

- Amended and Approved July 8, 2020 •

## Questionnaire and Application For Re-opening a Parish Church to In-Person Gatherings

*This questionnaire/application is intended to guide your Parish through all of the steps and decisions you will need to make to move ahead safely with your proposed return to in-person gathering. It will also be used as a guide to allow the Archbishop's Office to consider your request for authorization, including any suggestions that staff may have to assist you in moving ahead. **The application includes questions related to both Phases II and III and need only be submitted once.** The Archbishop's Office will notify all Parishes when it is permissible to move to the next phase. **Please submit your application 10 days in advance of the date you would like to re-open.***

### Background

1. Have you reviewed the following documents, and considered how this guidance may impact your plan to re-open to in-person worship and other gatherings?
  - a. "The Re-Opening of Churches in the Diocese of New Westminster" (the full document to which this questionnaire is attached) (the "**Re-Opening Plan**")  
Yes **Yes** No \_\_\_
  - b. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link [here](#))  
Yes **Yes** No. This doc is dated March 31, a lot has changed since then.

### Parish Authorization and Approval

2. Have the "Responsible Persons" of your Parish (as defined in the Canons of the Diocese) reviewed and approved your proposal to initiate this plan. (For incorporated parishes: Priest-in-Charge, Church Wardens, and Trustees; for non-incorporated Parishes, Priest-in-Charge and Church Wardens. In addition, it may be appropriate to consult with your parish's Parish Council.)

Yes **YES** No \_\_\_

Please list the names of the "Responsible Persons" who have reviewed and approved your plan.

- Art Go                                 Trustee
- Barbara Carington Smith         Treasurer
- Barb Walks                            Bishop's Warden
- Lawrence Hurd                         Trustee
- Ven. Louie Engnan                 Priest in charge/Archdeacon
- Mari Anne Hussen                 Peoples Warden
- Michael Klaver                        Trustee

## **Date for Re-opening**

3. On which date are you applying to re-open?

- July 12, 2020

## **Preparing the Church Building for Re-entry**

What (specifics) will you do to prepare the church building for re-entry at Phase II and wider use at Phase III? Who will do this work?

- Hand sanitizer dispensers should be located outside the Narthex, inside at entrance to the Sanctuary. They will be, by the south door to office/stairway (after offertory), by hall entrances, in the office entrance, mounted at the top of the stairway exit, and at entrance to Christian Ed Centre. Plus we have our current three movable sanitizing stations.
- The church has been cleaned and there are plans to increase the hours of the custodian and the level of the cleaning has been discussed and approved.
- The hymnals, bible, service books, envelopes and welcome brochures have been removed from the pews
- To leave only one bathroom accessible for emergencies – the handicapped which is a one-stall washroom. We will monitor use and sanitize after each use.
- We will mark the walk way to the main doors with 2 metre increments to allow safe entry
- Make a video to show what the church will look like on re-entry.
- We will enter the church from the narthex and exit through the doors to the south office area.
- Doors propped to enter and exit.
- Masks, sanitizer and other supplies are in place at entrance and exit.
- Signed up for Breeze app for booking a spot to attend the services
- Pews will be marked for 2-metre spacing, allowing for different sized families.
- North Narthex doors will not be used, and rear parking lot will continue to be blocked off  
Put the offertory plate at exit to office area
- Arrows on the floor to show traffic flow. Need durable arrows.
- Post signs reminding about physical distancing and sanitizing procedures
- Have masks available on table at entrance
- Leaflets on table at entrance for pick up.

## **Sunday Worship**

What is your Sunday worship plan for Phases II and III? What form(s) of worship and how many Sunday worship services do you intend to offer (in-person or online) for Phases II and III?

- We will have a rehearsal service with up to 10 people to test out logistics and filming Tuesday June 23 for presenting on Sunday the 28th
- Plans are tentatively for one Sunday worship for 50 people including clergy and volunteers,
- If this goes well we will add a second service in two weeks.
- Plans are tentatively for one Wed service or a second Sunday Service for up to 50 people including clergy and volunteers.
- Survey is being circulated to assist us in determining if this is the best choice for Phase 3
- Test service will be Eucharist with only Priest in Charge to receive communion. (Phase one still) Only ten in attendance who were self-distancing. We will wait Until Phase 3, for Eucharist for up to 50 people in total.
- We plan on Morning Prayer services so as to have a shorter service with a communion once a month

Phase III target is for one Eucharist a month, again only Priest to administer/follow instructions outlined by the diocese.

### “Requirements for the Celebration of the Holy Eucharist”

- all sanitization of spaces, vessels and peoples' hands must occur before and after the Eucharist.
- immediately prior to the beginning of the Eucharistic Prayer and immediately prior to the distribution of communion the celebrant is required to wash and/or sanitize their hands.
- the celebrant should consecrate a priest's host for the celebrant to consume and consecrate individual wafers for those receiving communion. The wafers (regular and gluten-free) for the people are to be covered and placed to the side of the altar during the consecration.
- after the breaking of the bread, the celebrant should consume the priest's host and the consecrated wine.
- the celebrant then must put on a mask, sanitize their hands again and distribute the bread to those receiving; making sure not to touch the hands of those receiving the bread.
- Communion must be in one kind only. The celebrant must be the only communion ministrant.
- After all have received bread, the celebrant must discard their mask in an appropriate receptacle and sanitize their hands again.
- Currently online we have a Family/Children talk
- We are going to continue online. The test service with up to 10 is to check out filming, but exploring streaming, verses filming a 'dress rehearsal and posting to YouTube. Second dress rehearsal with up to 10 to take place June 30.
- Use e-vite and/ or spread sheet to take attendance. We will have a scribe recording any attendee that does not use the app to indicate attendance at the service. We will keep details for 30 days.
- Allowing others to phone the office to book a space to attend a service
- We will leave some space for walk ins
- We are discussing limiting our first service to less than 50 with people who have been involved with the setting up of the church opening to allow for a smoother opening

How many people can your worship space or the space(s) where you intend to hold worship accommodate while complying with the requirements set out in the Re-Opening Plan, in households sitting two metres apart in all directions? (Must be no more than 50, including clergy or laity serving).

- We have no problem holding a service for up to 50 people while maintaining a safe distance.

Will it be necessary to modify where you worship, the position of furniture in the worship space or the way the space is marked to assist those attending in maintaining social distancing? If so, how?

- Marking will be necessary. Block off either alternating pews or use every third pew. At this time we will leave the unused pews in place.
- Furniture in Sanctuary is already well spaced.

How will you undertake training with your Greeters and what will you train them to do?

- We plan on training online first and then reminding at the church.
- Reinforcing the 2-metre rule for all.

- One greeter outside the doors to maintain distancing and approach to the church.
- One greeter directing in the narthex / back of the church and taking attendance
- One greeter at the back of the church to make sure they sanitized, pick up their mask or leaflet and direct them to a seat.
- One greeter at the side exit to direct back to parking
- Have them prop doors open so they can step back but still direct.

What is your music plan for worship during Phases II and III?

- While we understand studies are suggesting that singing is not a super spreader we are aware that we are not allowed to sing at this time as a congregation
- We are having choir practicing and recording tracks and putting them together. Choir is held online and members record and send in their tracks.
- We can play these at a service, but we also have live organ or piano
- We understand no wind instruments.
- Music: We could have live canting/ soloists if screen & microphone are provided. We are aware that any singer/soloists in worship need to be 5 meters away from everyone else and turned away from everyone else.

How will you ensure cleanliness and sanitization in regard to the following items and spaces?

Worship leaflets/bulletins

- We are currently putting these online and would encourage members to use their device to access them. Currently they are online, but may email them out. We will need to see if our Internet can handle multiple users at a service.
- We will have limit paper copies for those who are not online.
- They must pick up the leaflet, not handed out.
- Safe disposal of the one time use leaflets in recycle bin
- 

Prayer Books, Hymn Books (if used)

- At this point they have been removed from the pews.

Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.

- We are consulting with our custodian and are gathering a team to clean and exploring hiring a/ some cleaners to assist
- All cleaning is to be done with bleach solution spray bottles and cloth to wipe all hard surfaces.
- Our Custodial team will sanitize before, and after services. All wood surfaces (pews, railings, lectern, pulpit, and doors) will be wiped using soap oil solution and air-dried. Other surfaces (handles, glass windows, tables) will be sprayed with EP50 or bleach solution and wiped. The Altar Guild will wash with boiling water or as appropriate altar vessels after each service. Microphones, and light switches will be wiped with bleach solution.

Bathrooms

- The one-stall handicapped washroom to be open for emergencies and we will; monitor use and sanitize after use.
- Placing the recommended signage on walls re: washing and sanitizing included in the resources from the diocese.
- The parish will be notified in advance to use the handicapped washroom and that it is for emergency use only.
- The toilets, sinks, handrail, light switch, and door handles will be wiped with EP50 solution or bleach solution immediately after each use by the Custodial team.

Other common spaces or high-touch areas

- We are consulting with our custodian and are gathering a team to clean and exploring hiring a/ some cleaners to assist.

How and who will you sanitize worship and other spaces between any worship services?

- Again we are working with our custodian to increase hours so as to abide by the recommendations in the doc provided.

### **Other Forms of Worship or Prayer**

What other forms of worship or prayer do you intend to offer in Phase II and III (weekday in-person worship or online worship)? How will you provide for physical distancing in any in-person weekday worship?

- At this point we want to have our Phase II plans to be in place and functioning properly before expanding.
- Phase II plans in place for at least 2 weeks if not longer prior to expanding to Phase III
- Phase III starts when we get the okay from the diocese.
- We will provide a continued online presence with streaming or YouTube video. Test service will be filmed June 23 with 10 people or less present as we will still be in phase 1.
- We are limited due to not having an interim or rector.

### **Office Building Use**

What is your plan for those working in the Church Office during Phases II and III?

- Sanitize hands on arrival & at departure
- No office volunteers will work in the Office during the week when Office admin is staffing the Office.
- ONE of the designated volunteers be in the Office when Office Admin is off
- The staff washroom in the Office will no longer be available for use by visiting parishioners or contractors.
- No more than 3 people at any given time will congregate/meet in the shared open office space; and those people will practice 2m. Social distancing;
- No one in Office Admin office at any time except Office Admin, as her chair sits 2 m. From the common area.
- Only Office Admin will operate the copier while the person needing copies remains standing 2m. Away
- Everyone who drops into the office – whether spontaneously OR by appointment – will wear a mask.
- Office Admin will wear a mask
- Counters will wear masks & sanitize hands before & after counting, or wear gloves and then dispose of them properly and sanitize.

What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?

- Continue online meetings etc. for PC, Interim search, Phase in Committee, Online Services Group,
- If we choose to meet in person we will most likely move our meetings from our usual room to the hall to accommodate better distancing.
- We might for the time being encourage online meetings to accommodate those who do not wish to venture out just yet.

## **Fund-raising**

What are you doing, or will you be doing, in Phases II and III to support financial giving to your operating fund or towards special needs?

- Continue to encourage on line giving, we now have PAD, e-transfer, cheques and Cash.
- Some parishioners drop off at the church or mail in donations.
- Continue to support our Syrian Family, most likely beyond our required commitment ending July 1, based on donations by parishioners.

## **Phase III ONLY**

### **Phase III - Introducing in-person Holy Eucharist**

What is your plan for introducing and managing Holy Eucharist (should you choose to do so in Phase III), paying particular attention to sanitization and physical distancing?

- When the time arrives we will adhere to the outline recommended by the diocese.
- We will take our time to make sure we are doing it correctly and safely.
- We will continue to sanitize to meet the needs outlined.

### **Phase III - User Groups and Rentals**

What is your plan in Phase III for re-opening the building to any user groups?

- Stage one would be parishioner user groups,
- Encourage bible study groups to try online first, and remind they may not to meet in homes.
- Stage two outside groups that can adhere to physical distancing guidelines would be invited next.
- We would like to see the 12-step groups and the guiding/scouting groups active again.
- All user groups will be asked to sign a declaration of compliance with safe procedures
- Stage three would be fitness and other community groups who can physically distance. We may suggest they move to the hall where there is more room to distance.

What is your plan in Phase III for re-opening the building to rentals?

- Based on the definition provided by the diocese our groups are basically users. The Pacific Showtime Choir may be considered a renter. Hold until Phase IV.
- All user groups/renters will be asked to sign a declaration of compliance with safe procedures.

### **Phase III - Formation, Fellowship and Pastoral Care**

What is your plan for any in-person formation activities/offerings for adults?

- Remind bible study members that they may not meet in homes, Make sure we allocate space in the building for them that can accommodate their number with physical distancing.
- Coffee time will accommodate 50 with distancing.
- Certified Food safe.
- Servers – we will not self-serve.
- Servers wear masks.
- Servers will wear gloves
- Food bank drive is most likely. We will use the food Programmes Application.
- Remind those who are doing pastoral care that they must not go into peoples home, but continue to meet on phone or zoom.
- Make sure they know they can meet on church property if they follow the rules.

What is your plan for any in-person formation activities/offerings for children or youth?

- We are currently between youth leaders and hiring during covid has been a challenge.
- Our goal is to get this position filled and offer an online programme
- We have a children/youth/family service online each Sunday with 70 – 100 hits
- We are hiring a summer children's coordinator and are evaluating our space to safely accommodate in person Sunday school. We will move upstairs to the hall if numbers of children require the space to allow for social distancing.
- WE are aware programming for children and youth is permissible in Phase III as long as physical distancing and sanitizing protocols are followed. Nurseries are not permissible during Phase III.
- All children's programs (Sunday School, Vacation Bible School, nurseries) of any size are permissible in Phase IV.

What is your plan for hosting in-person fellowship?

- First social gathering will most likely be Coffee hour with max 50 people
- Not self serve, but provided by servers following protocol
- Wash hands
- Michael wants cookies, hand out with tongs
- Servers Wear masks and gloves

How will you be handling any in-person pastoral care in Phase III?

- Remind people that in person pastoral care must be on church property with physical distancing. Same as above

## **Service and Outreach**

What is your plan to support existing or re-open outreach programs in Phases II and III? Have you completed and submitted the appropriate material for approval to the Synod Office

- We are still financially supporting our community outreach programmes.
- We dropped off our collected items for the Front Room and Food bank and are not collecting physical items at this time.
- Other physical community outreach programmes are on hold until we figure out how to move forward safely.

For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? (Please see here)

- Our food ministry programmes fall outside what you are asking here. We do drives to support the food bank, collect for the school lunch programme, and supply the Women's place. These are all package foods.
- We are supporting them financially at this point.
- The monthly Soup fundraiser for mission will be on hold for now. But we understand we may start up in Phase III if we follow all physical distancing and sanitization protocols and must gain approval from the Archbishop's Office.
- We will have Certified Food Safe supervisors.
- Food prep workers will wear masks and gloves

## Other

If someone who has attended in-person worship at your Parish contracts COVID-19, how will you communicate with your congregation and members who may have come into contact with that individual, while remembering privacy and pastoral care?

- Keep attendance of who attends/serves at each service
- Will contact by phone or email, inform all who were present during that period, of possible exposure to an un-named person, and recommend that they self-isolate for 14 days, self-monitor according to the BC Centre for Disease Control Website, <http://www.bccdc.ca/health-info/diseases-conditions/covid-19> and check for symptoms.
- If they are concerned they should contact a doctor, and they may wish to contact the Prayer Chain, and Lynne Hurd for Pastoral Care.
- If required, provide Mandarin translation of the above.
- If someone who has been in our building contracts CoViD-19, Universal precautions means that cleaning will already have been done. All who came in after have already been protected and no additional action should be required, other than notifications as previously stated.

What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans?

- We are worried that current wardens are going to burn out with all the extra challenges including being without a minister. We are appreciative of Louie and the diocese stepping in with some help, but we can see the signs of stress on people who are only supposed to be part time volunteers basically working full time with major responsibilities.