

Appendix B

St. John the Divine, Squamish 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.

Rev. Cameron Gutjahr (Rector); David Hildreth (Warden); Karen Brumpton (Warden)

Date for Re-opening

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

Phase II: Sunday September 20, 2020

Phase III: Sunday October 4th, 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) **Cleaning supplies, hand sanitizer and masks will be purchased.**
 - b) **Seating changed and marked for 2 meter social distance in 360°.**
 - c) **All materials (hymn books, BAS, nametags...etc) will be removed from the back of pews and tables in the Narthex.**
 - d) **Health posters will be displayed on exterior doors, washrooms and greeters table.**
 - e) **The church building will be completely sanitized.**

This work will be done by the rector, cleaner and 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?

Phase II: We will continue to offer our main morning service by video, which will be uploaded to the church's YouTube account. We will also add an in-person evening/night prayer at 5pm for a maximum of 35 people (including officiant and volunteers). This service will also be broadcast from the church, as well as recorded and posted to St. John's YouTube account.

Phase III: We will begin offering in person Sunday-morning services, broadcast, as well as recorded and posted to St. John's YouTube account, October 18th. This will be after a month of in-person evening services to practice both the safety protocols and technological components. Depending on interest, the evening service may be cancelled or moved completely online at that point.

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 sanctuary can sit 35 people in 19 spaces with the required social distancing. Each space is set out for 1, 2, 3 or 4-person households, and so 35 assumes that

each space has the maximum number of persons in it. People will register ahead of time by phone or email. However, we will leave 3 spaces (6 persons worth of seating) for those who have not registered (drop-ins).

Greeters will also help guide people to their seats and help them exit in a particular order to prevent people from walking by anyone else.

The side doors in the sanctuary will be open for increased ventilation, as well as the doors into the church building so that people will not have to touch them. The only door that people will be able to enter the church building will be the front door, to cut down the amount of time people will be walking inside.

We will send out information to the congregation highlighting the new protocols, and encouraging them to review their own health and vulnerability. This will be reiterated by posters on the doors and greeters.

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 removed and moved, as well as some chairs added. Spaces will be marked with painter's tape to indicate where people can sit. Greeters will direct people to their seat and direct them out so that distance may be maintained.

8. How will you undertake training with your Greeters and what will you train them to do?
We will forward the greeters a document of the new regulations, and walk through it with them ahead of the service.

We will train them to regulate flow of the traffic, to ensure people sanitize and encourage them to wear a mask, and keep an attendance record. They will direct people to take a bulletin and place their offering in a collection plate.

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

We do not currently have a musician. However, we might at times have a pianist and/or 1-3 cantors. Any person singing will be 5 meters away from everyone else, including other cantors, and facing away from others.

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

- a. Worship leaflets/bulletins

Bulletins will be used for one time use only. There will be recycling bins at the exit to be deposited at the end of the service.

- b. Prayer Books, Hymn Books (if used)

Removed from the pews – all parts of the service will be in the bulletin.

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

These will be removed (kneelers), not used (altar), or sanitized between each use (pulpit, lectern and pews) by the church's cleaner and volunteers. There will be hand sanitizer available at the lectern.

d. Bathrooms

We will close the multi-stall washrooms in favour of our one-stall accessible washroom. This will be the only washroom available. Posters about handwashing and sanitizing will be displayed, and we will provide soap, paper towel and sanitizer. A sign directing that the washroom be sanitized after each use, with protocols and materials, will be posted. The washroom will also be cleaned before and after the service

e. Other common spaces or high-touch areas

These spaces will be sanitized regularly. All pamphlets and other materials (i.e. nametags) will be removed for the time being.

11. How and who will you sanitize worship and other spaces between any worship services?
High touch areas will be sanitized after each use. This will be done by our cleaner and volunteers as needed. Cleaning supplies will also be made available in the office for the rector, administrator and other volunteers who come in to sanitize before and after use. Hand sanitizer and a sign-in sheet will also be provided.

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?
We will continue to offer a prayer group on Zoom on Thursday mornings.

Office Building Use

13. What is your plan for those working in the Church Office during Phases II and III?
During the week, the Church Office and building will remain closed to the general public. Working from home will be continued to be made available. There will be a sign in sheet for all who come into the building. Those who come into the building will be the wardens, the rector, the administrator, the treasurer, the cleaner, and other volunteers, as needed. Physical distancing will be observed, and masks if necessary. Sanitizer and cleaning products will be made available for the office. The washroom will be sanitized after use.
14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?

Parish Council and other groups will continue meeting on Zoom or over the phone for the foreseeable future.

Phase III: Parish Council may meet for a social gathering outside, at the church building or at someone's house.

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?

Shortly after the cessation of in-person services, we set up e-transfers and Tithel.y as online giving options, as well as encouraging people to mail their pledges to the church's P.O. Box, which is monitored weekly. We also did a small, mid-year stewardship campaign, which resulted in a new pledge, and some increases to current pledges. We have also been selling some cloth masks made by members by donation.

In the next phases, we will have our main stewardship campaign for the year. We have also set the date for our annual Christmas Bazaar, and later in the fall will decide whether to have it in person or exclusively online, depending on the recommendations of the healthy authorities and the Diocese.

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?

We will encourage people to not receive if they are uncomfortable or concerned

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. All who come to receive communion will 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

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. They must be willing to disinfect all surfaces before and after their gatherings. Groups must sign a declaration of compliance and waiver form.
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?
None. All groups will meet via Zoom for the foreseeable future.
20. What is your plan for any in-person formation activities/offerings for children or youth?
None. All groups will meet via Zoom for the foreseeable future.
21. What is your plan for hosting in-person fellowship?

All groups and formal connections will meet via Zoom or over the phone for the foreseeable future. We may have occasional distanced social gatherings in the parking lot, hall or nearby parks as weather permits in Phase III.

In the case where food and drink are provided, all food will be pre-packaged. All food and drinks will be served by gloved and masked volunteers from a 2-meter distance, separated by a table, or preferably the pass-through between the hall and kitchen. To receive food or drink inside, a line-up will be set-up with tape on the floor, with 2-meters of separation between each spot in the line.

22. How will you be handling any in-person pastoral care in Phase III?
Telephone, Zoom, or meeting outdoors at a safe physical distance.

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?
We will continue to engage with the Community Christmas Care, the Thanksgiving Food Drive – we will follow the health and safety guidelines set out by these organizations.

Phase III: We will put out our foodbank collection in the Narthex so people may drop off their non-perishable donations. These will be left for 3 days before being delivered to the foodbank.

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?
Using the attendance record, the Rector will be responsible for contacting the appropriate individuals by phone and email. The newsletter and website will be used to share pertinent safety information. It may be necessary to cancel in-person services if there is a risk of further infection. We will follow the most up to date guidelines from the province about how procedures following a Covid-19 exposure. Information from attendance records will be kept for 30 days.

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 at this time. Thank you!

Signature of "Responsible Persons

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