

## Appendix B

### St. Michael's Multicultural Anglican Church

## 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.

#### St. Michael's Wardens and Trustee's:

Moses Kajoba      James Baldo      Brigette Castro      Terry Cutforth      Eric Stroo  
Warden              Warden              Warden              Warden              Deacon

Greg Tatchell      Teofilo Bosaing      Brigitte Laweng      Wilmer Toyoken  
Trustee              Trustee              Trustee              Priest-In-Charge

## Date for Re-opening

3. On which date are you applying to re-open?  
**- We will meet on November 1, 2020 for the investiture of St. Michael's ODNW recipients. In-person gathering for succeeding Sundays will be discussed on the 24<sup>th</sup> of November Church Council Meeting.**

## 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?  
**- Before re-opening for phase III, all church spaces (Sanctuary, Hall, Sunday School rooms, Bathrooms and Offices) will be cleaned and sanitized accordingly. Covid 19 signages and hand sanitizers will be placed in common areas. Floors and pews will be marked to guide people. Attendance logbook will be prepared and Body Temperature will be checked upon entry. Ensure the availability of paper towels and soap in the washrooms and kitchen. The welcoming committee and SMM ACW are task to implement the work in coordination with the wardens and the Revd. Wilmer Toyoken.**

## 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?  
**-For phase III, Form of worship is Holy Eucharist. Worship service is at 10am only. Sunday service will be done online and in-person worship.**
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).  
**- The church space can accommodate at least 40 people following the 6 feet physical distancing. Attendees must register a week before attending worship. They will call or email the parish administrator or the Priest in charge for registration.**
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?  
**- Church furniture's are fix, no need to move. The pews and the walk space are mark to guide attendees.**

8. How will you undertake training with your Greeters and what will you train them to do?
- **Our ACW volunteer workers and welcoming committee members will be trained through online and in-person (Hands on training will be done at church prior to opening). Training will be from the guidelines of WorkSafe BC and BC health. e.g. Greeters to advise attendees to observe:**
    - **physical distancing,**
    - **wear mask always,**
    - **sanitize/wash their hands,**
    - **Always follow church instruction and to stay whom if sick.**
- Greeters will also take the attendees temperature, offer mask and sanitizers and take down names of attendees in the church logbook.**
9. What is your music plan for worship during Phases II and III?
- **For phase III, the church organ will be played. The organist and one or two individuals will be singing. Social distancing will be observed. Singers will observe a full 5 meters distance everyone else (including each other) and turned away from all others.**
10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
- a. Worship leaflets/bulletins
    - **A liturgy for the Sunday service will be sent electronically; parishioners will read it from their gadgets or view it from a projector screen at church.**
  - b. Prayer Books, Hymn Books (if used)
    - **Prayer Books, Hymn Books will not be used. They will be removed from the pews.**
  - c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.
    - **Before and after worship, items above will be sanitized thoroughly. Group of women from the ACW will be in charge every Sunday worship.**
  - d. Bathrooms
    - **To remind every user to maintain the bathrooms clean and tidy. Bathrooms are sanitized after every use. Ensure that sanitizer wipes and paper towel is always available. Sanitizing guidelines will be posted in the Bathrooms.**
  - e. Other common spaces or high-touch areas
    - **Before and after worship all common spaces or high-touch areas like door knobs, microphones and window handles will be sanitized. Designated parishioners will do the cleaning and sanitizing.**

11. How and who will you sanitize worship and other spaces between any worship services?
- **We will use recommended cleaning and sanitizing stuffs. There will be designated persons from the congregation to do the cleaning and sanitizing before and after the service.**

### **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?
- **In phase III, we will do our 10Am Sunday worship both online and in-person. During the week, we have online evening prayer service every Tuesday and Thursday night. There will be no in-person worship for these services.**

### **Office Building Use**

13. What is your plan for those working in the Church Office during Phases II and III?
- **We don't have church staffs working inside the church. However, if wardens or volunteer workers need to come to office/church, we must follow the safety guidelines by WorkSafe BC.**
14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?
- **Our Parish Council and parish working groups meetings were done virtually since the pandemic started. We will continue this form of meeting for the safety of all. In case we need to meet in person, social distancing and other safety protocols will be followed.**

### **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?
- **Stewardship campaign will be done in person and online. For those who can't attend the in- person, we encourage them to support the church thru online giving or mail their envelopes.**

## **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?

- **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. I am instructing priests-in-charge that all who come to receive communion 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?

**- Remind any user group to read and abide the WorkSafe BC health guidelines regarding Covid 19. Ask each user group to be responsible in keeping a record of their attendees, to gather under 50 or less depend on the building space, to sanitized all the things they used and maintain social distancing while in meeting. Each user groups must also sign a waiver or a declaration of compliance.**

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?

**- No plan for any in-person formation activities yet. In case there is, physical distancing and wearing mask is followed, under fifty attendance is maintained and other safety protocols will be abided.**

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

**- Their will be volunteer lay teachers to guide the Children and Youth. Children will be separated in group age; youth will be gathered in different rooms. Teachers to constantly remind them to follow social distancing, washing their hands and abide the signs inside the church.**

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

**Wearing mask and physical distancing will be strictly observed in fellowship gathering either inside and outside the church. Attendance under 50 will be observed. Personal food and drinks are allowed to be brought but sharing them is prohibited. Pack food and bottled drinks is allowed provided that there will a designated individual to distribute. The assigned person in serving food and drinks must wear glove and mask.**

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

**- For Phase III, Pastoral care can be done through phone conversation or in person meeting at church only. The priest and the person seeking for pastoral care must observe physical distancing and wear mask. The meeting area must be spacious and safe. No in-home pastoral care at this time.**

## 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 are still in the process of planning our outreach program.**

24. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? (Please see here)

**- We are still in the process of planning our food ministry program.**

## 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 immediately notify or call parishioners base from our log book on that particular Sunday wherein the person contracted had attended. To advise them to observe their health and quarantine themselves or to contact their doctor or call covid 19 emergency line if they feel they have the virus symptoms. Information regarding the person who contracted the virus will be kept confidential. Attendees record of information shall 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?

**Nothing so far- Thank you**

Moses Kajoba

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Signature

October 17, 2020

Date

James Baldo

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Signature

October 17, 2020

Date

Brigette Castro

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October 17, 2020

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Terry Cutforth

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Greg Tatchell

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Brigitte Laweng

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Teofilo Bosaing

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Eric Stroo

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Wilmer Toyoken

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October 17, 2020

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