

## Appendix B

### **St. Matthias & St. Luke, Oakridge**

## 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.

**Marion Wong – Vicar  
Murray Fox – People’s Warden & Trustee  
Jerry Zhang – Rector’s Warden  
Helen Cheung - Trustee**

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

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

**Our planned date for in-person worship is Sunday, 4<sup>th</sup> October, 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?

- a) Appropriate cleaning supplies purchased, general sanitizer, masks, gloves, hand sanitizer.**
- b) Seating changed and marked to ensure the 2-metre physical distancing**
- c) Hymnbooks, Bibles, BAS, offering envelopes, pencils and cushions removed from the pews.**
- d) Toys and other related materials in the Children’s Corner removed.**
- e) Relevant BCCDC posters displayed on exterior doors and inside the building.**
- f) Directional flow arrows to prevent bottle necks around the pews.**

**This work has been carried out by clergy, music director 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?

**We will do one Service of the Word (ante-communion service) at 10:30 am. We will follow the guidelines from the Diocese for Phase III worship. This service will be with music, only by our Music Director playing the organ or piano, and singing from there. At the same time, we will continue to do online worship through zoom.**

**After a few weeks when people are used to the new safe protocols, we will do Holy Eucharist instead of the Service of the Word. We will follow the requirements for the Celebration of Holy Eucharist as of August 10, 2020. The service will be with music, only by our Music Director playing the organ or piano, and singing from there. We will continue to do online worship through zoom.**

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).

**We can comfortably hold 35 including the clergy and greeters. We plan to offer 30 spaces. We do not anticipate being at capacity given the small size of our congregation, and the fact that we are also zooming the service.**

**We will send a message 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.**

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?

**We are not going to use the pulpit and the lectern. The priest and the readers will stand closer to the altar where the computer for zooming the service is set, and they will be further away from the congregation (about 5 metres). They will also be more than 2 metres away from the piano and the organ.**

**We have ample space at the back of the church to allow for the greeting team to work safely.**

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

**We will have a training session for our greeting team and walk through the service before we re-open on October 4<sup>th</sup>.**

**The greeters will be wearing a mask. They will:**

**regulate the flow of traffic in and out of the church,**

**ask those attending worship if they have read and understand the requirements around symptoms and/or travel,**

**ensure all those attending to use hand sanitizer and wear a mask (We will provide disposable masks for those who don't have their own),**

**direct people to collect a bulletin from a table, and to place their offering on a collection plate.**

**direct people to a seat, and during communion time,**

**A log will be taken of everyone who attends to aid contact tracing (details to be kept for 30 days).**

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

**There will be no congregation singing. Our Music Director will sing to hymns and play instruments (organ or piano). He will be wearing a mask, and sings into a**

**microphone. There is a 5-metre distance between the instruments and everyone else. During the distribution of Communion, he will play but not sing.**

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

a. Worship leaflets/bulletins

**Bulletins will be used. They will be printed and collated by the parish administrator early in the week so they will not need to be sanitized on a Sunday morning. All bulletins are single use.**

**People will be encouraged to take the bulletins home. There will be a recycling bin available by the exit for the used bulletins to be deposited.**

b. Prayer Books, Hymn Books (if used)

**These have been 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.**

d. Bathrooms

**We will close all the bathrooms except one for emergency use. This is a gender neutral bathroom on the main floor. This will be cleaned by a volunteer before the service. Posters around handwashing and sanitizing will be displayed. 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.**

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

**After each Sunday service, our cleaning team will clean and sanitize the high touch surfaces in the church and the bathroom. The high touch areas such as door handles, light switches etc are sanitized every time the building is opened. The administrator sanitizes his office before he begins work. The priest sanitizes her office space each time she works from the church. Whoever uses the administrator's office or the priest's office is required to sanitize the space before and after each use.**

**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?

**We do not have other worship at this time.**

## **Office Building Use**

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

**The Administrator, the Music Director and the Priest have their own work area and a designated bathroom when they come in to work. We try to stay away from each other's area. We follow procedures for sanitizing our office spaces and bathrooms. We use masks if there are times when we are not able to keep the 2-metre distance.**

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

**We will be using Zoom for Parish Council Meetings and other business meetings.**

## **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?

**We encourage parishioners to financially support the church (through mailing in cheques). We have rental income from rectory rental. We have reserved funds that we can draw on when needed. We anticipate more financial offering when we resume in-person worship.**

## **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 do Holy Eucharist after people have got used to the new safe protocols for in-person worship. We will follow the revised requirements for the Celebration of the Holy Eucharist as of August 10, 2020.**

## REVISED Requirements for the Celebration of the Holy Eucharist As of August 10, 2020

- 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 sanitize their hands.
- Communion must be in one kind only. Bread should be in the form of wafers only. The celebrant must be the only communion administrant.
- The celebrant should consecrate a priest's host for the celebrant to consume and consecrate individual wafers for all others 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. A small portion of wine is also to be consecrated (which will be consumed only by the celebrant).
- 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 the bread, making sure not to touch the hands of those receiving the bread. Should the celebrant touch the hands of someone receiving the bread, the celebrant must sanitize their hands again before administering the bread to another person.
- Those receiving communion, should come forth, one at a time, being careful to maintain physical distancing between themselves and all others as they come forward. *I am instructing priests-in-charge that all who come to receive communion be masked. This is to protect the safety of both the communicant and the celebrant.*
- After receiving a wafer, those receiving communion should return to their seats using the path indicated by directional signage or by greeters. Once back in their seats, they should remove their mask, consume the wafer, and after consuming their wafer, put their mask back on.
- After all have received bread, the celebrant must discard their mask in an appropriate receptacle and sanitize their hands again.
- Any who come forth for a blessing must also be masked (unless the person is an infant who cannot be masked). Any blessing that the celebrant gives must not involve touching.

### **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. Gatherings have to be less than 50, and be able to keep physical distancing, hand washing and sanitizing protocols. They must be willing to disinfect all surfaces they use before and after their meetings. Groups must sign a declaration of compliance with safe procedures.**

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

**We do not anticipate any rentals in the church in the near future.**

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

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

**Formation activities/offerings for adults will be done through zoom.**

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

**Online, if there is any.**

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

**We do not anticipate in-person fellowship like coffee hour in the near future.**

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

**As much as possible this will still be done by telephone or Zoom. Any needed in person contact will adhere to social distancing and BC Health Authority Guidelines**

### **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?

**Outreach programs will not resume in the near future.**

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

**Not Applicable**

**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?

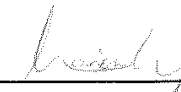
**We will keep a log of those attending the building for worship or meetings. Attendance and contact information will be kept for 30 days. If necessary, the Vicar will contact the necessary individuals by phone and/or email. Details of who is infected would be kept confidential. The advice given to those at risk would follow the most up to date guidelines from the province on what to do following exposure to Covid – 19.**

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

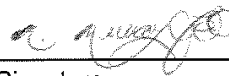
**The Diocesan guidelines are very helpful.**

Signature of "Responsible Persons" for St. Matthias & St. Luke


**Marion Wong**  
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Signature Date September 13, 2020

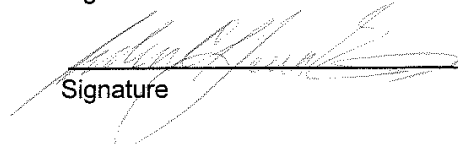
**Murray Fox**  
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Signature Date SEPTEMBER 11/2020

**Jerry Zhang**  
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Signature Date Sep. 11, 2020

**Helen Cheung**  
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Signature Date Sep 12, 2020