

# ANGLICAN DIOCESE OF AUCKLAND

## COVID-19 INFORMATION FOR MINISTRY UNITS

### TABLE OF CONTENTS

KEY MESSAGE – Keep up to date and follow advice .....	2
CONTACTS .....	2
Healthline .....	2
Diocesan .....	2
Further Information.....	2
FREQUENTLY ASKED QUESTIONS .....	3
Illness .....	3
Worship Services.....	5
Does this mean our churches are ‘out of bounds’? .....	11
What about other groups who use our church and buildings?.....	12
Weddings and Funerals .....	13
Other Events.....	14
Pastoral .....	15
Caring for People .....	16
Other Considerations.....	16
Statistics of Online Worship .....	17
Finance and Financial Support .....	19
Employment.....	21
Managing COVID-19 Public Health Requirements in the Workplace .....	23
Privacy.....	24
Record keeping/Contact Tracing .....	24
Property.....	25
Appendix A – COVID-19 Wage Subsidy example template .....	28
Appendix B – Service Register example template .....	29
Appendix C – Guidelines and policy for ministry and worship during COVID-19 alert levels.....	30
Appendices D and E – Contact Tracing forms (service use, general use and record keeping slip) ..	35
Appendix F – Face Coverings .....	39

## KEY MESSAGE – KEEP UP TO DATE AND FOLLOW ADVICE

The Diocesan Health and Safety Working Group, Bishop Ross Bay, and Episcopal Team are constantly monitoring advice and direction from the Government and Ministry of Health. While we might be moved to act in response to actions in other places, it is important for us to be guided by medical and government advice in the New Zealand context.

The latest information for churches, based on this advice, is outlined below. It is very important that you read this document fully and that you and your leadership apply it in your ministry unit.

This situation is in a state of constant change, so it is also important that you check the diocesan website [www.aucklandanglican.org.nz](http://www.aucklandanglican.org.nz) regularly to find updated versions of these documents and further emails from the Bishop and the Diocesan Health and Safety Working Group.

## CONTACTS

### HEALTHLINE

Dedicated Healthline number for COVID-19 health advice and information  
0800 358 5453

### DIOCESAN

General contact with the diocese and reporting of cases

Diocesan Office (09) 302 7201  
[keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz)

Archdeacon contacts

South: Archdeacon Michael Berry 021 225 6781  
North: Archdeacon Carole Hughes 021 247 6214  
Far North: Archdeacon Jonathan Gale 021 254 3791

### FURTHER INFORMATION

Reliable information about COVID-19 can be found via the following links

Ministry of Health <https://www.health.govt.nz/>  
Unite Against COVID-19 [www.covid19.govt.nz](http://www.covid19.govt.nz)  
World Health Organisation [www.who.int](http://www.who.int)

## FREQUENTLY ASKED QUESTIONS

### ILLNESS

#### CONFIRMED EXPOSURE TO COVID-19

Updated 26 May 2020

##### **SOMEONE IN OUR MINISTRY UNIT HAS TESTED POSITIVE FOR COVID-19. WHAT SHOULD WE DO?**

Medical professionals will advise the person on what they need to do. Health service teams will work to identify and contact anyone that person may have come into close contact with and will advise close and casual contacts what they need to do.

Contact tracing records will assist the Ministry of Health and district health boards to trace contacts of identified cases. (See *Contract Tracing*.)

Privacy rules prevent the identification of a possible, probable or confirmed case. See [here](#) for general Privacy and COVID-19 guidance and [here](#) for information for employers and employees.

If any clergy members, ministry unit staff or parishioners test positive for COVID-19 and **pastoral support from the person concerned is requested**, please send details to [keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz) including:

- name of unwell person
- date of confirmed positive test for COVID-19
- best contact phone number
- email address
- any support we can help with.

#### SUSPECTED EXPOSURE TO COVID-19

Updated 26 May 2020

##### **A PERSON WITH CLOSE CONTACT EXPOSURE OR UNDERGOING A COVID-19 TEST OR A SUSPECTED OR CONFIRMED CASE OF COVID-19 HAS RECENTLY BEEN IN THE MINISTRY UNIT/CHURCH BUILDINGS/OFFICE. WHAT SHOULD WE DO?**

Call Healthline immediately. In confirmed cases of COVID-19, government health departments will be in contact to advise on what actions to take.

Follow Healthline advice and guidance for yourself and your own care.

Privacy rules prevent the identification of a possible, probable or confirmed case. (See *Privacy*.) See [here](#) for general Privacy and COVID-19 guidance and [here](#) for information for employers and employees.

Let the Diocesan Office know ([keepsafe@aucklandanglican.org.nz](mailto:keepsafe@aucklandanglican.org.nz), (09) 302 7201) so that we can assist with decision making and management.

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## ONE OF THE STAFF OR I DON'T FEEL WELL. WHAT SHOULD WE DO?

If you are sick, for whatever reason, stay at home.

If you feel sick or unwell, with symptoms of COVID-19 (fever, dry coughing, breathlessness) or with any symptoms of 'flu or the common cold (e.g. sore throat, runny nose, etc.) you should ring Healthline on 0800 358 5453.

If you have been overseas or been in close contact with a confirmed COVID-19 case or develop any symptoms that you are concerned could be COVID-19, you should ring Healthline on 0800 358 5453.

Contact your Archdeacon to keep them informed of your situation.

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## HEALTH AND WELLBEING

Updated 25 August 2021

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### HOW DO I KEEP MYSELF AND OTHERS SAFE?

It is important that we continue to support everyone's health and follow government instructions in order to prevent infections and contain any further spread of this virus.

It is of vital importance that all people follow good hygiene and health practices:

- stay at home in line with the Alert Level
- wash your hands often with soap, then dry them
- follow travel guidelines in line with the Alert Level
- practice good venue hygiene and frequently disinfect high-use surfaces with disinfectant wipes or spray (e.g. door handles, light switches, shared surface areas)
- maintain physical distancing
- wash and dry your hands
- follow gathering restrictions based on the Alert Level
- follow bubble restrictions based on the Alert Level
- wear a face covering based on government advice
- keep a record of places you visit.

See Appendix C for further guidelines for each Alert Level and Appendix F for how to use a face covering safely.

## WORSHIP SERVICES

Updated 8 September 2021

### CAN WE HOLD WORSHIP SERVICES?

Follow guidance on gatherings and events based on each Alert Level. This may change frequently. The government has provided [guidelines on religious gatherings](#).

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#### LEVEL 4

No gatherings or events of any kind or size as everyone has been instructed to stay at home and avoid contact with other people.

All services of public worship are cancelled.

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#### LEVEL 3

No gatherings or events of any kind or size as everyone has been instructed to stay at home and avoid contact with other people.

All services of public worship are cancelled.

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#### LEVEL 2

Updated 21 September 2021

Gatherings must:

- Follow government rules on gatherings according to the Alert Level and permitted numbers.
- Keep high personal and venue hygiene standards.
- Follow Government rules on mandatory record keeping/contact tracing and wearing of face coverings.

If you are sick at all, have COVID-19 symptoms or are required to be self-isolating, you should not participate in any gatherings.

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### PHYSICAL DISTANCING AND 'SAFE GATHERING NUMBER'

#### ENSURING PHYSICAL DISTANCING

Updated 8 September 2021

Prior to any service taking place, we need to arrange our worship spaces to adhere to the government's physical distancing guidelines. Within a church context this has been set at 2m.

You will need to arrange your seating with physical distancing in mind. People must be spaced 2m in all directions from each other (including in front of and behind). If a church has pews every second pew may need to be 'blocked off'.

Make sure people understand where they can and cannot sit and how they can move around the church safely (especially moving to and from receiving communion).

### CALCULATING YOUR 'SAFE GATHERING NUMBER'

Updated 21 September 2021

The maximum number of people at any gathering must not exceed 100 people indoors or 100 people outdoors. With physical distancing measures in place, however, some churches (especially many smaller churches) will have far lower capacity.

You must calculate the 'Safe Gathering Number' for every building. This is the number of people who can actually gather whilst maintaining proper physical distancing.

*Your indoor 'Safe Gathering Number' cannot be more than 100.*

### STAYING WITHIN 'SAFE GATHERING NUMBER'

Updated 21 September 2021

If attendance at any service is likely to meet or exceed your 'Safe Gathering Number' you must take steps to limit or control attendance. This may include asking people to pre-register to attend a service or increasing the number of services available for people to attend.

*You must never exceed your 'Safe Gathering Number'.*

If more than one separate area is used (for example, a building and a separate marquee), each area can have a maximum of 100 people. The people in each area cannot have contact with each other. That means each area must have its own entrance(s) and exit(s), bathrooms, kitchens etc.

## CONTACT TRACING

### RECORD ATTENDANCE

Updated 8 September 2021

Whenever we gather, we must keep a record of who has been in attendance. This will allow for 'contact tracing' – the process of identifying and contacting people who may have been exposed to COVID-19.

Prepare a suitable contact tracing form and assign a suitable number of people (perhaps a sidesperson) to be responsible for the recording of all people aged 12 and over attending each service. It may be wise to choose a single point of entry into the building to manage flow of people and indicate this with notices. All emergency exits should remain clear at all times.

You need to:

- have more than one way to record the name and contact number of every person aged 12 and over who attends the service.
- check that they do not have any symptoms of COVID-19.

The contact tracing information must be in a form that can easily be handed over to health officials. A template for use at worship services can be found in Appendix D (Contact Tracing Form (Service Use)). A form for general use is also available. This also includes 'time in' and 'time out' columns so that it is clear who was in the building at the same time. This extra information is not required for worship gatherings as people can be assumed to be together at the same time. See Appendix E (Contact Tracing Form (General Use)).

You can also provide a paper form for customers and visitors to fill in with their details and place in a collection box.

These records need to be collected, used, stored, disclosed and disposed of safely and securely. Make sure that paper records/registers are not left in the open where others can see the information. Guidance is available [here](#).

You must also display a QR code for the building so people using the NZ COVID tracer app can scan the code. You can get your QR code [here](#).

There are [mandatory record keeping requirements](#) for places where people gather consistently and in large numbers, such as churches. People responsible for a place or gathering must ensure they have systems and processes in place to ensure that people aged 12 and over make a record of their visit. This is mandatory at all Alert Levels.

## WELLBEING

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### ILLNESS

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If a person is sick, unwell or experiencing any COVID-19, cold or flu symptoms, they must immediately go home and contact their GP or Healthline.

### PERSONAL HYGIENE

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Ensure the availability of hand sanitiser for people to use. This should include prior to receiving Communion. Place notices to remind parishioners about the important of safe practices. e.g. physical distancing, hand washing, etc.

### CLEAR COMMUNICATION

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Ensure people are aware of measures in place, especially around key risk areas outlined in this document. Take time to explain measures to people prior to a service starting.

### DISABILITY AWARENESS

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Please ensure that provisions are in place to provide for the full participation of people with disabilities.

## CONDUCT OF WORSHIP

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### LEADING WORSHIP

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Prepare to keep the liturgical practice simple for the time being. It may be wise to reduce the number of people coming up to participate in leading worship (readers, intercessors) by asking few people to provide this ministry at any given service. Some roles may not be needed for now (e.g. a crucifer).

Ensure good physical distancing of those leading worship and be mindful of not having multiple people touching things like lecterns.

### SERVICE MATERIAL

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Service material (liturgy, song words, etc.) need to be provided by either:

- data projector / screen
- single use printed service sheets (these are not to be collected to be used again).

Do not use prayer books or hymn books as these cannot be easily cleaned.

### COLLECTION PLATES

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Collection plates should not be passed from person to person. Consider placing the collection plate /food basket somewhere for people to leave their offerings prior to the service starting. In doing this, however, you will need to monitor for security.

### EXCHANGING THE PEACE

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In accordance with physical distancing, people must not make physical contact during The Peace. The liturgical words of The Peace can still be exchanged alongside non-contact signs of peace.

### CONGREGATIONAL AND CHORAL SINGING

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Updated 8 September 2021

Congregational and choral singing is not considered safe.

### EUCCHARIST

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If you are going to celebrate the Eucharist, you must ensure good safety measures around the preparation and in the administration of communion. As an area of more identifiable risk, more detailed direction has been provided.

Communion is to be administered only 'in one kind' – i.e. people receive only the wafer.

### SETUP

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- The presiding priest must take responsibility for setting up the altar/table prior to the service. This ensures others are not involved in touching wafers and vessels.



### PRESIDING PRIEST HYGIENE

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- The presiding priest must sanitise their hands on a regular basis, including:
  - Prior to setting up before the service.
  - Prior to preparing the altar/table during the service.
  - Having taken Communion themselves, prior to administering Communion to others (or, having administered Communion to others, prior to taking Communion themselves).

### CONSUMING ELEMENTS

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- A small amount of wine is to be poured into a chalice. The presiding priest can consume this as a part of the ablutions. The wine is not to be given to any other person.
- The presiding priest should consume all of the 'priest's wafer' (it should not be shared with others once it has been touched).

### ADMINISTERING COMMUNION

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- Communion is to be administered only 'in one kind' – i.e. people receive only the wafer.
- The altar rail should not be used as this leads to multiple people touching the same surface. It is recommended that the 'queue method' (with a standing station) be used and people approach the presiding priest one at a time.
- Communicants are encouraged to remember physical distancing during this process.
- Communicants should extend their arms and hands to maintain physical distance with the presiding priest. The priest should 'drop' rather than place the wafer into hands of the communicant.
- For children with small hands, consider administering wafers to parents for them to administer.
- If a person wishes to receive a blessing from the priest this must be done without physical contact.

In some settings a variety of other practices are associated with the administration of Communion (lighting candles, individual prayer, etc.). Adherence to physical distancing and hygiene must be considered in order to continue these practices at this time.

### CLEANING VESSELS

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As is our usual practice, communion vessels are to be washed with dishwashing detergent and scalded with boiling water.

### FOLLOWING THE SERVICE

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#### HOSPITALITY / MORNING TEA

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The provision of hospitality (e.g. morning tea) needs to be carefully considered. Risks need to be identified and managed appropriately. It may be that morning tea cannot be safely offered at Alert Level 2.

Where hospitality is offered, the guidelines given to the hospitality industry must be followed, in that you should follow the 'Three S Rule' – keep groups seated, separated, and use a single server if possible.

## THE OFFERTORY

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Money should be counted following usual processes. Those counting money should pay particular attention to hand washing immediately after handling of money. Pens, calculators, etc., should also be cleaned.

## VENUE HYGIENE

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It is important that careful attention be given to cleaning within your buildings. This should be done prior to your first service and following every service (including between services if you have more than one in a morning).

Remember to clean microphones, computers, data projector, remote controls, lectern, prayer desks, organ console, musical instruments, altar, etc., i.e. ALL surfaces in the church that may have been touched during the service, including children's play areas, toys and resources.

Special attention should be given to 'high touch' areas and items such as handles. Some doors might need to be propped open to reduce the need to clean as often. Toilet doors and basins will need to be cleaned regularly.

Cleaning can be done by volunteers/parishioners. Disinfecting cleaning products must be used.

## OTHER CHURCH CONGREGATIONS

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Updated 8 September 2021

Other church congregations who use your building are also now able to recommence their services. You can make a local decision about when this is feasible.

Please ensure that their practices are consistent with these guidelines, especially around cleaning, hygiene and record keeping/contact tracing.

## LEVEL 1

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Updated 8 September 2021

Churches are able to return to usual practices, however some requirements need to remain in place e.g. personal and venue hygiene, record keeping/contact tracing and people should stay home if they are sick.

## EUCCHARIST

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Communion in both kinds may be taken. You might want to think about practical measures for offering the cup in a way that doesn't oblige someone to take it if they prefer not to, and let people know that they are welcome to continue to receive the bread only.

Ensure that there continue to be easily identified places where people can attend to hand-washing or where sanitiser is available. Those distributing the elements at Communion must continue to attend to this immediately prior to the distribution.

### EXCHANGING THE PEACE

The sharing of The Peace is a particular practice where we could do well to still exercise caution. Again, not everyone will feel confident about shaking hands or making physical contact. That has always been the case in fact, so this time provides the opportunity to re-think local practice around that into the future.

### CONGREGATIONAL AND CHORAL SINGING

It is considered safe for congregational and choral singing.

### RECORD KEEPING/CONTACT TRACING

Updated 8 September 2021

It is mandatory for ministry units to have record keeping contact tracing systems and processes in place, to maintain contact tracing records, and for individuals aged 12 and over to keep a record of when they attended services and events, as for all activities they take part in through the week.

You must have available and keep using sign in sheets or registers for visitors. Legally the NZ COVID Tracer QR code poster must also be displayed. See *Worship Services / Level 2 / Contact Tracing / Record Attendance* for more information.

## HOW SHOULD WE COMMUNICATE TO OUR COMMUNITY ABOUT WORSHIP SERVICES?

Email, Facebook, phone calls, etc. Notices should also be placed on the church door.

## DOES THIS MEAN OUR CHURCHES ARE 'OUT OF BOUNDS'?

Updated 26 May 2020

Follow guidance on gatherings and events based on each Alert Level.

### LEVEL 4

During Alert Level 4, yes. All church buildings should be closed. Only emergency maintenance may be carried out.

### LEVEL 3

During Alert Level 3, yes. All church buildings should be closed. Only emergency maintenance may be carried out.

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## LEVEL 2

Updated 8 September 2021

Gatherings of groups is limited. Follow government guidance on permitted numbers. This may change frequently.

Church staff can return to their offices and each ministry unit should provide guidance to their staff. (See *Employment*.)

Physical distancing, personal and venue hygiene, face covering and record keeping/contact tracing arrangements need to be in place and maintained.

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## LEVEL 1

Updated 8 September 2021

There are no restrictions on gatherings and events. Personal and venue hygiene and record keeping/contact tracing arrangements still need to be in place and maintained.

## WHAT ABOUT OTHER GROUPS WHO USE OUR CHURCH AND BUILDINGS?

Updated 26 May 2020

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### LEVEL 4

During Alert Levels 4, all public venues are to be closed, including church buildings.

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### LEVEL 3

During Alert Level 3, all public venues are to be closed, including church buildings.

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### LEVEL 2

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#### OTHER CHURCH CONGREGATIONS

Updated 8 September 2021

Other church congregations that use your buildings may do so again. Work out with each of those groups whether or not they are a group that is able to meet within the current Alert Level 2 parameters. If they are, and you are in agreement, you will need to ensure that you are satisfied with their public health arrangements for physical distancing, personal and venue hygiene, wearing of face coverings and record keeping/contact tracing.

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## OTHER USERS

Updated 8 September 2021

Ministry units should make a local policy decision about when you are willing to open your buildings to other groups. Any groups gathering must be able to meet within the Alert Level 2 parameters. If they are, and you agree that they can use your building, you must ensure you are satisfied with their public health arrangements for physical distancing, personal and venue hygiene, and record keeping/contact tracing.

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## LEVEL 1

Updated 8 September 2021

There are no restrictions on gatherings and events. Personal and venue hygiene and record keeping/contact tracing arrangements still need to be in place and maintained.

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## WEDDINGS AND FUNERALS

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### CAN WE HOLD WEDDINGS AND FUNERALS?

Updated 26 May 2020

Follow government guidance on weddings and funerals for each Alert Level.

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## LEVEL 4

These services are unable to proceed during Level 4. For funerals, clergy should work closely with the funeral director to establish how ministry at this critical time can still be offered to a family, perhaps using a live-streaming option to provide prayers and support.

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## LEVEL 3

Updated 21 September 2021

For a wedding, the maximum total number of people who can be present is 10. This includes the couple, witnesses, family, photographer and the priest conducting the service.

For a funeral, the maximum total number of people who can be present is 15. The gathered family group cannot exceed 10 people. Up to 5 more people can be present as clergy, funeral directors, or other staff.

In addition:

- All arrangements with a funeral director or wedding celebrant should be made by phone or video conference.
- Attendees should stay at least two metres apart and wash their hands regularly.
- A list of those who attended must be kept so that contact tracing can be conducted, and attendees aged 12 and over must sign in.
- Anyone who is sick should not attend.
- Anyone who has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- Use video conferencing or live-streaming to include others.

- Clergy may agree at their discretion to use a church building for a funeral or wedding service.
- Wherever possible, encourage use of a crematorium or funeral director's chapel for a funeral service. This is because of the cleaning requirements that will follow a service. If the church is used, you will be responsible for ensuring that it is cleaned afterwards to the standards required by the Government as it is deemed a workplace in this situation.
- If using a church building, create a designated space within the church and use wooden chairs, not fabric ones, to make cleaning easier. People should not move around the church and touch other furniture.
- Clergy in the vulnerable groups identified by the Government should not feel under pressure to provide ministry at Level 3, or any level, if they do not feel safe.
- Please do feel able to seek the advice of one of the Archdeacons as you make a decision.

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## LEVEL 2

Updated 21 September 2021

At Level 2, wedding ceremonies and funerals may be held, but only up to 100 people are allowed to attend if it is indoors or up to 100 people if outdoors. Consumption of food and drink is permitted but attendees must be seated and separated.

In addition:

- Physical distancing, personal and venue hygiene, face covering, and record keeping/contact tracing requirements must be met.
- Anyone who is sick, has COVID-19 symptoms or who needs to be in isolation/quarantine for any reason cannot attend.
- Food and drink provided must meet hospitality guidelines.
- Clergy in the vulnerable groups identified by the Government should not feel under pressure to provide ministry at any level, if they do not feel safe.
- Feel free to seek the advice of one of the Archdeacons as you make a decision.

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## LEVEL 1

Updated 8 September 2021

There are no restrictions on gatherings and events. Personal and venue hygiene and record keeping/contact tracing arrangements still need to be in place and maintained.

## OTHER EVENTS

### AGMS

Updated 26 May 2020

If you had not held your AGM before Alert Level 4 lockdown started, it can be deferred until such time as it is possible for you to meet and to deal with all AGM business, including appointment of office holders and approval of financial accounts.

In the meantime, Diocesan Council has agreed that current office holders are able to continue in their roles until the AGM can be held.

Diocesan Council has also given permission that ministry units can hold their 2021 AGM in March 2021, to maintain the 11-13 month cycle. If you have existing Diocesan Council permission to hold your ministry unit AGM at another time, this will stand.

## PASTORAL

Follow guidance on social distancing and gathering based on each Alert Level.

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### PASTORAL VISITS

Updated 26 May 2020

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#### LEVEL 4

Think about creative ways to offer remote/virtual pastoral care, for example, phone calls, text messages, video calls, notes dropped in the letterbox.

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#### LEVEL 3

Think about creative ways to offer remote/virtual pastoral care, for example, phone calls, text messages, video calls.

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#### LEVEL 2

If visiting rest homes and hospitals work within the protocols in place at the particular institution. Some places will not be ready to extend their visiting and that needs to be respected, so make visiting arrangements in advance.

Be conscious when visiting vulnerable people. Ensure you maintain social distancing and good personal hygiene practices.

Keep your own contact tracing records for any visits that you do make.

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#### LEVEL 1

Updated 25 August 2021

Be conscious when visiting vulnerable people. Follow good personal hygiene practices. Keep your own contact tracing records for any visits that you do make.

## CARING FOR PEOPLE

Updated 26 May 2020

### ALL LEVELS

Make a list of vulnerable or self-isolating parishioners, especially those with little or no family support. Keep in touch with those people by phone, email or video call, to ensure they have support.

Consider allocating a support person to each member of your parish community and keep in touch with each other by phone, email or video call

Consider what practical support they might need and what might be available e.g. arranging delivery of groceries/supplies. Or do they just need someone to talk to?

Be mindful of the amount of supplies you have for your household or ministry unit. Don't hoard or buy more than you need. Consider donating to a local food bank. If you wish to donate during lockdown, contact them first to find out how your donation can be given; although they may not be able to accept drop-off donations of food, toiletries or second-hand goods, they can provide you with details of how you can donate financially instead.

Some members of your community might be impacted financially by changes to their employment status or sources of income. Consider what practical support you can offer. Assistance can be found on [www.workandincome.govt.nz](http://www.workandincome.govt.nz).

## OTHER CONSIDERATIONS

Updated 26 May 2020

### WHAT ELSE SHOULD WE DO?

#### ALL LEVELS

You should be communicating regularly with your communities with up-to-date information about the diocesan response and following all guidance from the Government and Ministry of Health.

Keep an open line of communication to manage any concerns or anxiety regarding infection and ensure people have access to reliable sources of information.

Put signage on exterior doors referring people to online options or to who they should contact for support.

You should be thinking about and implementing alternative ways to provide worship and ministry to your communities.

This could include:

- regular emails



- podcasts or videos
- use of social media/websites to publish prayers, readings, reflections, music, etc.
- webinars
- telephone trees
- prayer chains
- audio/video conferencing.

The [Provincial](#) and [diocesan](#) websites have links to online worship services and resources. The Ministry Educator has created a folder of resources for people to use to nurture their spirituality and prayer life. Clergy wishing to share their resources with their colleagues in ministry should email The Rev'd Sarah Moss at [sarah.moss@aucklandanglican.org.nz](mailto:sarah.moss@aucklandanglican.org.nz). Clergy wishing to access these resources should contact The Rev'd Sarah Moss for details.

If you would like to implement Zoom as a means of communicating, you can choose a free entry-level account at [Zoom](#) or opt for a more comprehensive account for around \$250 per year by contacting Natalie at [archbishopsea@wtanglican.nz](mailto:archbishopsea@wtanglican.nz).

## STATISTICS OF ONLINE WORSHIP

New 9 April 2020

### HOW DO WE RECORD SERVICE STATISTICS FOR ONLINE SERVICES?

In the life of our church, statistics play a part of telling our story as we seek to understand trends in church attendance and engagement. Importantly, statistics contribute to our annual charities reporting as we fulfil a legal obligation to publicly articulate the role we play in the life of the wider community. The following guidance attempts to create a 'consistent approach' that will contribute to the story of the church during this time.

### WHAT SERVICES DO I COUNT?

Please count all the services that you would usually count if people were gathering physically in any other year. If you are not holding identifiable services, it is not necessary to record anything.

### WHERE DO I RECORD THE FIGURES?

There is no reliable, consistent and accurate method for counting 'attendance' at this time across the diocese. As such:

- In the attendance column of your register – please record only the person 'officiating' at the service and anyone physically present with them (this will usually be a single figure number).
- In the notes column of your register – please record the number outlined in the next section.

If you do not currently have access to your registers, please take notes so that figures can be added once you have access to the physical registers. A template is attached (Appendix B) if this is helpful.

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## WHAT DO I COUNT?

### *'In principle'*

In an ideal world, we would record the number of actual people attending a service. This cannot, however, be measured through all the major platforms. It is important that the statistics collected are consistent so that we can continue to summarise, analyse and use them.

Most platforms can provide the number of devices/computers connecting to a service, so this is the common measure that we will record during this time. We acknowledge that this number will under-represent the real attendance at a service, but this will form a part of the story we tell.

So – the principle – please count the number of ‘connections’ to a service (not the number of people who we might assume are attending through these connections). As examples, this can be applied to the major platforms:

### *YouTube*

Please record the total number of views at the conclusion of the service being posted/recorded (i.e. for a 9am service that lasts for one hour, record the number of views as it stands at 10am).

### *Facebook Live*

Please record the peak viewing numbers, as noted in the top left-hand corner of the screen, during the service.

### *Zoom*

Please record the peak number of devices/phones connected during the service. It is acknowledged that with Zoom it is easier to count actual attendance by ‘counting heads’ on screen – this is, however, not consistent with the other major platforms so does not provide a reliable statistic.

The examples above will not cover every situation right now. Please do your best, however, to apply the principle of counting connections not attendance.

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## POST COVID-19

In the aftermath of this event, it will be important for us, as church, to be able to tell our story. How did we worship and gather? What did we learn? What challenges and discussions will arise from this in terms of our future? How might we want to capture this sort of information into the future to recognise our online communities?

Once we are able to return to physical gathering, there will be a project to collect other data and stories. You are encouraged then, to separately record other statistics that your platform may give you (people reached and engagements on Facebook Live; total attendance on Zoom; total views on YouTube; etc).

The Diocesan Office will look to survey and capture the variety of activities that took place during this period so that we can more fully paint a picture of the life of the church during this time.

## FINANCE AND FINANCIAL SUPPORT

Updated 27 March 2020

Make sure your ministry unit has at least three people able to authorise payments, in case one or more authorised persons becomes unwell.

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### WHAT FINANCIAL SUPPORT IS THERE?

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#### DIOCESAN COUNCIL SUPPORT

Updated 8 October 2021

Diocesan Council believes that businesses and organisations across society have been asked to work within their own resources to meet the current challenges before seeking government support. Those resources exist both in local control and within the control of the Diocesan Council. Ministry units are encouraged to manage as much as possible within their own resources, find ways to cut costs and decide what expenses can be deferred, and to access Diocesan Council support when required.

If ministry units find themselves in a situation where they are unable to meet their basic operational requirements e.g. stipend and other direct costs, payment of lay employees, emergency maintenance, essential operational creditor payments, please talk to us.

Assistance might be as simple as asking Diocesan Council permission to access funds that under normal circumstances might only be available for capital purchases. Or you might need an emergency grant. If your ministry unit does find itself unable to meet its basic operational requirements contact your Archdeacon in the first instance and discuss the situation with them. If you are a LSM Unit, contact your Enabler.

Diocesan Council acknowledges that some ministry units are stretched financially and do not have sufficient reserves to sustain them through this period and has agreed to financially support ministry units in the following ways:

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#### SUPPORT FOR ALL MINISTRY UNITS

Diocesan Council will be providing stipend relief in October and November 2021. The calculation for this relief will be based on the current government wage subsidy allowance and will be reflected as a reduction in the ministry unit's stipend contributions. This will be arranged by the Diocesan Office.

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#### TARGETED FINANCIAL SUPPORT

Diocesan Council has set aside some funds to assist ministry units who do not have any reserves of their own. To apply for this support, ministry units should fill in this [online form](#), along with supporting documents such as relevant financial statements. You may also wish to speak with your Archdeacon or Ministry Enabler about your situation, as they may be able to endorse the application. Applications will be considered on a case-by-case basis and will be processed as quickly as possible.

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## WHAT ELSE WILL DIOCESAN COUNCIL BE DOING?

Updated 17 August 2021

Diocesan Council continues to take a close look at its own costs to see where savings can be made. It is their desire to honour their budget commitments. This includes continuing external grants for as long as possible and monitoring cashflow closely in order to plan for any necessary changes.

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## GOVERNMENT SUBSIDIES

Updated 8 October 2021

As mentioned above, Diocesan Council believes that businesses and organisations should look internally as a priority to access resources, as part of our contribution to the common good.

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## RESURGENCE SUPPORT PAYMENT

New 8 October 2021

Diocesan Council has obtained independent professional guidance regarding whether the diocese is considered a 'commonly owned group' for the purposes of applying for the COVID-19 Resurgence Support Payment (RSP).

Diocesan Council agrees that for the purposes of the COVID-19 RSP, the diocese is considered a 'commonly owned group' and therefore would need to meet the criteria as one group. Ministry units, therefore, should not apply separately for this payment. Any ministry unit which has applied for the RSP should contact the Diocesan Manager as a matter of priority to discuss this.

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## COVID-19 WAGE SUBSIDY LAY

Updated 8 October 2021

Ministry units are encouraged to work within their own resources or to access Diocesan Council financial assistance before seeking Government support.

The Wage Subsidy Scheme supports employers affected by a change in COVID-19 alert levels and their staff to maintain an employment connection and ensure an income for affected employees.<sup>1</sup>

### *Wage subsidy lay employees*

Each ministry unit will need to determine if it qualifies for the COVID-19 wage subsidy. If it does, and wishes to apply, ministry units should apply for the wage subsidy for their own lay employees.

Information can be found on the Work and Income [website](#) and the application form is [here](#). Please note that:

- Ministry units must get consent from each employee for whom they are applying for a subsidy as they will be passing this information to Work and Income. This should be obtained in writing (email is

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<sup>1</sup> [www.workandincome.govt.nz/covid-19/wage-subsidy/index.html](http://www.workandincome.govt.nz/covid-19/wage-subsidy/index.html)  
[www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-financial-support/](http://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-financial-support/)

sufficient) for audit purposes. *See appendix A for an example template of how you could request this. The template also contains a link to Ministry of Social Development Privacy Information for Employees (also [here](#)).*

- The NZBN number is no longer a required field on the form. Please leave this field blank.
- There are a number of details that you will need to provide in the application, such as ministry unit IRD number, IR Customer Name, and details of any affected employees for whom your ministry unit wishes to claim a subsidy.
- TML is able to help provide details such as the ministry unit IRD number, IR customer name, and IRD number of employees. However, TML cannot apply on behalf of ministry units. Your ministry unit will need to complete the application.
- Your ministry unit must be able to comply with the declaration being agreed to. Please read this carefully and if you are unsure about any information they are asking you to confirm, please contact your TML accountant for assistance. Please note you may be audited by the Ministry of Social Development or Inland Revenue in the future about information you have declared.

If the subsidy is received, it must be passed on to the employee via the payroll. TML will be able to assist you on how you record this in your payroll.

Please let the Diocesan Office know if your ministry unit is applying for the wage subsidy. Email [funding@aucklandanglican.org.nz](mailto:funding@aucklandanglican.org.nz).

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## COVID-19 WAGE SUBSIDY CLERGY

Updated 8 October 2021

Diocesan Council has resolved that the diocese will not be applying for any wage subsidies for clergy stipends.

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## COVID-19 LEAVE PAYMENT

Updated 17 August 2021

Information can be found on the Work and Income [website](#).

## EMPLOYMENT

New 27 March 2020

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### WHAT ABOUT THE POTENTIAL IMPACT TO OUR LAY EMPLOYEES?

You may have already started to think about the financial impact of the lockdown and how this will affect lay employees.

Each ministry unit situation will be different and will you need to work through this on an individual basis. It is important to remember that employees and employers must continue to act in good faith and employers must gain agreement from employees on any changes that may be made. This includes taking unexpected

annual leave, reducing hours and income, taking leave without pay. Ensure you are following the latest [employment guidelines](#) regarding paying leave, reduced hours, or what to do if your work situation changes.

If the government wage subsidy is secured, you must pass this onto your employees and make “best efforts to retain employees and pay them a minimum of 80% of their normal income for the subsidised period”<sup>2</sup>.

Redundancies may become unavoidable. If this happens, your ministry unit is still required to consult with employees and act in good faith regarding any proposed changes to their jobs, including the impact of any reduction in income.

Please also refer to the questions as to how Diocesan Council may be able to provide additional financial support.

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## WHAT EMPLOYMENT PROCESSES WILL WE NEED TO FOLLOW IF WE NEED TO MAKE CHANGES TO EMPLOYEE’S WORKING ARRANGEMENTS?

Updated 26 May 2020

More about changing an employee’s working arrangements can be found [here](#). It’s important that you don’t just stop paying your employees.

Any proposed changes need to be agreed by both the employer and the employee.

If your ministry unit intends to keep employees on full pay for now but may need to ask them to take accrued or unpaid leave, you should:

- Clearly explain the reasons for the proposed change e.g. due to the COVID-19 lockdown all ministry units have to be closed and although the ministry unit is committed to trying to retain all employees’ jobs, the impact means it might not be possible.
- Give information about the proposed change and expectations e.g. taking annual leave or unpaid leave (if the employee doesn’t have any accrued leave), reduction in wages.

If your ministry unit needs to make an employee redundant, you are still required to consult with employees and act in good faith regarding any proposed changes to their jobs, including the impact of any reduction in income. That would include advising the employee that:

- Due to the COVID-19 shutdown, the usual services within the ministry unit have been suspended and that this has had a significant effect on the income of the ministry unit. Consequently, the ministry unit is not in a position to retain the current role and propose it be removed. Should this proposal be confirmed, the employment would end in redundancy.
- The notice period set out in the employment agreement along with any remaining accrued leave would be paid out.
- They have the right to seek independent advice on the proposal.
- The person they should contact to discuss the matter and provide any feedback or respond to the proposal, and the date by when it would need to be done.

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<sup>2</sup> Work and Income, [COVID-19 employer support](#)

- The final decision would be made following consideration of any employee response received.

More information about changing an employee's working arrangements can be found [here](#).

## MANAGING COVID-19 PUBLIC HEALTH REQUIREMENTS IN THE WORKPLACE

New 26 May 2020

Follow guidance for business and workplaces based on each Alert Level.

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### LEVEL 4

People are required to work from home.

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### LEVEL 3

People required to work from home unless that is not possible.

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### LEVEL 2

Make sure you are operating safely. You must comply with Alert Level 2 requirements for gathering, events, physical distancing, personal and venue hygiene, and contact tracing.

You should have a COVID-19 specific health and safety plan that is shared with employees, contractors, volunteers, and other building users. Consult with staff and give them the opportunity to provide feedback.

Put signage up to make it clear what people need to do.

Anyone who is sick, including employees, should stay at home.

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### LEVEL 1

Make sure you are operating safely and in line with Alert Level 1 requirements.

Good personal hygiene should be practiced.

More information can be found here:

Worksafe – [Operating safely – what you need to think about](#)

Worksafe – [COVID-19: Information for workers](#)

NZ Government – [Unite Against COVID-19 / Unite for the Recovery](#)

Ministry of Health – [COVID-19 \(novel coronavirus\)](#)

## PRIVACY

### LEVEL 4

When working from home you should ensure that any private or confidential information related to the ministry unit is kept secure.

### LEVEL 3

When working from home you should ensure that any private or confidential information related to the ministry unit is kept secure.

### LEVEL 2

Updated 8 September 2021

While record keeping and contact tracing requirements are in place, you should take care to make sure that privacy rules are followed around the collection and storage of data related to the ministry unit and people visiting the ministry unit/attending services and gatherings.

There are also privacy rules around disclosing who may have or may be suspected of having COVID-19 and who you can or can't tell. See more information at:

Office of the Privacy Commissioner – [Information for hospitality businesses and event organisers](#)

Office of the Privacy Commissioner – [Guidance on mandatory record keeping for contact tracing](#)

Office of the Privacy Commissioner – [Information for employers and employees](#)

### LEVEL 1

Updated 8 September 2021

While record keeping and contact tracing requirements are in place, you should take care to make sure that privacy rules are followed around the collection and storage of data related to the ministry unit and people visiting the ministry unit/attending services and gatherings.

All government privacy rules apply.

## RECORD KEEPING/CONTACT TRACING

Updated 8 September 2021

Record keeping and contract tracing helps to stop the spread of COVID-19 by enabling government and local health agencies to contact anyone who may have been exposed to COVID-19.

Useful information and resources about record keeping and contact tracing can be found here:



## [Unite Against COVID-19](#)

Follow the mandatory Government requirements for record keeping/contact tracing at each Alert Level. You must have safe and secure systems and processes in place so that anyone aged 12 and over visiting the ministry unit and attending services or gatherings can scan in or record their details in electronic or paper-based form.

The systems can include:

- Asking people to scan in using the NZ COVID Tracer app
- Recording the person's details manually on a register
- Providing paper forms for people to fill in their own details and place in a collection box.

These records need to be collected, used, stored, disclosed and disposed of safely and securely. Make sure that paper records/registers are not left in the open where others can see the information. Guidance is available [here](#).

To register for a QR code for the government's COVID-19 contact tracing app contact the Diocesan Office or get it [here](#).

See *Worship Services / Level 2 / Contact Tracing / Record Attendance and Privacy* for more information.

## PROPERTY

Updated 26 May 2020

### INSURANCE

The diocese's insurers have advised that cover will not be affected if damage to buildings occurs or the building warrant of fitness (BWOFF) expires during the lockdown period. The insurers will continue to treat buildings as occupied. They have acknowledged that BWOFF checks cannot be completed at present.

### BUILDING COMPLIANCE

All building owners should leave their fire systems running, including sprinkler systems, as the first line of defence against a fire.

Where a BWOFF cannot be issued because inspection and maintenance procedures have been missed, the building owner can obtain an independent written report which sets out the procedures that have been complied with, those that haven't, the reasons for this and the effects of non-compliance. This can then be submitted to the territorial authority which would consider the degree of non-compliance and what action, if any, to take.<sup>3</sup>

For specific queries, please contact [consentsystem@mbie.govt.nz](mailto:consentsystem@mbie.govt.nz)

<sup>3</sup> Ministry of Business, Innovation and Development, supplied by the Building Consents Team, Auckland Council.

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## COMMERCIAL RENT RELIEF – LANDLORDS

For ministry units holding a commercial lease, a tenant may be able to request rent relief if the commercial lease contains a “no access in emergency” clause. This provides for a fair proportion of rent and outgoings to abate or cease for the period when a tenant cannot access the premises as a result of an emergency.

If your ministry unit is in this situation, consider the following in negotiations with your tenant:

- How you react to this request will be remembered after the COVID-19 crisis is over.
- It may be best to take a proactive approach and negotiate a rent reduction to benefit both parties and share the burden during this time.
- A tenant paying reduced rent may be better than no tenant at the end of the COVID-19 emergency.
- The tenant may be able to access other government relief packages.
- If a tenant has servers or is storing equipment on site, they are effectively still using the building in part.

If you are unsure and need more information, we recommend that you contact Hesketh Henry for legal advice.

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## COMMERCIAL RENT RELIEF – TENANTS

If you hold a commercial lease as a tenant, you may be eligible for a rent relief during the covid-19 period if the lease includes a “no access in emergency” clause. you can seek legal advice if you are in this position and want to pursue this avenue further. it’s always worth considering your existing relationship with your landlord and perhaps approaching them first.

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## RESIDENTIAL RENT RELIEF – LANDLORDS

As a landlord, you may be eligible for the mortgage repayment holiday scheme whereby New Zealand’s retail banks will defer residential mortgage repayments for up to six months for customers financially affected by Covid-19.

Under this scheme, affected customers who apply to their bank will not make principal and interest payments on their loans for up to six months.

Key details:

- Interest on these loans will still accrue, and deferred interest will be added to the principal amount of the loan.
- Banks will assess requests for deferrals case by case.
- Banks each take a different approach so see your bank’s website for details of the process and eligibility criteria.
- Contact your bank for further details or queries about the scheme.<sup>4</sup>

Find out more on the covid19.govt.nz website [here](#).

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<sup>4</sup> [covid19.govt.nz/individuals-and-households/financial-support/](https://covid19.govt.nz/individuals-and-households/financial-support/)

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## ESSENTIAL BUILDING MAINTENANCE DURING LEVELS 3 AND 4

Updated 26 May 2020

Only essential building maintenance can be done under Alert Levels 3 and 4.

If you require essential building work to be carried out and you are unsure who to contact, please email the diocesan Property Manager, [Matthew Gunton](#), who has access to the list of tradespeople permitted to carry out essential work during Levels 3 and 4.

Essential work is defined as:

- work required immediately to ensure the continuation of an essential service, or prevent the failure of an essential service, or
- work required immediately to ensure health, safety and wellbeing of people, or avoid significant environmental harm.

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## BUILDING MAINTENANCE CHECKS

Updated 26 May 2020

We completely understand your desire to check on your buildings during Levels 3 and 4. There is no government guidance indicating this is permitted.

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## REFERENCES

[Building Performance](#)

[Auckland Council](#)

[Unite Against COVID-19](#)

[Radio New Zealand 'Your COVID-19 business questions answered'](#)

## APPENDIX A – COVID-19 WAGE SUBSIDY EXAMPLE TEMPLATE

SEE 'WHAT FINANCIAL SUPPORT IS THERE? COVID-19 WAGE SUBSIDY'.

New 1 April 2020

Example text/wording to request permission from lay employees to provide their details to Ministry of Social Development to apply for the COVID-19 wage subsidy.

Re. COVID-19 wage subsidy

To assist with providing income security for our staff during this uncertain time, [ministry unit name] has decided to apply for the COVID-19 wage subsidy.

In order to apply we are required to provide to the Ministry of Social Development the following information about you:

- your first name
- last name
- date of birth
- Inland Revenue number
- and the number of hours you work e.g. full time/part time

For more information about this click [here](#).

To give your approval please reply to this email using the following statement:

I, [full name] give permission for [ministry unit name] to provide to the Ministry of Social Development: my first name, last name, date of birth, Inland Revenue number, and the number of hours I work for the purpose of applying for the COVID-19 wage subsidy.

If you do not give your permission, we will not be able to apply for a wage subsidy for you.

This is an urgent request, please respond by [time and date].

## APPENDIX B – SERVICE REGISTER EXAMPLE TEMPLATE

SEE 'STATISTICS OF ONLINE WORSHIP'

New 9 April 2020

### SERVICE REGISTER

Ministry Unit:

(name)

Date	Day	Hour	Service	Officiant	Communicants	Attendance	Preacher	Notes
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Note:

The Officiant and others physically present with them

Record the number of connections here. You could also include (in brackets) other useful data that you may be able to collect.

e.g.	09-Apr-20	Maundy Thursday	7.00pm	Night Prayer	J Bloggs	0	2	J Bloggs	<b>37 connections via Zoom</b> (this represented 52 people in total)
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Date	Day	Hour	Service	Officiant	Communicants	Attendance	Preacher	Notes
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## APPENDIX C – GUIDELINES AND POLICY FOR MINISTRY AND WORSHIP DURING COVID-19 ALERT LEVELS

Updated 21 September 2021

The New Zealand Government Te Kāwanatanga o Aotearoa has issued a COVID-19 Alert Level structure. As a diocese we have interpreted the implications of these levels in the life of our Church. In doing this, we seek to provide a plan that:

1. complies with the Government instructions including updated changes;
2. creates clarity for those governing, managing and leading in our Ministry Units; and,
3. meets or exceeds minimum requirements to ensure best practice to protect the vulnerable in our communities.

At each level the guiding principle for all gatherings is related to the table below:

	Level 4	Level 3	Level 2	Level 1
<b>Maximum number - indoors</b>	<b>Not permitted</b>	<b>Not permitted</b>	<b>100</b>	<b>Unlimited</b>
<b>Maximum number - outdoors</b>	<b>Not permitted</b>	<b>Not permitted</b>	<b>100</b>	<b>Unlimited</b>
<b>Online</b>	<b>Unlimited</b>	<b>Unlimited</b>	<b>Unlimited</b>	<b>Unlimited</b>

## Level 4 – Lockdown

Likely the disease is not contained. For more information please refer to the government COVID-19 website

<https://covid19.govt.nz/covid-19/alert-system/>

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Maximum number - indoors	Not Permitted	Home visits/communion	✗	Study groups	✗
Maximum number - outdoors	Not Permitted	Hospital visits	✗	Conferences	✗
Online	Unlimited	Online/Phone calls	✓	Online	✓
<b>LITURGICAL PRACTICES</b>		Home meals delivery	✗	<b>BUILDINGS</b>	
Holy Communion in one kind	✗	<b>GROUPS</b>		Open for personal prayer	✗
Holy Communion in full	✗	Home groups	✗	Access for cleaners	✗
Sharing the Peace	✗	Choir	✗	Access for admin/ministry teams	✗
Singing	✗	Children's groups	✗	Access for facility users	✗
Use of prayer and hymn books	✗	Youth groups	✗	Building/Property inspections	✗
<b>WELLBEING</b>		Prayer groups	✗	Emergency maintenance	✓
High risk people take extra precautions	✓	Online (incl. above groups)	✓	Other maintenance	✗
People who are sick able to attend	✗	Selwyn Centres	✗	Building Projects	✗
Mandatory contact tracing/QR code scanning	✓	Creches	✗	Good venue hygiene	✓
Good personal hygiene	✓	<b>ADMINISTRATION</b>			
Maintain physical distancing (2 metres)	✓	Leadership/Team meetings	✗		
Church staff may work in church offices	✗	Governing Body meetings	✗		
Face covering per government requirements	✓	Online meetings (incl. above)	✓		
<b>FUNERALS AND WEDDINGS</b>		Virtual communications	✓		
Use of church for these services	✗	<b>OUTREACH</b>			
Funerals/Tangihanga	✗	Op Shops	✗		
Cremation/Burials	✗	Local Food banks	✗		
Prayers in the Time of Death	✗	Community gardens	✗		
Online provision of the above	✓	Community gatherings	✗		
Weddings	✗				

## Level 3 – Restrict

High risk the disease is not contained. For more information please refer to the government COVID-19 website

<https://covid19.govt.nz/covid-19/alert-system/>

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Maximum number - indoors	Not Permitted	Home visits/communion	✗	Study groups	✗
Maximum number - outdoors	Not Permitted	Hospital visits	✗	Conferences	✗
Online	Unlimited	Online/Phone calls	✓	Online	✓
<b>LITURGICAL PRACTICES</b>		Home meals delivery	✗	<b>BUILDINGS</b>	
Holy Communion in one kind	✗	<b>GROUPS</b>		Open for personal prayer	✗
Holy Communion in full	✗	Home groups	✗	Access for cleaners	✗
Sharing the Peace	✗	Choir	✗	Access for admin/ministry teams	✗
Singing	✗	Children’s groups	✗	Access for facility users	✗
Use of prayer and hymn books	✗	Youth groups	✗	Building/Property inspections	✗
<b>WELLBEING</b>		Prayer groups	✗	Emergency maintenance	✓
High risk people take extra precautions	✓	Online (incl. above groups)	✓	Other maintenance	✗
People who are sick able to attend	✗	Selwyn Centres	✗	Building Projects	✗
Mandatory contact tracing/QR code scanning	✓	Creches	✗	Good venue hygiene	✓
Good personal hygiene	✓	<b>ADMINISTRATION</b>			
Maintain physical distancing (2 metres)	✓	Leadership/Team meetings	✗		
Church staff may work in church offices	✗	Governing Body meetings	✗		
Face covering per government requirements	✓	Online meetings (incl. above)	✓		
<b>FUNERALS AND WEDDINGS</b>		Virtual communications	✓		
Use of church for these services	✓	<b>OUTREACH</b>			
Funerals/Tangihanga (max 10 people*)	✓	Op Shops	✗		
Cremation/Burials (max 10 people*)	✓	Local Food banks	✗		
Prayers in the Time of Death (max 10 people*)	✓	Community gardens	✗		
Online provision of the above (no limits)	✓	Community gatherings	✗		
Weddings (max 10 people)	✓				

\* The maximum total number of people who can be present is 15. The gathered family group cannot exceed 10 people. Up to 5 more people can be present as clergy, funeral directors, or other staff (e.g. AV technician for live streaming).



## Level 2 – Reduce (updated for Delta variant)

The disease is contained, but the risk of community transmission remains. For more information please refer to the government COVID-19 website <https://covid19.govt.nz/covid-19/alert-system/>

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Maximum number – indoors	100	Home visits/communion	✓	Study groups	✓
Maximum number – outdoors	100	Hospital visits	✓	Conferences	✓
Online	Unlimited	Online/Phone calls	✓	Online	✓
<b>LITURGICAL PRACTICES</b>		Home meals delivery	✓	<b>BUILDINGS</b>	
Holy Communion in one kind	✓	<b>GROUPS</b>		Open for personal prayer	✓
Holy Communion in full	✗	Home groups	✓	Access for cleaners	✓
Sharing the Peace	✗	Choir	✗	Access for admin/ministry teams	✓
Singing	✗	Children’s groups	✓	Access for facility users	✓
Use of prayer and hymn books	✗	Youth groups	✓	Building/Property inspections	✓
<b>WELLBEING</b>		Prayer groups	✓	Emergency maintenance	✓
High risk people take extra precautions	✓	Online (incl. above groups)	✓	Other maintenance	✓
People who are sick able to attend	✗	Selwyn Centres	✗	Building Projects	✓
Mandatory contact tracing/QR code scanning	✓	Creches	✓	Good venue hygiene	✓
Good personal hygiene	✓	<b>ADMINISTRATION</b>			
Maintain physical distancing (2 metres)	✓	Leadership/Team meetings	✓		
Church staff may work in church offices	✓	Governing Body meetings	✓		
Face covering per government requirements	✓	Online meetings (incl. above)	✓		
<b>FUNERALS AND WEDDINGS</b>		Virtual communications	✓		
Use of church for these services	✓	<b>OUTREACH</b>			
Funerals/Tangihanga	✓	Op Shops	✓		
Cremation/Burials	✓	Local Food banks	✓		
Prayers in the Time of Death	✓	Community gardens	✓		
Online provision of the above	✓	Community gatherings	✓		
Weddings	✓				

## Level 1 – Prepare

The disease is contained in New Zealand. For more information please refer to the government COVID-19 website

<https://covid19.govt.nz/covid-19/alert-system/>

CHURCH SERVICES/GATHERINGS		PASTORAL VISITS		EDUCATION/EVENTS	
Maximum number – indoors	Unlimited	Home visits/communion	✓	Study groups	✓
Maximum number – outdoors	Unlimited	Hospital visits	✓	Conferences	✓
Online	Unlimited	Online/Phone calls	✓	Online	✓
<b>LITURGICAL PRACTICES</b>		Home meals delivery	✓	<b>BUILDINGS</b>	
Holy Communion in one kind	✓	<b>GROUPS</b>		Open for personal prayer	✓
Holy Communion in full	✓	Home groups	✓	Access for cleaners	✓
Sharing the Peace	✓	Choir	✓	Access for admin/ministry teams	✓
Singing	✓	Children’s groups	✓	Access for facility users	✓
Use of prayer and hymn books	✓	Youth groups	✓	Building/Property inspections	✓
<b>WELLBEING</b>		Prayer groups	✓	Emergency maintenance	✓
High risk people take extra precautions	✓	Online (incl. above groups)	✓	Other maintenance	✓
People who are sick able to attend	✗	Selwyn Centres	✓	Building Projects	✓
Mandatory contact tracing/QR code scanning	✓	Creches	✓	Good venue hygiene	✓
Good personal hygiene	✓	<b>ADMINISTRATION</b>			
Maintain physical distancing (2 metres)	✗	Leadership/Team meetings	✓		
Church staff may work in church offices	✓	Governing Body meetings	✓		
Face covering per government requirements	✓	Online meetings (incl. above)	✓		
<b>FUNERALS AND WEDDINGS</b>		Virtual communications	✓		
Use of church for these services	✓	<b>OUTREACH</b>			
Funerals/Tangihanga	✓	Op Shops	✓		
Cremation/Burials	✓	Local Food banks	✓		
Prayers in the Time of Death	✓	Community gardens	✓		
Online provision of the above	✓	Community gatherings	✓		
Weddings	✓				

## APPENDICES D AND E – CONTACT TRACING FORMS (SERVICE USE, GENERAL USE AND RECORD KEEPING SLIP)

Updated 8 September 2021

See the following three pages for the forms.

## CONTACT TRACING FORM – Service Use

*For use when people are coming and going for a set event (e.g. a service)*

It is best to have one person enter data on this form to avoid multiple physical contact with pens and forms. This information must not be left in the open where others can see the information.

All visitors/participants must be asked: "Can you confirm you have NOT had any of the following symptoms in the past 3 days: Fever, acute respiratory infection, shortness of breath, cough or sore throat with or without fever."

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SERVICE: \_\_\_\_\_

Surname	First Name	Phone Number	Symptom Free	Verbal Consent to collect information

*This information is being collected to assist in the management of the COVID-19 pandemic. It will be given only to public health officials in the event that it is required for contact tracing. We will not use it for any other purpose and will destroy it after 60 days.*

*It will be kept securely here at [name of the establishment] \_\_\_\_\_.*



## RECORD KEEPING SLIPS – General Use

*Print out copies of the below slips so people can fill in their own details and put into a record keeping box provided by the ministry unit. Attach a copy of the privacy statement to the collection box.*

**Date:**

**Time:**

**Name:**

**Contact Number:**

*This information is being collected to assist in the management of the COVID-19 pandemic. It will be given only to public health officials in the event that it is required for contact tracing. We will not use it for any other purpose and will destroy it after 60 days. It will be kept securely here at [name of the establishment]: \_\_\_\_\_*

## APPENDIX F – FACE COVERINGS

New 17 September 2021

See here for information on how to use a face covering safely:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-use-masks-and-face-coverings-community/covid-19-how-use-face-mask-safely>

# COVID-19



## HOW TO USE A FACE MASK SAFELY

If you choose to wear a face mask – one you purchase or make yourself – you need to know how to use it safely. This includes how you put it on, what to do while wearing it, how to take it off and how to handle it safely after use to avoid the risk of infection.

### SOME KEY POINTS

- ▶ Never share face masks with other people.
- ▶ Face masks should not be worn by young children or anyone unable to remove them without assistance.
- ▶ Face masks should not be worn by people who have trouble breathing.

### WHILE WEARING A FACE MASK

- ▶ Do not touch the front of the face mask. If you do, clean your hands and dry thoroughly.
- ▶ Avoid touching your face, as infection can still be introduced by touching your eyes or if you are not wearing your face mask correctly.
- ▶ Face masks should not be adjusted during use. This includes being pulled up or pulled down below your chin. If you need to remove your mask (for example, to eat) - remove it safely, dispose of it appropriately (or wash if a home-made facial covering or cloth mask) and clean your hands.
- ▶ Replace the face mask if it becomes damp, damaged or soiled.

### HOW TO SAFELY PUT ON A FACE MASK



1. Ensure your face mask is clean and dry and is not damaged.



2. Before putting on your face mask, clean your hands with soap and water or use hand sanitiser (containing at least 60 percent alcohol). Ensure your hands are dry.



3. Place the face mask over your nose and mouth and secure with ties or loops. Make sure the mask fits snugly, moulded to your face and around your nose. Make sure the mask fully covers your nose, mouth and chin. Your mask should be comfortable, with no gaps around the mask and your face, and allow you to breathe easily.

4. Clean your hands again (as above).

### HOW TO SAFELY REMOVE A FACE MASK



1. Clean your hands with soap and water or use hand sanitiser (containing at least 60 percent alcohol). Ensure your hands are dry.



2. Remove the face mask (do not touch the front of the mask) by untying ties or removing loops and pull it away from your face. Be careful not to touch your eyes, nose and mouth when removing your mask.

3. Wash or dispose of it appropriately



4. Clean your hands again (as above).

### SAFELY DISPOSING OF SINGLE-USE FACE MASKS

1. Dispose in a closed lidded bin or place into a bag and seal before putting into a rubbish bin or taking home.
2. Clean your hands after disposing of the face mask (as above)
3. Do not re-use or try to disinfect single-use disposable face masks.

### CLEANING HOME-MADE FACIAL COVERINGS OR CLOTH MASKS

1. Wash fabric masks to highest temperature material can withstand with detergent and water either by hand or in a washing machine.
2. After putting the mask in the washing machine, clean your hands (as above)
3. Dry the mask completely before you use it again. Do not use a damp mask.

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