



Diocese of New Westminster

ANGLICAN CHURCH OF CANADA

1410 Nanton Avenue, Vancouver, BC V6H 2E2

MEMORANDUM

Date 2020.04.20
To Priests-in-Charge, Churchwardens and Trustees
From Archdeacon Douglas Fenton
Subject Parish Community Food Ministries

The attached questionnaire 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 Parish/Community Food Ministries program. It will also be used as a guide to allow Archbishop Melissa or her designate to consider your request for authorization, including any suggestions that staff may have to assist you in moving ahead.



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QUESTIONNAIRE FOR PARISH COMMUNITY FOOD MINISTRIES

Thank you for your interest in resuming or initiating a community food ministry as part of your Parish's service to vulnerable people, including those impacted by the current COVID-19 crisis.

The Diocese is supportive of Parishes providing these initiatives, provided it is done so in a way which complies with applicable law and guidelines from relevant authorities.

Please complete the following questionnaire as part of your application for the Archbishop's permission to commence or resume operations:

Background

1. Have you reviewed the following documents, and considered how this guidance may impact our food ministry:
 - a. Vancouver Coastal Health's "Recommendations for Minimizing COVID-19 Risk for Community-Based Food Programmes" (link [here](#))
 - b. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations (link [here](#))

RESPONSE: YES / NO (*delete as appropriate*)

2. Have the Responsible Persons of your Parish (as defined in the Canons of the Diocese)¹ reviewed and approved your proposal to initiate or re-start your food ministry?

RESPONSE: YES / NO (*delete as appropriate*)

¹ For incorporated parishes: Priest-in-Charge, Wardens, and Trustees; for non-incorporated Parishes, Priest-in-Charge and Wardens. In addition, it may be appropriate to consult with your parish's Parish Council.

Your Food Ministry

3. Please give some background to the history and aims of your food ministry. What kind of ministry is it? Is it staffed by Parish clergy or employees, volunteers, or both? Who does it serve?

RESPONSE:

4. Are any non-Parish entities or individuals involved? If so, please provide details.²

RESPONSE:

5. In terms of how you are proposing to operate your food ministry now:
 - a. How often will the food ministry operate?

RESPONSE:

- b. What kind of meals will you serve?

RESPONSE:

- c. How will the ingredients for those meals be obtained?

RESPONSE:

- d. If you are proposing to distribute food in takeaway containers, how will those be obtained?

RESPONSE:

- e. How many people will constitute one “shift” team? What will their roles be?

RESPONSE:

- f. Explain your plan for preparation, assembly, and distribution of the food (considering Vancouver Coastal Health’s Recommendations, above):

RESPONSE:

² If you are proposing to provide Parish premises to an outside group (for example, allowing another group to use your kitchen), the Diocese may require further information and documentation.

- g. What will be required, in terms of waste disposal facilities, and how will this be managed?

RESPONSE:

Health and Sanitization Practices

6. What kind of training or education will be implemented for staff and volunteers, to ensure they are aware of expectations around best practices?

RESPONSE:

7. What is your plan to screen staff, volunteers, and guests for any symptoms associated with COVID-19?³

RESPONSE:

8. Describe the sanitization measures you intend to take (including, for example, with what frequency, and by whom):

RESPONSE:

9. Describe the physical space that will be involved in the preparation and delivery stages of your food ministry.

RESPONSE:

- a. How will you ensure proper social distancing is observed, both for those involved with food assembly, as well as for your guests? For example, are you able to separate food preparation, food service (packaging/distribution), and line-up management roles?

RESPONSE:

- b. What risks can you envisage, and do you have contingency plans for those? For example, if your answer above presumes a line-up forming outside, with 2 metre gaps, do you have a plan for inclement weather?

RESPONSE:

³ Examples might include: (1) asking staff and volunteers each shift if they are immunocompromised, if they have had flu-like symptoms (cold, dry cough, sore throat, fever) in the past two weeks, or if they have travelled out of the province in the past two weeks, and kindly asking anyone who reports a positive response to stay home; (2) posting signage or asking guests the same questions; and/or (3) identifying volunteers who have high exposure to the general public (because of their "day jobs", for example, or who are not able to self-isolate most of the time, to consider not volunteering at this time.

10. What kind of personal protective equipment will be required, and how will you obtain this? Do you require assistance with this?

RESPONSE:

Other Considerations

11. Can you think of any other risks or challenges unique to your context, and how do you propose to address or mitigate these?

RESPONSE:

12. Have you contacted municipal authorities to let them know what you are proposing? If so, please provide copies of any relevant correspondence. Have they been supportive?

RESPONSE:

13. Have you considered applying for external funding for your food ministry?⁴ If so, please provide details.

RESPONSE:

⁴ There are a number of funding opportunities which parish food ministries may qualify for. See further:

- [The Vancouver Foundation](#) is accepting requests for grants between \$10,000 to \$50,000 from the [Community Response Fund](#) to support front-line services to vulnerable populations impacted by COVID-19. Donations can also be made to this fund via the Vancouver Foundation webpage or the City of Vancouver's [Give A Hand](#) platform.
- [Second Harvest](#) has a new funding program to help local community organizations from across the country to ensure food makes its way to those who need it most.
- [Food Banks of BC](#) has been asked by the Provincial Government to distribute \$3 million in special funding to assist food banks experiencing an emergency need during the Provincial State of Emergency declared in response to the COVID-19 pandemic. These funds include directives from government to remove barriers to food bank recipients and to allow drive-through and delivery opportunities, larger hampers, increased home delivery capability, and to remove the requirement of means' testing.
- [The United Way's iVolunteer platform](#) can connect organizations needing volunteer support with community members interested in helping out.
- [CBC has developed an interactive hub](#) of information on the benefits the federal government, provinces and territories are offering to people financially affected by the coronavirus.