

Opening the Church for Public Worship Policy

Updated 19 July 2021 for Step 4

1 Introduction

The worship of Almighty God and the celebration of the Eucharist are at the heart of the Church's life. The purpose of this policy, alongside the Risk Assessment for Opening Church Buildings to the Public, is to allow us to resume public worship whilst keeping those who attend and participate in that worship as safe as possible.

This revised policy covers the summer from the lifting of restrictions (19 July) until the proposed new service pattern commencing 5 September. We will review before 5 September, when we hope to be more permissive.

The latest science makes clear that the virus is principally spread by particles in the air, and that there is little or no evidence of it being spread by, for example, frequently touched surfaces. This heavily revised policy therefore concentrates on ensuring that social distance can be maintained where possible, that face coverings continue to be worn, and that the church building is well ventilated.

Summary of proposed changes for the summer:

- Continue using alternate pews in the nave to encourage continued social distancing.
- Discontinue one-way system.
- Continue with ticketing for 9am and 10am only.
- Continue with sidesmen seating people at 9am services if large numbers are expected. Otherwise allow people to seat themselves, asking people to be respectful of other peoples' desire to maintain social distance. Discontinue duty warden overseeing departures.
- Introduce sung *Gloria* and *Oh oh oh* at 9am, and hymns at 11am.
- Orders of service (and hymn books) to be available at 8am and 11am.
- Hassocks to be available for kneeling.
- Distribution of Communion to be restored to its proper place in the liturgy at all services.
- Discontinue cleaning surfaces between services.
- Wearing of face coverings to be expected during services and events, especially when moving around or singing.
- Introduce (cold) refreshments after 11am

2 Sunday service times

Time	Service	Target audience
8am	Holy Communion (BCP)	8am
9am	Service of the Word (with music) on 1 st , 3 rd and 5 th Sundays Eucharist (with music) on 2 nd and 4 th Sundays	9.15am
10am	Eucharist (with music) on 1 st , 3 rd and 5 th Sundays Service of the Word (with music) on 2 nd and 4 th Sundays No 10am during August	
11am	Eucharist (with music) (live-streamed on YouTube)	10.30am

3 Midweek services

11am Holy Communion on Wednesdays, and 9am Eucharists on Feast Days.

4 Social Distancing

Continue using alternate pews in the nave to encourage continued social distancing.

One way system will cease to be in use.

Doors and windows to remain open to increase ventilation.

5 Tickets for services

Continue with ticketing for 9am only. (Propose to discontinue ticketing from 5 September.)

Tickets will be made available from 5pm Monday for the following Sunday. A link to a website where tickets can be applied for will be sent out using the mailchimp ([subscribe here](#)), and available on the parish website. The system will be live until 12noon on a Thursday.

6 Test and Trace

The Government encourages use of the Test and Trace system. QR code and forms will be provided.

7 Entering the church

Continue with sidesmen seating people at 9am services if large numbers are expected. Otherwise allow people to seat themselves, asking people to be respectful of other peoples' desire to maintain social distance.

8 Exiting the church

People to leave church unsupervised.

9 Liturgy and Worship

Congregational singing will be permitted. Members of the congregation will be expected to wear masks when singing. Initially we will include congregational singing as follows:

- 8am: no singing
- 9am: Sung Gloria, and Oh Oh Oh during the Offertory
- 11am: Hymns

We hope to introduce more singing in the autumn.

We will continue not to share the Peace physically for the time being.

Orders of service (and hymn books) will be used at 8am and 11am. Duty warden and sidesmen to sanitise hands before handing out. These will be interim orders of service. Also made available to download from website.

Hassocks to be available for kneeling.

Collections will not be taken during services. You can give a one-off donation online [here](#), or find out about setting up a standing order [here](#), or use the contactless payment point.

At the 0915-style services children will not be invited to the front for the gospel reading and talk, as we are unable to do this while maintaining social distancing. **Continue this for now.**

10 The Eucharist

The Eucharist is the source and summit of the life of the Church. While it is a means of God's grace it is also at the same time a physical ritual with shared food and drink. In order for us to celebrate the Eucharist as safely as possible we will be putting the following measures into place:

Each member of the clergy will have their own allotted vessels, vestments and space to robe

The high altar will be used for all celebrations of the Eucharist for the time being

Those preparing the vessels and the elements (the bread and wine) must wash or sanitise their hands before touch any shared objects or consumables.

People's hosts (the small bread wafers) must be covered until the distribution, including during the Eucharistic prayer, on or in a separate vessel from that used for the priest's host.

The elements will not be brought forward by representatives of the congregation at the offertory

The celebrant's altar book will be on a portable lectern

The deacon will sit in the curate's stall and proclaim gospel from lectern

At the offertory the celebrant will sanitise their hands and prepare the altar him/herself, with the help of a server

People's hosts *must* remain covered during Eucharistic prayer

On Sundays, After the celebrant has received Holy Communion he/she will show the sacrament to the congregation using the words 'The Body of Christ', to which those who intend to receive Communion respond 'Amen'.

Distribution of Communion to be restored to its proper place in the liturgy at all services.

The celebrant will wear a face-covering during the distribution of communion, and sanitise and after putting on and taking the face-covering.

Communicants are to receive standing, with arms outstretched and palms flat, over a small table to ensure as much social distance as possible.

Communion will be administered in one kind (the bread) only.

Words of administration (and Amen) will not be used during the distribution

Blessings will be given by priest making the sign of the cross in the direction of those being blessed.

At services which were due to be a Eucharist but for which a priest is not available, Communion may be administered from the Reserved Sacrament by a deacon or other authorised minister. The Bishop of Edmonton has granted permission for Communion by Extension.

11 Cleaning

The church will be professionally on Sunday, Tuesday and Saturday evenings.

12 Signing in for school admissions

From 4 April 2021 parents will need to 'sign in' to provide evidence of attendance for school admissions references, using a QR code on exit.

13 WCs and baby changing facilities

These are available in the church hall.

14 Microphones

Each member of the clergy or ministry team will have an allocated radio microphone for each Sunday

The lectern and pulpit microphones will be left on so that there is no need for users to turn them on and off

15 Children's groups

Sunday School will take place during the 10am and 11am services. Please see separate document and risk assessment for details.

16 Face coverings

Wearing of face coverings to be expected during services and events, especially when moving around or singing.

People may remove their face covering to receive Holy Communion.

Those leading worship should not wear a face covering, except in situations when social distance cannot be maintained (e.g. distribution of Holy Communion)

Those assisting in worship by preaching, deaconing, reading, leading intercessions and cantoring, do not need to wear a face covering when they have a speaking role.

17 Refreshments

During August we intend to serve cold drinks (e.g. homemade lemonade) after 11am service outside or in church hall, depending on availability of volunteers.

Annexes follow on next page.

ANNEX 1: Diagram of church with available seating and access

No longer needed.

ANNEX 2: Duty Warden and Sidesmen Duties

At 7.30am

Duty Warden:

1. Enters through vestry entrance (sanitise)
2. Turn on lights
3. Open Warden's Vestry
4. Turn on sound system
5. Unlock Warden's Vestry fire exit
6. Open north and west doors
7. Turn on nave lights
8. Place Test and Trace box
9. ~~Ring bell for 1 minute at 7.45am~~ This can now happen at 7.55am as previously.
10. **Either now, or before the I am service, put hymn numbers on both hymn boards. Numbers can be found on hymn sheet on notice board.**

15 minutes before services

For ticketed services (9am, and only when larger numbers expected)

- Duty Warden to east end of nave
- ~~Sidesman to open roped-off entrance 15 minutes before service begins~~
- Sidesman to stand just inside or just outside west door
- Sidesman to welcome worshippers, check tickets, and direct them towards the Duty Warden in the aisle (unless they have a Gallery ticket, in which case direct them upstairs). Tickets will clearly state 'Nave', 'Gallery' or 'Choir Stalls'.
- Duty Warden to direct people to their seats in the Nave. Fill from the front of church, accessing pews from main aisle.
- Duty Warden also to direct people their seats in the choir stalls, if being used. Each choir stall has space for either two individuals OR for one group of 2+.
- Wheelchair users should be placed behind the back left pew. This pew should only be occupied by members of the wheelchair users' households.
- We will try to keep the back pew right reserved for newcomers without a ticket. Once this pew is full, please ask other newcomers to return for a later service, or go to our website to book next week.

For unticketed services

- Allow people to seat themselves
- As the building becomes fuller, or if people arrive late, help people find an available seat

During the service

- ~~Sidesman to rope off entrance once service has begun~~
- Duty Warden and Sidesman have reserved seats by the font
- Duty Warden to count number of adults and children as usual

Holy Communion

- Duty Warden to stand level with front pew, facing the altar
- Gesture to people to move to Communion emptying the pews from the front in this order: nave front left, nave front right, nave back left, nave back right, gallery. At this point Duty Warden and Sidesman receive

Holy Communion. Celebrant then moves round the table, and Duty Wardens invites people from the choir stalls to come forward.

- ~~Sidesman remains at west door to prevent people from the next service entering.~~

Services which do not include Holy Communion

- ~~Duty Warden to supervise exit of building in the same order as if Holy Communion was being distributed~~

Between services

- ~~Duty Warden and Sidesman use gloves, spray cleaner and disposable towels to clean frequently touched areas: pew desks in nave, gallery (if used), choir stalls (if used), and curate's stall (if different preacher/deacon) at next service.~~
- ~~Also using gloves, spray cleaner and disposable towels sidesman cleans frequently touched surfaces in the WC in the hall. (Only necessary between 9am and 10am services, and 10am and 11am services.~~
- ~~Clean PowerPoint operator's remote control~~
- ~~Handles and door plates on north and west doors only if they have been opened and closed~~
- ~~Railings to stairs to car park~~

After the final service

Duty Warden:

- Place cash collection in an envelope marked with today's date to go in safe
- Empty Test and Trace slips into an envelope marked with today's date to go **in office postbox**
- Add attendance figures to service register using pencil provided (do not use pen)
- Reverse 7.30am procedure

Face coverings

Duty wardens and sidesmen should **continue to** wear face coverings when in church.

Note: The contactless donation point can remain in its place against the pillar permanently.

ANNEX 3: Music at services

9am/10am

Before the service

- Quiet piano music from 8.55am*
- At 9am, slight crescendo as people stand and the celebrant and other minister enter
- Stop playing when celebrant reaches the chair

Congregational singing

- Recorded *Gloria in excelsis* will be used, with **singing and actions**
- **Oh oh oh at Offertory**

During Communion (when a Eucharist) or after the Blessing and Dismissal (when a Service of the Word)

- Quiet piano music*

* at these times the music being played or sung should not be so loud as to cause people to raise their voices above the volume of normal conversation

11am, with choir

Congregational singing

- **Entrance, offertory and recessional hymns, and Gospel Alleluia**

Choir

- **Anthem during Communion**

ANNEX 4: Saturday preparation for Sunday services

Saturday prep should be carried out on a Saturday before 12noon if there is a baptism at 2pm, or otherwise before 4pm, to allow for cleaning on Saturday evening.

- Enter church by vestry entrance (sanitise)
- Remove dust covers from high altar only – fold and place in servers' vestry
- Check oil-filled candles (high altar, and large standard candles only) and refill if necessary
- Remove wooden cross from high altar, and place on Lady Chapel altar
- Place candlesticks on high altar and large cross on gradine
- Change aumbry lamp if necessary
- Prepare credence table with small cruets of wine and water, lavabo jug with water, bowl and towel*
- Prepare chalice(s) and priest's paten(s) with purificator, priest's host, pall and corporal for the following day's celebrant(s) (see rota). It should be clear which chalices and patens belong to whom.*
- Do not place burse and veil, or corporal, on the high altar.
- (Ciborium/large paten with people's hosts will be prepared by the celebrant for each Eucharist)
- Place the missal stand on the south side of the high altar
- Turn the page in the Book of Remembrance (key underneath)
- Place hand sanitisers on credence table, front of nave and chancel step
- Refill hand sanitisers at west and north doors, vestry door, vestry, credence table, front of nave and chancel step (stock in vicar's vestry)
- Remove used candles from votive candle stand and replace with new candles
- Remove soaked purificators from bowl in vestry, and hang to dry
- Dispose of purificator water in the piscina to the right of altar, and refill bowl
- Before leaving church ensure that all lights (except aumbry and Lady Chapel sanctuary lamp) are switched off, and that that the safe, clergy vestry door and outer vestry door are locked. (Sanitise on exit.)

* Hands must be thoroughly washed (20 seconds) or sanitised before these tasks

When a baptism is to take place on Saturday afternoon:

- Place baptismal shell (kept in safe) on font
- Place Oil of Chrism (CHR on lid) (in small black case on top shelf of safe) also on font
- Place Oil of Catechumens (CAT) on Vicar's stall, with a lavabo towel
- Place a Baptism Candle at the base of the Paschal Candle

ANNEX 5: The Celebrant/Officiant

In addition to the measures outlined in the main part of this document, the celebrant or officiant at each service should (*italicised statements refer only to celebrations of the Eucharist*):

Before the service:

- Sanitise hands
- *Prepare a separate ciborium or paten for each celebration, placing sufficient people's hosts on the ciborium/paten, which must then remain covered by a lid/pall until the distribution of Communion.**
- *Set out vessels on credence table.**
- Light the altar candles
- Press play on the bells recording five minutes before each service (except at the 8am)
- Ensure correct PowerPoint presentation is on the screen
- Ensure remote control USB is inserted in laptop, and that remote control is turned on (before 8am only)

During the service:

- Maintain social distance from others
- *Not kiss the altar at the beginning and end of the celebration*
- *Sanitise his/her hands at the offertory, after performing the lavabo*
- *Wear a face covering for the distribution of Holy Communion*
- *Sanitise his/her hands before and after putting on and taking off face covering*

After the service:

- ~~Not greet people at the door~~
- *Place purificator in bowl of water in vestry*
- *Place lavabo towel in laundry basket in vestry*
- *Wash communion vessels and return to safe*
- Sign the register
- Ensure bell sound system is turned off (last service only)
- Sanitise hands

* Hands must be thoroughly washed (20 seconds) or sanitised before these tasks

A face covering should not be worn while officiating at services, but should be worn before, after and between services.

ANNEX 6: Preachers and assisting ministers

To enable social distancing, there will normally be no more than one minister in addition to the celebrant/officiant.

The assisting minister will robe in a separate room from the celebrant/officiant

The assisting minister will sit in the curate's stall during the service

If preaching from the pulpit, the preacher makes his/her way moving between the celebrant and the front pew of the nave. Do not use the route via the Lady Chapel, which is blocked off.

The deacon at the Eucharist should proclaim the gospel from the lectern, and should not kiss the Book of Gospels.

The deacon should accompany the celebrant to the altar at the offertory, maintaining social distance, but not prepare the altar or carry out the ablutions.

Face coverings should be worn by preachers and assisting ministers, but should be removed when preaching/speaking.

ANNEX 7 Readers and intercessors

~~Readers and intercessors will have a reserved seat either at the front of the nave or in the choir stalls~~

~~Readers will be emailed the text which they are to read in advance, and should bring their own copy of the text with them either in their own bible, printed out, or on a tablet/device.~~

Readers and intercessors will read from the eagle lectern. The microphone will not require turning on or off.

Face coverings should be worn by readers and intercessors, but should be removed when speaking.

ANNEX 8 Servers

From September we will have one server at every celebration of the Eucharist on a Sunday.

Before the service

Arrive 15 minutes before the service is due to start

Put on alb.

Prepare chalice, with purificator, small paten and priest's host, pall, and corporal. Note that each priest has their own chalice assigned to them in the safe. Check rota in servers' vestry to see who is celebrating. **(It is essential that hands are sanitised directly before this task, and that a face covering is worn.)**

Prepare ciborium/small chalice/large paten with people's hosts as shown below. This should then be covered with lid or pall until the distribution of Communion. **(It is essential that hands are sanitised directly before this task, and that a face covering is worn.)**

- 8am: 20 hosts
- 9am/10am: 40 hosts
- 11am: 80 hosts

Light altar candles (8am only).

Be ready 5 minutes before the service is due to start, so that the celebrant can use the vestry to vest and prepare.

During the service

After the vestry prayer, process to the altar from the servers' vestry

Sit/stand at the chair to the left of the altar, by the aumbry

At the offertory, sanitise hands, and assist the celebrant in the preparation of the altar

Sanitise hands before receiving Holy Communion

After the distribution of Holy Communion, assist the celebrant in the ablutions

Processions at the end of the service now to west door

After the service

Place purificator in bowl of water in vestry

Wash vessels

Replace lavabo towel

Keep pall and corporal with chalice, as these are re-used by the same celebrant

Extinguish altar candles (I I am only)

Also note:

~~Servers should store their albs at home from now on. Please take your alb home after you have served for the first time.~~

Face coverings should be worn by servers while they are in church, and should only be removed if/when they have a speaking part in church. Face coverings should be plain in style.

COVID-19 Privacy Notice

List of Clergy, Staff and Visitors to Church buildings

This notice explains how information about you will be used temporarily by the Parochial Church Council of St Paul's, Winchmore Hill during the Covid-19 pandemic crisis so we can put in place a list of clergy, staff and visitors to the church building/s, as requested by the Government in support of NHS Test and Trace.

1. Who we are

Parochial Church Council of St Paul's, Winchmore Hill are the data controller (contact details in section 7. below). This means we decide how your personal data is used and why.

2. The information we collect about you and why we need it

Although we may have your contact details already for our usual work the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone numbers of all clergy, staff and visitors who visit/use our church building/s in order to support NHS Test and Trace. This is specifically in relation to contact tracing, which is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

For more information about Test and Trace, and how they will use your personal details, please see the Government guidance website: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

In summary, Test and Trace:

provides testing for anyone who has symptoms of coronavirus to find out if they have the virus;

gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and

alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

This is voluntary, and you don't have to provide your details, however, if you do, they will only be used for the purpose of sharing them with NHS Test and Trace.

3. Lawful basis

We will use your information lawfully, as explained below:

Consent – We need your consent in order to collect your name and contact telephone number and share this with NHS Test and Trace if requested. You will give us your consent by providing your details in the List/Form.

Explicit consent – We need your explicit written consent to collect your data on the basis that you may have revealed a religious belief by using our church building/s. You will give us your explicit consent by completing the List/Form.

You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for this purpose, however, once we have given your details to Test and Trace we will no longer be able to prevent processing. To contact us, please see our contact details at 7. below.

4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with NHS Test and Trace if requested.

Personal data that is collected will be used only to share with NHS Test and Trace. It will only be used for the purpose specified in this Privacy Notice.

5. Data Retention

We will keep your name and telephone number for a maximum of 21 days and will dispose of it after this period.

6. Your Legal Rights

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

The right to be informed about any data we hold about you;

The right to request a copy of your personal data which we hold about you;

The right to withdraw your consent at any time, while the [*name of church body*] still has your data;

The right to request that we correct any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for us to retain such data;

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another.

7. Complaints and queries

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below.

The Parish Office, Church Hill, London, N21 1JA office@spwh.org 020 8886 4290

If you do not feel that your complaint has been dealt with appropriately, please contact

The Parish Administrator (details above)

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or <https://ico.org.uk/global/contact-us/>