Special Vestry Meeting
In Person Services Protocols
Monday June 1, 2020
On-Line via Zoom

This meeting was held via Zoom.

Present: Eric Blake, Sr. Warden, Barbara Saunders, Jr. Warden, Susan Benson, Lee Donoho, Beth Burton, Vickie MacLaine, Linda O’Neill, Martha Staley, and Chad Williams. Also, in attendance was Rob Willmann, Rector, Eleanor Bailey, treasurer, and Mindy Rush, clerk.

Absent: Pat Longshore and Carol Thompson

Opening Prayer: Fr. Willmann opened the meeting with a prayer at 6:33

Meeting Purpose:
This meeting was held to discuss the protocols for in person services and well as beginning dates for both support groups and the parish.

Discussion concerning the health and safety lead to a projected date of July 5 for the first in person service.
1. Does a wavier need to be signed?
   Eleanor Bailey and Susan Benson both stated that the Recreation Center is requiring a wavier to be signed. Eleanor will follow up on the need for this
2. This service would occur at 10:00 am and would continue as morning prayer.
3. Services using the on-line service of Zoom will also continue in some form, but that yet has not been determined. Concern was raised over the current internet and wi-fi available at St. James. Chad Williams states that the current cellular data speeds inside the nave is not ideal for live streaming. Testing will be completed to determine capabilities. Mindy Rush will follow up with AT&T and Spectrum concerning internet availability and costs.
4. Only one reader will be used to lessen the need for microphones
5. A cantor will be used, no participatory singing will occur.
6. Response readings will occur.
7. Masks are recommended by not mandatory.
8. There will be a cross bearer only
9. Families may sit together but all other social distancing should be observed.
10. Ushers will assure the doors are open both before and after service and will coordinate dismissal
11. Clergy will return to the sacristy with no greeting of parishioners.
12. Families will be encouraged to bring their own copy of the bulletin, either in paper form or electronic. A few touch free bulletins will be available.
13. Alms basins will be placed at the rear of the church in order to place your offering into the basins coming into the church or upon leaving the church.
14. A sanitization station will be present.
Support Groups:

The first meetings of support groups may begin on June 14th. The secretary of each group will be responsible for:

1. A list of attendees and current contact information. This is to aid should a support attendee is diagnosed with Co-vid 19. St. James will not be responsible for the contact of these members.
2. No more than 10 people per table with at least one table in between groups to adhere to social distancing.
3. No food or drink is to be prepared or served.
4. Wearing masks should be encouraged.
5. The group remains within the undercroft, unless notification and approval has been granted.
6. The group will be responsible for cleaning all surfaces e.g. tabletops, light switches, doorknobs, bathroom etc. at the end of their meeting
7. Signs will be posted regarding social distance, no food/drink, hand washing, cleaning.

Lee Donoho made a motion to adjourn the meeting at 7:40 pm.