# CORFF CYNRYCHIOLWYR YR EGLWYS YNG NGHYMRU

# CORONAFEIRWS – COVID19

# CANLLAWIAU AR OFALU AM ADEILADAU EGLWYSIG A'U DEFNYDD

Bwriad y nodyn hwn yw rhoi canllawiau clir a syml ar ofalu am adeiladau eglwysig a'u defnydd mewn cyfnod o gyfyngiadau. Mae'r canllawiau'n berthnasol i eglwysi, neuaddau eglwys/ysgoldai ac adeiladau tebyg eraill a'u tiroedd. Nid oes bwriad i'r rhestr fod yn un gynhwysfawr sy'n rhoi sylw i bob sefyllfa bosib, ond yn hytrach mae'n cyflwyno cyfres o egwyddorion arweiniol i gynorthwyo'r broses o wneud penderfyniadau. Bydd tîm eiddo'r dalaith yn parhau i gynnig cyngor am sefyllfaoedd penodol i archddiaconiaid a thimau esgobaethol yn y cyfnod hwn.

**Man cychwyn**

Cyhoeddwyd y canllawiau bugeiliol canlynol gan Fainc yr Esgobion ar 31 Mawrth 2020:

> ***Adeiladau eglwysig***
> *Rhaid i bob adeilad eglwysig fod ar gau hyd y nodir yn wahanol. Mae hyn yn golygu* ***na*** *ddylai eglwysi fod ar gael ar gyfer addoliad cyhoeddus neu weddi unigol.*
>
> *Mae amserau o addoliad wedi'u recordio a'u darlledu'n effeithiol o amrywiol bersondai dros y dyddiau diwethaf, ac mae hyn i'w ganmol. Tra bod rheoliadau Llywodraeth Cymru bellach yn caniatáu i glerig recordio neu ddarlledu gwasanaeth (heb gynulleidfa) o adeiladau eglwysig, bydd penderfynu pa mor ddoeth neu ddymunol yw hynny yn amrywio mewn cyd-destunau gwahanol. Bydd Esgobion unigol yn ymgynghori ymhellach ar y mater hwn gyda'u hesgobaethau unigol, a dim ond yn unol â chanllawiau'r esgobaeth dan sylw y gall hyn ddigwydd, neu gyda chaniatâd penodol Esgob yr esgobaeth.*
>
> *Mae Rheoliadau Llywodraeth Cymru hefyd yn caniatáu i glerigion ymweld â'u heglwysi, ac i swyddogion a gwirfoddolwyr eglwysig eraill ymweld ag eglwysi er mwyn cyflawni dyletswyddau gwirfoddol neu elusennol yn unig, a lle nad yw'n bosib gwneud hynny o'u cartrefi. Felly mae modd i glerigion gynnal archwiliadau safle hanfodol a brys, neu mae modd i berson arall wneud hynny, os yw wedi'i enwebu gan y Periglor, Arweinydd y Weinidogaeth / Ardal Genhadaeth, Deon Ardal neu'r Archddiacon. Gofynnwn i ymweliadau o'r fath fod mor anaml â phosib.*
>
> *Mae Rheoliadau Llywodraeth Cymru yn caniatáu defnyddio adeiladau eglwysig ar gyfer gwasanaethau gwirfoddol hanfodol (fel banciau bwyd sy'n cael eu cynnal yno'n barod, ceginau cawl a llochesi i'r digartref). Gellir hefyd ddefnyddio adeiladau eglwysig, ar gais Gweinidogion Cymru neu awdurdod lleol, i ddarparu gwasanaethau cyhoeddus brys. Dylid cymryd pob cam rhesymol i sicrhau bod arferion pellhau cymdeithasol a rhagofalon hylendid eraill yn cael eu harddel wrth ddarparu'r gwasanaethau hynny. Dylai unrhyw ddefnydd newydd o adeilad eglwysig ar gyfer gwasanaethau gwirfoddol / cyhoeddus hanfodol gael ei gefnogi'n benodol gan y periglor neu Ddeon yr Ardal a'r esgob esgobaethol.*
>
> *Mae swyddogion Corff y Cynrychiolwyr yn cyhoeddi arweiniad pellach ar ofalu am adeiladau eglwysig a'u defnydd.*

Mae'r canllawiau pellach hyn gan y Corff Cynrychiolwyr yn dilyn datganiad diweddaraf Maint yr Esgobion ac yn ystyried y rheoliadau ar ddefnyddio adeiladau eglwysig yn unol â Rheoliadau Diogelu Iechyd (Cyfyngiadau Coronafeirws) (Cymru) 2020.

**Sut dylid rheoli adeiladau eglwysig yn y cyfamser?**

Mae cwmni Ecclestical Insurance wedi cyhoeddi'r canllawiau canlynol:

> *Yng nghyd-destun cau dros dro, dyma'r prif flaenoriaethau i'ch helpu i gadw eiddo eich eglwys yn ddiogel:*
>
> ***Amddiffyn rhag tanau trydanol - diffoddwch y plwg offer trydanol a'i dynnu o'r soced***
> *Dylai offer trydanol gael ei ddiffodd a'i dynnu o'r soced, a dylid ynysu systemau trydanol wrth y prif fwrdd ffiwsiau, ac eithrio unrhyw: larymau tresmaswyr, larymau tân, systemau neu ddyfeisiau diogelwch neu ddiogelwch eraill. Dylid eu cynnal er mwyn sicrhau eu bod yn parhau i amddiffyn yr eiddo yn llawn ac yn effeithiol bob amser.*
>
> ***Gwarchod rhag unrhyw achos o ollwng dŵr***
> *Os na fydd angen i unrhyw un fynd i mewn i eiddo'r eglwys yn ystod y cyfnod cau dros dro, diffoddwch unrhyw gyflenwadau dŵr yn y prif gyflenwad (a lle bo hynny'n rhesymol gwneud hynny, draeniwch y systemau dŵr i lawr).*
>
> *Rydym yn cydnabod nad yw hi bob amser yn briodol diffodd neu ddraenio systemau dŵr. Os yw hyn yn wir dylid cynnal isafswm tymheredd o 7ºC (45ºF) yn yr eiddo os oes modd.*
>
> ***Diogelu eich eiddo***
> *Cofiwch ddiogelu'r eiddo rhag unrhyw fynediad heb awdurdod. Gwagiwch unrhyw wastraff mewnol a gosodwch finiau allanol mor bell â phosib o eiddo'r eglwys.*
>
> *Gofynnwch i unrhyw gymdogion yng nghyffiniau eiddo'r eglwys roi gwybod am unrhyw weithgarwch amheus***.**
>
> ***Ceisiwch wirio'r eiddo o bryd i'w gilydd***
>
> *Os oes modd, trefnwch i rywun fynd heibio'r eiddo eglwysig bob wythnos i sicrhau bod popeth yn dal yn ddiogel, gan gofio dilyn canllawiau diweddaraf y llywodraeth ar deithio pobl/pobl yn symud.*
>
> *A allai pobl sy'n gwneud eu hymarfer corff dyddiol a ganiateir neu'n siopa am hanfodion basio heibio'r eglwys?*
>
> ***Adolygwch eich trefniadau iechyd a diogelwch***
>
> *Ewch ati i adolygu eich trefniadau iechyd a diogelwch, gan ganolbwyntio ar unrhyw ragofalon ychwanegol a allai fod yn angenrheidiol i ddiogelu'r adeilad ac amddiffyn pobl rhag perygl.*

Beth am osod hysbysiad y tu allan i'ch eglwys gyda manylion cyswllt allweddol ac unrhyw wasanaethau ar-lein neu wasanaethau eraill rydych chi'n eu darparu.

**Pwy all ymweld ag adeilad yr eglwys yn ystod y cyfnod hwn?**

Mae archwiliad safle yn bosib mewn argyfyngau neu at bwrpas hanfodol a brys arall, er mwyn sicrhau diogelwch eiddo. Mae'r rheoliadau cyfreithiol sydd mewn grym ar hyn o bryd yn caniatáu i glerig neu arweinydd addoliad ymweld â'i addoldy. At hynny, gall gwirfoddolwr hefyd deithio i ddarparu gwasanaethau gwirfoddol neu elusennol lle nad oes modd gwneud hynny o gartref. Felly, mae'n bosib

i glerig neu unigolyn arall a enwebwyd gan y Periglor, Arweinydd y Weinidogaeth / Ardal Genhadaeth, Deon Ardal neu'r Archddiacon gynnal archwiliadau safle hanfodol a brys. Credwn nad yw'n anghyfreithlon i unigolyn a enwebwyd gan y periglor, deithio i adeilad eglwysig neu i eglwys, ond ni chaniateir teithio oni bai bod rheswm hanfodol a brys dros wneud hynny. Felly, mae archwiliad safle yn bosib mewn argyfyngau neu er mwyn sicrhau diogelwch yr eiddo dan sylw.

Dylid cynnal ymweliadau gyda chyn lleied o gysylltiad â phobl eraill â phosib, a chadw pellter clir o 2 fetr oddi wrth eraill. Dylid ystyried yn ofalus i weld a oes modd ymdrin â'r mater heb fod angen i rywun adael ei gartref o gwbl.

Dylid hefyd ystyried yn ofalus a all un person ar ei ben ei hun ymweld â safle yn ddiogel a chynnal asesiad risg o niwed ym mhob achos. Dylai unrhyw unigolyn a gafodd ganiatâd i ymweld ag adeilad eglwysig wneud y canlynol:

- Rhoi gwybod i rywun wrth adael y tŷ, wrth gyrraedd y safle, wrth adael y safle ac ar ôl cyrraedd gartref
- Cofio golchi ei ddwylo cyn gadael ei gartref ac ar ôl dychwelyd adref (ac yn ystod yr ymweliad, os oes modd)
- Aros ar y safle am gyn lleied o amser â phosib er mwyn gwneud y dasg y cytunwyd arni

Gall fod yn ddefnyddiol i'r sawl sy'n teithio gario llythyr neu gopi o e-bost caniatâd gan y Periglor, Arweinydd y Weinidogaeth/Ardal Genhadaeth, Deon Ardal neu'r Archddiacon er mwyn ei ddangos i'r heddlu os gofynnir amdano.

**Oes modd parhau i wneud gwaith ar yr eglwys neu i dir yr eglwys?**

Rhaid cymryd yn ganiataol na ddylai unrhyw waith ddigwydd mewn adeilad eglwysig neu ar dir yr eglwys ar yr adeg hon, oni bai ei fod yn waith brys a hanfodol. Mae enghreifftiau o waith brys a hanfodol yn cynnwys gwaith atal damweiniau, gwaith i fynd i'r afael â diffygion strwythurol ac i drwsio difrod sylweddol i'r adeiladwaith. Rhaid cadw at reolau cadw pellter bob amser. Os ydych chi'n ansicr, trafodwch hyn gyda Swyddfa'r Esgobaeth neu â'ch Archddiacon fel y gallwch ystyried y camau mwyaf priodol.

Ni ddylai gwirfoddolwyr wneud unrhyw waith corfforol mewn adeiladau eglwysig neu ar dir yr eglwys (e.e. glanhau, troi clociau, torri'r borfa ac ati) ar hyn o bryd, er mwyn osgoi teithio a dod i gysylltiad ag eraill.

**Mynwentydd**
Mae mynwentydd a thiroedd claddu yn parhau ar agor, ond mae'r rhai sy'n ymweld yn debygol o fod yn destun rheolau ymgynnull cymdeithasol. Os oes llawer o bobl yn debyg o fynd i'r fynwent, gellid cynnal trafodaeth gyda'r heddlu ar sut i reoli'r sefyllfa.

**Hawlebau**
Mae'r broses hawleb yn dal ar waith yn ystod y cyfnod hwn. Mae modd gwneud cais ar y System Hawlebau Ar-lein. Dylai bod modd prosesu ceisiadau Rhestr A a B heb unrhyw drafferth. Bydd yn anoddach prosesu ceisiadau hawleb llawn oherwydd y cyfyngiadau cyfredol - felly, bydd cangellorion a chofrestryddion yn penderfynu, ym mhob achos, a gafodd unrhyw gynnig ei ystyried a'i drafod yn ddigonol, a'i fod yn bodloni ysbryd y rheolau cyfansoddiadol, cyn penderfynu a ddylid caniatáu neu wrthod hawleb.

**Corff Cynrychiolwyr yr Eglwys yng Nghymru**

**1 Ebrill 2020**

# THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

# CORONAVIRUS – COVID19

# GUIDANCE FOR THE CARE AND USE OF CHURCH BUILDINGS

This note is intended to give simple, clear guidance for the care and use of church buildings at this time when restrictions apply. The guidance applies to churches, church halls and other similar buildings and their grounds. It is not intended to be an exhaustive list of every possible scenario but a set of guiding principles to aid decision making. The provincial property team will continue to offer advice about specific situations to archdeacons and diocesan teams at this time.

## The Starting Point

The Bench of Bishops published the following pastoral guidance on the 31 March 2020:

> ***Church buildings***
> *All church buildings remain closed until further notice. This means churches must* ***not*** *be open for public worship or solitary prayer.*
>
> *Worship has been recorded and broadcast both commendably and effectively from parsonages over recent days. Whilst the Welsh Government Regulations now permit a cleric to record or broadcast a service (without a congregation) from church buildings, the desirability and advisability of doing so will vary between different contexts. Individual Bishops will advise further on this matter within their respective dioceses and any such events should be held only in strict accordance with those diocesan guidelines, or with the explicit permission of the diocesan Bishop.*
>
> *The Welsh Government Regulations also permit clergy to visit their churches, and for other church officers and volunteers to visit churches only to undertake a voluntary or charitable duty, where it is not reasonably practicable to undertake that duty from home. It is therefore possible for essential and urgent site inspections to be undertaken by clerics, or by another person nominated by the Incumbent, Ministry/Mission Area Leader, Area Dean or Archdeacon. We ask that such visits are kept to an absolute minimum.*
>
> *The use of church buildings for essential voluntary services (such as existing foodbanks, soup kitchens and homeless shelters) is permitted by the Welsh Government Regulations. Church buildings may also, upon the request of the Welsh Ministers or a local authority, be used to provide urgent public services. All reasonable measures should be taken to ensure that social distancing practices and other hygiene precautions are followed while those services are provided. Any new use of a church building for essential voluntary / public services should be expressly supported by the incumbent or Area Dean and the diocesan bishop.*
>
> *Further guidance on the care and use of church buildings is being issued by the officers of the Representative Body.*

This further guidance from the Representative Body follows the latest statement from the Bench of Bishops and takes account of the regulations on the use of church buildings included in The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020.

**How should church buildings be managed in the meantime?**

Ecclesiastical Insurance have issued the following guidance:

> *In the context of a temporary closure, here are the top priorities to help you keep your church property safe:*
>
> ***Protect against electrical fires - turn off and unplug electrical equipment***
> *Electrical equipment should be turned off and unplugged, and electrical systems isolated at the main fuse board, with the exception of any: intruder alarms, fire alarms, security or other risk protection systems or devices. These should be maintained to ensure they continue to fully and effectively protect the property at all times.*
>
> ***Guard against escape of water losses***
> *Where there will be no need to re-enter church property during the period of temporary closure turn off any water supplies at the mains (and where reasonable to do so drain down water systems).*
>
> *We recognise it may not always be appropriate to turn off or drain down water systems. Where this is the case a minimum temperature of 7ºC (45ºF) should be maintained within the property if possible.*
>
> ***Protect your property***
> *Securing the property against unauthorised access. Remove any internal waste and position external bins as far from church property as possible.*
>
> *Ask any neighbours in the vicinity of church property to report any suspicious activity.*
>
> ***Try to periodically check the property***
> *If possible, arrange for someone to visit the church property on a weekly basis to check it remains secure, whilst following the latest government guidelines on travel/movement of people.*
>
> *Could people taking their permitted daily exercise or shopping for essentials pass by the church?*
>
> ***Review your health and safety arrangements***
> *Review your health and safety arrangements, focusing on any additional precautions that might be necessary to secure the premises and protect people from danger.*

You may like to consider posting a notice outside your church with key contact details and any on-line or other services you are providing.

**Who can visit the church building during this period?**

A site inspection is possible in emergencies or for another essential and urgent purpose, such as to ensure the security of a property. The legal regulations currently in force permit a cleric or worship leader to visit their place of worship. Furthermore, a volunteer may also travel to provide voluntary or charitable services where these services cannot be provided from home. It is therefore possible for essential and urgent site inspections to be undertaken by clerics or another person nominated by the Incumbent, Ministry/Mission Area Leader, Area Dean or Archdeacon. We believe it is not illegal for a person, nominated by the incumbent, to travel to a church or church building, but travel should only be for essential and urgent purposes. Thus, a site inspection is possible in emergencies or to ensure the security of a property.

Visits should be done in such a way as to minimise contact with other people and keeping a clear 2 metres distance from others. Careful consideration should be given in each case as to whether the issue can be dealt with without the need for somebody to leave their home.

Careful consideration should also be given to whether a site visit can be conducted safely by a single individual and risk of harm should be assessed in each case. Any person authorised to visit a church building should:

- Inform someone on leaving the house, on arrival on site, on leaving site and on returning home
- Take care to wash hands on leaving home and on returning home (and, if possible, during the visit)
- Stay on site for the minimum time possible to complete the agreed purpose

It might be helpful for the person travelling to carry a letter or email of authorisation from the Incumbent, Ministry/Mission Area Leader, Area Dean or Archdeacon so that this can be shown to the police if requested.

**Can work still be undertaken to the church or church grounds?**

The assumption must be that no work should take place at a church building or within its grounds at this time unless it is urgent and essential work. Examples of urgent and essential work include works to prevent accidents, works to address critical structural defects and works to address critical damage to significant fabric. Distancing rules must be observed at all times. If in doubt, please discuss this with your Archdeacon and Diocesan Office to consider the most appropriate action.

We would discourage any physical work being undertaken by volunteers in church buildings or grounds (e.g cleaning, clock winding, grass cutting etc) at this time to avoid travel and contact with others.

**Churchyards**

Churchyards and burial ground remain open but those who visit are subject to regulations regarding social gathering. If a churchyard is likely to be heavily visited, a discussion could be held with the police over how to manage the situation.

**Faculties**

The faculty process remains in operation at this time. Applications can be made on the Online Faculty System. List A and B applications should be able to be processed without

difficulty. Full faculty applications will be harder to process because of the current restrictions and chancellors and registrars will decide, in each case, whether any proposal has been adequately considered and consulted upon and meets the spirit of the constitutional rules before deciding whether to grant or refuse a faculty.

**Representative Body of the Church in Wales**

**1st April 2020**