

# Parish of St George, Fort Langley

## Questionnaire and Application

### for Re-opening a Parish Church to In-Person Gatherings

**\*\* Please note: As St George's has been given approval for in-person services in Phase II, we are re-submitting our application in light of Phase III protocols. New information (regarding Phase III) can be found in this colour (teal) on our application below.**

#### 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:

- Fran Hancock, Rector's Warden
- Alison Cameron, Trustee
- Wendy Robson, Trustee
- The Rev. Kelly Duncan, Rector
- Members of the Parish Council of the Parish of St George, Fort Langley have also been consulted.

## Date for Re-opening

3. On which date are you applying to re-open? July 12<sup>th</sup> for two services: 1pm and 3pm.

August 30<sup>th</sup>, 2020 for an as-yet-unspecified number of services, depending upon survey data obtained from the congregation in the next several weeks.

Given that Phase III is expected to be quite a long phase, we would like to be able to offer in-person services with Holy Communion once a month or so as we move into the Fall.

## 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? Please see the attached more detailed plan. Our Verger (now retired) will be responsible for producing signage and for cleaning out unnecessary items in the Sanctuary. Trustees will empty pews of books, pencils and paper. Our Caretaker will clean the space before, between and after the services on July 12<sup>th</sup>.

All of the above activities will also take place on or before August 30<sup>th</sup>, 2020 and before any subsequent service we hold.

## 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? We are intending to offer two services on Sunday, July 12<sup>th</sup> as a trial re-opening for those members of our parish who have indicated in a recent parish survey their pastoral need to worship in the church building. After both services, our intention is to survey the members who attended and to make any adjustments necessary before offering an additional in-person worship opportunity sometime in August.

We will be offering services of Holy Communion on August 30<sup>th</sup> and will plan to do as many services as needed (based upon survey data which is being obtained this week). Survey data from the July 12<sup>th</sup> services indicated that despite not being able to sing, people have missed church music. We will be working with our organist to have instrumental music played before and after each service, with a musical interlude after the sermon for reflection. After services on August 30<sup>th</sup>, our plan is to again survey attendees in an effort to improve parishioners' worship experience and then to offer periodic services with Holy Communion into the Fall, perhaps once per month.

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). Nine households in addition to a Deacon and the Rector.

Because the organist will need to be in the Chancel, we will be able to accommodate eight households for the August 30<sup>th</sup>, 2020 services in addition to the Deacon and Rector.

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? Yes. We will need to mark the pews that will be available for seating: every fourth pew allows the required 2 meter distance between households.

This will be done again for the August 30<sup>th</sup>, 2020 services and any subsequent services we are given permission to offer.

8. How will you undertake training with your Greeters and what will you train them to do? Our Trustees will be acting as Greeters for these trial services. This ensures that those involved in creating this plan will be on-site to test it. It also signals to the wider congregation that this is not “business as usual”.

The Trustees will again be asked to be greeters for the August 30<sup>th</sup>, 2020 services. Going forward, we will plan to train greeters in this specialized ministry to ensure sustainability into the Fall.

Greeters will ensure that all attendees are asked the following questions:

- Have you experienced symptoms such as sore throat, cough, fever, loss of taste or smell in the last few days?
- Have you been in contact with anyone who has experienced the above symptoms recently?
- Have you travelled outside of the country or been in contact with anyone who has in the last fourteen days?

Once attendees answer in the negative to the above questions, greeters will ensure that they use the hand sanitizer on hand and that they have a mask. The attendees' names will be checked off the list of expected participants and the list will be kept on-hand for thirty days in the event that contact tracing is needed.

If any attendees answer in the affirmative to any of the above questions, the greeters will ask them to go home and self-isolate.

9. What is your music plan for worship during Phases II and III? At this stage, we anticipate offering said services with no music on July 12<sup>th</sup>. Once we have completed this trial, we will re-evaluate and make changes as necessary. We have not yet contemplated offering services complying with the Diocesan Phase III requirements and will do so after completing these trial services. The Parish is happy to complete a separate application for Phase 3 if required.

We are intending to offer instrumental music (which is not sing-able) at the beginning and end of each service in addition to a musical interlude after the sermon at each service on August 30<sup>th</sup>, 2020 and in subsequent services into the Fall.

10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
- a. Worship leaflets/bulletins – paper, pre-printed and left for pick-up at each pew. Parishioners will be asked to take their leaflet with them when they leave.
  - b. Prayer Books, Hymn Books (if used) – removed in advance of the service.
  - c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail – Caretaker to thoroughly clean before, between and after our trial services.
  - d. Bathrooms – Caretaker to thoroughly clean before, between and after our trial services. Bathrooms will be cleaned after every use. Bathroom cleaning protocols are posted in each of the church's bathrooms.
  - e. Other common spaces or high-touch areas - Caretaker to thoroughly clean before, between and after our trial services.

All of these precautions will be taken again for the August 30<sup>th</sup>, 2020 worship services and for subsequent services.

11. How and who will you sanitize worship and other spaces between any worship services?  
The Caretaker will do this task with appropriate cleaning products.

This will also take place for the August 30<sup>th</sup>, 2020 services as well as for subsequent services into the Fall.

### **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 our practice of meeting online via Zoom for Morning Prayer at 9:30am on Sundays. We will also continue our mid-week service of Morning Prayer on Tuesdays at 10am. Executive Council, Parish Council, Book Club, Monday Night Study and our new anti-racism book study meetings have been offered online and will continue to be offered online throughout the summer and when necessary.

Our response above remains true in light of the proposed August 30<sup>th</sup> worship services and going forward into the Fall.

## Office Building Use

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

Currently, our Parish Administrator is coming into the Church Office one day per week. The offices are cleaned between her visits. Other people needing to access the church have been asked to indicate the date and time of their visit so that we can coordinate and make sure, as much as possible, that people do not run into each other at the church.

These precautions remain in place. There is a possibility that the Parish Administrator will need to come into the office more frequently as we look to the Fall. Any changes made will comply with safety and cleanliness precautions.

14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III? We will continue to offer online meetings for the time being at the Parish of St George, Fort Langley.

Our Outreach Committee would like to meet monthly outside, where possible, in a socially-distanced way either at the church or in a member's backyard. There are about eight people on this committee.

Our ACW group has so far been meeting on Zoom but is craving a chance to see each other in person. They are hoping to have an outdoor, socially-distanced meeting in the churchyard at the end of August. This would involve twenty people bringing their own chairs and no food or drink being served.

All other meetings are planned to continue via Zoom for Phase III.

## 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? We have created an online giving platform which is connected with our web-site and has been appreciated by parishioners who are not currently giving via PAD. We are also collecting mailed giving envelopes and depositing them as needed.

We are also working on two on-line fundraising auctions for the Fall and Advent seasons.

## **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 follow the guidelines as outlined. The Rector will consecrate a Priest's Host and a small amount of wine for her consumption only. All others will be given wafers by the Rector who will be wearing a mask and will use hand sanitizer before moving into the congregation. Parishioners will be asked to receive their wafer in their hands while wearing their masks and to hold onto it until the priest has moved back up the Chancel before removing their masks and consuming their wafer. These safety measures will be communicated to the entire parish. They will also be announced at the start of each service on August 30<sup>th</sup>, 2020 and at all subsequent services.

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

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

Pending approval, we will sign a contract for 2020 – 2021 with the Girl Guides for the use of the Hall and ask them to sign the additional COVID-19 Waiver. The Hall will be cleaned and sanitized each week in advance of their meeting date. They meet with fewer than fifty people, including leaders and any presenters or assistants.

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

At this stage, we are proceeding cautiously and have no plans to re-open the building for rentals. In the event that we are approached to rent our Church Hall, we would ensure that all safety and cleanliness protocols are followed before and after any rentals and that the diocesan waiver was duly signed.

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

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

We are continuing to offer opportunities for formation online via Zoom in the form of an Anti-Racism Book Study, Book Club and Tuesday Morning worship.

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

The Junior Youth Group will likely continue to meet via Zoom in the Fall. If we do plan some in-person activities, we will maintain all required social distancing and cleanliness protocols.

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

We would like to offer the opportunity for parishioners to meet in the churchyard for a socially-distanced time of fellowship on August 23rd. This would involve setting a convenient time, inviting the parish and asking any who would like to come to bring their own chairs to be set out on the grass. People may be asked to bring their own coffee or cold drink and any snacks they'd like to eat. We would ensure that less than fifty people would gather at any one time and that sanitizing and other protocols were observed before and after such an event.

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

The clergy is pleased to be able to offer socially-distanced in-person pastoral care as needed under Phase III in addition to telephone and Zoom connections. This will involve meeting one-on-one in a safe outdoor space and maintaining at least two meters of distance while talking together. A key element of this process is communication so that the person requiring pastoral care understands the process and knows what to expect before the meeting takes place.

## Service and Outreach

21. What is your plan to support existing or re-open outreach programs in Phases II and III?  
Our Outreach Committee is planning a virtual meeting – the first since the pandemic – to discuss the organizations we currently fund and what other help and support might be required.

This will continue into Phase III. Please see above re: comments about St George's Outreach Committee meeting occasionally in-person in a socially-distant way.

22. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? [N/A](#)

## Other

23. 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 contact those in attendance at the service and inform them that they may have been exposed and that we recommend that they get themselves tested.](#)

These precautions will remain in place for the August 30<sup>th</sup>, 2020 in-person services as well as any subsequent services taking place into the Fall.

24. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans? [Your prayers are much appreciated!](#)

