

## Opening the Church for Public Worship Policy

July 2020 (Updated 3 August 2020)

### 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 wish to attend and participate in that worship as safe as possible.

### 2 Sunday service times

A temporary Sunday service pattern with three services took effect from 26 July, which has now been increased to four services, and is planned to increase to five from September.

Time	26 July, 2, 9, 16, 23 and 30 August	From 6 September	Target audience
8am	Holy Communion (BCP)	Holy Communion (BCP)	8am
9am	Family Eucharist (with music)	Service of the Word (with music) alternating with Eucharist	9.15am
10am	Family Eucharist (with music)	Eucharist (with music) alternating with Service of the Word	
11am	Eucharist (with music)	Eucharist (with music) (broadcast)	10.30am
12noon		Eucharist (with music)	

These service patterns are provisional, and will be adapted as necessary moving forward.

### 3 Social Distancing

Unavailable pews have been roped off, and available pews clearly marked, to ensure social distancing between different households.

The west door will entrance only, and the north door exit only.

There is a one-way system in operation round the church.

### 4 Tickets for services

To prevent overcrowding and the possibility of people being turned away, for some of our services a ticketing system will be in operation.

The 8am and 12noon services will not be ticketed initially.

The 9am, 10am and 11am services will be ticketed.

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. Because of the complexities of seating differently sized groups of people, this is an application system, rather than reservation. The

Parish Administrator will allocate tickets, which will be sent out normally within 24-48 hours of the application being made. If a service becomes fully booked, the Administrator will offer tickets to another service, or, in the event of all services becoming fully booked, additional services will be arranged. Our aim is that no-one who desires to attend public worship should be denied the opportunity.

The system will be live until 12noon on a **Thursday**.

Those who are unable to access the online system should either

- a) arrange for someone else to apply for a ticket on their behalf, or
- b) telephone the parish office on 020 8886 4290 on a Tuesday between 10am and 12noon.

**We will try to keep** a small amount of unreserved seating available at the 9am, 10am and 11am services for newcomers only.

When applying for a ticket there will be an opportunity to state any access needs. Space is available at the back of the nave, close to the level access, for wheelchair users. We ask that babies and small children are brought in slings or carriers wherever possible, and not buggies or prams.

Tickets will be emailed as a PDF attachment, and will state which part of the church you will be sat in (nave, gallery or choir stalls), but not which pew. (See *Entering the church* below.) Tickets should be brought to church either printed or on a phone/tablet.

## 5 Test and Trace

Government guidance encourages churches to keep records of those who have attended worship for Test and Trace.

Details obtained through ticket applications will be kept for 21 days (See Annex 7 Privacy Notice)

For unticketed services, a card and pencil will be available for you to complete and place into a box as you leave the church.

While we encourage people to cooperate with Test and Trace, we also realise that individuals have the right to attend public worship anonymously.

## 6 Entering the church

The west door (the door facing the car park) is the only door for entering the church.

Please maintain 2m between households when waiting to enter the church.

The church will be open 15 minutes before each service.

On arrival at church you should show your ticket to the sidesmen, who will direct you to the nave, gallery or choir stalls.

The Duty Warden will show people in the nave to their seats, filling up from the front. Please note that it will not be possible to choose where you sit. This is to enable us to ensure social distancing for attendees and volunteers.

While waiting to be shown to your seat, please maintain social distancing from other households.

The Duty Warden will also show people in the choir stalls to their seats.

Attendees in the gallery can make their own way to their seats. Notices in the gallery will make it clear where to sit.

## 7 Exiting the church

The Duty Warden and Sidesman will direct the staggered exit from the church. Follow the one-way system to the north door (the door facing Church Hill), which is exit only.

People with access needs which mean they cannot leave through the north door are asked to wait until everyone else has exited the building, before leaving via the west door.

The order for leaving the church is: nave front left, nave front right, nave back left, nave back right, gallery, choir stalls.

To avoid overcrowding at exits, clergy will not be able to greet people as they leave church. If you need to speak to a member of the clergy, please contact them using the contact details on the parish website.

## 8 Liturgy and Worship

We will be making a number of changes to our liturgy to ensure social distancing and good hygiene.

Services will be roughly 30 minutes long, to enable us to have more services while our capacity is significantly reduced.

Clergy will process in and out directly from the vestry

Congregational singing is not permitted. The organ will be used and a cantor may sing at some services.

You are encouraged to join in spoken parts of the service at a normal speaking volume, but not to project your voices or to shout responses.

The Peace will not be shared.

Texts for the services will be available on the screen. Individual orders of service and notice sheets will not be available. For those who are partially sighted and those sitting in the choir stalls, orders of service will be available to download from our website, and can be printed at home or read from a phone or tablet.

Those with particular roles in the liturgy (readers, intercessors, cantors, PowerPoint operators) will have reserved seats, and are asked to bring their own readings, sheet music, etc, with them.

Hassocks (kneelers) will not be available. Please bring your own cushion if you need something to kneel on.

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](#).

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. These services will still be aimed at young children and their families.

## 9 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

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.

Immediately before and during the Eucharist only the celebrant (the priest who presides at the Eucharist) should touch the vessels and elements.

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

Initially we will not be using altar servers.

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

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

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'.

Communion to be administered at the end of the Eucharist at the east end of the nave.

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

Communicants will be instructed by the Duty Warden to leave their pews and move forward to receive Communion, and let will take coats, bags, children, etc with them as they will not return to their seats after Communion, but leave via the north door. The order for people to move forward for Communion can be found in Annex 2.

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

Communicants will depart from the building as soon as they have received Communion

**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.**

## 10 Cleaning

The church will be professionally cleaned every Saturday.

The Duty Warden and sidesmen team will clean frequently touched surfaces (tops of pews, door handles, railings, etc) between each service.

## 11 Signing in for school admissions

While Sunday services are not an obligation we are not expecting parents to 'sign in', and references will not take into account this period. We will let you know as soon as this changes, so please make sure you are signed up to our [mailchimp newsletter](#).

## 12 WCs and baby changing facilities

Initially these will not be available, but we hope they will be by September. Note that services will only last 30 minutes.

## 13 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

## 14 Children's groups

We hope that 1030-style children's groups will resume in September. Meanwhile, children are very welcome at all of our services.

## 15 Face coverings

From 8 August it is mandatory for all those attending public worship to wear face coverings at all times, unless they are exempt.

People should remove their face covering to receive Holy Communion.

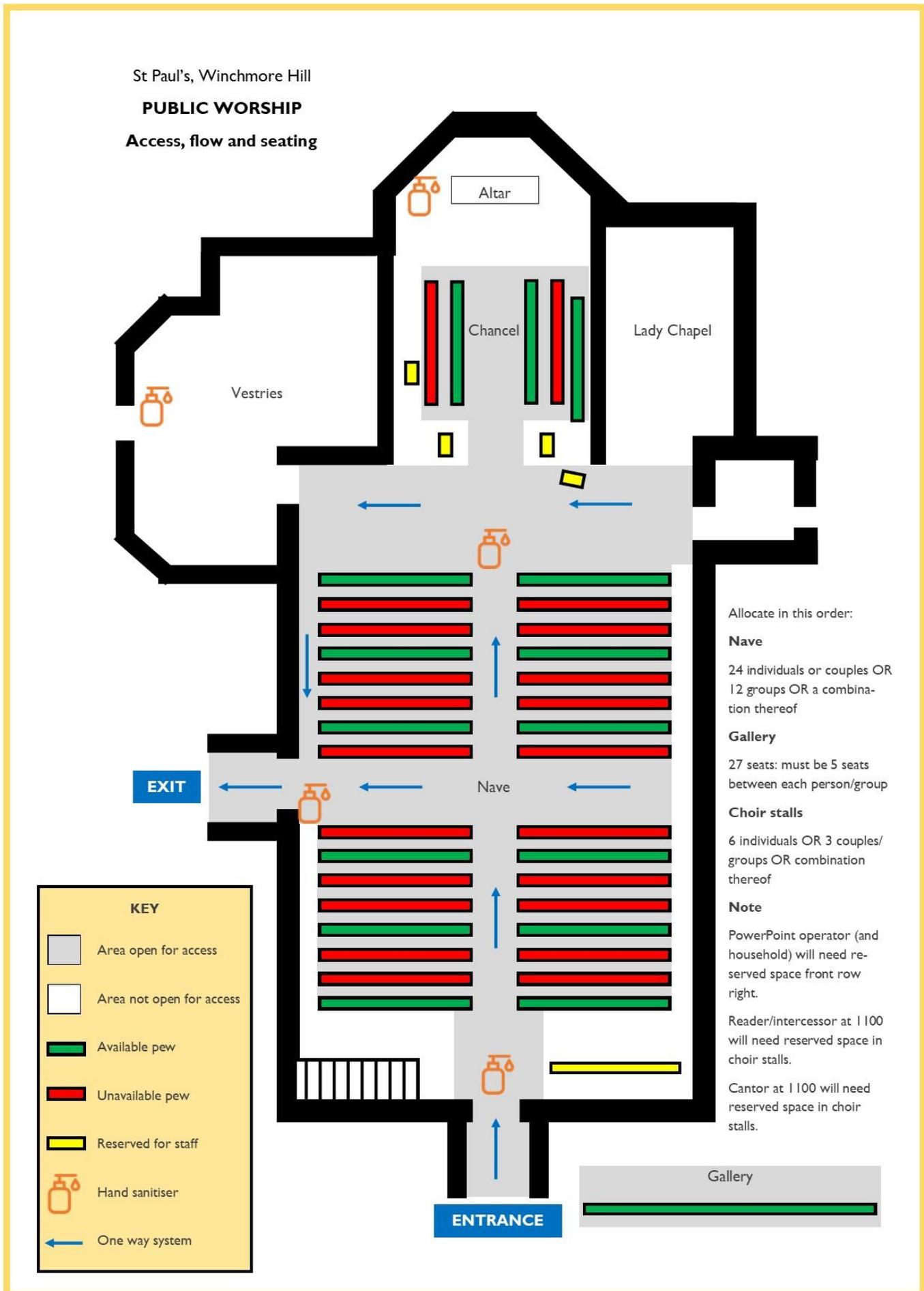
We will revise this policy when government guidance has made clear the implication for those leading worship, preaching, reading, cantoring and leading intercessions.

*Annexes follow on next page.*

Standing Committee

3 August 2020

# ANNEX 1: Diagram of church with available seating and access



## 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

### 15 minutes before services

*For ticketed services (9am, 10am, 11am)*

- 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. Each pew has space for either two individuals and/or couples, OR for one group of 3+. Individuals and couples should sit 2m apart as directed on the signs in the pews. Groups of 3+ should sit in the centre of the pew.
- 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 (8am and 12noon)*

- As above, but without checking tickets
- Nave should be filled first, then gallery, then choir stalls
- In the event of the building reaching capacity at 8am, please ask people to return for the 12noon service
- In the event of the building reaching capacity at 12noon, please ask people to return at 12.45pm, and the priest will celebrate a short Eucharist at 1pm

### 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 disposal 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.
- 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 safe
- Add attendance figures to service register using pencil provided (do not use pen)
- Reverse 7.30am procedure

Note that it is not necessary to clean frequently touched surfaces after the final service, as the cleaners will attend later that day.

### **Face coverings**

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

## ANNEX 3: Music at services

### 9am/10am

#### *Before the service*

- Quiet organ 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

#### *Gloria in excelsis*

- A recorded version of the *Gloria in excelsis* will be used, with actions for participation

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

- Quiet organ 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 cantor

#### *Before the service*

- Quiet organ music from 10.55am\*
- At 11am, slight crescendo as people stand and the celebrant and other minister enter
- Stop playing when celebrant reaches the chair

#### *Gospel*

- Fanfare as soon as the first reading is finished, concluding when deacon reaches lectern
- Fanfare after gospel concluding when deacon returns to his/her seat and preacher is in the pulpit

#### *Offertory*

- As soon as the people have responded 'And also with you', organ and cantor begin the Responsorial Psalm set for the day (omitting responses), with the cantor at the lectern. When the celebrant has finished preparing the altar conclude at the end of the current verse.

#### *During Communion (NB: at the end of the service)*

Once the celebrant has left the sanctuary, the cantor takes up his/her place in the sanctuary, behind the altar, standing level with the end of the altar.

#### Either:

- Cantor and organist sing a Taizé chant. (Do not use chants that are very well known which may encourage people to join in.)\*
- Cantor sings a piece of music (anthem, aria, etc), with organ accompaniment\*
- Quiet organ music\*
- Cantor and organist may receive Holy Communion after other communicants

\* 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

## **12noon**

### *Before the service*

- Quiet organ music from 11.55am\*
- At 12noon, slight crescendo as people stand and the celebrant and other minister enter
- Stop playing when celebrant reaches the chair

### *Gospel*

- Fanfare as soon as the first reading is finished, concluding when deacon reaches lectern
- Fanfare after gospel concluding when deacon returns to his/her seat and preacher is in the pulpit

### *Offertory*

- As soon as the people have responded 'And also with you', quiet organ music until celebrant has finished preparing the altar.

### *During Communion*

- Quiet organ 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

## **Face coverings**

Those providing music, including the organist, should wear face coverings when in church. **We will revise this policy when government guidance has made clear the implication for those leading worship, preaching, reading, cantoring and leading intercessions.**

## 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

**Further details awaited for the wearing of face coverings at other times.**

## 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.

Further details awaited for the wearing of face coverings.

## 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.

### 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](mailto: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/>