

## Appendix B

### ST CLEMENT'S, NORTH VANCOUVER

## 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.

**Philippa Segrave- Pride – Interim Priest**  
**Phoebe Yong – Warden**  
**Philip Yong - Warden**

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

3. On which date are you applying to re-open?  
21<sup>st</sup> June 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 sanitiser, masks, gloves, hand sanitiser.**
  - b) **Seating changed and marked to ensure the 2m physical distancing**
  - c) **Hymnbooks, Bibles, BAS and cushions removed from the pews.**
  - d) **Relevant BCCDC posters displayed on exterior doors, copies available at the greeters table as well.**
  - e) **Directional flow arrows to prevent bottle necks around the pews**
  - f) **Rearranged the seating for clergy and servers**
  - g) **Repositioned the organ to create a clear 15ft area so that we can accommodate a soloist.**

**This work has been carried out by clergy, administrators, organist 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 an in-person gathering at 9.45am. This will be a service of Morning prayer with music (organ and soloist). We hope to live-stream the service as well.**

**In Phase III we plan to move to a Eucharist following the protocols laid out in the guidelines. We will continue to live stream our service. Music arrangements will stay the same unless guidelines change.**
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 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.**

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 have moved the pews around to create clear physical distancing areas. The altar, ambo, credence table, clergy seating and organ have all been rearranged to allow space for a soloist. (5m clearance). We have created 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 be having a briefing of our greeting team and a walk through of the service ahead of the 21<sup>st</sup>.**

**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 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.**

9. 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 have arranged the organ so that our Musician/singer can still sing and keep a 5m distance from everyone else. He will sing to hymns and play instrumentals at the beginning and end of the service. In Phase III he will play but not sing during the distribution of Communion.**

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 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)

**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.**

**We will use commercially produced products for this task.**

d. Bathrooms

**We will close off access to all but one bathroom. 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.**

11. 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 are sanitized every time the building is opened. The administrator sanitizes her office and disabled bathroom before she begins work. The priest sanitizes her office space each time she works from the church.**

**We also use a professional cleaning service which will clean high traffic areas on a regular basis.**

### **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? **NA at this time**

## Office Building Use

13. 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 (both have their own separate offices) and bathroom. We use masks if needed to be in close contact for a particular activity (moving furniture etc). The office doors are kept locked so we can monitor entry into the building.**

14. 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

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 have introduced a donate button on our website this had been under discussion for a long time). The Wardens, Treasurer and Priest sent a letter to the parishioners highlighting some of the financial issues and encouraging them to keep giving. We have also negotiated rent donations from some of our user groups. We are confident that our finances are in good health. We have earmarked a sum of money to support a local charity that needs extra financial aid during the pandemic.**

**We will look at a stewardship campaign in the fall with the new Rector.**

## 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?

**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 administrator.
- h) Hosts will be distributed at arms length and gently dropped into the hand to avoid contact.
- i) If someone wishes to receive a blessing instead of the host, there will be a prayer but no physical contact (eg placing of hand on shoulder or head)
- 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**

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

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

19. 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.**
20. What is your plan for any in-person formation activities/offerings for children or youth?  
**We will carry on sharing online materials. There will be no in person Sunday School. We are hoping to provide a video blessing for our graduates. Some families join our online coffee hour.**

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

**Phase III In-person fellowship is eagerly awaited. Cleaning and sanitising protocols would be followed, Food would be served and not self service. It is hoped that a parish picnic will be able to happen before the end of the summer. This would be a bring your own food and drink and chairs event to minimize contact. Physical distancing will be enforced.**

22. 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 in the priest office where sanitization and physical distancing can be easily managed.**

### **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**

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?

**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.**

26. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans? **None thank you. The Diocesan planning Committee have been fabulous.**

Signature of "Responsible Persons" for St Clement's

**Philippa Segrave-Pride**

Print

\_\_\_\_\_  
Signature Date

**Phoebe Yong**

Print

\_\_\_\_\_  
Signature Date

**Philip Yong**

Print

\_\_\_\_\_  
Signature Date