

Appendix B

St. John the Evangelist Anglican Church NORTH VANCOUVER

Questionnaire and Application for Re-opening a Parish Church to In-Person Gatherings September 20, 2020

*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.

The Re-opening Team:

The Reverend Patrick Blaney - Priest in Charge

Wardens, Yasmine Bia, Christian de Beaupre, Peter Raad,

Pat Dean, Linda Harrison, Maria Morellato, Tracey MacLennan, Avis Robinson.

Date for Re-opening

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

**September 20, 2020, Phase II. Potential Date for Phase III reopening
November 29th.**

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) BC Covid approved cleaning supplies purchased, general sanitizers, masks, gloves, hand sanitizer.

b) Pew Seating marked to ensure the 2m physical distancing for “social bubbles”.

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

d) Relevant Covid Posters (per Diocese Resources and BCCDC) displayed on exterior doors, in Narthex, Sanctuary, Bathrooms (upstairs and downstairs). Additional copies to be readily available.

e) Cleaning and sanitizing of our spaces will be done by our Professional Caretaker before every use, in accordance with BC CDC and Work Safe regulations.

The oversight and work to be carried out by Priest, Wardens and Parish Re-opening Team.

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?

During Phase II we will have an in-person gathering at 10:00 am. This will be a service of Morning prayer with music (organist/pianist and soloist). We will live-stream and record the service as well. In Phase III we plan to move to a Eucharist following the protocols laid out in the guidelines. We will continue to live stream our service. Music arrangements will stay the same unless guidelines change.

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 meters apart in all directions? (Must be no more than 50, including clergy or laity serving).

We can comfortably hold 50 including the clergy and greeters. We plan to offer up to 42 spaces via preregistration and leave a few spaces for those who don't register. We do not anticipate being at capacity given the number of vulnerable people in our congregation. Households must sit at least two meters apart from other households or individuals, 360°. We will send a briefing document to our congregation highlighting the changes and adaptations ahead of time. Also, 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. The approved re-opening plan will be posted on our website.

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?

Signs will be posted to alert people to physical distancing protocols. We have marked the floor with tape to direct flow to and from the pews. Pew seating has been designated with numbers, using 2 meter distancing. The non seating spaces have been closed off by tape with "not in use" signs placed on pew backs and seats. "No entry" signs will be placed across doors and hallways that remain inaccessible. Our Music Director (Piano and Organ) are sufficiently spaced more than two meters from others. The Altar area is spacious with safe distancing for Clergy and up to two assistants standing and seated. The Narthex floor has been marked with signs to indicate safe waiting spaces, with work stations for greeters to welcome worshippers, each spaced to two meter protocol to work safely.

Note: [Our Sanctuary seating is designed in a semi-circular fashion with four wide aisles separating the pew rows, with spacing at the back and front of the pews and a spacious narthex. It is licensed to seat 250+ people in normal times].

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

We will provide our greeting team with an approved copy of the Parish Re-opening Plan. We will have a Zoom briefing meeting with our team and a walk through of the service ahead of September 20, 2020 re-opening. We will train the team to regulate the flow of traffic in and out of the Church without congregating inside after the service. The greeters will be confirming names on the preregistration list provided to them on Sunday morning, and registering those who are not on the list. They will ask those attending if they have read and understand the

requirements around symptoms and travel, been in contact with people with known cases, and will be asking questions required by BCCDC and DNW. Copies of our re-opening plan will be available for pickup. They will ensure that people use the hand sanitizer and ask 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. A log will be taken of everyone who attends to aid contact tracing (details to be kept for 30 days). They will then be directed to a seat (filling pews front to back). Greeters will assist when it comes to dismissing the parishioners (dismissing back pews first) and prevent bottlenecks in the aisles and at the doors. They will ensure hand sanitizer be used as people leave.

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

Unless guidelines change, our music plan will stay the same in both phases. Our Music Director will play the piano or organ at the beginning, throughout the Service and at the end of the Service. We may have several soloists, one at a time. Those persons will be appropriately screened (in terms of their health) before the service. They will face away from the congregation during their singing behind the choir area and will be a full 5 meters from each other and everyone else. There will be no congregational singing. Phase III, same as Phase II.

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

- a. Worship leaflets/bulletins

Sunday Service bulletins will be used once. 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.

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

These have been removed and will not be used.

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

- d. Bathrooms

We will have one bathroom available for emergency use only, monitored by a trained volunteer. It will be sanitized before and after the services, and after every use. Posters around hand washing and sanitizing will be displayed. We will provide plenty of soap, paper towels and sanitizer. We will encourage those using the facilities to clean and sanitize after themselves. Instructions for how to sanitize will be displayed on the

bathroom wall. A special designated waste receptacle will be available beside the door. Used washrooms will be marked closed after use and before cleaning/sanitizing after service by Caretaker. If another emergency occurs before sanitation at the end of the Service, they will be directed to the downstairs washrooms. These are all sanitized regularly, in particular before and after each service by our Caretaker using appropriate cleaning guidelines and products.

- e. Other common spaces or high-touch areas.

People will be encouraged to use the front level entrance on 13th Street. The lower level will be closed, except for use of the elevator, which will be restricted to one person occupancy for people with mobility needs. This is to be arranged on preregistration, and supervised by a volunteer for use and sanitation.

If there is a medical emergency, professional assistance will be called. Directional flow of traffic will possibly be changed with people being asked to exit in a safe manner.

- 11. How and who will 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. In addition, the Administrator sanitizes her office and disabled bathroom before she begins work. The Priest sanitizes his office work space each time he works from the church. Our professional Caretaker cleans all traffic areas after use, on a daily basis, adhering to BC Work Safe cleaning standards with approved cleaning products.

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)?

We will continue to offer online access to our Sunday Services, recorded or live stream and continue our weekly Prayer Services. Other online services may be recorded or live-streamed.

- 13. How will you provide for physical distancing in any in-person weekday worship?
Non applicable.

Office Building Use

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

We will continue to follow the Provincial guidelines. Where possible the Priest and the Administrator will work from home. Currently, the Administrator is working 2-3

days per week in the office. Office doors are locked so we can monitor and limit entry into the building. We use masks if needed to be in close contact for a particular activity. When there is need to be in the building we follow procedures for sanitizing our office spaces. Our professional Caretaker follows BC Work Safe cleaning and sanitization regulations with approved cleaning products.

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

Phase II. We will be using Zoom for Parish Council Meetings and other business meetings. No user group or parish group will be allowed to return unless they have a plan that will be voted on and approved by Parish Council consistently within BC guidelines. Our lounge meetings space is large enough for us to observe physical distancing requirements, within the small group of 10 meeting guidelines.

Fund-raising

16. 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?

The majority of our parishioners donate by pre authorized payments, and by regular cheque drop off for deposit. We have a donate facility on our website which is being used. Parishioners are encouraged to donate during our online services. With rental incomes reduced, the financial assistance from the Diocese has significantly supported the balancing of our operating budget. Our annual major fundraiser (for the NS homeless shelter) is held in February, with funds collected mostly by online donations. Our annual stewardship campaign is rolled out to parishioners in October, with pertinent updates from the Treasurer, Wardens and Priest, and it will continue again this year, without exception.

Phase III ONLY

Phase III - Introducing in-person Holy Eucharist

17. 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?

REVISED Requirements for the Celebration of the Holy Eucharist, August 10, 2020.

All sanitization of spaces, vessels and peoples' hands must occur before and after 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, make 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. Priests-in-charge are instructed, that all who come to receive communion must 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 may remove their mask, consume the wafer, and after consuming their wafer, put their mask back on.

After all have received the 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

18. 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, 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. User Agreements may be amended as required.

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

Same as above.

Phase III - Formation, Fellowship and Pastoral Care

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

There will be no indoor in-person meetings.

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

There will be no Sunday School at this time. Individuals and families may join us for weekly social time at coffee hour via Zoom.

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

Physical distancing and masks will be required. Cleaning and sanitizing protocols will be followed.

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

As much as possible will still be done by telephone or Zoom. Pastoral visits in People's homes is not allowed. If an in-person meeting is necessary it will be at the Priest's discretion where sanitization and physical distancing can be easily managed in a large open space.

Service and Outreach

24. What is your plan to support existing or re-open outreach programs in Phases II and III?

To be decided by Parish Council. No in home clergy or lay visits.

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

There will be no food programs.

26. **Other**

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?

The Parish will retain the list of participants and their contact information for 30 days. From this list the Priest will be able to contact by phone or email all individuals who may have been in contact with the infected member. Details of who is infected will be kept confidential. The advice given to those at risk would follow the most up to date guidelines from the province on what to do following exposure.

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

Synod Office to help with the implementation of these plans. Wise guidance and communication when needed. Thank you.

Signature of "Responsible Persons" for **St John the Evangelist Anglican Church, North Vancouver, BC**

St John the Evangelist Anglican Church.

The Reverend Patrick Blaney
Print _____ Signature _____ Date _____

Yasmine Bia (Church Warden)
Print _____ Signature _____ Date _____

**Christian de Beaupre
(Church Warden)**
_____ Signature _____ Date _____

**Peter Raad (Associate
Church Warden)**
Print _____ Signature _____ Date _____

**Linda Harrison
(Parish Council)**
Print _____ Signature _____ Date _____

**Pat Dean
(Parish Council)**
Print _____ Signature _____ Date _____

**Avis Robinson
(Parish Council)**
Print _____ Signature _____ Date _____

