Appendix B

St Agnes 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?
2. “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\_\_\_\_\_

1. BC Centre for Disease Control’s COVID-19 guidance for Faith Organizations (link [here](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-faith-based-organizations.pdf))

Yes\_\_X\_\_No\_\_\_\_\_

**Parish Authorization and Approval**

1. 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.

Stephen Muir – Rector, Jean Kyle – Warden, Eric Bozman - Warden

**Date for Re-opening**

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

**Phase 2: September 6, 2020 Phase 3: October 11, 2020**

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

1. 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 2 meter social distancing**

**c) Hymnbooks, Bibles, BAS and cushions removed from the pews.**

**d) Relevant BCCDC posters displayed on exterior doors and washroom, copies available at the greeters table as well.**

**e) Directional flow arrows to prevent bottle necks around the pews**

**This work will be performed by the rector, wardens, administrator, and lay volunteers.**

**Sunday Worship**

1. 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?

**Phase 2: 8 AM in-person Morning Prayer service for no more than 15 people (14 plus celebrant). 10:15 AM live Zoom service of Morning Prayer is broadcast from the church and is also recorded and posted to the church web site. The Zoom service features hymns led acapella by a duo from their home.**

**Phase 3: 8 AM in-person service of Holy Communion for not more than 22 people (20 plus celebrant and deacon). No hymn singing will be allowed. We will continue with 10:15 AM Zoom service of Morning Prayer as per Phase 2.**

1. 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 worship space – the nave - can accommodate 22 with requisite social distancing.**

**Phase 2 will begin with registration for the first 12 with an additional two spaces available for those who have not registered (e.g. guests or drop-ins)**

**Phase 3 will require registration for 16 with 4 seats available for unregistered guests and drop-ins. Greeters, readers and prayer leaders will be included with the registered attenders.**

**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.**

1. 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?

**There is no requirement to move pews. A table and stand will be used for the Zoom equipment and will of necessity block off a small section of pews. The other pews will be marked with painter’s tape to show where people may sit safely and keep socially distant from others. Directional arrows will be marked on the floor using painter’s tape. People will enter the church from the main door but exit through the back door.**

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

**We will have a training session including a walk through of the service the week before September 6. The team will include the Rector, Deacon, and Wardens and one or two Greeters.**

**We will train the 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.**

**The Greeter will keep an attendance record of everyone who attends to aid contact tracing (details to be kept for 30 days).**

**Worship attenders will then be directed to a seat. Team members will also help when it comes to dismissing the congregation to prevent bottlenecks in the aisles and at the doors.**

**Wheelchair access: A greeter will guide anyone using a wheelchair or walker to the ramp which leads to a handicap access door (the Rice Room). The greeter will instructed them on where to go and where to place the chair safely in the nave. For safety, the wheelchair will be the first to exit the building at the conclusion of the service.**

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

**Music will remain a feature of our Zoom service only. We are currently without a musician so the piano and organ will remain unused. We may hire a musician to play for special services during Phase 3, but hymns will not be sung.**

1. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
	1. 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.**

* 1. Prayer Books, Hymn Books (if used)

**Removed and in storage.**

* 1. 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.**

* 1. Bathrooms

**There is one washroom. 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.**

* 1. Other common spaces or high-touch areas

**These will be sanitized regularly, in particular before and after each service using appropriate cleaning products**.

1. 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. The rector sanitizes his office space.**

**We also use a professional cleaning service which cleans high traffic areas on a weekly basis.**

**Other Forms of Worship or Prayer**

1. 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 will continue to offer a Wednesday morning Bible study on Zoom.**

**Office Building Use**

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

**During the week, the Church remains closed to the public. Building access is restricted to the following people:**

**• Rector – use of private office during work hours**

**• Administrator in separate office – Tuesday and Thursday from 10am-2pm**

**• Wardens and Treasurer on official business**

**• Evening and weekend Vergers – evening inspection and lockup**

**• Caretaker – weekly to clean and sanitize building**

**• Tradespeople for periodic inspections and maintenance.**

**Social distancing is kept at all times, wearing masks if necessary.**

**Anyone entering the building must immediately wash their hands – government issued handwashing signs are posted in the washroom. Hand sanitizer is readily available at the front entrance.**

**The washroom is sanitized after every use by the person who uses it. A notice to this effect is posted. The washroom ventilation fan will be left on as required. The last person to leave the building each day (usually the rector) will also sanitize the washroom.**

**The kitchen adjacent to the parish hall is currently closed for repairs. It will be repaired and operational for Stage 3 and the resumption of the Senior’s Moment program – see paragraph 21, below. The kitchen will be restricted for use by Sharing Abundance.**

**The two washrooms in the parish hall are not in use.**

**Daycare on ground floor**

**A licensed Daycare uses leased space which is separate from the church and hall with a separate entrance. The Daycare operates in accord with local health and licensing authorities.**

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

**We will continue to meet using Zoom.**

**Fund-raising**

1. 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?

**In Phase 1 we encouraged those not on PAD to begin to use it, and several people responded. Well over half of pledged support comes from PAD. Pledged giving is at the expected level. Rental revenues have suffered but this has been balanced by diocesan financial support.**

**Our fall fundraising event will continue but in a different form. We will have a sale of homemade jams and jellies held outside in our small parking lot on October 17. Social distancing protocols will be kept and masks will be worn by our volunteers. A second similar event selling homemade Christmas gift baskets will be held on November 14.**

**For both events, tables will be set outside and safe distances and directions will be marked off with reflective tape, orange standards, and other appropriate methods. Hand sanitizer will be readily available. The church building will be closed to the public. If volunteers use the washroom, they will be responsible for sanitizing after each use. When the event is over, the washroom will be sanitized as well as all high touch areas such as door handles, light switches, etc. Tables and chairs used in the event will also be sanitized.**

**Phase III ONLY**

**Phase III - Introducing in-person Holy Eucharist**

1. 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 abide by the 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**

1. 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.**

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

**Same as above**

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

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

**None. Zoom will be used.**

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

**None. Zoom will be used.**

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

**We are in conversation with Sharing Abundance about offering a modified version of our popular “Seniors’ Moment” lunch program sometime in October. A full plan will be submitted for approval.**

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

**Telephone or Zoom. If a meeting is necessary it will be in a meeting room (the “Rice room”) where sanitization and physical distancing can be easily managed and is also in compliance with diocesan Safe Church policies.**

**Service and Outreach**

1. 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?

**We are in conversation with Sharing Abundance about offering a modified version of our popular “Seniors’ Moment” lunch program. A full plan will be submitted for approval.**

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

**We are in conversation with Sharing Abundance about offering a modified version of our popular “Seniors’ Moment” lunch program. A full plan will be submitted for approval.**

**Other**

1. 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?

**Using the attendance record, Rector will be responsible to contact the appropriate individuals by phone and email if necessary. Details of who is infected will be kept confidential. The weekly newsletter will be used to convey the appropriate safety information. It may be necessary to cancel in-person services if there is a risk of further infection. The advice given to those at risk will follow the most up to date guidelines from the province on what to do following exposure to Covid – 19.**

1. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans? **None, thanks**

Signature of “Responsible Persons”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Signature Date