


St. Stephen Protomartyr Ukrainian Catholic Church		
Guidelines – Vice Chair Directorate		
Title:	Air Aware	
Effective Date:		

1.0 Introduction

These guidelines were prepared to address concerns related to health issues due to the use of scented products for those parishioners and visitors who are affected by environmental sensitivities. The guidelines specify what can be done in our Parish to make it possible for those with environmental sensitivities to be as comfortable as possible. It is recognized that there may be some Parishioners who have larger sensitivities than others, and as a result, part of these guidelines include a method for communicating environmental sensitivities to our Parish that we may not be aware of. These guidelines may need to be regularly updated to achieve best practices.

2.0 Reporting Environmental Sensitivity Issues / Concerns

As a Parish, St. Stephen’s would like to introduce a method of reporting environmental sensitivities experienced in our parish. For anyone who attends our parish, and they find themselves experiencing some level of difficulty due to an environmental sensitivity, we would like to encourage them to report this to our Parish office using any of the following methods:

2.1 Parish Email or Phone:

Parish office email: Office@Protomartyr.ca

Parish office phone: 403-249-4818

** In your message, please be clear on details such as: Your Name, Date, Time, Where, Suspected trigger (perfume, cologne, etc...), suggested solution, and preferred feedback communication method (phone, text, email, etc..).

2.2 Environmental Sensitivity Reports – Office Staff Instructions

Reports which are received by the office will be sent to the attention of the Parish Pastor and Chair of Parish Council. Reports which are received will be dealt with in a respectful manner and on a case by case basis. Our parish appreciates the effort of those who provide environmental sensitivity reports and will do our best to provide a timely response according to the method of feedback communication suggested.

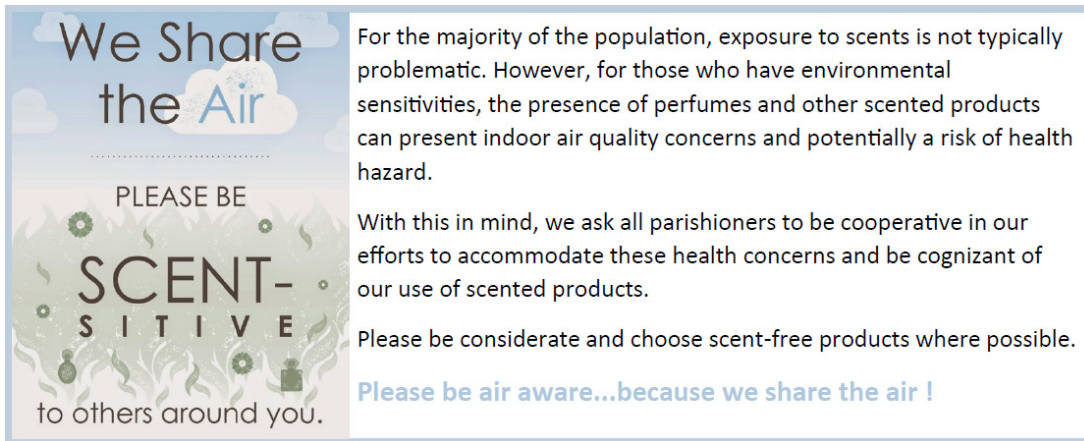
3.0 Parish Communications Guidelines

Implementation of these guidelines requires an appropriate method of communication. The communication strategy specific to our Parish on the “Air Aware” campaign involves the following tactics:

- Bulletin: detailed announcements (once a month for 6 months then once a year thereafter)
- Bulletin: simple announcements (every other week)
- Website
- Signage in church washrooms
- Directors communication with appropriate committees and parishioners

3.1 Parish Announcements (Bulletin) – Once a Month

An “Air Aware” campaign will be implemented as often as needed typically for six (6) months. During this time, we will have a more detailed announcement included in our bulletin once a month. This should help provide our Parishioners with a more constant reminder of the “Air Aware” campaign. This announcement can be sized in a manner which is appropriate for reading and match those of other announcements.



We Share the Air

PLEASE BE SCENT-SENSITIVE

to others around you.

For the majority of the population, exposure to scents is not typically problematic. However, for those who have environmental sensitivities, the presence of perfumes and other scented products can present indoor air quality concerns and potentially a risk of health hazard.

With this in mind, we ask all parishioners to be cooperative in our efforts to accommodate these health concerns and be cognizant of our use of scented products.

Please be considerate and choose scent-free products where possible.

Please be air aware...because we share the air !

3.2 Parish Announcements (Bulletin) – Month (every other month)

The following announcement will be added to the bulletin in the remaining weeks of the month which is intended to be a smaller & simpler reminder. We intend on alternating from a simple announcement to a larger announcement each month to bring awareness to the “Air Aware” campaign. At the end of the campaign this will continue to be used at least monthly.



3.3 Parish Signage

Signage shall be posted in the bathrooms of the Parish, where there may be some who might apply perfumes and colognes. The sign will have a request such as:

“Please refrain from the use of perfumes and colognes. Scented products like these can cause serious health issues for those with environmental sensitivities”

3.4 Parish Website

An “Air Aware” section will be part of the Programs & Groups webpage, which identifies these guidelines.

3.5 Directors Communicating to Committees

Directors in the Parish are encouraged to communicate to appropriate committees under their directorate to be “Air Aware”.

4.0 Parish Activity Guidelines

The following guidelines will be implemented as a means of reducing / eliminating the amount of scented products in our Parish:

4.1 *“Air Aware” Weekly Sunday Liturgy – 5pm*

Our Parish celebrates the Divine Liturgy on Sunday at 5pm with no incense. This offers those with higher sensitivities an option to attend liturgy without incense, and offers the best possible air quality from a Parish perspective.

4.2 *Festal Liturgies – (i.e. Easter & Christmas)*

There are certain special feast days celebrated in the liturgical calendar during which there may be difficulties with those that suffer environmental sensitivities due to the use of incense during the liturgy. We will endeavor to follow strategies listed below to improve air quality and/or accommodate those with environmental sensitivities during such liturgies:

- (a) Control and minimize the use of incense.
- (b) Eliminate the “standing burning kadylo” issue by having altar servers scrape off the residual incense from the charcoal when incensing is finished.
- (c) Use “Scent Free” or “Low “Scent” incense (The incense used by the Eastern Churches generally has less smoke but more scent. The Latin Church often uses incense that has less scent but much more smoke.)
- (d) Provide a designated place for receiving communion that is scent free. An extraordinary Eucharist Minister will be assigned to distribute communion in an area understood to be the best place for distributing communion to those which have environmental sensitivities.

4.3 *Cleaning Products*

Scent free cleaning products are encouraged for use in all areas of the parish facilities if they are available and effective. Currently, scent free soap is used in all washrooms. Scent free products are encouraged for the kitchen, janitorial services and carpet cleaning.