

# **Updated Reopening Plan for St. Martin, North Vancouver**

## **For June 20, 2021**

### **Introduction**

As followers of Christ, the people of St. Martin's believe in the healing love and care of God demonstrated through the life of the Church. We want our physical buildings to be a safe and healthy place for all who gather, and for our interactions with each other and the public to be compassionate, wise, and respectful. In physical gatherings for mission and ministry, we want to follow best practices of our public health authorities and our Anglican Diocese of New Westminster. This plan is to outline how we will implement the details of the public health orders and the Diocesan directives for our particular community.

### ***As of June 20, 2021***

St. Martin's plans to proceed with in-person celebrations of Holy Eucharist with restrictions and to continue its practice of offering Matins on Sundays once a month. We will continue to Zoom/post recording on YouTube for worship. The Agapé Gathering will return to outside in-person worship with modifications for coming to the table together (individuals bringing their own snack rather than shared food). Other services and activities will be limited to 50 persons with social distancing, depending on whether we are using the church (38 max.) or hall (50 max.). The restrictions on office building use will be in place with physical distancing and hygiene.

During phase III, rentals and user groups will be allowed to use the facilities with the provision of a safety plan and cleaning protocols for their members and with the signing of a waiver of liability for the parish.

### **Appendix**

### **Questionnaire and Application**

### **for Re-opening St. Martin, North Van. 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?

1. “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

2. 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. 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.

The Venerable Stephanie Shepard	interim priest-in-charge
Howard Dallimore	warden
Ann Hasle	warden
Jennifer McGregor-Greer	elected trustee
Heather Rhodes	elected trustee
Jennifer Duholke	elected trustee
Robert Pratt	elected trustee

## **Date for Re-opening**

3. On which date are you applying to re-open? JUNE 20, 2021

## **Preparing the Church Building for Re-entry**

4. What (specifics) will you do to prepare the church building for re-entry? Who will do this work?

*Cleaning*

- Cleaning has been maintained weekly by janitorial service for all sections of the building (used or not). Areas of the building that have been accessed will receive special attention cleaning including ongoing sanitizing of all switches, doors, rails, pews, and bathrooms
- Daycare tenant contracts cleaning services for their designated portion of the facilities (lower hall). The daycare has a separate safety plan for using the upper hall.
- The areas of the facilities being used on Sunday mornings will continue to be cleaned on Saturdays with special attention to surfaces

### *Clarifying*

- Signage posted exterior to building directing comers to main entrance of church
- Pews will be marked with painter's tape to designate safe and properly distanced seating, with special attention to the seating of mobility impaired on centre aisle
- Doors will be "one way" entrance or exit and be clearly colour-coded (green for entry, red for no entry)
- The centre aisle in the nave is planned to be the way "in" to the seats (towards the altar). The two side aisles will be marked as the way "out" (towards the main door exit)
- A long narrow table will divide the narthex in two to channel people in one way and out the other side
- The interior stairway down to the office area and lower bathrooms will be blocked with a moveable cart and signage removed

### *Communicating*

- This plan will be posted on the parish website and the bulletin board in the outside lych gate
- A summary of this plan will be communicated to all parishioners through the weekly Friday e-newsletter and by post for two weeks leading up to the re-opening
- Liturgical leaders and people involved in worship will be briefed

### **Sunday Worship**

5. What is your Sunday worship plan? What form(s) of worship and how many Sunday worship services do you intend to offer (in-person or online)?
  - resumption of 10 am liturgy of 1<sup>st</sup> and 3<sup>rd</sup> Sundays BCP Communion, 2<sup>nd</sup> and 5<sup>th</sup> Sundays Matins, and 4<sup>th</sup> Sundays BAS Communion. (see also question 7)
  - all Sunday morning services will be also available by Zoom and posted recording to St. Martin's YouTube channel
  - in-person for the Agapé gathering on 1<sup>st</sup> Sundays at 4:30 pm observing restrictions around food until restrictions are relaxed: bring-your-own snack and drink, with commercially portioned beverages and snacks for visitors. The Agapé gathering will also be able to be joined through a Zoom meeting.

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).
  - The parish church can hold 35 in pews, plus 3 in the chancel (priest, organist, and soloist). We have designated several seats: the small pew in front of the lectern for the reader, the small pew in front of the pulpit for the videographer, a seat at the back for the washroom attendant, and a large pew at the rear for households of more than 3 persons.
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 pews will be marked off for designated seating 2 m apart (see accompanying diagram). Arrows and signage will indicate directions for access and egress.
  - The host will be consecrated at the altar but the priest will bring the blessed wafers down to the chancel step for people come and receive standing. Sidespersons will direct one-way traffic flow to receive (up centre aisle, down sides). Hand sanitizer will be available to those coming up for communion
8. How will you undertake training with your Greeters and what will you train them to do?
  - Revised written role description has been prepared by the Leadership team and will be given to greeter, sidespersons, reader/intercessor, musician, priest, soloist, videographer, and altar guild
  - Once these persons have been briefed, there will be a rehearsal of duties in small groups
  - Masks continue to be encouraged for all worshippers. People may bring their own masks but disposable masks will be supplied at the door
  - A greeter will welcome people outside, answer questions, and help with traffic flow
  - one masked and gloved sidesperson will stand outside the main doors (under the eaves if it is inclement) and hand out masks and proffer sanitizer directly into people's hands as they come to the door. That sidesperson will have eye contact with a second sidesperson inside the narthex, and monitor when to invite the parishioner inside.
  - The second sidesperson will, from a social distance on the other end of a table, check parishioners off on a list or fill out a form for visitors with their name and contact information. He/she will then direct the worshipper to the nave to take a seat from the centre aisle
  - the attendant will be responsible for escorting a worshipper with urgent bladder issues to the hall, unlocking the door, and taking them to the designated stall of the upper hall bathroom. (The attendant may be someone taking another role, such as a sidesperson or greeter). After waiting outside, they will wipe the stall door handle, toilet handle, and

sink faucets with a sanitizing wipe, then escort the individual back to the church. A basket with extra personal protective equipment and cleaning supplies will be stationed in the narthex for this purpose

9. What is your music plan for worship?

St. Martin's is a parish that cherishes the choral tradition that accompanies the Book of Common Prayer, including psalmody and the canticles. Recognizing the health risks at this time for choral singing, the parish proposes the following:

- i. Instrumental preludes and postludes on organ or piano by the church musician
- ii. Soloist singing the canticles of Matins (Venite, Te Deum, Benedictus) from the choir pew furthest from the congregation and facing diagonally (see diagram)
- iii. Soloist to offer office hymn or anthem as appropriate (people aren't to sing along unless they are joining in on Zoom from home)
- iv. Presider to say Versicles and Responses,
- v. psalm said antiphonally to include the congregation
- vi. When permitted, singing outside while masked and physically distanced or from within individual vehicles while parked

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

1. Worship leaflets/bulletins

- bulletins are printed and placed on seats in designated spots on day of printing (72 hours prior to service). Parishioners encouraged to take them home afterwards or to drop them in designated recycling bin on the way out (which will be quarantined until Tuesdays before emptying). Any left in pews will be collected after the service by a gloved sidesperson and added to recycling bin
- Bulletins mailed out to parishioners spend two days in the post and should not prove a hazard after being packed by sanitized hands
- Bulletins are also available through the e-newsletter and website for download

2. Prayer Books, Hymn Books (if used)

- None being used. They are all removed from the pews. We have distributed prayer books and hymnals to parishioners who have requested and are able to take them home.

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

- the altar will be set by the altar guild member following diocesan protocols. The priest will wash hands before the service, and sanitize at the offertory and before distribution, as well as the end of the service. The elements on the altar will be covered by a purifier except for the elevation. The priest will follow protocols for communion distribution.
- Communicants will receive standing at the chancel step and will not use the communion rail
- Collection plate: to be on the small credence shelf at the entry of the nave. People will be encouraged to make their offering upon entry. Spare offering envelopes will be available beside it but no pen. There will be no passing of the plate. An explanation in the bulletin will tell givers that all offerings are blessed, whether they come forward to the altar or not, and that people are welcome to mail in their offering or drop it in the donation box on the way out

#### 4. Bathrooms

- The lower office bathrooms remain out of bounds except for staff. They will be sanitized after each use by the user (one of the few with access during the week) and cleaned weekly
- the hall bathroom will be out of bounds except for emergency use as outlined above. It will be sanitized by the attendant after use and double-checked after the service by a volunteer. It is cleaned weekly. The tenant church meeting for worship in the parish hall will be responsible for their own cleaning of this bathroom before and after they meet on Sunday afternoons and Fridays. The bathroom will be cleaned again by the janitorial service before the parish re-gathers the next Sunday.
- There will be one designated stall for parish use and two designated stalls for the tenant church and other user groups.

#### 5. Other common spaces or high-touch areas

- The main doors of the church and the interior doors will be propped open so that there is no need to touch them before, during or after worship. The “in” door to the church will be closed at the end of the service to discourage people to go back through it to the exit. It will need to be watched by a sidesperson for accidental touches (wipes available in the narthex if needed)
- Kitchens: tea kitchen in office area off-limits to all except parish administrator and priest or individuals with access to offices who have given prior notice of use.

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

- If there is only one service on a Sunday and one group using the church, we are able to let the surfaces lie fallow for the week. If however, we move to two services on a Sunday morning, we will designate a volunteer to clean the backs and seats of pews, light switches, knobs, and the lectern and microphone

## **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?
- Online Zoom groups for Bible studies, book studies, and fellowship groups
  - Outside gatherings for prayer and meditation around memorial garden

## **Office Building Use**

13. What is your plan for those working in the Church Office?

- Temporal segregation of people using office: Monday volunteer 9-12; Tuesday, Wednesday and Friday parish administrator 8:30-3 pm; Thursday bookkeeper; musician has access in evenings. All are following sanitizing protocols at beginning and end of time for doors, switches, office equipment, tea kitchen, and bathroom
- Priest has separate office adjoining parish office and physically distances from parish administrator and office volunteer Monday, Tuesday, Wednesday. Priest is following sanitizing protocols at beginning and end of time for doors, switches, office equipment, tea kitchen, and bathroom
- Tea kitchen in lower office area restricted to those with access to office. Physical distancing and sanitizing of equipment, supplies, and cupboards touched before and after usage. Tea kitchen is off-limits to non-church groups
- Visitors and trades are required to phone first and make an appointment for a site visit. They are to come to outside door and phone office for entry and to report what parts of the building they will be using/need access to. Trades are to be asked for company protocols on distancing and sanitizing work surfaces. Parishioners/volunteers need to sanitize themselves or report to office what areas they touched in building for further cleaning if needed before another person can use
- A log of visitors and trades will be kept by the office

14. What is your plan for meetings of Parish Council?

- continue use of meeting by Zoom and using telephone and email to connect with parishioners
- possibility of distanced meetings for Leadership Team, possibility of distanced meetings for parish council if meeting room continues to meet spatial requirements for a group with allowance for members to join by Zoom

## **Fund-raising**

15. What are you doing or will you be doing to support financial giving to your operating fund or towards special needs?
- Use weekly e-newsletter with financial updates

- Continue encouraging ways to give with clear descriptions of giving options
- Special needs appeal (if needed) through mailout and phone
- Giving has remained stable during the months when the building has been closed through good communication, community good will, and boost from diocesan sources to offset rental losses. The daycare has continued to pay monthly amount

### **Re- Introducing in-person Holy Eucharist**

16. What is your plan for introducing and managing Holy Eucharist, paying particular attention to sanitization and physical distancing?

- Holy Eucharist will be re-introduced with modifications for celebration and distribution:
- Continued emphasis on no touching or moving from pews except to receive communion, e.g. during passing of peace
- Continued physical distancing in liturgy
- Continued format for cantored rather than congregational singing with soloist
- Gospel read from chancel step instead of in the middle of the centre aisle
- Preparation of table by priest rather than server
- Priest says Sursum Corda
- Elements covered by purifier until point of elevation in Eucharistic Prayer
- Following protocols, priest re-sanitizes, dons mask, and then brings consecrated wafers in bowl to chancel step
- Congregation invited up centre aisle single file by sidespersons, receives standing by wafer dropped into outstretched hands using tongs, then returns to seat via side aisle.
- Priest returns to altar, disposes of mask in receptacle, re-sanitizes, and consumes consecrated bread and wine
- Ablutions are done and vessels moved to credence table in sanctuary by priest
- At dismissal, congregation are reminded to leave by side aisles and rear one-way exit through narthex to outside. They are reminded to take their bulletins with them and put them in recycling bin near main door if not taking them home. One-use masks are to be disposed of in the garbage container near the main door
- Priest is to go directly to sacristy to remove eucharistic vestments rather than stand by door and greet
- The Agapé Gathering on 1<sup>st</sup> Sundays at 4:30 pm practices table fellowship with scripture, reflections, and prayer. The plan is to resume meeting in person with provision for people to join by Zoom. Outside or the nave will be set up to allow for physical distancing around a table. Every participant will be encouraged to bring their own portion of drink and snack rather than shared plates. There will be commercially packaged portions for visitors. There will be contemplative instrumental music (live distanced musician or recorded music or a mix) rather than singing if congregational involvement still poses a risk

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

17. What is your plan for re-opening the building to any user groups?
- community groups are required to have a cleaning and safety plan and sign a waiver provided by the Church
  - community groups will be restricted in numbers and activities in accordance with public health authorities
18. What is your plan for re-opening the building to rentals?
- tenants (Good Stewards Korean Church, Lil Bloomers Daycare, SMP) are required to establish cleaning and safety plan in accordance with public health authorities and sign waiver provided by the Church
  - Lil Bloomers Daycare will use designated lower hall and playgrounds
  - Good Stewards Korean will be restricted to using the upper parish hall, kitchen, and two stalls of the hall washrooms (the 3<sup>rd</sup> being reserved for parish use on Sunday mornings). The kitchen may only be used as health authorities insofar as the health authorities allow the preparation, serving, or consumption of food for the group gathered.
  - SMP (local community theatre company) is currently in discussion about possibilities for managing practices and productions
  - community groups are subject to health authorities and need a safety plan and waiver

### **Formation, Fellowship and Pastoral Care**

19. What is your plan for any in-person formation activities/offerings for adults?
- plan to resume in-person Bible studies and courses in the fall using meeting room for social distancing with provision for people to join in by Zoom
20. What is your plan for any in-person formation activities/offerings for children or youth?
- no in-person inside activities until health authorities and diocese allow. Younger members will be provided individual activity packs in sealed zip-lock bags that they can take home after the service
  - mail out and drop off gift bags for seasons of the church year with family activities

- encouragement to join in community projects, e.g cookie baking, art sharing
- cooperative events outside building possible around major festivals

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

- resumption of fellowship time after church in parish hall with social distancing when appropriate
- beverages served by coffee hour volunteers through serving hatch with gloves, commercial or previously frozen treats served from hatch with tongs to compostable small plates
- Meeting room will be set up to enable social distancing. Sanitizing area before and after use.

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

- depending on status of care facilities where parishioners reside, resumption of once a month pastoral visit by clergy, supplemented with phone and mail contact through parishioners
- counselling at parish office or public place, e.g. nearby Starbucks, or going for a walk

**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?

- Resumption of non-perishables gathered for local Food Bank donation
- Openness to sharing hall or parking lot facilities with health authorities for testing, vaccination clinics or other health initiatives

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

n/a

**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?**

- The parishioners who attended that worship service will be informed a person who attended has contracted COVID-19 and therefore they will be contacted by the Coastal Health Authority as per provincial policy. They are to immediately self-isolate, including the worship leaders and to follow all instructions from health authorities
- The leadership team (clergy and wardens) will keep in telephone/email/video contact with all isolated individuals for pastoral care
- the church building is immediately closed for deep cleaning, with posted signage and notice through email, website, phone
- the worship services will revert to online only for 14 days (or be led by a parish volunteer who was not present at the affected service if this is feasible)
- office personnel may use the lower offices and areas that were not open to the public during the worship event as long as they did not attend the affected service

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