

## **ST BERTELINE & ST CHRISTOPHER'S CHURCH GUIDANCE FOR RE-OPENING FOR WORSHIP**

In line with Church of England guidelines, we are preparing to re-open the church for services. Initially, this will be on a Sunday morning for a short service of said Holy Communion. In order for this to happen we need to ensure that our church is clean and safe, and that physical distancing and hygiene guidelines are observed at all times.

Nevertheless, we want to ensure that we provide a space for people to enjoy the peace with time to pray and delight in God's presence. When the church re-opens, it will no longer be open on a Saturday for private prayer, and our on-line Sunday worship will continue weekly live over Facebook. Seating will be arranged in various arrangements to accommodate a single person, 2, 3 or group of 4. Online booking will be required prior to attendance; for those unable to access the online booking, they will be able to book via the Church Administrator.

A minimum of 2 x stewards will be required at services to ensure that guidelines are adhered to, and that the necessary post-service sanitisation happens.

### **GUIDELINES FOR STEWARDS:**

- Please arrive 15-minutes prior to the start of the service.
- Please wear a suitable face covering and use the hand sanitiser.
- As people arrive, welcome them and invite them to use the hand sanitiser.
- Offer them a face mask if they are not wearing a face covering, or a face shield if they are unable to wear a face mask.
- Record contact details on form provided for the purpose (*this information will be held for 21-days as part of the government's test and trace procedure*).
- Enquire what seating they have pre-booked (*chairs will be laid out in various groupings*).
- Show them to their relevant seating. If there are children in their group, tactfully remind them that they must remain in their seats.
- If a queue should form outside the church, remind people to maintain social distancing guidelines of 2-metres.
- *Unfortunately, we cannot accommodate pushchairs/prams at this time and they should be left outside.*
- If anyone arrives who has not made a booking, and there are spaces available (see note below for Church Wardens), you can show them to unallocated seating.
- There is nothing to be handed out, all the information the congregation will require will be displayed on screen.
- The congregation will exit via the fire door adjacent to the vestry.
- Post service: chairs, fire-door push bars, door handles, light switches and any other surfaces that may have been touched will need to be sanitised using the products provided, this will include the toilets.

### **GUIDELINES FOR CHURCH WARDENS:**

- Please advise stewards if there are any unallocated seats.
- Only the Celebrant should enter the Sanctuary.
- Place the collection money in the safe.
- Sanitise surfaces in the vestry.
- Sanitise any equipment that has been used during the service, e.g. computer.

### **GUIDELINES FOR THE CELEBRANT:**

- The Celebrant will be responsible for setting up/down the altar for Holy Communion and lighting/extinguishing candles.