless” Worship



4. Communication

Key Messages

- “Welcome Home/What to Expect” Messages
- High Risk, Remain Home
- Phased-In Approach
- Protect One Another
- Comply with all Regulatory Guidelines
- Safe Environment Created
- Limited Seating and Movement Within Church

Delivery

- Utilize All Communication Channels
- Short Video Message
- “Live Stream” for Messaging Following Liturgy
- Consider “Town Hall”



5. Leaders, Greeters & Volunteers

Preparation

- Parish Reopening Lead
- Parish Health Officer
- Section Leaders

Engagement

- Advanced Information to Leaders and Staff
- Prepare Ushers/Greeters
- Ushers/Greeters Wear Masks
- Refrain from Physical Greeting; Use Social Distancing
- Encourage Digital Giving
- Touch Money = Wash Hands
- Symptoms of COVID-19



- ❖ Pray
- ❖ Health
- ❖ Sacraments
- ❖ Liturgies
- ❖ Venerate
- ❖ Comply
- ❖ Clergy
- ❖ Leaders
- ❖ Plan
- ❖ Social Distancing
- ❖ “Paperless”

- ❖ “Staging/Welcome” Areas
- ❖ “No Touch” Greetings
- ❖ Seating
- ❖ Sanitize
- ❖ “What to Expect”
- ❖ Posters
- ❖ Train
- ❖ Live – Stream
- ❖ No Gatherings
- ❖ “Best Practices”
- ❖ Implement



Parish Reopening Readiness Affirmation

"For I know the plans I have for you, declares the LORD, plans for welfare and not for evil, to give you a future and a hope." Jeremiah 29:11

PARISH:

DATE:

CITY & STATE:

PARISH REOPENING LEAD:

PARISH HEALTH OFFICER:

By our signatures below, we affirm that our parish has developed a comprehensive "Reopening Plan" which will guide the activities and actions of our parish and is, of this date, prepared to support the return and re-engagement of our parishioners.

Signatures

Proistamenos

Parish Council President

Vicar

Once signed, please send to the Metropolis of San Francisco, Acting Chancellor,
V. Rev. John Constantine at frjohn.sanfran@gmail.com