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12 August 2020

To **The Most Rev'd Melissa Skelton**
 The Rev'd Philippa Segrave-Pride
 The Rev'd Tellison Glover

From **The Trustees of Holy Trinity Anglican Cathedral**

RE **Plan for Phase III Re-Opening**

Background

- We have reviewed 'The Re-Opening of Churches in the Diocese of New Westminster' and developed our plan in consultation with the questions in Appendices A and B of that document.
- We have reviewed the BC Centre for Disease Control's COVID-19 guidance for Faith Organizations and developed our plan accordingly.
- We have reviewed our approved Phase II Re-Opening Plan and are building on our positive experience of how this Plan has worked in our Parish. This Plan is appended to our Phase III Plan.

Parish Authorization and Approval

- The Trustees of Holy Trinity Anglican Cathedral, as an incorporated Parish in the Diocese of New Westminster, have reviewed and approved the Phase III Re-Opening Plan we are submitting to you.
- The Trustees are:
 - Priest-in-Charge and Wardens: The Ven. Richard Geoffrey Leggett (Vicar), Ms Carla Jones (Archbishop's Warden), Mrs Sybil Collett (People's Warden), Mrs Birgit Petersen (Associate Warden) and Ms Kate Abel (Associate Warden).
 - Lay Trustees: Ms Fiona Barnard, Ms Joyce Harwood, Mr Greg Kennelly, Ms Betty Macdonald, Mr Don Neilson, Dr Robert Rothwell, Mr Shawn Shenfield, Ms Susan Stensgaard and Ms Starr Switzer.
 - Clergy Trustees: The Rev'd Carole Neilson (Deacon) and The Rev'd Tasha Carrothers (Assistant Curate).

Proposed Date for Phase III Re-Opening

- After due consideration, we are requesting permission to begin Phase III on Sunday, 23 August 2020.

Phase III Plan

- What is your plan for introducing and managing Holy Eucharist, paying particular attention to sanitization and physical distancing?
 - Service Schedule
 - We will resume the celebration of the Eucharist at 8.00 and 10.00 on Sundays. Both services will be live-streamed.
 - We will continue to celebrate the Eucharist at 9.30 on Wednesdays. We will continue to live-stream this service.
 - We will continue to hold Vespers via Zoom at 5.30 on Thursdays for the foreseeable future.
 - Once a month the Women's Prayer Group will meet on the last Tuesday of the month.
 - All sacramental rites, e.g., baptisms, eucharists, funerals and marriages, will be conducted according to Diocesan guidelines.
 - Eucharistic Practices
 - All liturgical ministers, lay and ordained, will wash their hands prior to the service and make frequent use of hand sanitizers already located in the sanctuary.
 - At the time of the preparation of the Altar, the Deacon (or Assisting Minister) will sanitize their hands prior to handling the eucharistic elements and the vessels.
 - After the elements are prepared, a Pall will be placed over the bread and the wine.
 - The Presider will sanitize their hands prior to approaching the Altar. During the Great Thanksgiving the palls will remain over the elements except during the elevation(s).
 - The Presider will partake of the bread and the wine prior to distributing communion.
 - At the time of distribution, the Presider will sanitize their hands once more, don a protective face mask and distribute only the consecrated bread into the hands of communicants without touching their hands.
 - Following communion the Deacon will clear the Altar. The vessels will be cleaned by the Altar Guild following the eucharist as per our Phase II practices.

- Sanitization and Physical Distancing
 - Please refer to Paragraphs 6, 7, 8, 9, 10 and 11 in our Phase II Plan (appended).
- What is your plan in Phase III for re-opening the building to any user groups?
 - All and any user groups will be restricted to the number of participants in accordance with physical distancing requirements. In the Upper Parish Hall the limit is 25. In the Lower Parish Hall the limit is 20. In the Parish Lounge the limit is 12. In the Cathedral the limit is 50.
 - All and any user groups will be required:
 - to sign a commitment to comply with provincial public health directives,
 - to waive any liability to the Parish as a consequence of their activities,
 - to maintain a contact list of participants in accordance with personal information and privacy policies, and
 - to agree to assist the Parish in maintaining a safe environment including physical distancing, hand-washing and sanitizing of any spaces used during their activities.
- What is your plan in Phase III for re-opening the building to rentals?
 - The above guidelines regarding user groups will apply to rentals.
 - Any film rentals will abide the guidelines of established by the BC film industry in consultation with the Province and WorkSafe BC: <https://www.creativebc.com/about-us/news/covid-19/motion-picture>. These guidelines were sent to the Synod Office earlier this year. Our location agent is responsible for ensuring that these guidelines are met.
- What is your plan for any in-person formation activities/offerings for adults?
 - We have resumed our 'Trinity Tuesdays' adult seminar using Zoom. We plan to continue to use this platform for the foreseeable future given the health concerns of some of our parishioners.
- What is your plan for any in-person formation activities/offerings for children or youth?
 - In collaboration with the Youth Minister at Saint Alban's Burnaby our Assistant Curate has curated an on-line youth gathering on Sundays at 11.30. This will continue into the foreseeable future.
 - We do not anticipate resuming an in-person children's program immediately. In consultation with the leaders of our children's program we will determine what form our future programming will take. Once a concrete plan is in place, we shall submit it for Diocesan review.

- What is your plan for hosting in-person fellowship?
 - Following the 10.00 service on Sundays worship participants will be permitted to gather in the Hall. The members of the congregation have already demonstrated their ability and willingness to maintain physical distance after services.
 - Tea and coffee will be available. Disposable cups will be used. Servers wearing gloves and masks will provide parishioners with the beverage of their choice. We have experience in delivering beverages in this way through our food program.
 - No food will be provided.
- How will you be handling any in-person pastoral care in Phase III?
 - We will continue to offer pastoral care via telephone and other media.
 - We will provide such in-person pastoral care as permitted by Provincial health authorities and Diocesan guidelines.
- What is your plan to support existing or re-opening programs in Phases II and III? Have you completed and submitted the appropriate material for approval to the Synod Office?
 - Not applicable at this time
- For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office?
 - Our 'Breakfast Club' program continues as it has already been approved by the Synod Office.
 - We are hosting the City of New Westminster's food hamper preparation program whose staff and volunteers follow the current guidelines of the Province and Fraser Health Authority as well as those guidelines already approved for our own 'Breakfast Club' program.
- 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 remember privacy and pastoral care?
 - Please see Paragraph 26 regarding contact tracing in our Phase II Plan (appended).
- What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans?
 - At this time we do not foresee any additional support other than what has already been provided and is being provided by the Regional Archdeacon and Synod Office.

Signatures of Responsible Persons

The Trustees have authorized the Priest-in-Charge and the Wardens to sign on behalf of all the Trustees.

Richard Geoffrey Leggett +
The Ven. Richard Geoffrey Leggett
Priest-in-Charge (Vicar)

Carla Jones
Ms Carla Jones
Archbishop's Warden

Sybil Collett
Mrs Sybil Collett
People's Warden

Birgit Petersen
Mrs Birgit Petersen
Associate Warden

Kate Abel
Ms Kate Abel
Associate Warden

Appendix 1: Holy Trinity Cathedral Phase II Re-Opening Plan

2 June 2020

TO **The Most Rev'd Melissa Skelton
The Rev'd Philippa Segrave-Pride
The Rev'd Tellison Glover**

FROM **The Trustees of Holy Trinity Anglican Cathedral**

RE **Plan for Phase II Re-Opening**

The Trustees of Holy Trinity Anglican Cathedral are submitting this plan for a Phase II re-opening of the Parish for your review, comments and approval. We will submit a revised plan for moving into Phase III at a later date.

Background

- 1a. We have reviewed 'The Re-Opening of Churches in the Diocese of New Westminster' and developed our plan in consultation with the questions in Appendices A and B.
- 1b. We have reviewed the BC Centre for Disease Control's COVID-19 guidance for Faith Organizations and developed our plan accordingly.

Parish Authorization and Approval

2. The Trustees of Holy Trinity Anglican Cathedral, as an incorporated Parish in the Diocese of New Westminster, have reviewed and approved the plan that we are submitting to you.

*The Ven. Richard Geoffrey Leggett, Vicar
Ms Carla Jones, Archbishop's Warden
Mrs Sybil Collett, People's Warden
Mrs Birgit Petersen, Associate Warden
Ms Kate Abel, Associate Warden*

*The Rev'd Carole Neilson, Deacon
The Rev'd Tasha Carrothers, Assistant Curate*

*Ms Fiona Barnard, Member of Parish Council
Ms Joyce Harwood, Member of Parish Council
Mr Greg Kennelly, Member of Parish Council
Ms Betty Macdonald, Treasurer and Member of Parish Council
Mr Don Neilson, Member of Parish Council
Dr Robert Rothwell, Member of Parish Council*

Mr Shawn Shenfield, Member of Parish Council

Ms Susan Stensgaard, Envelope Secretary and Member of Parish Council

Ms Starr Switzer, Recording Secretary and Member of Parish Council

Date for Re-Opening

3. After due consideration, we are requesting permission to begin Phase II on Sunday, 21 June 2020, the National Aboriginal Day of Prayer.

Preparing the Church Building for Re-entry

4. What will you do to prepare the church building for re-entry at Phase II? Who will do this work?
 - *Since the suspension of public worship following the 15th of March 2020, our Custodian has cleaned the pews and other surfaces in the Cathedral at least twice a week following our mid-week Eucharist on Wednesdays and our Sunday Eucharist.*
 - *Hand sanitizer will be available in every pew and at the Doors of the Cathedral.*
 - *Teams are being formed to undertake cleaning the space following each Sunday service.*
 - *Cleaning supplies have been obtained and located strategically throughout the Cathedral and the Parish Hall.*
 - *We have made arrangements for the purchase of face masks.*
 - *Pews will be marked to indicate where congregants may sit in safety.*
 - *Signage is being prepared regarding safety procedures during Phase II.*

Sunday Worship

5. What is your Sunday worship plan for Phase II? What form(s) of worship and how many Sunday worship services do you intend to offer (in-person or on-line) for Phase II?
 - *We will resume our 8.00 a.m. service and, instead of a Prayer Book Eucharist, will have said Matins from the Prayer Book.*
 - *At the 10.00 a.m. service we will have a Liturgy of the Word, essentially ante-communion using our Pentecost Eucharistic ordo without Holy Communion.*
6. How many people can your worship space accommodate while complying with the requirements set out in the Re-Opening Plan, in households sitting two metres apart in all directions?
 - *The Cathedral can comfortably seat 46 persons in the pews with 2 metres of physical distance for 360 degrees.*
 - *Our plan in Phase II is to have no more than two individuals or one household per pew.*
 - *We will have seating in every other pew thus increasing physical distancing.*

- *There are four sections of pews in the Nave. At the time of the Dismissal we will dismiss the congregation section by section beginning with the west side of the Cathedral and direct congregants to leave by either the Tower Doors to the south or the Main Doors to the west.*
 - *We will reserve the rearmost set of pews for any visitors. In doing so we will have made 10% of the seating available for drop-in individuals or households.*
 - *If we exceed the number of persons who can be seated in the Cathedral, we will be able to seat twenty people in the Parish Hall while maintaining physical distance. Since the Hall has access to Wi-Fi, it will be possible to participate in the service via live-streaming. One member of the Clergy will be in the Hall to accompany the participants.*
7. Will it be necessary to modify where you worship, the position of furniture in the worship or the way the space is marked to assist those attending in maintaining physical distancing? If so, how?
- *We will not use the High Altar in the Sanctuary in Phases II or III.*
 - *The Choir Pews will be used solely by the Liturgical Party consisting of the Server, the Preacher, the Deacon and the Presider, in Phase II and III.*
 - *The Credence Table has been re-located into the Choir so that it is in closer proximity to the Altar when we resume the Eucharist on Sundays in Phase III.*
 - *The Nave Altar will be positioned at the top of the stairs into the Choir. Although we will not be using the Altar for the Eucharist in Phase II, this location will ensure that the Liturgical Party have full range of movement to the Altar in Phase II and to the Lectern in Phases II and III.*
 - *There will be no procession during either Phase II or Phase III. The Liturgical Party will enter from the Vestry/Sacristy. This has been our practice since we began live-streaming our services in March.*
 - *The entire Liturgy will be conducted from the Altar with readings and sermon from the Lectern. This will limit the necessity of sanitizing liturgical fixtures to the Altar, the Credence Table and the Lectern. It will also provide a better position for live-streaming or recording the service.*
 - *The Liturgical Ministers have already been following the substance of this procedure since we began live-streaming the Eucharist in March. We are now familiar with a liturgical choreography which ensures that we keep our distance.*
 - *We have located hand sanitizer in several locations in the Choir and on the Credence Table and use it frequently during the Liturgy.*
 - *The congregants at the 8.00 a.m. Liturgy are accustomed to sitting in the Choir. This will not be permitted during Phase II and Phase III. They will be seated in the Nave where they will be able to maintain physical distance.*
 - *A small table will be placed at north end of the main aisle and the offertory plate will be placed to receive the offerings of the congregants.*

- *The bread and wine to be used in the Eucharist on Wednesdays will not be processed but will be located on the Credence Table. This will be the practice both in Phase III when we resume Eucharistic celebrations on Sundays.*
8. How will you undertake training with your Greeters and what will you train them to do?
- *On Sunday, 14 June 2020, following the 10.00 a.m. Liturgy, we will assemble all available Greeters on our roster for a training session.*
 - *It has not been our custom to have Greeters for the 8.00 a.m. Liturgy. However, we will have at least one Greeter at the 8.00 a.m. Liturgy to maintain the register of participants. We will leave the Main Doors open before, during and after the 8.00 a.m. Liturgy.*
 - *We envision a team of three for the 10.00 a.m. Liturgy.*
 - *The Main Doors will remain open before, during and after the 10.00 a.m. Liturgy.*
 - *One Greeter will remain outside to ensure that congregants maintain physical distance as they enter.*
 - *One Greeter will be just inside the Cathedral and will direct congregants to where they may pick up bulletins, face masks (should they wish), location of hand sanitizer and directions as to where they may leave their offering and sit for the service.*
 - *One Greeter will be at the north end of the main aisle with a clipboard with the Parish List. They will be responsible for recording who has attended the Liturgy from the Parish as well as obtain contact information (Name, Telephone or E-mail) on any one not on the Parish List. The Vicar will maintain this list for at least 30 days following each Sunday service.*
9. What is your music plan during Phase II?
- *At this juncture we do not envision having soloists in Phase II.*
 - *We will choose hymns for each service and put selected verses in the bulletin (no more than three). The Organist will play the hymn through and we will invite the congregants to use the music and the words as a time of reflection.*
 - *The area around the piano and organ will be kept clear for more than two metres to protect our Organist from any inadvertent physical contact.*
 - *As we progress into Phase III, we may arrange to have soloists. They can easily sit in the Chapel of the Resurrection (located to the east of the Nave) with more than sufficient physical space. In that location they will not be facing the congregation, especially if they orient themselves to the south towards the Choir and Sanctuary.*
10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
- a. Worship leaflets/bulletins
- *We will print worship leaflets for each service.*

- *The leaflets will be placed in such a way as to permit each congregant to pick a leaflet up without touching any other leaflet.*
 - *There will be a recycling receptacle for parishioners to deposit their leaflets following each service.*
- b. Prayer Books, Hymn Books (if used)
- *We have already removed all prayer books and hymn books and placed them in storage in the Cathedral.*
 - *The Presider's Ordo is prepared each Sunday and the Altar Book is sanitized after each service.*
- c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail
- *On Tuesdays and Thursdays the Custodian cleans the Pews and Altar.*
 - *After each service the Altar and Lectern will be sanitized.*
 - *We will not be distributing Communion at the Communion Rail.*
 - *The Sermon will be delivered either from the Altar or the Lectern. We will locate sanitizing wipes near the Lectern to facilitate cleaning.*
- d. Bathrooms
- *It is not feasible in our congregation to prohibit the use of the washrooms.*
 - *We will restrict access to the primary handicap-accessible washroom in the Parish Hall.*
 - *We will follow the guidance for faith organizations from the BC Centre for Disease Control by placing sanitizing wipes in the handicap-accessible washroom along with clear signage directing users to sanitize any surface they touch after each use.*
- e. Other common spaces or high-touch areas
- *We will restrict access to the Parish Hall so that no common spaces will be potentially contaminated.*
 - *There will be no access to the kitchens in the Parish Hall.*
 - *The Altar Guild will be responsible for sanitizing the counter spaces in the Vestry/Sacristy. Supplies will be available in that space.*
11. How and who will sanitize worship and other spaces between any worship services?
- *Please note 10c above for our cleaning procedures.*
 - *Following the 8.00 a.m. Liturgy a team will clean any pews used during that service as well as the Lectern, Altar and Offertory Plate.*

- *Liturgical vessels will be cleansed as per our current practices, e.g., after each service by members of the Altar Guild.*

Other Forms of Worship and Prayer

12. What other forms of worship or prayer do you intend to offer in Phase II (weekday in-person or on-line worship)? How will you provide for physical distancing in any in-person weekday worship?

<i>Day</i>	<i>Time</i>	<i>Service</i>
<i>Last Tuesday of the Month</i>	<i>11.00 a.m.</i>	<i>Women’s Prayer Group</i>
<i>Wednesday</i>	<i>9.30 a.m.</i>	<i>Eucharist live-streamed</i>
<i>Thursday</i>	<i>5.30 p.m.</i>	<i>Vespers via Zoom</i>

- *The Wednesday Eucharist has been on-going since the suspension of in-person worship. We will utilize the same set-up as for the 8.00 a.m. Liturgy on Sundays, e.g., congregants in the Nave with the Presider and Deacon at the Altar in the Choir. Masks will be available for the participants.*
- *The Women’s Prayer Group will meet in the Chapel of the Resurrection. Seating will be arranged to ensure physical distance requirements are met. Any bulletins will be prepared for single-use only and then recycled. Masks will be available for the participants.*

Office Building Use

13. What is your plan for those working the Church Office during Phase II?

- *At the time of the suspension of public worship and activities in the Parish Hall, we reduced our office hours to Mondays and Wednesdays from 10.00 a.m. to 1.00 p.m. During those hours any visitors remain at the door to our Office, more than two metres away.*
- *Our Secretary cleans the surfaces upon her arrival and departure. Any persons with access to the Office have strict instructions to use sanitizing wipes on any surfaces they have used as well as the door and alarm pad.*
- *Our Custodian cleans all doors and other surfaces in the entry hallway twice a week.*
- *The Clergy Offices are located at some distance from the Parish Office. For the most part the Clergy are working from home. If they are in their offices, sanitizing supplies are readily available.*

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

- *During Phase II all Parish Council and other parish working groups are using Zoom or other communication tools.*

Financial Stewardship

15. What are you doing or will you be doing in Phase II to support financial giving to your operating fund or towards special needs?
- *We have joined Canada Helps and put a link on the home page of our Parish website.*
 - *More than 40% of our identified givers use PAD.*
 - *Our Assistant Treasurer comes in once a week to process donations and expenses.*
 - *We use our Parish communication tools to inform parishioners, e.g., our e-newsletter, our twice-a-week 'View from the Vicar' on Facebook and our website.*
 - *We have sent two letters out to all parishioners since March and included stewardship matters in both.*

Service and Outreach

24. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office?
- *We have resumed a modified form of our Breakfast Club with a plan approved by the Synod Office.*
 - *We are part of a network of food programs in New Westminster and have access to personal protective equipment, resources and professional expertise to support our program.*

Other

26. 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 record the names of all persons attending worship, whether in-person or live-streamed. This information will be retained for at least 30 days with access to this information limited to the Vicar.*
 - *We will use our telephone network and our e-newsletter to communicate with parishioners in the event of that someone contracts COVID-19.*
 - *We will undertake any reporting to public health authorities required in the present public emergency.*
27. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans?
- *Since our Vicar is our Regional Archdeacon, we will continue to rely on his knowledge of the Diocesan requirements for the phases of re-opening.*

- *From the Synod Office we would benefit from some direct coaching on how to improve the quality of our live-streaming services since we anticipate this being a long-term dimension to our parish life.*

Signatures of the Responsible Persons

Parish Council have authorized the Priest in Charge and the Wardens to sign on behalf of the Parish of Holy Trinity Cathedral New Westminster.

Richard Geoffrey Leggett +

The Ven. Richard Geoffrey Leggett

Vicar

10 June 2020

Carla Jones

Ms Carla Jones

Archbishop's Warden

10 June 2020

Sybil Collett

Mrs Sybil Collett

People's Warden

10 June 2020

Birgit Petersen

Mrs Birgit Petersen

Associate Warden

10 June 2020

Kate Abel

Ms Kate Abel

Associate Warden

10 June 2020

Appendix 2: 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 administrator.
- 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.