

## St Francis-in-the Wood

### 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?

"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 ☒ No ☐

BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link ☐ [here](#)) Yes ☒ 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 ☒ No ☐

**Please list the names of the “Responsible Persons” who have reviewed and approved your plan.**

Clergy: Rev. Angus Stuart, Rev. Alecia Greenfield

Churchwardens/Trustees: Penny Mitchell, Terry Joyce, Mark Ballard, Fiona Galvani

Trustees: Allan Coombe, Elizabeth Ferguson

## **Date for Re-opening**

3. June 21

## **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?**

- Preparing the church building
  - We will remove books and cushions from pews (volunteers).
  - We will put up the posters from the BCCDC website to remind community of hand washing, physical distancing etc. (Parish Administrator)
  - We will put up signage reminding of non-contact greeting (Parish Administrator)
  - We will prepare a summary of best practices (as described by BCCDC) to be emailed to community so that they are aware of guidelines when they make the decision to come to in-person public worship (Clergy)
  - We will prepare a log of worship attendants or (as/when is possible) other events (Parish Administrator)
  - We will have hand-sanitation available at the door (already done)
  - We will have disposable masks available at the door (already ordered)
  - We will put a garbage/recycling by the door for safe and appropriate disposal of masks, gloves, bulletins (Greeters)
  - We will mark with signs current available seating (Clergy)

### **Cleaning**

- We have had weekly cleaning throughout the closure to ensure the space is clean and safe for staff that have chosen to work in the

- office and the weekly filming of the service. We will ask cleaners to do a specific clean of the sanctuary after worship (Cleaners)
- We will send the cleaners a link to the cleaning guidelines from BCCDC (Parish Administrator)
- We will continue with an end of day wipe down with disinfectant of all door handles, light switches and bathrooms. (Parish Administrator)
- We institute a wipe down of all surfaces touched in the practice of worship, including pews, tables, electronics (Volunteers and Greeters)

## 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? ☐

#### Phase II

- We will do one service June 21, and then assess successes, challenges and further needs in the community with a view to holding another service towards the end of July. This will again be reviewed to see whether to move to a weekly service or continue as a monthly service. We choose to stay flexible in our plans to ensure we incorporate what we learn and the needs of the parish as communicated in feedback after this service.
  - *When we say we will incorporate learning – we are not talking about safety issues. These have been thoroughly thought out. We are talking about ease, compassion and pastoral care. What is the kindest way to navigate these changes together?*
- We will live stream the service (and begin learning best practices of this new format)
- We will do a service of the Word (i.e. no Communion)
- The service will be at 5:00pm (to clearly communicate that this is a supplemental service and that primary worship for now remains an on-line service)
- We will require prior booking of the service
  - In this pre-booking communication (after June 21) we will include clear communication that it is possible and encouraged for parishioners to invite others to join in worship. We will clearly



communicate that it is possible to do additional services if the numbers exceed the space.

#### The June 21 service

- In the church
- Process - seating has been arranged so that it is safe to process (as this was required to ensure that physical distancing while people arrive and depart)
- There will be no singing (any vocal music will have been pre-recorded)
- Other music will be piano/guitar or pre-recorded (no wind instruments)
- There will be no Eucharist
- A liturgy to mark return is being planned.
- We notice that it is also summer solstice and will mark our changes with the changes in Creation.

#### Phase III

- In the church and outside, weather dependent
- Designed to require no bulletin, books or paper (our regular midweek service is bookless and paperless, so this is a tradition we can further develop)
- We will do the Eucharistic service with wafers only
  - We will follow the Eucharistic protocols described in the Diocese re-opening of churches document, for example, covering the people's wafers and placing them on the side of the altar and wearing masks during the communion (we already have washable masks in liturgical colours)
- We will do a non-contact passing of the Peace (we will all stand in place and make eye contact and bow to ensure physical distancing in this small space)
- We remain limited in number of people so processions (and movement in and out of the church remains at a two metre distance)
- We will continue to pre-book the service to ensure our group remains limited to the safe capacity of the building.
- Music will continue to be limited to non-wind instruments or pre-recorded
- We will add services as required, depending on attendance.

Weekly online pre-recorded worship services will continue through Phases II and III.

- The on-line services will be released at 10am each Sunday, and it will be clearly communicated that at least through Phase II, and throughout the summer that this is the primary worship service.

In September we will reassess. At that time we will have learnt best practices for live-streaming, we will have better habits of physical distancing and likely there will be additional information from the Diocese of New Westminster and/or BCCDC

**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). ☐**

In the Church

- The church can accommodate up to 12 family groups (10 in the church and 2 in the loft). Each family group can be no more than 3. Therefore we are able to accommodate up to 36 worshippers. With two clergy and possibly a pianist we will worship in groups no larger than 39.

Out of the church

- We have two outside spaces that are excellent spaces for outside worship. There is a courtyard between the sanctuary and the hall and a green field below the church (with a view of the ocean). While we could incorporate up to 50 on the green field below the church, we will continue to limit the gathering to 39 to manage the contingencies of weather and practices of habit.

**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? ☐**

- Not at this time. It is possible for up to 39 to safely gather. However, we notice that we need to leave two empty pews between family groups. If this situation is prolonged we may want to look at pew arrangement.

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

- A zoom meeting with the clergy, and service volunteers/greeters will be held in preparation for the June 21 service. The training will initially only be with those volunteers/greeters serving at the June 21 service.
- Greeters:

**Reminded of** safety protocols.

- Where hand sanitizers and masks are
- That bathrooms are for emergency only
- The requirement to NOT volunteer if they come down with symptoms or were in contact with someone infected/potentially infected

**Trained to** politely invite (from two meters away) to specific seats

- Take a contact person from each family group to log attendance
- Show where collection plate is
- The choreography of a safe place to stand so as not to create bottlenecks, to ease the bottlenecks of others create
- To move garbage and recycling to ease safe removal of touched objects

- Other Volunteers:

**Reminded of** safety protocols.

- They requirement to NOT volunteer if they come down with symptoms or were in contact with someone infected or potentially infected

**Trained to** do a thorough clean of the worship space before and after the service

After the June 21 service we will assess and train greeters and other volunteers in these issues with minor adjustments to account for best (safest) practices that are also as easeful, grace filled and as compassionate as possible.

- When we are in Phase III we will also communicate communion choreography

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

- ☐ Phase II will be non-wind instruments or recorded music



- June 21 will have pre-recorded or piano only.
- Following services will be directed by need and tone. A weekly midweek service would not have music (as was our prior midweek practice). If we do a monthly event it will likely have music, through this phase it will be non-wind instruments only or pre-recorded. There will be no singing.
- Phase III
  - Will follow on the learnings of June 21 and our practice during Phase II and the needs of the community. As with the description of Phase II the music will be selected as appropriate to the type of service. At this time, our plan over the summer is that the primary service will be the virtual service.

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

**a. Worship leaflets/bulletins ☐**

- One bulletin with everything required will be produced for the service for June 21
- For services following we will plan on no paper and no books
  - Invite those who preregister to review the collects and readings prior to attending. These will be emailed or published online.

**b. Prayer Books, Hymn Books (if used) ☐**

- We do not use additional books

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

- We will wash our hands before and after the service
- We will offer hand sanitizer before and after communion (Phase III when possible)
- Because we have excellent acoustics we will ask readers and intercessors to speak where they are (limiting bottlenecks and touching common furniture)

When and if we worship outside, we will not use microphones or lecterns. We

will wipe down all chairs before and after the service

**d. Bathrooms** ☐

- We will communicate bathrooms to be used for emergency only.
- Only one person in the bathroom at a time
- We will post bathroom protocols on the door.
- We will have sanitation wipes in the bathroom so that people can wipe down space after use.

**e. Other common spaces or high-touch areas** ☐

- The Greeters will be asked to wipe down doors after the service
- The front door – and all windows will be open throughout the service to ensure airflow and reducing touching of handles

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

- Worship space will be deep cleaned/sanitized before worship (the Cleaners)
- The Worship space will be sanitized after the service (Volunteers)
- Other spaces as needed, with special attention to doors, light switches and railings (the Greeters)

## **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?**

- Depending on the feedback from June 21 it is likely that our in-person worship will be a weekday.
- We will worship outside as is possible
- When inside we will keep the doors and windows open (as is possible)
- We will continue the on-line service as our primary worship through Phase II and Phase III through to September and then reassess.
- We will offer baptism, weddings and funerals limited to 39 attendants



including clergy and musician (with non-wind instrument, no singing)

- We will follow the cleaning and social distancing protocols outlined above (Sunday Worship Section) in these activities

## **Office Building Use**

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

- We have had staff that have chosen to continue to work in the office. We will continue with the cleaning and social distancing we already have in place through Phase II
- We already are stocking the building with tissue, soap and paper towels and hand sanitizers. This will continue
- In Phase III we anticipate more traffic through the office (with user groups and volunteers).
  - We will designate safe distance places for visitors to stand if they come in to communicate with staff. (With tape on the floor)
  - We will encourage the use of phone, email and digital meeting options for most communication with staff
- The Parish Administrator will keep a list of who has been in the office to ensure we can contact them in the event we need to communicate with them
- Throughout every Phase we will continue to equip staff to be able to work from home in the event that they feel ill, or know they have had contact with someone who is ill, or for any other reason feel unsafe in the work place (for example, their transportation situation changes)

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

- We will continue to meet via zoom for Parish Council, Wardens and Trustee meetings and other parish working groups through Phases II and III.

## **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?**

- The bulk of our collection is already on PAD so our financial giving is in reasonably good shape.

- At this time, with the current Diocese support, we are within 5% of our anticipated budget.
- We are currently putting on a new roof. Most of money for this project is already in the bank. A phone campaign is in progress to raise the remainder of this project
- We have a "Donate Now" button to our web site (working with CanadaHelps). This has had some, but so far limited use
- A collection plate will be present at in person worship (but not passed)

### **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?**

- We will comply with rules as set out by the Diocese of New Westminster (e.g. communion in one kind)
- We will continue to limit attendance and require pre-registering
- We have arranged seating and counting (maximum attendance) to allow for the motion to come forward for communion.
- We will clearly mark seating arrangements
- We will worship outside as is possible
- We will have practiced distancing with Phase II services. We will incorporate best practices specific to our site and community
- We will encourage wearing masks
- Clergy will thoroughly wash hands before and after the service
- Clergy will sanitize hands before and after communion
- Clergy will go outside and down to the big green field after the service so that if anyone does need to speak with them there will be no bottlenecks
- Clergy and responsible leaders will stay informed about any changes to regulation by the Diocese of New Westminster and the BCCDC

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

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

- Our user groups (including 12 step programs, quilters, yoga classes) will be sent the BCCDC gathering and cleaning guidelines.

- We will limit user groups to 50 or smaller, depending on which space is being used (only the hall could safely accommodate up to 50).
- The space will have BCCDC posters to remind everyone of safe practices
- Clergy or Parish Administrator will speak to every user group to ensure they are willing and able to comply with the BCCDC guidelines.
- We will ask user groups to email us their signed declaration of compliance with the guidelines.
- We will encourage these user groups to meet. These groups provide important resources to the community. Learning safe practices so that we can meet is important to long term social and spiritual wellbeing.

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

- Our only tenant is the Tiddleycove Montessori School
- We have been and continue to be in conversation with this group. They will comply with BCCDC regulations for daycares.
- We will ask them to email us their signed declaration of compliance with the guidelines.

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

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

#### Midweek bible study

- Will continue at the church as soon as we are able (Phase III)
- We will limit to 10 people and require pre-registration
- We will consider adding additional bible study groups if required

We will continue to remind people of the spiritual resources for use at home that we have collected and put on our website including Daily Office and meditation practices. (<https://www.stfrancisinthewood.ca/collections/resources-spiritual-and-practical>)



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

### Godly Play

- At this time we are offering the program virtually
- At this time our Godly Play leaders choose not to meet until at least September. Therefore we are exploring other ways to stay in touch with children (for example, sending them cards in the mail)

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

### Food and Fellowship

- At this time we are not planning food with fellowship in the church buildings until at least September
- We do have pass through kitchen windows so it will be possible to have one gloved, masked person distributing any food and drink

### Food and Fellowship

- In Phase III we may consider a social gathering on the green field below the church or on the rocks by the ocean. It will be a bring your own.... everything.... type of event.

### Baptism, Wedding and Funerals in Phase III

- If requested for a baptism, wedding or funeral we will be able to offer to 39 people or less some limited food (that one gloved masked person can reasonably be expected to pass to one individual at a time). At this time we will discourage this activity

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

- In person pastoral care will happen at the church where we can ensure appropriate cleaning and have already arranged furniture to ensure physical distancing
- We will meet outside when and where appropriate
- We will continue to use the phone as the primary tool for pastoral care.

## **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? ☐**

- Not applicable at this time

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

- Not applicable at this time

## **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? ☐**

- We will email all those who may have come in contact with an individual that may have COVID-19. We will not reveal who that person is. We will be able by email to remind the community about the protocols and best practices in such a case (for example self-isolation).
- We already have an active phone tree. We will follow up with phone calls to those who may be impacted and ensure pastoral care is maintained through the anxiety of both potential contagion and isolation.

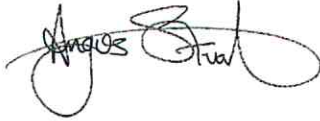
**26. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans? ☐**

- No additional support at this time
- We appreciate the guidance provided by the Re-opening of churches document
- We appreciate the financial support given.

## Signature of "Responsible Persons

Signature

Date



Rev Angus Stuart

June 9, 2020



Rev Alecia Greenfield

June 8, 2020



Churchwarden/Trustee Penny Mitchell June 10, 2020



Churchwarden/Trustee Terry Joyce June 09, 2020

Docu-signed on Separate  
Copy - see attached

Churchwarden/Trustee Mark Ballard



Churchwarden/Trustee Fiona Galvani June 10, 2020



Trustee Elizabeth Ferguson

June 10, 2020



Trustee Allan Coombe

June 8, 2020