

## Appendix B

# ST CHRISTOPHER'S 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**
  - b. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link [here](#))  
**Yes**

### 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**

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

**Karen Urquhart – Rector  
Veronica Loat – Warden  
George Fee - Warden**

### **Date for Re-opening**

3. On which date are you applying to re-open?  
July 8 2020

**We would like to trial and midweek Evening Prayer/Service of Light service for phase II.**

### **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?

**We plan to meet outside weather permitting during summer. If we are not able to meet outside, we will meet in the parish hall and ensure all the safety protocols and guidelines are followed**

**a) Appropriate cleaning supplies purchased, general sanitizer, masks, gloves, hand sanitizer and a infra-red thermometer**

**b) Chairs sanitized (before and after each service) and placed 2m apart on pre-marked places on the paving (or carpet)**

**Phase III – Pews and high touch areas sanitized before and after each service.  
- every second row of pews roped off and distanced seating positions marked**

**c) Relevant BCCDC posters displayed on exterior doors**

**d) Prayer books, hymn books and cushions removed from pews**

**e) Directional flow arrows to prevent bottle necks around the pews (Phase III)**

**This work will be carried out by clergy, administrator 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 Phase II we will have a midweek in-person gathering at 7pm. This will be a contemplative service of Evening Prayer/Compline.**

**In Phase III we plan to move to a Sunday 10am Eucharist following the protocols laid out in the guidelines.**

**During Phase II and III we will continue with on-line Morning Prayer and Zoom Coffee hour. We are having an average of 80 households accessing the video each Sunday and parishioners are eager to contribute videos of the Scripture readings and prayers of the people and music.**

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 can comfortably hold 35 including the clergy and greeters. We plan to offer 30 spaces via preregistration and leave a few for those who don't register. We do not anticipate being at capacity given the number of vulnerable people in our congregation.**

**We will send a briefing document to our congregation highlighting the changes and adaptations as well as encouraging them to review their own health and vulnerability in line with the Provincial guidelines. This will also be reiterated in the signage on the doors.**

6. 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?

**We have large spaces at St Christopher's and thus do not need to move furniture in the church. We will close off every second pew and mark allocated seating to ensure physical distancing.**

**We have space at the back of the church allowing the greeting team to work safely.**

7. How will you undertake training with your Greeters and what will you train them to do?  
**We will be having a briefing of our greeting team and a walk through of the service ahead of the July 8 service.**  
**We will train the team (recruiting from a less vulnerable group of parishioners than the regular greeting team) to regulate the flow of traffic in and out of the church. They will ask those attending worship if they have read and understand the requirements around symptoms and/or travel.**

They will ensure that people use the hand sanitizer and encourage all those attending 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 (if necessary – we plan to minimize use of printed material) from the table and to place their offering on a collection plate. A log will be taken of everyone who attends to aid contact tracing (details to be kept for 30 days).

They will then be directed to a seat. They will also help when it comes to dismissing the congregation to prevent bottlenecks in the aisles and at the doors.

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

**Unless guidelines change, our music plan will stay the same in both phases. We will continue to use recorded music and may have a soloist or musician where possible. Soloist will be located at the front of the church more than 5 metres away from another person, facing away from congregation.**

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

- a. Worship leaflets/bulletins

**We will produce a minimalistic bulletin if required. We will produce a small number of bulletins for visitors and newer people who are unfamiliar with our prayers. They will be printed and collated ahead of time by the parish administrator. These are usually printed far enough in advance that they will not need to be sanitized on a Sunday morning.**

**There will be a recycling bin available for the used bulletins to be deposited at the end of the service.**

- b. Prayer Books, Hymn Books (if used)

**Removed**

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

**These will be sanitized prior to the service and again at the end of worship. We will use commercially produced products for this task.**

- d. Bathrooms

**We will close off access to all but one bathroom which will be for emergency use only. This will be cleaned by a volunteer before the service. Posters around handwashing and sanitizing will be displayed. We will provide plenty of soap, paper towels and sanitizer. If we cannot recruit enough volunteers to have someone available to clean after each use, we will encourage those using the facilities to do it. It will be cleaned again at**

**the end of the service. Instructions for how to sanitize will be displayed on the bathroom wall.**

- e. Other common spaces or high-touch areas.  
**These will be sanitized regularly, in particular before and after each service using appropriate cleaning products.**

10. How and who will you sanitize worship and other spaces between any worship services?  
**The high touch areas such as door handles, light switches etc will be sanitized before and after each service by a volunteer.**  
**We will employ a professional cleaning service which will clean high traffic areas on a regular basis.**

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

11. 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?  
**We will continue with our midweek evening service in phase III.**

### **Office Building Use**

12. What is your plan for those working in the Church Office during Phases II and III?  
**We will continue to follow the Provincial guidelines. Where possible the priest and the administrator will work from home. When there is need to be in the building we follow procedures for sanitizing our office spaces.**

**The office doors are kept locked and we have a security camera on the office door to monitor entry.**

13. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?  
**Phase II We will be using Zoom for Parish Council Meetings and other business meetings.**  
**In Phase III we hope to meet in person but will accommodate those unable to attend via Zoom. Our meetings space is large enough for us to safely meeting and observe physical distancing requirements.**

## Fund-raising

14. 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?

**Parishioners continue to send in their contributions. Several have switched to PAD or INTERAC transfers. We continue to encourage people to use these.**

## Phase III ONLY

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

15. 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?

- a) **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.**
- b) **Celebrant will sanitize hands prior to Eucharistic prayer and immediately prior to distribution.**
- c) **Priest host and chalice will remain on the altar, congregation wafers will remain covered and to one side during the Eucharistic prayer.**
- d) **Celebrant will consume host and wine.**
- e) **Celebrant will sanitize hands and don mask before distribution.**
- f) **Communion will be distributed in one kind only.**
- g) **Celebrant will be the only ministrant.**  
**Communion will be distributed with people coming up the central isle and returning down the side isles, keeping physical distance. Floor will be marked every 2m where a line may form. Altar rails will not be in use to avoid extra touching.**
- h) **Hosts will be distributed at arms-length and gently dropped into the hand to avoid contact. Should a hand be touched the priest will re-sanitize hands before resuming distribution.**
- i) **If someone wishes to receive a blessing instead of the host, there will be a prayer but no physical contact.**
- j) **Celebrant will discard mask and sanitize hands after the altar has been cleared.**
- k) **The greeters will guide the congregation forward to receive communion to ensure safe physical distancing.**

### Phase III - User Groups and Rentals

16. 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. Kitchen will be closed to user groups.**
17. What is your plan in Phase III for re-opening the building to rentals?  
**Same as above**

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

18. What is your plan for any in-person formation activities/offerings for adults?  
**These will be held at the church, outside or at communal meeting places, but not in people's homes. Physical distancing will still be required as will handwashing/sanitizing. Use of masks will be encouraged.**
19. What is your plan for any in-person formation activities/offerings for children or youth?  
**N/A**
20. What is your plan for hosting in-person fellowship?  
**Phase III**  
**In-person fellowship will be outside wherever possible and people will be encouraged to bring their own snacks and drinks for personal consumption. Physical distancing will be maintained, and greeters will assist in maintaining this.**
21. 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 outside or in the hall or rectors office where distance and sanitizing is easily maintained.**

### Service and Outreach

22. 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**
23. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? (Please see here)  
**Sharing Abundance operate independently from the parish and use our Kitchen and hall. They have not yet approached us with a full plan to resume but have**

asked if we might be a distribution centre for pre-packaged, take home meals prepared off-site. At this stage, we do not know if or when this is happening. Sharing Abundance always follows strict guidelines so we will be confident all requirements will be adhered to on their return.

**Other**

24. 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?

**Having kept a log of those attending the building for worship or meetings the Rector will contact the necessary individuals by phone and email if necessary. 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 Covid – 19.**

25. 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 grateful to know we can seek advice and discuss any concerns or questions we may have. Thank you.**

Signature of "Responsible Persons" for St Christopher's

<p><b>Karen Urquhart</b> Rector</p>	 <hr/> Signature	<p><i>29 JUNE 2020</i></p> <hr/> Date
<p><b>Veronica Loat</b> Rector's Warden</p>	 <hr/> Signature	<p><i>29 June 2020</i></p> <hr/> Date
<p><b>George Fee</b> People's Warden</p>	 <hr/> Signature	<p><i>JUNE 29/20</i></p> <hr/> Date