



CORONAVIRUS (COVID-19) PARISH CONTINUITY PLAN

Following advice from the Archbishop of Melbourne, St Andrew's has now put in place a continuity plan in preparedness for further development of the Coronavirus situation.

There are many unknowns about the development of this virus over the coming weeks and months and our plan will be kept under constant review as circumstances change.

1. Infrastructure

The aim of this plan is to ensure as far as possible the continued mission and ministry of our parish, and the maintenance of the critical ongoing business of the parish.

The Vicar, with the support of the Church Wardens, is requested to now take steps outlined in this continuity plan.

The Vicar's nominated deputy for liturgical or pastoral matters is the Reverend Michelle Wang, our Assistant Curate. The Reverend Roger Featherston will fulfil this role should both the Vicar and Assistant Curate be unwell. A person who is self-isolating may still be able to fulfil certain functions.

The Vicar, or his nominated deputy, will provide a channel for regular communication, by email or phone, with the Area Dean and Archdeacon as may be required.

1.1 The Vicar and deputies have emergency contact details for the Area Dean for Bayside and the Archdeacon of Dandenong.

1.2 The **Primary Contact** is the Vicar: Reverend Ian Morrison
vicar@standrewsbrighton.org.au
0421 321 321

The Vicar's Deputy for pastoral matters is: Reverend Michelle Wang
mwang@standrewsbrighton.org.au
0403 642 178

The Vicar's Deputy for administrative matters is: Ms Angela Alomes
office@standrewsbrighton.org.au
0411 702 513

1.3 Depending on the circumstances, it may not always be possible for the Parish Office to be manned during the current office hours, and staff may have to work from home.

2. Communication

- 2.1 The Parish Office, through the people nominated in clause 1.2, have contact details of:
 - a. Clergy who are available for ministry, occasional offices and pastoral care,
 - b. those involved in services and other church activities,
 - c. service providers referred to in clause 5.2.
- 2.2 Information about the outbreak and any appropriate advice will be communicated through or via notice boards, pew sheets, email and through social media:

standrewsbrighton.org.au

facebook.com/standrewsbrighton

twitter.com/StAndrews3186

3. General Hygiene

- 3.1 Alcohol-based hand-sanitiser (minimum alcohol content 60%), if available, will be available at the southern entrance to the church, with Welcomers encouraging community and visitors to use on entry. Due to its current scarcity, the sanitiser will be relocated when services are no being conducted.
- 3.2 Tissues and a waste bin to be provided at church entrance
- 3.3 Notices should be displayed to remind people of the general hygiene advice.
- 3.4 Cleaning within the church will be upgraded to ensure that frequently touched objects and surfaces are disinfected in accordance with government guidance.
- 3.5 Paper towels (whilst available) only to be used in the staff toilet, and for drying communion vessels.
- 3.6 Parishioners will be encouraged to give electronically, and if the situation sufficiently escalates, consideration will be given to stopping the passing the collection plate around.

4. Worship

As far as possible, all services will continue to be held as usual, in accordance with the guidance or instruction of Federal and State Governments, the Anglican Church of Australia and the Anglican Diocese of Melbourne. Guidance for worship may change as the situation develops and changes will be noted in accordance with clause 2.2. Clergy and Church Wardens will keep abreast of communications coming from the Diocese, and public health departments.

- 4.1 For those without internet access, a printed form of Morning Prayer and our service of Holy Eucharist will be made available for collection from the church and should be retained at home in case we move to further social distancing measures and the numbers in self-isolation increase.

- 4.2 Daily prayers to help give structure to our days for those who are housebound with more time for thinking and reflecting, are available on the following apps: Epray, Time to Pray, Reflections, Psalms and the suite of Church of England online Common Worship, Daily Prayer resources.
- 4.3 If funerals can continue to be conducted, copies of prayers for the sick and the dying and a copy of the funeral service can be offered by email to those unable to attend the funeral of a friend or relative.
- 4.4 Regular prayer times for our on-line service streaming will be announced as set out in clause 2.2 above and parishioners can obtain pastoral services with our clergy through *Skype* and *Facetime*. It is our intention to positively help to establish a sense of corporate prayer and the strengthening of the praying community during any time of isolation.

5. **Pastoral**

Our clergy want offer an important public reassurance through ‘the sacrament of presence’ and being seen to be “present” and available through the facilities nominated in clause 4.4. However, *this does not include physically visiting those diagnosed with COVID-19 or those who are self-isolating*: clergy and our pastoral carers need to protect themselves and others, making sure they adhere to hygiene precautions

- 5.1 Our Church First Aid Kits are to be checked for currency of contents.
- 5.2 Contact details for local health, welfare, safety networks, funeral directors and other service providers are held by each person specified in clause 1.2.
- 5.3 Our plan for the pastoral and practical support of those who are vulnerable or housebound in the parish is detailed in clause 4.
- 5.4 For those who need to self-isolate, consider how people can be supported with phone calls and via social media, and helped with the delivery of shopping and / or medication. It is very important that all church members involved in such support are very clear on and committed to adhering to the Government’s isolation and general hygiene advice.
- 5.5.1 We will be offering to hold next of kin details for parishioners, such personal information to be stored securely and you have the individual’s permission to have these details in keeping with privacy requirements.
- 5.6 We will Identify and brief lay people who can provide telephone support and prayer for those who are fearful or otherwise distressed.

6. **Activities**

- 6.1 Each church group – meditation, Op Shop, hall hire, music & choir, mainly music, English Conversation classes, Mandarin congregation, SACPA - should consider what action must be taken in the event of key people not being available to run the activity. The following should be considered by each church group:

- maintaining an up to date list of contact details for the group and provide a copy to the Parish Office;
 - deciding at what point the activity will be cancelled;
 - decide how members of the group will be kept informed;
 - nominate at least one person to be responsible for hygiene;
 - notify the Parish Office of decisions made in this context.
- 6.2 The Churchwardens will monitor the potential impact of outside agencies being no longer able to resource or serve the work of the parish church (e.g. suppliers and service providers)

7. Finance

- 7.1 Both the Vicar and Parish Administrator Ms Angela Alomes, and Churchwarden Mrs Felicity Stretch are with the church accounts, and banking details regular giving and are able to administer them appropriately - this may include banking authorisation
- 7.2 In addition to direct ADF giving, on-line giving can be undertaken through the following facilities:

To use a credit card or Paypal, go to <https://shoutforgood.com/charities/saacb> ; or
 direct deposit to St Andrews Anglican Church BSB: 013355 A/c 007085668 use reference: GIVING

- 7.3 Anyone handling cash should protect themselves from virus transmission by washing hands or using hand gel beforehand and afterwards, or by wearing the gloves provided.
- 7.4 Bookkeeping services will continue to be undertaken by Brighton Grammar, though their operating hours may similarly be affected during this pandemic period.

The Reverend Ian Morrison
 Vicar
 13 March 2020