



JULY 20, 2020

PARISHIONER HANDBOOK OF POLICIES
RESUMPTION OF WORSHIP:
PARISH CHURCH OF ST. GEORGE, CRESCENTWOOD

PREPARED BY WORSHIP COMMITTEE



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PARISHIONER HANDBOOK OF PROTOCOLS for the Resumption of In-Person Worship

The Parish Church of St. George, Crescentwood

1. Introduction

This document provides details of activities, protocols and processes required to be followed to support the resumption of in-person worship at St. George's Crescentwood and make worship as safe as possible while the COVID-19 virus remains a health concern.

2. Background

The COVID-19 pandemic has had a profound impact on people throughout the world. Closer to home, it's had an impact on every member of St. George's, in their interactions with family and friends, with their places of work, in shopping for food, clothing and other necessities and in our worship.

In March 2020, the world-wide pandemic resulted in the closure of all parishes in the Diocese of Rupert's Land and in all other denomination's places of worship (as well as all businesses, government offices, schools / universities, etc.) across Canada and beyond. As the closure continued, it became apparent that services would be cancelled for an extended period. While actions were quickly put in place to livestream weekly worship services at St. George's, beginning with the service on Easter Day, this was understood to be a less than ideal way to maintain a connection with one's faith and with the church family. Like so many, parishioners longed for a time when in-person worship in the church would resume.

In May and again in June, Geoffrey Woodcroft, Bishop of Rupert's Land issued documents that provided protocols to guide the resumption of in-person worship. Copies of this and related documents are available on the Diocesan website (www.rupertsland.ca).

3. Development and Approval of Resumption Plan

This resumption plan has been prepared by Worship Committee at the request of the Intentional Interim (Jennifer Marlor) and the Wardens who together, form the Corporation of The Parish Church of St. George.

Worship Committee has developed "The Resumption of In-Person Worship Plan" that outline the protocols and processes required to resume in-person worship while ensuring the health and safety of every person who wishes to worship at St. George's while the COVID-19 virus remains a health concern.

The document has been reviewed by Corporation, who then submitted it to the Diocese of Rupert's Land for review and approval. Once approval by the Diocese, Corporation formally confirmed the resumption of in-person worship at St. George's and notified all parishioners.

Corporation, in consultation with Worship Committee, Parish Council, Altar Guild and other committees as appropriate, will ensure that all provincial Public Health directives and Diocese of Rupert's Land protocols are adhered to and implemented.

This document provides policies, processes and protocols that are consistent with provincial Public Health directives (Province of Manitoba – Phase 3: Effective Jun 21, 2020) and the Diocese of Rupert's Land Bishop's Directive dated Jun 25, 2020, both of which permit up to 50 persons to gather indoors. Additional plans have been developed to allow for larger gatherings as permitted by the same provincial Public Health directives and the Diocese of Rupert's Land Directive (Jun 25, 2020).

3.1. Review and Revisions to the Plan

This Handbook will be updated as Public Health directives and/or Diocesan protocols change.

Corporation has delegated to Worship Committee, responsibility for the management of in-person worship during the COVID-19 pandemic.

Worship Committee, acting as the Parish Advisory Group, will develop, implement, manage and oversee all activities related to resumption of in-person worship. As required by the Diocese, the Parish Advisory Committee will meet at least weekly for four (4) weeks immediately after resumption in worship to review, update and augment protocols as required to ensure the safety of all attending worship. The Advisory Committee will meet monthly thereafter or more frequently as necessary

The Parish Advisory Group may consult with others with expertise in public health, healthcare, social services and any other discipline deemed appropriate to ensure public health is maintained. Parishioners who have such skills and experience will be first to be consulted and/or included as a member of the Advisory Committee.

Livestreaming of worship services will continue indefinitely, allowing St. George's to provide ongoing ministry to those who are unable or unwilling to attend public worship, particularly at this time. Livestreaming capabilities have been enhanced following a major investment in new equipment, completed in July 2020.

4. Parishioner Handbook of Policies and Protocols for Resumption of Worship

This “Parishioner Handbook of Policies and Protocols” has been developed as a reference guide for parishioners and all other individuals wishing to attend in-person worship at St. George’s Crescentwood during the COVID-19 pandemic.

5. Communication and Screening of Worshippers

5.1. Communication

All members of St. George’s Crescentwood will receive communications electronically (email) or by hardcopy that announces the resumption of in-person worship at St. George’s, provides a summary of key information about policies and actions required by those attending worship, as well as a copy of this document (“Parishioner Handbook of Policies Resumption of Worship”).

The Handbook details the expectations and protocols guiding the resumption of in-person worship in at St. George’s, including but not limited to:

- Self-screening prior to entering the church;
- Self-assessment of potential risks before attending public worship or attending any event in the building;
- Mandatory use of masks;
- Arrival and departure protocols;
- Seating plans;
- Traffic flow diagrams, including when Eucharist is celebrated.

Additional copies of this document may also be found on St. George’s website (www.stgeorge.mb.ca) and on the Tract Rack at the rear of the church.

5.2. Self-Screening

All individuals entering the building will be required to self-screen. A Greeter will be stationed at each entrance into the church and will ask each individual to confirm their answers to the self-assessment.

Prominent signage is placed at all entrances to the church including:

- Grosvenor Avenue facing entrance doors into the Narthex and Nave (worship space);
- Wilton Street facing entrance doors into the Parish Hall (although these doors will remain locked);
- Wheelchair accessible entrance at the west entrance of the church.

Every person entering the church will be asked to respond to the following self-screening questions:

- Have been outside Western Canada in the 14 days prior to entering the building;
- Have not been feeling unwell, have a cough or sniffles;
- Have not experienced any cold or flu-like symptoms, even if the individual is confident such symptoms are caused by seasonal allergies;
- Have not been in contact with anyone feeling unwell, diagnosed with COVID-19 or otherwise self-isolating.

Medically vulnerable people are advised to self-assess the risks before attending public worship or attending any event in the building.

5.3. “Reserving a Seat” for Worship Service

As of June 21, 2020, provincial Public Health directives and Diocesan Protocols have established a limit of fifty (50) people to gather indoors. St. George’s acknowledges this limit is established for the safety of all people and will therefore ensure no more than fifty (50) worshippers attend a specific service.

To manage this, St. George’s has implemented an on-line event management software application (“Eventbrite”); the application will allow parishioners to “reserve” one or more seats for Sunday worship.

See Appendix 2: “Worship Reservation Instructions” at the end of this document for detailed instructions of how to access and ‘reserve a seat’ via the on-line ‘Eventbrite’ application.

Parishioners without computer access will call to request a seat(s) be reserved. For the Sunday July 26, 2020 service only, please call Rick Morgan at 204.781.8630. If you call, please leave only your name, the number of people attending, and your call-back number.

Reservations should be made by end of day on the Friday before the Sunday worship service. Reservations can be made for up to four (4) Sundays in advance.

Individuals are **strongly encouraged** to ‘reserve a seat’ for worship services wherever possible. **Once a total of 50 individuals have reserved and/or entered the church to attend a worship service, all others will, unfortunately, be turned away.**

5.3.1. Confirming Attendees

All individuals who have ‘reserved a seat’ will be recorded on a list, which will be printed for each worship service and provided to the Greeter(s) for their use as an Attendance Sheet. Individuals who have ‘reserved a seat’ (via Eventbrite or by calling a designated

number) and are listed on the Attendance Sheet will be checked off upon their arrival and admitted into the building.

In cases where an individual has not 'reserved a seat':

- The Greeter will determine whether there is sufficient remaining capacity (list has a number such that allowing the individual[s] into the church will not result in more than 50 people being present in the building).
- Where the individual(s) are permitted entry, the Greeter will record their name and phone number on the list

Attendance sheets will be maintained for the duration of the COVID-19 pandemic.

5.4. Traffic Flow into and within the Church (worship space)

5.4.1. Entering and Leaving the Building

The steps facing the entrance from Grosvenor Avenue (north facing "bird cage" doors) will be used as the sole entrance into the church worship space). The steps facing the entrance from Wilton Street (south-facing "bird cage" doors) will be used as the sole exit from the church.

The mobility accessible entrance at the west entrance will be used for both entrance and exit for individuals requiring mobility accessible access (eg. ramp; power-assisted door openers).

The Wilton Street entrance doors into the parish hall area will remain locked (will be used as exit in case of emergency).

5.4.2. Greeters

Greeters will be positioned inside the door where worshippers enter the building (generally only the Grosvenor Street facing main entrance doors) and stand behind a table; The floor will be marked so that attendees to the worship service will be directed to maintain a distance of a minimum two (2) metres.

- Greeters will take attendance using the "Attendance (reservation) Sheet":
- Individuals listed on the Attendance Sheet will be checked off
- Individuals not listed on the Attendance Sheet will have their name, phone numbers and/or email address recorded (assuming sufficient remaining available capacity allows them to enter the church);
- The Attendance Sheet will be dated and retained for the duration of the pandemic.

Greeters will distribute Service booklet to each individual attending.
Hand-sanitizer will be available at the entrance(s) and must be used.

5.4.3. Traffic Flow within the Building (worship space)

A diagram of the traffic flow within the church is included in Appendix 1. Copies are also prominently displayed in the church. Greeters and other available individuals will assist in providing direction to ensure traffic flow patterns are adhered to.

- Arrows have been placed on the floor to regulate traffic flow and ensure a 2-metre separation of people;
- All pews are marked to indicate where participants can sit. No one may sit in an area that is not designated for seating. A family group of people who normally live together, can sit together;
- Individuals attending a service may sit in any marked location of their choosing.

Worshippers will proceed up the centre aisle to select a pew / seat location and to receive communion (Eucharist services). Worshippers will use the side aisles to return to their pews after receiving Communion and when leaving the church.

All individuals in the building must keep their belongings with them (including coats). All hangars have been removed from the Cloak Room area between the church and parish hall.

Once in the church, worshippers are required to be seated and remain in their seats, except when moving to the front of the church to receive communion. At the conclusion of the service, worshippers must leave the church through the designated door, always maintaining two (2) metre distancing.

Washrooms will be available in the Parish Hall area (by kitchen) and Ladies Powder Room (behind kitchen next to Guild Room). Basement washrooms will be closed for the summer months.

5.5. Worship

5.5.1. Printed Materials

A single-use Service booklet will be provided for each service. All printed materials will be recycled after each service.

All directions and protocols specific to requirements for worship (wearing mask, traffic flow, use of hand-sanitizer, etc.) will be noted in the Service booklet.

All worship books (Hymn books, BAS, BCP) and other paper materials typically available in the pews have been removed.

Consistent with Diocesan protocols, worshippers will be allowed to speak responses, psalms and prayers and otherwise participate in the service. Passing of the Peace will be done verbally only and without movement between pews or from a worshipper's designated seat.

There will be no congregational singing.

5.5.2. Eucharist

An announcement before the service and printed instructions in the Service booklet will provide instruction for worshippers wishing to receive communion (wafer).

The Celebrant / Presider will maintain increased distance between themselves and worshippers and will wear a mask only for the administration of Communion.

5.5.2.1. Contactless Administration of Communion

The Eucharist will only offer the bread (wafer); There will be no wine, and no common cup.

The congregational wafers will remain covered in a silver communion box (pyx) throughout the Consecration.

At time of Administration, the Celebrant will:

- Use silver sugar tongs to take wafers one at a time out of the pyx (container holding wafers) and place it on a "paper purificator" (white paper napkin folded square to be disposed of following Communion);
- Place the wafer and purificator on a cloth-covered table placed on the main level at the front of the church between the prayer desks. The wafers will be spaced a minimum of 2 metres apart;
- Invite communicants to come forward to receive the wafer;
- Celebrant steps back 2 metres and as communicant approaches the table to pick up the wafer, the Celebrant says: "The Body of Christ...";

Communicants receive communion, standing, one at a time.

5.5.2.2. Regulating Flow to Receive Communion

Worshippers wishing to receive Communion will use the centre aisle only to come up for communion. A diagram showing flow and spacing is included in Appendix 1 and also in the weekly Service booklet.

To receive Communion:, worshippers will:

- Remove their mask and leave it at their pew seat before coming forward to receive Communion;
- Proceed to the front of the church;
- Sanitize hands using sanitizing product located by the front row pews;
- The Communicant retrieves the wafer from the table at the front of the church, consumes the wafer and takes the paper purificator with them to dispose in the waste receptacle at the front row pew side aisle;
- Re-sanitize hands located at the front row pews side aisle;
- Return to their seat and put on their mask.

5.5.3. Offering of Gifts

Sidepersons will not be carrying Offering Plates in the aisles to receive offerings from worshippers. Instead collection plates will be placed:

Eucharist: At the front of the first row of pews; Worshippers may place their offering in the plate as they proceed up to receive communion.

Other services: At the back of the church behind the last row of pews; Worshippers may place their offering in the plate as they proceed into the church to take their seat.

5.6. Cleaning and Sanitizing

The worship space and all other areas of the building used on Sunday will be cleaned and sanitized. This includes but is not limited to all prominent horizontal surfaces and high-touch areas such as door handles, light switches, stair rails and bathrooms. Particular attention will be given to locations where worshippers were seated during the service.

Service booklets will be single use; Worshippers will place their copy of the bulletin in the recycling bin located at the rear of the church as they leave the building.

Where the Eucharist is celebrated, attendees will place their paper napkin / purificator in the waste bin located at the front row pew side aisle or at the rear of the church as they leave the building.

5.6.1. Masks

All worshippers are required to wear a face mask upon entering the church and throughout the worship service. Attendees are encouraged to bring their own masks. A supply of disposable masks will be available for persons who arrive without a mask.

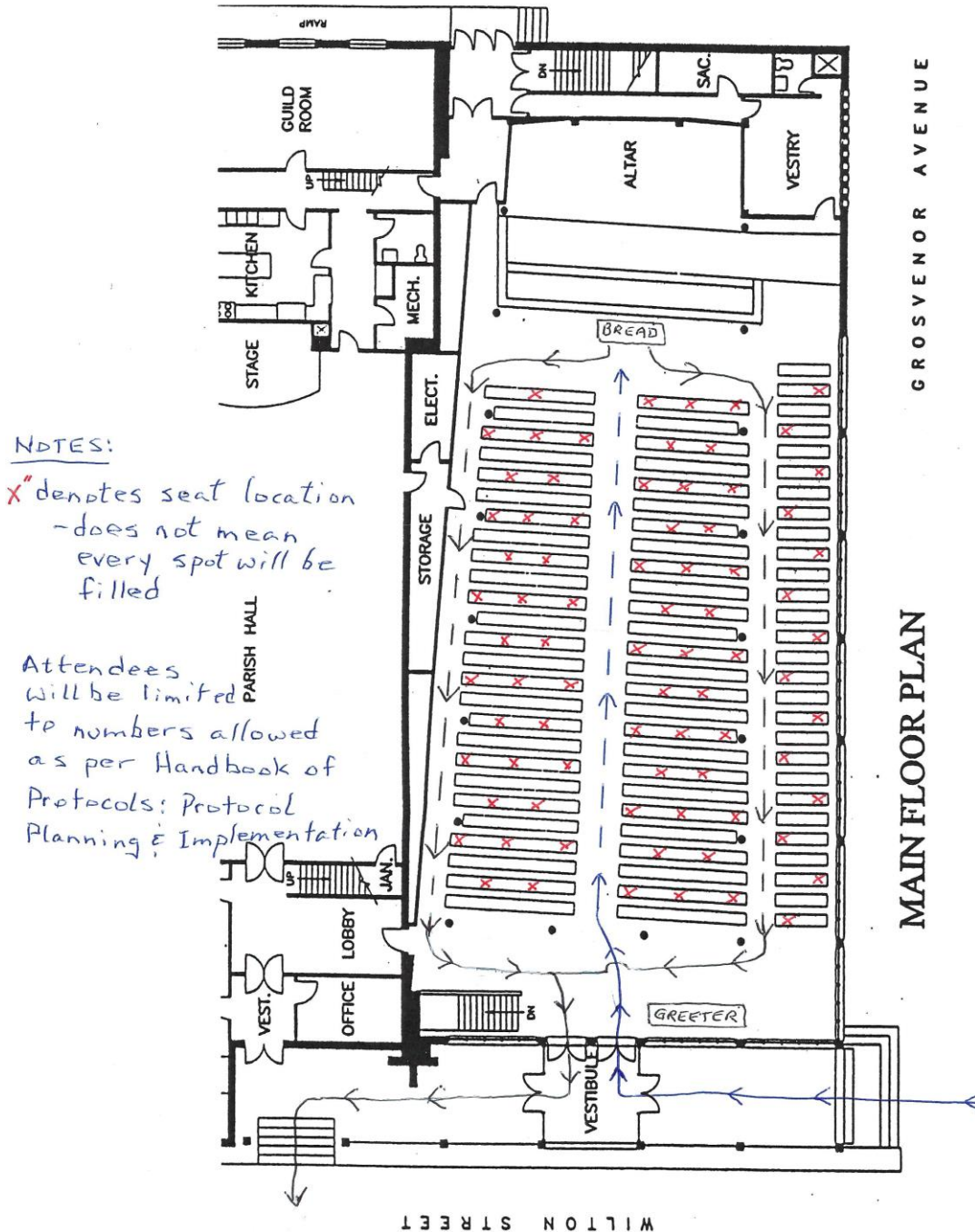
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- Waste receptacles will be placed at the exits (Wilton Street facing steps and wheelchair accessible ramp at west end of building) to collect used disposable face masks from parishioners as they leave the building.
Masks may be removed only to receive communion.

Individuals leading worship through spoken word including but not limited to Lectors, Intercessors, Administrants and sharing public announcements will be permitted to remove their face mask when speaking, as long as they remain at least two (2) metres from other persons.

5.7. Ventilation

To maximize airflow throughout the building, the ventilation system will be operated at full capacity. In addition, and as weather permits, windows and doors will be opened to allow fresh air into the building.

5.8. Appendix 1: Diagram of Seat Location and Traffic Flow

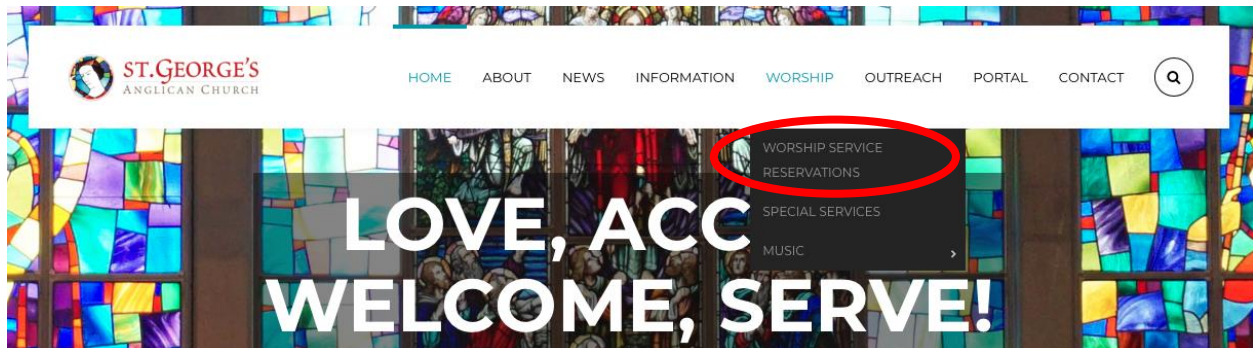


5.9. Appendix 2: Worship Reservation Instructions

Please note that you will have to complete a separate reservation for each service that you plan to attend.

Step 1: Navigate to the church website: www.stgeorges.mb.ca

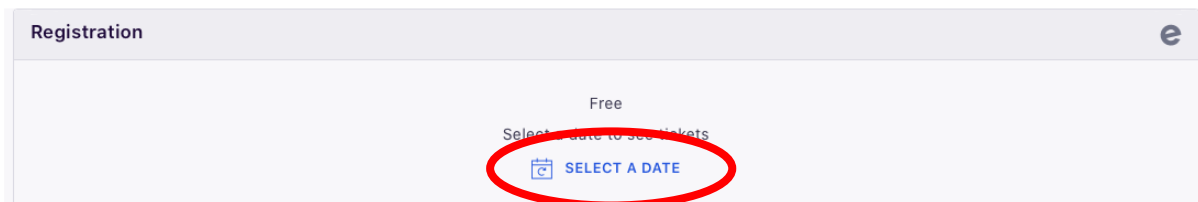
Step 2: In the top menu, hover over Worship, and click “Worship Service Reservations”



Step 3: Select a date to reserve.

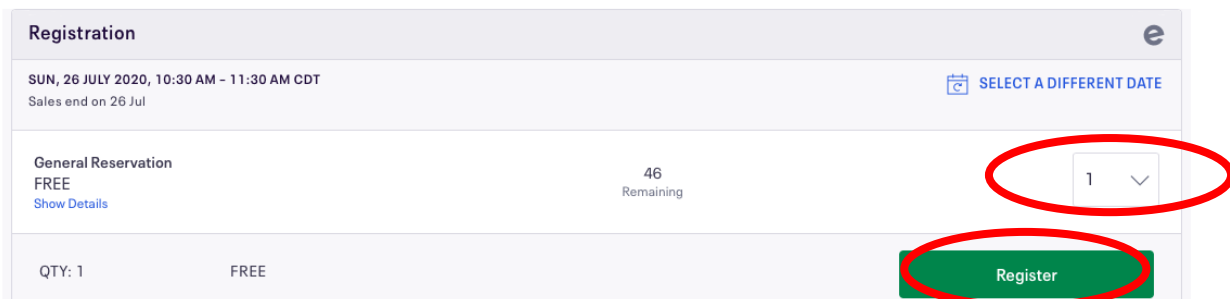
Worship Service Reservations

In order to attend a Sunday worship service in person, you will need to reserve your seat(s). Please follow the prompts below to reserve through Eventbrite.



Step 4: Select the number of seats you require (one per person). Then, click “Register”.

In order to attend a Sunday worship service in person, you will need to reserve your seat(s). Please follow the prompts below to reserve through Eventbrite.



Step 5: Complete the form, answering all questions. Note that attendee information and responses to questions are required for each seat that you are reserving. You will have up to 8 minutes to complete the form. Click “Complete Registration” when done.

4:20 Please complete registration within 8:00 minutes.
After 8:00 minutes, the reservation we're holding will be released to others.

Please include the names of each attendee while making your reservation.

* Required Field

Your Information

Hi, stgeorges Crescentwood@gmail.com. Not you?
[Sign Out](#)

First Name: *

Last Name: *

Email Address: * ✓

Ticket 1 - General Reservation

First Name: *

Last Name: *

Email Address:

Other Information

Have you travelled outside Manitoba to Ontario (east of Kenora), Quebec, Maritimes, United States or international within last 14 days? *

Yes
 No

Have you or anyone in your household unit been tested for COVID-19 and are awaiting results? *

Yes
 No

Are you self-isolating due to yourself or another person in your household unit testing positive for COVID-19? *

Yes
 No

Have you been in contact with another person who has tested positive for COVID-19? *

Yes
 No

Are you suffering from sore throat, fever, shortness of breath, trouble breathing? *

Yes
 No

Complete Registration

I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Eventbrite may share my information with

As noted on the email that will confirm your registration, you do not need a ticket to attend the services, rather you will be checked in upon arrival by name only.