

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__X__ No_____
 - b. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link [here](#))
Yes__X__ No_____

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__X__ No_____

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

*Reverend Roberta Fraser, Interim-Priest-in-Charge
Roger Farrier, People's Warden
Ivy Choung, Bishop's Warden
Noel Eaton, Associate Warden
Jim Greatbanks, Trustee
George Ing, Trustee*

Date for Re-opening

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

July 26th

Preparing the Church Building for Re-entry

4. **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?**

a) Appropriate cleaning supplies purchased: Disinfectant wipes, spray sanitizer, masks, gloves, hand sanitizer.

b) Seating marked to ensure the 6' physical distancing and pews not in use because of distancing requirements are blocked off with tape.

c) Hymnbooks, Bibles, BAS and cushions removed from the pews.

d) Relevant BCCDC posters displayed on relevant interior and exterior doors and in washrooms

e) Directional flow arrows where needed to prevent bottle necks around the pews

This work has been carried out by the priest, and lay volunteers.

Sunday Worship

5. **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?**

During both Phase II and III we plan to continue to offer worship on Zoom as we have been doing with the addition of some people in person as well when we are authorized to do so. According to our parish survey, the majority of the congregation plan on worshipping on-line for the time being. There are a few who are planning on coming in person as soon as it is available.

During Phase II we will continue to hold one worship service at 10 am. This will be a non-Eucharistic service with music (organ/piano and soloist).

In Phase III we plan to move to a Eucharist following the protocols laid out in the guidelines. We will continue to include both on-line and in-person worship in the same service. Music arrangements will stay the same unless guidelines change.

Prior to Covid-19, the 8:30 am service had attendance of around 12 people and most regular worshippers are in the vulnerable population, so we aren't going to restart the early service right away. Depending on interest/willingness to attend we might re-start the

8:30am worship service in Phase III. If we restart the 8:30am prior to Phase IV, seating will be restricted to 2 of the pew sections to make it easier to clean those seats used prior to the start of the 10 am worship.

- 6. 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).**

If everyone was sitting in couples the space would allow at least 66 people plus celebrant, sacristan, organist, soloist and 2 greeters in order to keep the 6' in all directions distance. If everyone was sitting individually the space would allow about 38 plus the 6 serving. Since quite a few of the parishioners normally come in couples or families, we can accommodate the 50-person limit without needing any further changes to the space.

- 7. 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?**

The worship space for St. Anne's is quite large and spread out with wide aisles and a wide altar platform and there is a large open Narthex. No moving of furniture is needed. Using coloured tape and signs we have marked the seats available for use given a 6' in all directions space around them.

In Pre-Covid times many parishioners entered the building through the 'back door' from the parking lot and then entered the worship area from the side door. The back door will be left locked with a sign on it directing everyone to enter the building through the front door. The 'side door' to the worship space will also be left locked at the start of worship with a sign on it directing everyone around to the Narthex so everyone enters the worship space through the main door. Once the service has started a Greeter will unlock the side door and at the end of worship will prop open the side door in the worship space (which, like the main door, is a double door) and the building back door (also double doors) into the parking lot. After the service everyone will be asked to exit the building through the side door into the hallway that leads toward the back doors and out into the parking lot at the back of the building. If there are more than a few people present in worship the celebrant will invite people to exit in sections starting with the pew sections closest to the side door then to the middle sections and finally the last section at the far side of the sanctuary.

- 8. How will you undertake training with your Greeters and what will you train them to do?**

We will be recruiting greeters from those planning on coming in person and will have a briefing of our greeting team and a walk through of the service ahead of our first in-person worship.

The greeters will record the names of everyone coming to worship, taking contact info if they are not already members of the parish. Contact info for each service will be kept for 30 days.

They will check if those attending have read and understand the requirements around symptoms and/or travel.

They will encourage everyone to use the hand sanitizer and to wear a mask. We will provide disposable masks for those who don't have their own.

They will direct people to collect a bulletin from the table in the Narthex and where to find the offering plate for their donation.

They will then help direct people to a seat. If needed, they will also help when dismissing the congregation to prevent bottlenecks in the aisles and at the door.

Once we reach Phase III and communion is being celebrated again, they will direct people to the front to receive the wafer by seat section to reduce any bottlenecks in the aisles.

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

Music will be instrumental (mostly organ and piano with occasional violin) with a soloist. The soloist will not be within 15 feet of anyone and will not face anyone when she sings. As we are currently doing, people worshipping at home will be able to join the soloist in singing with words provided on the PowerPoint slides shared through Zoom. Those worshipping in person will not be able to join in singing until the regulations change.

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

a. Worship leaflets/bulletins

We will print out bulletins with the whole service in them and put them on a small table at the entrance to be picked up as people enter.

b. Prayer Books, Hymn Books (if used) – removed to storage

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

Don't have pulpit or communion rail. We have spray disinfectant to disinfect the pews before and after the service.

d. Altar – only the priest will be at the altar since there are no deacons at St.

Anne's. During Phase III the celebrant will set the table and move the vessels to a tray on the credence table at the end of communion, ready to be carried to the Sacristy for washing.

e. Lectern will be wiped with disinfectant wipes following each reader/speaker.

f. Kneelers – kneelers are usually kept folded up. Worshippers will be asked to leave the kneeler 'down' if they use it so it can be sprayed or wiped with disinfectant after the service by volunteers. Kneelers are covered in vinyl so are easy to wipe clean.

g. **Bathrooms** – *All will be closed except one for 'emergency use' and that one will be a single usage washroom near the office. This washroom will be cleaned before the service by a volunteer. We will ask anyone who needs to use the washroom to talk to the Greeter first so the Greeter can ensure it has been sanitized after any usage. We will encourage those using the facilities to sanitize it. If they don't or can't do so, the Greeter will be responsible for sanitizing it after usage. Posters on handwashing and sanitizing will be displayed in each washroom. We will provide plenty of soap, paper towels and sanitizer.*

h. Other common spaces or high-touch areas

Everyone will come in the 'main doors' into the Narthex and then through the Narthex to enter the worship space. These doors will be propped open. No need to touch anything except to pick up your bulletin from the pile at the entrance beside a container of hand sanitizer and the pew area itself. After the service everyone will exit through the side door into the hallway that leads toward the back doors that open onto the parking lot at the back of the building. Again, we will open the doors (once everyone is inside to ensure they come in the front) so no need to touch anything to exit the building.

High touch areas like doorknobs and light switches etc will be sanitized regularly, in particular before and after each service, using appropriate cleaning products. We have a cleaning service that cleans the building on Saturday evening and Tuesday evening and already sanitizes the telephones, light switches & door knobs as part of their cleaning.

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

For the foreseeable future we will only offer one Sunday worship service since the 8:30 am service had a very small attendance prior to shut-down and many of those who would normally attend this service are in the vulnerable population.

If we decide to restart the 8:30 am service prior to Phase IV the participants will be directed into the centre 2 sections of pews only so that a lay volunteer can spray disinfect the pews that were used prior to the arrival of the 10am worshipping congregation.

Other Forms of Worship or Prayer

12. 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?

In Phase III (or in September - whichever is later) we will restart the Wednesday 10 am service. This is a simple Eucharistic said service with a very small congregation. The distancing, sanitizing etc will be handled as with the Sunday service above. There is usually one Greeter (who is also a Sunday Greeter so will have the appropriate training) who will track attendance, direct people to masks, sanitizer and bulletins etc. If this

Greeter is not present the priest will act as greeter for the service. Eucharist will be distributed in one kind only with the priest only administering as per Sundays (below).

Office Building Use

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

Where possible the priest and the administrator will work from home. Both priest and administrator have separate offices and there are 2 one-person washrooms between the offices. When there is need to be in the building, we will follow procedures for sanitizing our office spaces. We will use masks if needed for a particular activity where closer contact is needed. The offices are right off the Narthex and the building doors are kept locked so we can monitor entry into the building.

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

*During Phase II we will continue to hold all meetings using Zoom.
During Phase III we plan to hold meetings in the Narthex or Hall where there is enough space for everyone to be 6' apart. We will also offer the option for people to continue to attend meetings on Zoom if desired.*

Fund-raising

15. 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?

Giving to the operating budget has dropped somewhat from last year, but the majority of regular givers have continued to give. About half of the money donated on average in a month was already given through PAD and we have encouraged parishioners to start PAD if they weren't using it already (which has resulted in a couple of additional regular givers going to PAD). Envelope givers have been reminded during the announcements and in the Newsletter that donations can be mailed to the church or dropped through the mail slot (which goes into a secure location in the office). Most regular givers have used one of these methods to continue to donate to the parish.

We already had an account on CanadaHelps which we have highlighted to the members. We have added a Tithe.ly donation button on the website. Both of these on-line methods have had some donations, but the majority of the parish donors continue to use PAD or to mail or drop off their envelopes.

Tenant rents have been forgiven during the time they were unable to use the building.

We are hoping some of the regular tenants will be able to resume their building usage in the fall.

A Stewardship Program will be run in the fall using primarily mail and phone and worship time messaging.

Phase III ONLY

Phase III - Introducing in-person Holy Eucharist

16. 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?

All Vessels to be used in the eucharist will be sanitized using hot soapy water before and after use. They will be dried using paper towels to lessen contamination from dish towels and carried to the Credence Table on a tray so no further touching is required.

Celebrant will sanitize hands prior to setting the table

Priest host and chalice will remain on the altar; congregation wafers will remain covered and to one side during the Eucharistic prayer.

Celebrant will consume host and wine.

Celebrant will sanitize hands and don mask before distribution.

Communion will be distributed in one kind only by the celebrant only.

Hosts will be gently dropped into the hand to avoid contact.

If someone wishes to receive a blessing instead of a wafer, there will be a prayer but no physical contact (eg no placing of hand on shoulder or head)

Celebrant will remove mask and sanitize hands after clearing the vessels to the tray on the credence table.

The greeters will guide the congregation forward to receive communion to ensure safe physical distancing.

Phase III - User Groups and Rentals

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

All user groups must abide by provincial and diocesan guidelines. No gatherings larger than 50, or less taking physical distancing into consideration. They must be willing to disinfect all surfaces they use before and after their meetings. Groups must sign a declaration of compliance.

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

Same as user group info above

Phase III - Formation, Fellowship and Pastoral Care

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

On-line options will continue to be offered. Any in-person activities will be held at the church, outside or at communal meeting places. Physical distancing will still be required as will handwashing/sanitizing. Use of masks will be encouraged.

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

The Youth group has been meeting via Zoom. For Phase III Youth group meetings/ activities will be outside if possible or at the church and physical distancing will still be required as well as handwashing/sanitizing. Use of masks will be encouraged.

The families have been provided with resources that have been sent via email to use at home with the children. A children's focus has also continued to be offered as part of the Zoom worship with the children unmuted so we can talk. For Phase III at home resources will continue to be provided to families and the children's focus continued in the worship with any children present in person or on Zoom. If there are sufficient children and Sunday School leaders attending in person to allow an in-person Sunday School we will move the class to a large upstairs room (which has tables pushed together in the middle of the room) where it will be easier to keep social distancing or to the Hall or outside in the grounds if physical activities are desired. Handwashing will be mandated for the participants and mask encouraged for the adults and the older children. The room used will be sanitized before and after any usage.

21. What is your plan for hosting in-person fellowship?

We are currently offering a virtual "coffee hour" using Zoom breakout rooms. Phase III in-person fellowship is eagerly awaited. Cleaning and sanitizing protocols would be followed. If food is to be offered it will be served by designated people wearing masks and gloves and not be self-service. It is hoped that a parish picnic will be able to happen before the end of September. This would be a bring your own food and drink and chairs event to minimize contact. Physical distancing will be enforced.

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

As much as possible will still be done by telephone or Zoom. If a meeting is necessary it will be in the priest office where sanitization and physical distancing can be easily managed.

Service and Outreach

23. 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?

There is a small knitting group that makes knitted items to give to the Mission to Seafarers, northern parishes etc. They have been continuing to knit at home and if they want to start gathering during Phase III we can accommodate them with appropriate distancing, sanitizing etc.

24. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office?

The only food-based ministry St. Anne's had prior to Covid-19 was the Sandwich Project which made lunches which were delivered to local elementary and secondary schools for children in need. The ingredients are supplied by the Richmond Food Bank. During the shut-down of schools the Food Bank has been producing special weekly food baskets for the families of these children. At the time of this plan we don't know whether or not the Sandwich Project would restart during the pandemic or if the Food Bank will continue with

the special food baskets. If we propose to restart it, an appropriate plan will be produced and submitted to the diocese.

Other

25. 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?

Using the log of those attending the building for worship or meetings the priest will contact the necessary individuals by phone or email. Details of who is infected would be kept confidential. The advice given to those at risk would follow the most up to date guidelines from the province on what to do following exposure to Covid19.

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

None at the moment

<u>Reverend Roberta Fraser</u>	_____	_____
Print	Signature	Date
<u>Roger Farrier</u>	_____	_____
Print	Signature	Date
<u>Ivy Choung</u>	_____	_____
Print	Signature	Date
<u>Noel Eaton</u>	_____	_____
Print	Signature	Date
<u>Jim Greatbanks</u>	_____	_____
Print	Signature	Date
<u>George Ing</u>	_____	_____
Print	Signature	Date