

Latest Information for service stewards, 5th February 2022

Further to changes in government advice (27th January 2022) and a meeting of the PCC on 31st January 2022, we have agreed that many Covid restrictions can now be lifted. As from 6th February 2022 the following applies:

Upon your arrival:

- Please check that all toilets have sufficient toilet rolls, soap & handtowels. Spare supplies are kept in the ladies' toilet cupboard (please notify a churchwarden if you see these running low).
- Check that there are some spare disposable face covers on the foyer shelf (supply in the church office) in case people forget to bring one and would like to use one. From 27th January, the wearing of face covers in church is no longer mandatory, and is up to each individual. However, to reassure those who remain more cautious, we will be operating the following system:

The front rows at church may be used by people with or without face covers and people may sit as close together as they wish in this area.

A more spaced-out paired seating arrangement remains in place towards the back of church. People must wear face covers throughout the service if seated here. Because people sit and sing facing forwards, we feel this offers a greater level of reassurance and protection to those sitting at the back.

We will monitor this over the coming weeks, and would appreciate any feedback you can give us on how you think this is working or what people might say to you about this arrangement.

- Please open **at least** one window on each side of church to aid ventilation. Check the heaters have been turned on in the colder weather (heaters draw air in from outside and also aid ventilation).
- If it is sunny, please close the blinds, as appropriate.
- Speak with the service leader to see if and when candles need lighting (it is important to make sure these are not left unattended).
- Check that the collection bowls are in place by the entrance door and near the south exit door. One of these will now be brought up to the front towards the end of the service.

As the congregation arrive:

- All attendees should enter by the west door (they may now depart by the south door or west door, as they choose).
- A hand sanitiser is available if people would like to use this.
- Please advise people about the new seating arrangements - and their need to use face covers if seated at the back.

- Please keep a record of the number of people attending the service (both over 16 and under 16) as this is needed for the service book. There is no longer any need to take names or contact details.

During the service:

- Play bags/ pens and paper may be given to children – these are available on the table at the back of church. Please ensure these are returned to the back of church at the end of the service. These will not be used again till next week, so there is no safety concern.
- Service books and bibles can be distributed as required.
- In communion services: please move the bin from the foyer to the south door exit, so that people can safely dispose small communion small cups as they leave.
- When Sunday School is meeting, please be aware that the leaders may occasionally require your advice/ assistance.

After the service:

- People may leave by the south door or west door. A hand sanitiser is available if people wish to use it. Tea and Coffee are now available, though people should move well away from the hatch area to enjoy their drinks.
- There is no longer any need to wipe down chairs, but a quick wipe over of key touchpoints (foyer, toilets, kitchen, church tables) would be much appreciated.
- Check that any lit candles are safely extinguished.
- Please ensure the collection bowls are collected for counting.
- Move the bin back into the foyer, and please empty and re-line any bins if they are getting full.
- Please ensure all windows and the south door are securely closed.

Thank you so very much for your kind and faithful support with this vital ministry. You have served so patiently and quietly over a very difficult time, and we are incredibly grateful to each and every one of you. Not only do you help the services to run smoothly and safely, but you are also the warm face of welcome that people see when they arrive, and that makes such a big difference. Thank you all!

Heather Lovell, Churchwarden, 5th February 2022