

The doors are shut, but the work goes on

Synod Office

The Synod Office staff are working at home, but are functioning as normally as possible under the circumstances, in touch by phone and email and meeting regularly via Zoom to keep the diocese functioning.

Appointments and meetings with Synod staff are happening through Zoom or by telephone.

Regular mail is delivered and processed as usual.

How do I get in touch with diocesan staff?

Please communicate through email. As we are all working from home, leaving a voicemail at the office could cause delays in us responding to you. All staff have access to their email from home. You can find all the Synod staff email addresses here:

<https://ottawa.anglican.ca/index.php/contact-us>

If you have a document to send to the diocese, please scan and send it by email. If scanning is not an option for you, contact the recipient at the Synod Office to discuss other options.

Parishes

All parish buildings (churches and halls) are closed until further notice, with three exceptions:

Doing parish business: no more than five people at a time in Ontario or two people at a time in Quebec may access parish buildings, as long as they observe distancing protocols, but only for these reasons:

- The preparation of non-Eucharistic liturgies for streaming or posting online.
- Managing non-contact pastoral care, such as calling or running video meetings with parishioners.
- A weekly, general inspection of parish buildings (as required by our insurer).
- Managing administrative, financial, or property matters, including custodial and maintenance work as required.

Operating ministries deemed to be essential to the well-being of those in need:

This includes activities such as community ministries, food banks and meal programs. Please advise Executive Archdeacon David Selzer davidselzer@ottawa.anglican.ca as soon as possible of any essential ministries that are operating in your parish buildings during the pandemic restrictions.

Uses that are requested by civic or public health authorities:

These could include exceptional uses (such as blood donor or other health-related clinics, etc.) Requests for exceptional uses of parish buildings must have the prior approval of Executive Archdeacon David Selzer david-selzer@ottawa.anglican.ca

Funerals

Funerals cannot be held until restrictions on public gatherings are lifted.

For more information see "[Guidelines for Funerals](#)"