

**St. Philip's Episcopal Church, Uvalde**  
**Altar Guild Guidelines for COVID-19 Phase 2**  
**May 21, 2020**

On May 25, 2020, the Diocese of West Texas will enter Phase 2 of the Guidelines For The Phased Reopening of Churches in West Texas. Phase 2 gives churches permission to resume in-person worship. St. Philip's, in order to resume in-person worship, entered into a covenant with the Diocese to comply with the Diocesan Guidelines.

The following guidelines are for the Altar Guild of St. Philip's and as part of our compliance with the Diocesan Guidelines. They will remain in effect until further notice from Bishop Reed.

**General**

- Please review and sign the Employee and Volunteer Guidelines and the Training Guidelines before performing any altar guild duties.
- We will have only one service each week: Holy Eucharist on Sunday at 10:30 a.m. in the church.
- The regular altar guild duties of setting up and cleaning up will be performed by only one member each week. If a member needs assistance with these duties one other member may assist.

**Set Up**

- Wear a mask before entering the building and during the entire time you are in the building.
- After entering the sacristy wash your hands with soap and water for at least 20 seconds.
- Put on gloves. A box of gloves will be in the sacristy. Please do not touch your face after putting on the gloves.
- Wipe down the counter tops, cabinets, drawers, and all handles and door knobs with the sanitizer and let it dry.
- Place everything you will need on the countertop: chalice, paten, cruets, corporal, purificator, bread, wine, water.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.
- Put on a new pair of gloves.
- Set up for eucharist (bread and wine) in the usual manner.
- After set up is complete wipe down again all counter tops, cabinets, drawers, and all handles and door knobs with the sanitizer and let it dry.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.

**Clean Up**

- Put on a mask if you are not already wearing one.
- Wash your hands with soap and water for at least 20 seconds.

- Put on gloves.
- Please put 10 of the consecrated wafers in the tabernacle and eat the rest. Pour the wine onto the ground by a tree.
- Clean up in the usual manner.
- Wipe down the counter tops, cabinets, drawers, and all handles and door knobs with the sanitizer and let it dry.
- Remove your gloves, put them in the trash, and wash your hands with soap and water for at least 20 seconds.