

St. James' Anglican Church Safety Plan

- Reply from Archbishop Melissa Skelton
- Completed “Questionnaire and Application for Re-opening a Parish Church to In-Person Gatherings”

All parishes in the Diocese of New Westminster were required to submit a “Questionnaire and Application for Re-opening a Parish Church to In-Person Gatherings” to the DoNW for approval.

WorkSafe BC requires that this final completed application, with any changes made based on comments from the re-opening review team, be posted both on our website and in our physical space. WorkSafe BC refers to this completed application as our “Safety Plan”, thus the need to post it where anyone can access it.

As well as the link on the St. James’ homepage, our Safety Plan in printed form will be posted in various places around the church.

From: Melissa Skelton <archbishop@vancouver.anglican.ca>
Subject: RE: APPROVED St. James
Date: June 11, 2020 at 3:38:59 PM PDT

Thanks very much for this good response, Fr. Kevin,

+Melissa

From: Fr Kevin Hunt [mailto:fr.kevin@stjames.bc.ca] Sent: June 10, 2020 6:28 PM
To: Melissa Skelton <archbishop@vancouver.anglican.ca>
Subject: Re: APPROVED St. James

Dear +Melissa, Tellison, and Philippa,

Thank you for your attention to the detail of this, and for your approval of our application.

We note your comments: I have made some notes in red below.

In Domino,
Kevin

The Venerable Kevin Hunt Archdeacon of Burrard
Rector, St James' Anglican Church
Vancouver, BC 778-984-3208 www.stjames.bc.ca

On 10 Jun 2020, at 13:22, Melissa Skelton <archbishop@vancouver.anglican.ca> wrote:

Greetings Kevin and lay leaders,

Good job on your application. We are delighted to inform you that your application to re-open is approved. The following are comments we would pass on to you;

- Please note we did not see in your materials what you will be training the greeters to do— just be sure to outline what their tasks are and train them accordingly

Narthex Guild will wear masks & gloves; will take contact details & then point arrivals to the bulletin, ensure physical distance is observed, encourage the wearing of masks (which will be available in church), explain the marked seating, escort people to the washroom though use thereof discouraged except in emergency, in Phase III marshal people for Holy Communion, maintaining physical distance

- Be sure that your soloist is at least 5 meters away from everyone

Soloist and organist when required will be in the choir loft, well-removed from the congregation, and physically distanced from one another

- We recommend that the bathrooms be cleaned and sanitized after each use and that this be done either by a designated person who knows the protocols or, if need be, by each person who uses the bathroom. If the latter, instructions need to be posted on how to do this.

Instructions will be posted. We are hopeful that our assistant building manager will be available to clean and sanitise the bathroom after each use.

- On Holy Eucharist in Phase III, we ask you to follow the guidelines laid out in the document on this—that the priest be the sole administrant and that the priest follow the specific actions again laid out in the document. We were not sure what you wrote reflected this—that is why we're mentioning it.

It will be so. Any ceremonial will be strictly within physical distancing guidelines.

Thank you for your work to re-open St. James and blessings to all of you,

+Melissa, Tellison+ and Philippa+



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

Parish of St. James, Vancouver
Appendix B

May 20, 2020



Parish of St. James, Vancouver

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 ([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 Venerable Kevin Hunt, Rector
- Andrew Campbell, Rector’s Warden
- Reece Wrightman, Warden
- Margaret (Peggy) Browne Smyth, Warden
- Kelvin Bee, Lay Delegate to Synod and Trustee
- Jenny Johnson, Lay Delegate to Synod and Trustee
- Pamela McDonald, Lay Delegate to Synod and Trustee

Date for Re-opening

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

Sunday, June 21, 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?

- **Cleaning and disinfecting by building staff according BC Centre for Disease Control’s guidelines before and after services in the Church and our two chapels.**
- **Designate pew seating that maintains social distancing.**
- **Instruct Narthex Guild (greeters) on making service leaflets available, separate entrance and exit, hand sanitizing, availability of face masks, upon request escort attendees to washroom.**
- **Remove all hymn books from pews.**
- **Limit the number in the sanctuary party so that social distancing can be maintained.**
- **Permit organist and soloist.**

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?

- **Phase II: Liturgy of the Word in the church; ZOOM Liturgy at Home.**
 - **Phase III: Initially, at least until Labour Day, Mass will be said in the Church; ZOOM Liturgy at Home.**
 - **After Labour Day, consider an additional Mass in the Church – sung with organ and at least one soloist. Will consult on latest singing guidelines at this point.**
 - **No singing by clergy or congregation during either Phase II or III.**
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).
- **50 people**
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?
- **Social distancing sitting will be clearly marked for individuals and family units by signage and taping the pews to delineate the space where a person can sit while maintaining 6' distance from their neighbour.**
 - **Encourage the wearing face masks.**
8. How will you undertake training with your Greeters and what will you train them to do?
- **The Narthex Guild provides the greeters and will undertake to train the greeters.**
9. What is your music plan for worship during Phases II and III?
- Organ and soloist from September 8, 2020 (Labour Day) onward.**
10. How will you ensure cleanliness and sanitization regarding the following items and spaces?
- a. Worship leaflets/bulletins
Placed on a table for attendees to take a copy.
 - b. Prayer Books, Hymn Books (if used)
Removed as the worship leaflet contains the entire mass.
 - c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.
Cleaned by Building staff the day before the Sunday Mass and the day after.
 - d. Bathrooms

Closed except for wheelchair accessible washroom in Parish Centre. Narthex Guild will escort people to and from this washroom. Use of the washrooms will be discouraged except in emergency. It will be cleaned before and after each service and during the week when the Office is open.

- e. Other common spaces or high-touch areas

Hand sanitizers will be available. Face masks will be available and given out by greeters to those who request one. Cleaning and disinfecting before and after each service according to BC Health guidelines.

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

- **Building staff who will follow BC Health guidelines for cleaning and disinfecting hard surface.**

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?

- **Initially Mass will be said on two weekdays, with two persons present in the locked church.**
- **As Phase III develops consideration will be given to restoring the Daily Mass publicly, taking into account all the necessary safeguards as on Sundays.**
- **Daily Office will be said on ZOOM.**
- **Social distancing sitting will be clearly marked for individuals and family units by signage and taping the pews to delineate the space where a person can sit and maintain 6' distance from their neighbour.**

Office Building Use

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

- **Until September at the earliest, the Parish Office will be staffed by one person on Tuesday and on Saturday, the Office Managers will work the remainder of their hours at home.**
- **The Street Outreach Administrator will use her office occasionally but work mainly from home.**
- **Wardens, Treasurer, Envelope Secretary and other staff will visit occasionally while maintaining physical distance. They will wear face masks when physical distancing is not possible.**

- **The Clergy have their own offices although they will continue working mainly from home. Clergy and staff will wear face masks when physical distancing is not possible.**
- **Visitor access will be limited, and by appointment. A simple Covid-19 Safety Plan in accordance with WorkSafeBC guidelines will be drawn up and displayed. Building staff will ensure daily cleaning of high-risk surfaces, doorknobs, bathrooms, etc.**

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

- **Utilize ZOOM for such meetings.**

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?

- **The weekly publication of *The Thurible* via Constant Contact contains messaging regarding the need for on-going donations and offers alternative methods such as PAD.**

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?

- **Holy Communion received under one specie. Single point where communicants are required to line up while maintaining social distancing and sanitize their hands before approaching the administrator. The Narthex Guild greeters will indicate row by row who can go up to receive communion. Previous uncontrolled lining up will not be allowed.**

Phase III - User Groups and Rentals

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

- **St. James Music Academy (SJMA) has continued to use the Crypt and Parish Hall on a limited basis. The Watari group has started using the Crypt kitchen to provide its meal ministry in the DTES. Both have signed an agreement with the Diocese and the Parish to abide with diocesan and provincial guidelines**

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

- **No intention of opening the building for other tenant rentals other than Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).**

Phase III - Formation, Fellowship and Pastoral Care

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

- **By using on-line programs such as ZOOM.**

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

- **None.**

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

- **No in-person fellowship as the Parish Centre does not lend itself to social distancing.**

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

- **By using the telephone and ZOOM.**
- **It is possible for one-on-one in-person pastoral care to be held in the Parish Centre's Library where social distancing can be maintained for 2 to 4 people.**
- **Encourage the wearing of face masks.**

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?

- **The Archbishop has approved Fr. Matthew's Covid-19 Ministry Action Plan.**

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

- **Watari, a local community organisation, is providing a food ministry from the St. James' crypt kitchen. The necessary agreements have been signed, and the Archbishop has given approval.**

Other

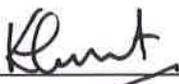
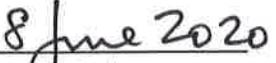
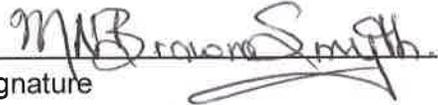
25. If someone who has attended in-person worship at your Parish contracts COVID-19, how will you communicate with your congregation and members who may have come into contact with that individual, while remembering privacy and pastoral care?

- **Maintain a Visitors' Log for each service of each attendee with their contact information.**
- **Parishioners will be invited to register their intended Sunday attendance with the Parish Office.**

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

- **The Rector is our Regional Archdeacon.**

Signature of Responsible Persons

The Ven. Kevin Hunt, Rector Print	 Signature	 Dated
Reece Wrightman, Warden Print	 Signature	 Dated
Margaret Browne Smyth, Warden Print	 Signature	 Dated