



The Re-opening of Churches  
in the Diocese of New Westminster

# 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.

**Katherine Hough – Vicar**

**Methodius Diakow – People's Warden**

**Belinda Gladish – Associate Warden**

**Sarah Poole – Vicar's Warden**

## Date for Re-opening

3. On which date are you applying to re-open? July 5, 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) We will use the Hall in Phase II and the church in Phase III
  - b) Hall – deep clean of the hall including wiping all surfaces (not walls) including chairs, moveable altar & piano. Cleaning bee is organized for Sat July 4 – parish volunteers will be the labourers
  - c) there are no books in the hall and the front area near the kitchen will be blocked off with the moveable partition/wall to keep service area separate from kitchen area (kitchen area is used for our Thursday bagged meal programme)
  - d) Single use washroom will be sanitized and cleaning agents will be left in the outer area so whole unit can be sanitized after each use. Two person washroom unit will be closed
  - e) Phase III – church interior will be sanitized, books removed (will have been removed by mid-morning June 18), pew cushions sprayed with disinfectant, all surfaces wiped

## 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?
- a) Phase II – we will hold MP in the Hall on Sundays at 10 am, this will be recorded and then posted to the internet the same day. Currently we pre-record a MP service and post for Sunday morning
  - b) Phase III – we will move to a Eucharist Service, also recorded live and then posted to the internet following the close of the service.
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).
- a) Phase II – the Hall can accommodate 30 persons including sanctuary party
  - b) Phase III – the church can accommodate 23 persons including sanctuary party if 2m distance is maintained for 360
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?

- a) In the Hall – no. Only sufficient chairs will be placed (subject to shifting if family units attend), when filled – service is full. Distancing reminders will be given to ensure folks moving into and out of chairs and the Hall follow the protocols
  - b) In the Church – no furniture will be moved but the readers will be placed close to the sanctuary so they do not move about the church to get to the microphone to read. Pews will be roped off and markings will be placed in useable pews to note where folks can sit to maintain distancing protocols. Distancing reminders will be given to ensure folks moving into and out of pews follow the protocols
8. How will you undertake training with your Greeters and what will you train them to do? Since most of our greeters are within the vulnerable sector and some will definitely not be returning in Phase II – I hope to ask for volunteers to greet. These folks will be trained to direct people’s attention to the posted protocols, gently remind folks to don their masks (we will have both paper & reusable cloth masks available for those attending without their own equipment), indicate the wall-mounted hand sanitizer station in the foyer with a request to avail themselves of the liquid (pump bottles will also be available inside the hall), another gentle reminder that if anyone is feeling unwell (and list of health questions will be posted beside the guidelines) that they should return home. They will also indicate the offering box as there will be no collection taken during the service. They will also direct folks to empty chairs (direct not escort) with another gentle reminder to keep 2m apart. We will also keep a log of persons attending each service & their contact info for 30 days after each service.
9. What is your music plan for worship during Phases II and III?
- a) Phase II – there will be no singing or music during the in-person service.
  - b) Phase III – there will be no singing or music during the in-person service.
10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
- a. Worship leaflets/bulletins – Phase II - these will be crafted 3 days prior to the service, the entirety of the service will contained within the bulletin. We are looking at the use of a projector & screen so we can do without paper  
Phase III – we will use paper bulletins until we can afford to purchase a large screen & mount it and then we be paperless in the church. Greeters will have gloves available to them if they wish to wear them when handing out masks or bulletins
  - b. Prayer Books, Hymn Books (if used) - none to be used in either Phase II or III
  - c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.  
Phase II - after our deep clean, any surface that can/will be touched will be wiped with sanitizer prior to the service beginning (or people entering the hall) and again after the service. All chairs will be wiped down as well. Discarded masks & bulletins will be bagged & binned. Re-usable masks will be collected in a bag, taken home, washed & sanitized.  
Phase III – after our deep clean prior to opening the first time, all pews & kneelers, hand rails, door knobs etc. will be wiped with sanitizer. The altar will be

cleansed once but not regularly as it is covered in fair linen (which is washed regularly). There are no communion rails. Anything that will be handled in the sanctuary will be regularly wiped with sanitizer. We have a pair of tongs ready to use for when we can resume Eucharist services (which will also be cleaned prior to & after each service)

- d. Bathrooms: Both Phases: the one-person unit will be deep cleaned, then sanitized after each use. The other unit will be kept closed. Greeters will sanitize after each use by spraying the toilet handle, seat & lid, all door knobs, the sink faucet & basin and the counter tops. Only the counter top will be wiped dry, the other high-touch areas will be left to dry on their own. The Greeter will then use hand sanitizer for their own hands and leave the bathroom without touching anything. It is hoped that after a return to services in the church, a notice will be left in the bathroom asking each user to: wash their hands after using the toilet, to then spray the sanitizer on the handles, knobs and, counter before leaving the bathroom. The note will also ask the user to use the hand sanitizer after returning the spray bottle to it's designated spot and to leave the door open (i.e. not to touch any door knobs on their way out).
  - e. Other common spaces or high-touch areas – these will be wiped with sanitizer prior to each service & again when service is over and folks have left
11. How and who will you sanitize worship and other spaces between any worship services?
- a) Phase II – the hall is currently used by our Thursday bagged meal programme. We intend to confine the usage (once we start services) to the area nearest the kitchen and between the wall & the moveable wall – this will keep volunteers out of the service area (their area is wiped and floors washed after each use). After one service & prior to the next the following week, the floor in the hall & foyer will be washed. All other high-touch areas will be sanitized as above. We currently have protocols in place for the office area as the office is open on Thursdays – all surfaces including light switches, the telephone receiver, computer, counter, photocopier, doors, alarm pads are all sanitized when a person enters the office area, again when they leave and if there are visitors, anything touched is wiped again after that person leaves

### **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?
- a) Phase II – we hope to open the church for 2 hours for private prayer/contemplation each Thursday. Many of our parishioners may not feel comfortable attending an in-person service but wish to attend the church for prayer and solace. The vicar will move her office into the church during those open hours to monitor if anyone comes in. Pews will roped off & markers set out to indicate where folks can sit following distancing protocols. After each person leaves, their pew will be sanitized as well as the outer door (we are hoping to leave the outer door open to create an inviting atmosphere and to minimize touching. All books etc. will be removed from the pews.

## **Office Building Use**

13. What is your plan for those working in the Church Office during Phases II and III?
  - a) both phases – we will continue with the protocols currently in place – everything (including toilet handles & seats, kettles & items in the vestry kitchenette, door knobs, alarm pads, counters, telephone, computer, chair arms, photo copier) is wiped when anyone comes into the office, is wiped again (with sanitizer at all times) when they leave and any surfaces touched by visitors are wiped when they leave
  
14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III? We are currently meeting via zoom (video & telephone). We expect that to continue until we reach Phase IV

## **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?
  - a) Phase II - we recently received a major grant for our food ministry and we are entering a partnership with the GVFB to assist in obtaining food stuffs & equipment (new fridge & freezer) so our needs, going forward, are minimal. We have also increased the rent of our tenant which will assist since we are, during Phase II, unable to have our space used by our long-list of renters/user groups.
  - b) Phase III - if we get to Phase III by late summer/fall we are hoping to have an outdoor event with BBQ, music and an auction.

## **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 closely follow the Diocesan guidelines – communion in one kind for everyone except the priest, all vessels silver only, tongs for distributing wafers, hands sanitized prior to commencing the Great Thanksgiving and again just before distribution to the attendees). Greeters will coordinate folks moving forward to receive (no altar rail or kneeling for communion) and then moving back to their pews. Sanitizing and wiping protocols in place now will continue throughout Phase III

### **Phase III - User Groups and Rentals**

17. What is your plan in Phase III for re-opening the building to any user groups? We are looking forward to welcoming back our user groups & renters. We will have returned to

the church space, leaving the hall available for use. Each group will sign a waiver prior to use and will be expected to clean all high use touch areas prior to leaving. The hall & foyer floors will be washed twice a week by the verger. Any new-use group will have all high-touch service areas sanitized prior to their use with expectation that they wipe all services prior to departure (those areas will also be sanitized by the verger when in the hall to wash floors). The single use bathroom will be made available with sanitizing spray in the unit with a request to clean after each use (the verger will also sanitize this area when in the hall to do floors). Each group will also be required to keep a log of all members attending with contact info to be made available to the Vicar and/or Wardens upon request or the request of any Health Authority.

18. What is your plan in Phase III for re-opening the building to rentals? Our plans will remain the same as in Phase II

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

19. What is your plan for any in-person formation activities/offerings for adults? We are hoping to use the hall for small in-person sessions (zoom doesn't appear to work for our parish for this kind of activity) maintaining social distancing protocols. We hope to start both a bible study and a formation group
20. What is your plan for any in-person formation activities/offerings for children or youth? Nothing at this time as we don't have any children or youth attending (as we return to more normal usage the Vicar hopes to that this demographic will start attending through neighbourhood invitation and programming)
21. What is your plan for hosting in-person fellowship? Any activities will be held in the hall. If this means coffee hour – then we plan to have plated goodies & tea/coffee – no self-serve
22. How will you be handling any in-person pastoral care in Phase III? The Vicar & Deacon will be visit maintaining social distancing protocols including visiting outside on decks/ balconies whenever possible and if the person is especially vulnerable using masks while visiting.

### **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 with our bagged meal programme until we enter Phase IV and

then we hope to return to our plated, hot meal programme (offered twice weekly in the past). All necessary permits/authorizations have been obtained for our current offering. We will no longer be a satellite hub for the GVFB – groceries will continue to be made available at the Marpole Neighbourhood House. The medical team made available through the Westside Ministries Group are available for phone call assistance currently, when we return to plated meals we hope that this team will return for in-person assistance.

24. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? Yes

**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? We will follow the health protocols of the Provincial Health Officer and the BCCDC – anyone who has attended a service which the afflicted person also attended will be advised that they may have been exposed and urged to get tested – no names need be divulged only that exposure had occurred.

26. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans? Nada at this time

Signature of “Responsible Persons

Katherine Hough

June 25, 2020

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Date

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Belinda Gladish

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Sarah Poole

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