

Draft of application to re-open St. Timothy

Appendix B

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
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. James Duckett

Maribeth Mainer Vern Seel Caroline Chady Kate Turcotte

Stacy Walsh Donnie Foerster

Date for Re-opening

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

Open air July 5, 2020; indoors Sept. 13, 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?

Initial deep clean of entire building per BCCDC guidelines by Gurkha Building Services and maintenance cleaning weekly by them thereafter, once services move indoors. Continue localized cleaning of offices and handicap bathroom per protocols until then. All non-essential furniture, books and other items have already been removed to storage. In preparation for reopening the building, volunteers will be identified, trained and slotted into the share chart for specific tasks.

Sunday Worship

- 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?
- Attendance at all services (names and contact phone/email) will be recorded by a greeter and record kept as required.
- We will continue to send out emails with suggested orders of service, together with a videoed sermon and the text of the sermon too.
- During July and August, weekly outdoor worship. Preregistration encouraged as in-person service will be cancelled if weather inclement. Moving the worship service indoors before Labour Day is not an option, regardless of weather.

- People will need to bring their own lawn chairs or rugs to sit on. Hoops may be used for children to help with social distancing.
- Orders of service will be printed. A recycling bag will be provided at the end of the service.
- Non-medical masks will be encouraged and provided for congregants without their own, reusable masks. Separate, lined receptacle will be provided for discarded disposable masks. Designated, gloved volunteer will seal and take directly to garbage bin.
- Washrooms: Only one will be available and use will be discouraged except in emergency. Access will be through the rear doors. There will be a washroom monitor on duty as per share chart who will sanitize it after use. Sanitizing information poster from BCCDC is already posted; appropriate supplies, ordered. Leadership Team and staff already practicing “hand wash/sanitize in; sanitize (all touched surfaces) out”.
- The service will be BAS p. 47 Morning Prayer with penitential rite and inclusive language from “Pray Without Ceasing”: readings from the Narrative Lectionary with the potential for instrumental and/or pre-recorded music (guitar, accordion for example).
- The need to keep our children in family groups may prove an opportunity to move forward with our attempts to integrate them more fully into our worship. We may encourage families to bring their own church-going activity kit or we may put something together for them – to be discussed with priest and Sunday School teachers.
- Tailgate coffee hour after outdoor services biweekly, with bring-your-own refreshments only.
- Continue biweekly zoom coffee hours for those unable to attend services in person.
- Move indoors after Labor Day: Phase II continues. Continue online order of service version for those who unable or unwilling to return in person until risk of Covid-19 is at a level acceptable to them. Windows will be open to improve ventilation. We will explore platforms such as live worship via Zoom. We will continue to encourage pre-registration, encourage safe return, allow for drop-ins. There will be no Sunday School during phase II.
- When and if Sunday School resumes during Phase III is dependent on several factors: demand/need, ages of children (some might be considered “nursery” age), availability of teachers and assistance in maintaining social distancing. Positioning Sunday School if we need to go to 2 services per Sunday would be a challenge; best fit probably during the second service.
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5. 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?
 - 24 individuals, 2 to a pew, in alternating pews. If our usual family groups come back, potentially 30 worshipers. Clergy and musician bringing total to 26-32. If numbers indicate, then we would discuss offering 2 services (for example 10am and 11 am).

6. 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?

Outdoor worship described above. We anticipate moving indoors September 13th with masked ushers and alternate pews blocked off.

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

Small cadre involved, most already engaged in planning process. Bulletins, register and hand sanitizer will be at the door-end of 6' table, greeter at the other end. Greeter may take down names, phone numbers and email addresses (or confirm the information already in the parish directory). Ushers are masked and escort worshipers to open pews.

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

- Outdoor to be determined, given one neighbour's prior history of noise complaints but options of accordion or guitar available. Indoor: organ and piano. Restrictions on singing to be observed; we may have a cantor both indoors and outdoors.

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

a. Worship leaflets/bulletins: single use, picked up and discarded by user; 1 per family; recycling bag/bin at exit. Disposable masks discarded in bag in designated container and removed by gloved volunteer, directly to garbage bin.

b. Prayer Books, Hymn Books: In storage

c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail. No pulpit, no communion rail. Kneelers are few. All touch items to be wiped down between services with antiseptic wipes. Minimal furniture to clean.

d. Bathrooms: Restricted to emergency use only during outside worship. However, we have a commuter parish with many coming at distance and some on transit. We also have one change table user. Therefore, the handicap bathroom will be open to use in Phase II & III with a scheduled volunteer to wipe down all touch surfaces after each use.

e. Other common spaces or high-touch areas: Limited access to loft for PA attention; cordon off hall and 2-stall washroom to reduce area to be cleaned

10. How will you sanitize worship and other spaces between any worship services?

According to BCCDC protocols. We will schedule volunteers to sanitize once we move inside, and as previously mentioned, we will have a monitor on hand to sanitize bathrooms and any handrails / door handles used after any bathroom use.

Other Forms of Worship or Prayer

11. What other forms of worship or prayer do you intend to offer in Phase II and III?

Weekday worship is not anticipated. We are exploring options for online worship but are very keen to offer this option for those who cannot attend in person.

Office Building Use

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

Essentially as it is in Phase I: 1 person at a time, hand wash or sanitize in; wipe all touch surfaces before leaving. If 2nd person needed, space does not allow 2 m. distancing so masks are/will be worn. However, it is not anticipated that there would be more than one person in the office at a time.

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

Continue zoom meetings.

Fund-raising

14. 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?

Ongoing encouragement to continue or register for PAD, to donate through our website, mail in or drop off envelopes through our mail slot. Mail slot made more secure for envelope drop off.

Ongoing phone tree assurances of respect for those who are in financial difficulties. All have been informed of how to reduce PAD donations at need. Fund-raising was an issue before Covid-19; creative “virtual events” will be explored. We may introduce Square Reader to enable tap debit giving for on site offerings.

Phase III ONLY

Phase III - Introducing in-person Holy Eucharist

15. What is your plan for introducing and managing Holy Eucharist (should you choose to do so in Phase III), paying attention to sanitization and physical distancing?

The Eucharist will not be celebrated until phase four unless there is significant demand. In that case, the Eucharist will be administered per directives (sanitization of all vessels before and after; celebrant washes and/or sanitizes hands immediately before Eucharistic Prayer and again before distribution of communion; wafers for distribution are to be covered and placed at a distance from the celebrant during the Eucharistic Prayer; the celebrant consumes priest’s host and wine; only bread (hosts) distributed to rest of gathered congregation who maintain 2m distance from each other; contact with congregations hands during distribution of communion is avoided; celebrant wears a mask during distribution of communion; following distribution of communion, celebrant discards masks and washes/sanitizes hands again). Masked ushers to gesture individuals/families to go up at 2 m. intervals. Able communicants to go up one aisle and down the other to avoid congestion. However, as stated above, we anticipate waiting until phase IV before resuming in-person Eucharist.

Phase III - User Groups and Rentals

16. What is your plan in Phase III for re-opening the building to any user groups?

User groups will be required to sign the waiver provided by the diocese indicating they understand the requirements of the diocese and will practice physical distancing, cleaning and sanitizing protocols applicable at that time, to inform their members not to attend if ill or required to self-quarantine and to agree not to hold the church responsible for any illness that may result from their attendance.

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

All rental agreements expired in April. Tenants wishing to return are aware that new agreements will need to be negotiated and that protocols pertaining to Covid-19 will be part of those agreements. The AA group is eager to return but distancing precautions may require 2 meetings a week. The Korean church is struggling but determined to retain their tenancy. The out-of-school care tenant will be back in September, unless schools close again.

Phase III - Formation, Fellowship and Pastoral Care

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

Physical distancing will be observed for all on-site courses/groups. Participation will be limited to those who can fit while maintaining that distance (10-12). Alpha won't be possible since food and a common meal is an integral component, but we could do a similar course with or without a video portion. Bible study with daytime and evening options. Only in church building.

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

Resuming the monthly Youth Group, but with youth bringing their own bagged meal & drink or ordering individual pizzas and maintaining physical distance between participants who are not siblings. We may explore offering this virtually too. We will explore including the children more in the Sunday services since Sunday School is not an option until Phase IV.

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

Tailgate coffee hour after outdoor services with bring-your-own refreshments only. Once we move inside in September and providing we are also in Phase III, then we will offer coffee, tea, water, and juice served at the pass-through hatch (no self-serve) and continue to ensure physical distancing between families. Tables to be sanitized before and after per Health Department requirements.

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

Outreach services to small groups at our usual 2 seniors' residences will have to be negotiated with the staff of those residences as previous meeting spaces were too small for maintaining physical distance. May have to continue with dropping off service sheets for residents to use individually or

share as permitted until pastoral visitor and/or priest allowed. In-person pastoral care to existing shut-ins will be possible because both have outside access that will allow them to remain inside and the pastoral visitor, outside at 2 m. distance. In-person pastoral care to the seriously ill or dying will be guided by directives from the Archbishop.

Service and Outreach

22. 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?

See above.

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

We do not currently have food ministry programs.

Other

24. 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 had contact with that individual, while remembering privacy and pastoral care?

Refer to the register for the previous 14 days and notify the others who were at that service and remind them of the signs and symptoms to watch for and to contact their family doctor or #811. We will not divulge the name of the infected individual.

25. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans?

Our Regional Archdeacon has guided the process to this point and has indicated willingness to respond to our questions and concerns.