

Appendix B

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_ ___ No_____
 - b. 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.

Rector: The Rev. Bill Mok,

Wardens: Robert Coan, Chrystina Lui

Date for Re-opening

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

September 20, 2020

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?

- 1) a thorough cleaning of the entire church building including pews, bathrooms, doorknobs, light switches, stair railings, and microphones (by our janitor)
- 2) prepare and post signs for social distancing, sanitizing, no entry for who are sick (by our admin assistant)
- 3) prepare a signup binder to make record of the attendance including event, date, name and phone number (by our admin assistant)
- 4) prepare enough hand sanitizers and masks (by our admin assistant)

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?

Since we want to move from Phase 1 to Phase 3:

- 1) one Mandarin Holy Communion Service at 9:30am
 - 2) one English Holy Communion Service at 11am
 - 3) will have sermons in English, Mandarin and Cantonese online
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).

Our space is more than enough for 50 people while complying with the requirements; the attendance for our Mandarin service is less than 8 while the attendance for our English service is less than 15.

A seating plan has been created (attached) for the reopening. In order to keep social distancing, the guidelines for our seating are: 1) only the aisle seats at both ends of a row are permitted; 2) from the first row, every other row is permitted;

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?

No, it won't be necessary to modify the space itself.

In order to help people to follow our seating plan, signs and labels are placed so that people know where they are allowed to sit.

Only one holy communion station is provided. Before people receive the bread, they need to sanitizer their hands. Therefore, one hand sanitizer will be placed before the station.

In addition, offering plates are also placed in front of the station. People are invited to place their donation to the plate one by one.

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

Instruction sheets will be sent to the greeters and a in person training will be conducted.

- 1) they need to wear mask and sanitize their hands
- 2) they need to welcome people
- 3) they need to explain especially our social distancing and no entry policies
- 4) they need to ask people to fill in the signup sheet, make sure people wearing mask and washing their hands with hand sanitizer
- 5) they need to distribute the bulletin
- 6) they need to guide people to their seat according to the seating plan.
- 6) if they are sick, they will stay home

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

No singing

Music will be played (by our organist) :1) 5 – 10 minutes before and after the service; 2) during the Communion.

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

a. Worship leaflets/bulletins

- Bulletins will be prepared by our admin assistant only.
- He needs to sanitize his hands when he's printing the bulletins.
- The greeters need to sanitize theirs hands before they distribute the bulletins.

- We also encourage people using the e version (will be sent to them before the weekend and they can also go to our website to download the file).

b. Prayer Books, Hymn Books (if used)

No prayers books and hymn books will be required/used.

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

They will be cleaned after Sunday.

d. Bathrooms

Enough hand soap, sanitizer, tissues and paper towels are placed and checked weekly.

Parishioners/visitors are instructed to sanitize their hands after washrooms and sanitize their hands after they touch the common areas including the door locks and light switches.

The area will be cleaned and sanitized by the janitor after Sunday.

e. Other common spaces or high-touch areas

These are will be cleaned by the janitor weekly.

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

Greeters and servers will be responsible to sanitizer the seats. They are going to spray and wipe the seats.

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?

No, I do not intend to offer any other forms of worship or prayer. If any individual parishioner wants to come to pray with me in-person at a scheduled time, two chairs will be set up with 2 meters apart before the meetings. The individual parishioner and I are required to wear masks during the meeting.

Office Building Use

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

We just have one part-time Admin Assistant.
He and Fr. Bill have been keeping the good practices of social distancing and hand sanitizing.

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

Virtual meetings have been scheduled.

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?

- 1) We encourage people to make donation online through CanadaHelps.
- 2) We keep reminding and teaching parishioners the meaning of making donation.
- 3) We continue our good works in pastoral care, weekly virtual coffee hour, Sunday worship service, weekly virtual bible study and discipleship.
- 4) We are inviting more people from the community to watch my channel and to become our virtual members.
- 5) We pray and we trust the Lord.

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?

- 1) We follow the revised requirement for the celebration of the Holy Eucharist as of August 10, 2020 from the diocese.
- 2) We will communicate and explain the protocol to the parishioners via email, phone and our virtual coffee hour.
- 3) Greeters and servers will be trained.

Phase III - User Groups and Rentals

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

From the end August, 2020, all user groups are asked to stop to use our facility until further notice.

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

Only the Montessori Evergreen Preschool & Kindergarten is using our facility. They are responsible to operate and keep the space (that they use) clean according to the requirement of the BC government.

Phase III - Formation, Fellowship and Pastoral Care

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

I do not have any plan for any in-person formation activities for adults. With social distancing and masks on, it is very difficult for conversations with the parishioners (most of them are seniors). Therefore, we rather have a virtual bible study.

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

Currently, we do not have any children or youth excluding Fr. Bill's daughter (youth) and son (children). Therefore, we do not have any plan for children or youth yet.

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

For the sake of parishioners' concern and health, we decide to keep our virtual (instead of in-person) fellowship on every Friday morning.

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

Our pastoral care in Phase III mainly will be carried out by phone, email and virtual fellowship.

Fr. Bill will follow the guidelines (use of mask on, hand sanitizing and social distancing) when he visits individual parishioner for their request and need.

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?

We do not have any outreach program. We will discern and determine: 1) the need of the community; 2) what we can offer and 3) how we are going to serve in the coming months.

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

We do not have any food ministry program.

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?

At first, we call the person and see how he/she is doing (and any symptoms) and ask him/her to 1) do the test and 2) quarantine 14 days. In the meantime, we will keep him/her in our prayers. We also keep in touch with him/her on a regular basis.

We won't disclose the name of the person, but we will inform the congregation they may have been exposed to COVID-19 if they attended the in-person worship at the same time with the person. They have to follow the guideline to quarantine and watch out symptoms.

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

What we need from Regional Archdeacon is sharing their experience and knowledge with us. We also their prayers.

Signature of "Responsible Persons

_____	_____	_____
Print	Signature	Date

_____	_____	_____
Print	Signature	Date

_____	_____	_____
Print	Signature	Date