**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 Bishop’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 Bishop’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?
2. “The Re-Opening of Churches in the Diocese of Montreal” (the full document to which this questionnaire is attached) (the “**Re-Opening Plan**”)

Yes\_\_\_\_ No\_\_\_\_\_

1. WHO Practical considerations and recommendations for religious leaders and faith-based communities in the context of COVID-19[[1]](#footnote-1)

Yes\_\_\_\_No\_\_\_\_\_

**Parish Authorization and Approval**

1. Have the “Responsible Persons” of your Parish (as defined in the Canons of the Diocese) reviewed and approved your proposal to initiate this plan. 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.

**Date for Re-opening**

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

**Preparing the Church Building for Re-entry**

1. 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?

**Sunday Worship**

1. 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?
2. 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).
3. 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?
4. How will you undertake training with your Greeters and what will you train them to do?
5. What is your music plan for worship during Phases II and III?
6. How will you ensure cleanliness and sanitization in regard to the following items and spaces?
   1. Worship leaflets/bulletins
   2. Prayer Books, Hymn Books (if used)
   3. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.
   4. Bathrooms
   5. Other common spaces or high-touch areas
7. How and who will you sanitize worship and other spaces between any worship services?

**Other Forms of Worship or Prayer**

1. 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?

**Office Building Use**

1. What is your plan for those working in the Church Office during Phases II and III?
2. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?

**Fund-raising**

1. 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?

**Phase III ONLY**

**Phase III - Introducing in-person Holy Eucharist**

1. 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?

**Phase III - User Groups and Rentals**

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

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

1. What is your plan for any in-person formation activities/offerings for adults?
2. What is your plan for any in-person formation activities/offerings for children or youth?
3. What is your plan for hosting in-person fellowship?
4. How will you be handling any in-person pastoral care in Phase III?

**Service and Outreach**

1. What is your plan to support or re-open existing outreach programs in Phases II and III? Have you completed and submitted the appropriate material for approval to the Bishop’s Office?
2. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Bishop’s Office? (Please see here)

**Other**

1. 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?
2. What practical support do you need from your Territorial Archdeacon or from the Bishop’s Office to help with the implementation of these plans?

Signature of “Responsible Persons”

*(****Incumbent & Wardens****, may also include Deputy Wardens, Treasurer, Chair of Parish Council)*

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Print name & title Signature Date

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Print name & title Signature Date

1. <https://www.who.int/publications/i/item/practical-considerations-and-recommendations-for-religious-leaders-and-faith-based-communities-in-the-context-of-covid-19> [↑](#footnote-ref-1)