

Churches COVID Responses for Local Preachers October 2020

Guidance from Methodist Church on face coverings:

From 8 August, face coverings will be mandatory and they should be used during worship or larger gatherings in order to help reduce the spread of the virus. However, face coverings should not be seen as a substitute to other measures such as social distancing and good hygiene. As this decision is to be enforced by law, managing trustees have to insist upon the wearing of face coverings in their risk assessments and action plans.

The government states that those leading a service in a place of worship as well as volunteers who are assisting with activities such as reading, preaching or leading prayer do not need to wear a face covering when performing those aspects of the service. However, a face covering should be worn if social distancing cannot be maintained and when distributing communion or other consumables.

QUESTIONS ASKED

Before the Service

1. What arrangements do you have for entering the building (separate doors)?
2. How are you managing people entering the worship area without congregating for conversation?
3. How are you managing the preacher coming into and out of the building?
4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?
5. What is the capacity of your church for worship, allowing for social distancing?
6. How are you collecting the 21 day record of attendees for Track and Trace?
7. Do you have a one way system within the building and is it clearly marked out?
8. What arrangements do you have for using the toilets?
9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?

During the Service

10. Will people be requested to wear face coverings and spares provided for those who would like them?
11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes?
12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?
13. Is there a lectern/place to put worship notes? A screen in front of the lectern? Will anyone else be coming forward to read lessons or share in leading worship?
14. How will you share/manage written material for those not comfortable or able to use overhead projection?
15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?
16. How are you managing the Offering?

After the Service

17. How are you managing people leaving the worship area, without congregating for conversation?
18. What arrangements do you have for leaving the building (separate doors)?

BELFAIRS

Before the Service

1. What arrangements do you have for entering the building (separate doors)?
As normal through the front doors.
2. How are you managing people entering the worship area without congregating for conversation?
Additional stewards to guide people.
3. How are you managing the preacher coming into and out of the building?
As normal through the front doors.
4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?
Multiple hand sanitising stations available.
5. What is the capacity of your church for worship, allowing for social distancing?
16 minimum/26 maximum in the church – 5 minimum/10 maximum in the foyer.
6. How are you collecting the 21 day record of attendees for Track and Trace?
Paper record in front foyer.
7. Do you have a one way system within the building and is it clearly marked out?
No, multiple access via front doors in the foyer.
8. What arrangements do you have for using the toilets?
One in, one out as best as possible.
9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning? **The vestry will be used by the preacher and church steward only.**

During the Service

10. Will people be requested to wear face coverings and spares provided for those who would like them?
Now mandatory for ALL under government guidelines.
11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes? **30 minutes will be adequate.** 12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?
Tie clip mic for preacher (with back up fixed on pulpit), hand held mic for church steward.
13. Is there a lectern/place to put worship notes? A screen in front of the lectern? Will anyone else be coming forward to read lessons or share in leading worship? **Yes. No screen. Readers are at discretion of the preacher but probably suggest keep to preacher.** 14. How will you share/manage written material for those not comfortable or able to use overhead projection?
No written notice sheets available. All notices will be shared verbally by the church steward.
15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning? **There will be a welcome by the church steward who will also share any specific notices.** 16. How are you managing the Offering?
A retiring collection will be manned by one individual in the church foyer after the service.

After the Service

17. How are you managing people leaving the worship area, without congregating for conversation?
Additional stewards to guide people.
18. What arrangements do you have for leaving the building (separate doors)?
All will leave through the rear of the church and the front foyer doors.

BENFLEET

Throughout the period of lockdown our church and its buildings have been regularly inspected and maintained in accordance with Government and Methodist Church guidelines. As a consequence we were fully prepared and ready to re-open as soon as we were permitted to do so. Benfleet opened it's doors to in-church worship on Sunday 5th July and we have continued to worship in-Church every Sunday since.

1. Other than entry doors exclusively dedicated to the church pre-school, the building has three separate sets of entry/exit doors. Two of these are what would be referred to as the main front and rear doors to the building. These doors are automatic and are unlocked for church services. The congregation enter and leave through the building through either of these sets of doors. All internal doors in the building are left consequently none of the congregations needs to touch any doors or other surfaces on their way into/out of the building or into/out of the Church.
2. The congregation are encouraged to arrive for our services within 5 / 10 minutes of the start time (10.30am) and are requested to take their seats in the Church immediately. One of the stewards has the specific duty of ensuring that each member of the congregation is correctly seated in a specific order in order not to compromise social distancing.
3. The third and last entry point to the building is dedicated to the preacher. These are double doors (not automatic) which lead directly from the outside into the Chapel. The duty steward will meet the preacher on his or her arrival and direct them to the entry doors. An internal Chapel door (left open) leads directly to the preaching lectern in the Church. At the end of the service the preacher would leave by the reverse route. If the preacher wishes the duty steward to join him/her in the Chapel before the service a minimum 2m safe distance would be observed. Alternatively if the preacher preferred to be alone in the Chapel they need not come into close proximity to anyone during the service.
4. We have multiple hand-sanitizer points at which the congregation are required to use on entry and exit. We also have hand sanitizer in the Chapel for the use of the preacher.
5. We maintain 2m social distancing in the Church which is set out to be able to accommodate a total of 40 people including the preacher. In the event that the safe distancing capacity of the church should be exceeded we can safely accommodate 12 or more people in the adjacent Welcome Area. In any event, in order to not compromise social distancing any late arrivals would need to be seated in the Welcome Area.
6. We have a dedicated member of the congregation who makes a list of everyone attending our services. These lists are dated and kept in case they should be required for Track and Trace purposes.
7. We have a clearly marked one way system into and out of the Church.
8. The congregation are asked to avoid using the toilets if possible but we do have two wheelchair access toilets open for use. In case of need we can open up our main toilets but we try to keep these closed to reduce the cleaning required after the service.
9. As per (3) above the preacher gains access to the building directly into the Chapel and can make their preparations for Worship on their arrival. We would prefer the preacher arrives about 15 minutes before the beginning of the service to get parked on the forecourt ahead of the congregations arrival. However, the duty steward will be at the Church well in advance of this should the preacher wish to arrive earlier.
10. The congregation are required to wear face masks throughout the service. Any members of the congregation taking part may remove their masks but only while they are speaking. The preacher is not, of course, required to wear a mask. We have a supply of face masks in case anyone has forgotten their own.
11. To date our services have lasted for about 40 minutes from the welcome and reading of notices to the Blessing. If any visiting preacher wished to try restrict the overall time to 30 minutes that would be entirely acceptable to us. However, services should not exceed 45 minutes.
12. We have two lecterns each of which has a microphone. In addition we have two hand held microphones and one body microphone. As we would suggest that preachers remain at their lectern and do not go walkabout we feel it is better that they restrict themselves to the use of the microphone at their lectern. The other lectern and the two hand held microphones would be used by one of the Worship Leaders if they were taking the intercession and the stewards or members of the congregation taking the Bible Readings. We would try not to use the body microphone. In any event there would be no interchanging of microphones. In order to ensure there is no compromising of social distancing it may be that readers read from their seats.
13. The preachers lectern can accommodate the preacher's Bible, books and notes. Whether anyone else participating comes forward for intercessions/readings will depend on where they are sitting in within the congregation.
14. We have put away all hymn books and pew Bibles in order that they are not handled. The hymns/songs chosen for the service will generally be found 'on line' (possibly on Youtube) and will be played and projected on our overhead screens.
15. The steward will welcome the congregation, read any notices and introduce the preacher in the usual way.
16. The offertory cannot be taken up in the usual way consequently we have a collection plate for offerings positioned by the exit door and the congregation are asked to use this on their way out of the Church.
17. At the end of the service the congregation are asked to leave the Church row by row.
18. The exit from the Church leads directly to a corridor running the length of the building. The congregation is asked to leave the building as quickly as possible and they do so through the same front or rear automatic doors through which they entered. In addition to the above no singing is currently permitted during the services and the congregation is reminded of this in the notices. Refreshments are also not offered and this included water so anyone wishing water, including the preacher, can bring their own and take the bottle home with them afterwards. We are currently opening as many doors and windows in the Church and building as possible in order to maintain fresh air circulation.

CANVEY ISLAND

Before the Service

1. What arrangements do you have for entering the building (separate doors)?
Separate entrance (Side Car Park Double Doors) and exit doors (Front Lobby)
2. How are you managing people entering the worship area without congregating for conversation?
Initially by letter to all attendees to describe protocols in operation. Then 2 meter marking on car park. Person by door allocating seats.
3. How are you managing the preacher coming into and out of the building?
Preacher will be met at the same entrance and shown to seat to one side of front rostrum.
4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?
Yes. There will be Hand Santiser at the entrance and exit doors. For the preacher/Minister there is also Hand Sanitiser at the Reading Desk.
5. What is the capacity of your church for worship, allowing for social distancing?
At 2 Meters Spacing 21- At One Meter Spacing With Facemasks 33/34.
6. How are you collecting the 21 day record of attendees for Track and Trace?
Person at the entrance will tick name on pre-prepared dated attendees list.
7. Do you have a one way system within the building and is it clearly marked out?
Yes and Yes- In through side double doors- Exit through Lobby- Signage in place to mark entrance and exit. Reminder of processes included in service. Instructions included in letter circulated to all members ahead of first weekend in September.
8. What arrangements do you have for using the toilets?
One in One out with signage in place and toilet entrance doors open to minimise surface contacts and with windows open to maximise ventilation.
9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?
No. Preacher will be met at entrance initially and shown to seat alongside front rostrum.

During the Service

10. Will people be requested to wear face coverings and spares provided for those who would like them?
From August 8th, Face Coverings in Churches are mandatory, (with exclusions defined). Spares will be available if needed.
11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes?
Yes- 40 minutes
12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?
Up to three previously sanitised microphones available for use. Sound System operated by one person.
13. Is there a lectern/place to put worship notes? **Yes**
A screen in front of the lectern? **No**
Will anyone else be coming forward to read lessons or share in leading worship?
That is up to preacher
14. How will you share/manage written material for those not comfortable or able to use overhead projection?
There are no plans to share written material
15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?
No- Will Use Digital projection to review notices and/or to ask the preacher to read out notices.
16. How are you managing the Offering?
Congregation to move orderly to the front with social distancing row by row during music only hymn to make offerings. Preacher to lead Prayer of Commitment after hymn music.

After the Service

17. How are you managing people leaving the worship area, without congregating for conversation?
Congregation to leave sanctuary area via the rear door observing social distancing.
18. What arrangements do you have for leaving the building (separate doors)?
Yes – separate doors.

CHALKWELL PARK

1. What arrangements do you have for entering the building (separate doors)?
We have a one-way system marked and in place for separate Entry/Exit
2. How are you managing people entering the worship area without congregating for conversation?
We will have a welcome rota team to guide people through.
3. How are you managing the preacher coming into and out of the building?
The preacher should enter in the usual entrance in Eastwood Lane South and will be met by the person on the welcome rota or the steward. The exit route is signed, and is out onto Kingsway – ensure to keep a social distance when moving around the church.
4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?
Every visitor is expected to use the sanitising stations on entry and exit which are available on every entrance.
5. What is the capacity of your church for worship, allowing for social distancing?
30+
6. How are you collecting the 21day record of attendees for Track and Trace?
This will be a tick-list maintained by the person on the welcoming rota with facility to record details if needed for visitors.
7. Do you have a one-way system within the building and is it clearly marked out?
Yes. As Q1.
8. What arrangements do you have for using the toilets?
We have a single toilet which users are instructed to clean before and after use – and access to our disabled loo which may be used in an emergency also with similar cleaning directions.
9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?
We would suggest the preacher come in and either... 1. Make their way to the Dais in preparation for the service to begin or 2. They are free to use the minister's vestry, which is otherwise unused during the week.
10. Will people be requested to wear face coverings and spares provided for those who would like them?
Yes – this is required by law with exception of those leading the service. Yes, we do have spares. We would expect the preacher to bring and use a mask whilst moving in the building but once on the dais they may remove their mask.
11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes?
No – we understand services will be limited 30-40mins for the time being.
12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?
We will not be sharing equipment during the service and the equipment is not used during the week. We also have spare mic covers for all mics in the unlikely event that it becomes necessary.
13. Is there a lectern/place to put worship notes? A screen in front of the lectern? Will anyone else be coming forward to read lessons or share in leading worship?
Yes, there are two distanced lecterns available. No, we have not provided screens – but the lecterns are 4 metres from the next nearest person. We have 2 lecterns set up for leaders if required.
14. How will you share/manage written material for those not comfortable or able to use overhead projection?
People will bring their own books, but they may also collect hymn books, bibles or Worship books in the church themselves and quarantine them after use. If the preacher wishes to share other printed material. It should be sent to the steward by the previous Wednesday evening for printing, allowing 72 hours to pass before use. Please bear in mind we have a blind member and it takes in excess of 10 days to get written material put into braille. Any books or reading material left in pews after the service will be quarantined by the stewards.
15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?

We plan that at the start we will receive a reminder of covid arrangements in the church. The liturgy may be of the preacher's choice.

16. How are you managing the Offering?

We are planning to have an offertory prayer but with retiring collection.

17. How are you managing people leaving the worship area, without congregating for conversation?

We are not currently having refreshments after the service – and the signed exit at the front of the church gives little opportunity to congregate.

18. What arrangements do you have for leaving the building (separate doors)?

See Q1 and Q7.

If preachers have any concerns about arrangements please in the first instance speak to the duty steward.

HADLEIGH

Before the Service

- 1) Entrance is through the main entrance and then through one of the two doors into the church.
- 2) There will be a steward on the door keeping entrants socially queued if necessary and instructing them where and how to go.
- 3) The preacher will enter the same way and go straight down to the front of the church. Anyone needing to speak to them will remain at least 2 metres away. If required, the preacher can leave from the front of the church via a fire exit, without returning via the one way system.
- 4) There is a sanitising station on entry and again on exit.
- 5) Allowing for distancing, our church can hold around 30 people.
- 6) We have a register for track and trace and details of all are recorded.
- 7) There is a clockwise one way system in and out of the church.
- 8) There is one single toilet for disabled and ladies and one cubicle in the men's toilet.
- 9) There are no plans to use the vestry and the preacher will enter as stated above. All arrangements will be made as usual with Roger Kingston or Jill Lawrence before the service, via telephone or email.

During the Service

- 10) Face coverings are compulsory and spares are available if needed.
- 11) We would expect a service to last for 30 minutes, but a few minutes more would not be a problem.
- 12) All microphones will be sanitised before the service and there will be no need to share the equipment.
- 13) We have a lectern for notes and a second one will be available for a reader if the preacher requires it. There is no screen.
- 14) There are plenty of copies of worship books if needed, but as we will not have hymns, I doubt if they will be required.
- 15) Welcome notices can be given from the second pulpit or from the sound controller at the back of the church.
- 16) The offering will be placed in a plate at the end of the service when departing and left in a safe place for three days before counting.

After the Service

- 17) The congregation will file out, socially distanced, and pass a sanitising station before exiting from the church. A steward will make sure that people do not congregate just outside the doors.
- 18) People will leave via the second church door, through the main entrance after sanitising hands, and maintaining a safe distance.

The church will be fully aired prior to the service, opening windows and doors. Weather permitting, they will remain open during the service.

HIGHLANDS

Before the Service

1. What arrangements do you have for entering the building (separate doors)?

Stewards enter and sign in via a single door. Minister/Local preacher met at and enters via same said door and congregation later use same door too create a one direction entrance.

2. How are you managing people entering the worship area without congregating for conversation?

Stewards manage queues and direct to seats.

3. How are you managing the preacher coming into and out of the building?

Met by steward and escorted into main building, signed in etc.

4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations? –

There is a sanitising station at the door. Everyone requested to use it.

5. What is the capacity of your church for worship, allowing for social distancing?

With 2m spacing, including galleries, approx.. 33 individuals, rather more for households.

6. How are you collecting the 21-day record of attendees for Track and Trace? –

Attendance record sheet. Pre-booking system in place and QR code.

7. Do you have a one-way system within the building and is it clearly marked out?

Everyone enters and leaves via one door, creating a one direction entrance/exit.

8. What arrangements do you have for using the toilets? –

Main toilets are closed to limit infection spread. Accessible toilet, which has instant hot water, can be made available to visiting preachers and for emergencies. Alcohol wipes are provided therein for before and after sanitising by users.

9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?

The vestry will be used for the preacher and the steward who is in charge of the collection.

During the Service

10. Will people be requested to wear face coverings and spares provided for those who would like them? –

Yes

11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes? –

No

12. How are you managing microphones and the sound system – sanitizing/sharing the equipment? – One microphone will be used for the preacher which will be cleansed prior to and after use, as will the sound system

Sound desk and projection controller will be masked, sit facing towards the pulpit and separated by a gap. It is intended that 'Worn' microphones will be handled only by the user - should any further assistance necessary it will be given by person wearing a mask who will first re-sanitise their hands. Afterwards equipment will be secured for 72 hrs before reuse.

13. Is there a lectern/place to put worship notes? A screen in front of the lectern?

Will anyone else be coming forward to read lessons or share in leading worship?

Yes, wooden lectern. Will not be used for more than 72 hours.

Seats will be set further back to ensure safety of the preacher/congregation.

14. How will you share/manage written material for those not comfortable or able to use overhead projection?

Paper should be avoided if possible, but single use copies will be produced if needed.

15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?

Anticipate there will be a welcome combined with information/reminders at the beginning of the service. Covid-19 precautions notices are prominently displayed on entry.

16. How are you managing the Offering? - Offering plate will be left at door for people to place an offering should they wish to, steward on duty, wearing plastic glove will place offering in to bag. It won't be counted for 72 hours.

After the Service

17. How are you managing people leaving the worship area, without congregating for conversation?

A reminder at or near the end of service and stewards to encourage a prompt departure

18. What arrangements do you have for leaving the building (separate doors)?

Congregation will be asked to leave in a considerate manner through the same door they entered creating a one way exit.

HOCKLEY

Before the Service

1. What arrangements do you have for entering the building (separate doors)?
Enter and exit by the "emergency exit" door on the driveway, designated preachers only
2. How are you managing people entering the worship area without congregating for conversation?
One way system in through automatic doors on the driveway, no stopping in the corridors or coffee room and spaced seats in the worship area, stewards placed at entry and in the church.
3. How are you managing the preacher coming into and out of the building?
See 1 above
4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?
Sanitizing station for preacher in entrance space before entering the worship area.
5. What is the capacity of your church for worship, allowing for social distancing?
Not calculated exactly but confident we have space for our average congregation of 25
6. How are you collecting the 21 day record of attendees for Track and Trace?
QR code in entry area for preacher, QR code and register for congregation on entry
7. Do you have a one way system within the building and is it clearly marked out?
Clear markers on the floor and posters everywhere!
8. What arrangements do you have for using the toilets?
Disabled toilet only to be used, 1 in 1 out, anti bac wipes for provided for each person to wipe down after use.
9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?
Our norm is to communicate with each preacher to establish any needs, the preacher will come directly into the worship area, where they will be greeted at a social distance

During the Service

10. Will people be requested to wear face coverings and spares provided for those who would like them?
Yes
11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes?
Maybe upto 45 but that rather depends on the preacher, not us.
12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?
one microphone per user, 7 days between uses
13. Is there a lectern/place to put worship notes? Yes, on the pulpit.
A screen in front of the lectern? No
Will anyone else be coming forward to read lessons or share in leading worship?
That depends on the preacher, but more than enough space between the pulpit and lectern. The duty steward will do the welcome and read a lesson.
14. How will you share/manage written material for those not comfortable or able to use overhead projection?
Notices distributed in advance, via email or paper copies, hymn books used "quarantined " for a week
15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?
See above
16. How are you managing the Offering?
Continue as now with bank transfer and cheques direct to treasurer, no offertory or cash in the service

After the Service

17. How are you managing people leaving the worship area, without congregating for conversation?
Exit though the front doors, chaperoned by a steward. When all have gone, any disabled or mobility problems to exit up the ramp and through automatic dorrs at the back, preacher to exit through emergency doors , by the pulpit, separately from everyone else.
18. What arrangements do you have for leaving the building (separate doors)?
Preacher to exit through fire exit, stewards to wait until all congregation have left via the front door, then secure the building.

RAYLEIGH

Before the Service

- **1. What arrangements do you have for entering the building (separate doors)?**

Upon entering the church via the main entrance, the visitors will be met with a one-way system that is clearly marked and will be explained on arrival by the Stewards.

- **2. How are you managing people entering the worship area without congregating for conversation?**

Clear signs will be in place and Stewards will be on hand to ensure people enter the worship area in a safe and controlled manner. A booking system will be in place to assist us gauge the number of visitors due to attend the service and help us regulate our safe room capacity, members and visitors will be reminded of this point before they attend.

- **3. How are you managing the preacher coming into and out of the building?**

The preachers will have the option to use the side door and access the front of the church via their own tunnel next to the vestry. This will eliminate the need to pass through the congregation and will be reserved exclusively for them to use.

- **4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?**

Hand sanitiser will be present upon entry to the building and any visitor will be expected to use this before proceeding into the worship area.

- **5. What is the capacity of your church for worship, allowing for social distancing?**

Having allowed for social distancing, we have reduced the capacity to 50.

- **6. How are you collecting the 21-day record of attendees for Track and Trace?**

Many of the visitors to the church are well known to us and will simply tick a case of ticking their names on a register held by the Stewards on duty that day. However, should visitors that are new to us arrive we will encourage them to sign in on a register in the welcome area for our track and trace records.

- **7. Do you have a one-way system within the building and is it clearly marked out?**

We will have a one-way system in place, and this will be clearly marked.

- **8. What arrangements do you have for using the toilets?**

Toilets will be available to use with restrictions applied. We will display clear signage on each entry point limiting the toilets to one person at a time. We will also have a separate one-way system in place for people using the facilities and re-entering the worship area.

- **9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?**

The visiting preacher will be met in the crush hall by a steward who will assist them with any needs they may have before entering the worship area. Discussions will be carried out by phone or email prior to the service to ensure everyone is informed of the new practices.

During the Service

- **10. Will people be requested to wear face coverings and spares provided for those who would like them?**

As the guidelines state, face coverings in places of worship are now mandatory. A supply of spare masks will be available.

- **11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes?**

No, we aim to keep services to 30 minutes or less.

- **12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?**

Sound operators are expected to wear face coverings like the rest of the visitors to the church. We will provide antibacterial wipes and ask that anyone that uses the equipment wipe down all touch points used throughout the service. Foam coverings on microphones to be removed before use to avoid contamination from breath and ease of cleaning.

- **13. Is there a lectern/place to put worship notes? A screen in front of the lectern? Will anyone else be coming forward to read lessons or share in leading worship?**

At this time, we have agreed that the service and any announcements will be made by just the preacher. They will bring their own notes to be placed on the lectern for the service. Any announcements to be made will be sent to/communicated to the preacher prior to the service.

- **14. How will you share/manage written material for those not comfortable or able to use overhead projection?**

Verbally.

- **15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?**

Yes, as mentioned previously we will aim to include any announcements verbally during the service.

- **16. How are you managing the Offering?**

A collection box or tray will be presented in the welcome area at the end of the service. The guests will be leaving the church via the one-way system and offering can be placed as they leave the building.

After the Service

- **17. How are you managing people leaving the worship area, without congregating for conversation?**

Guests will be reminded not to congregate at time of booking, entry to the building and at the end of the service. We will urge

church visitors to use our open field to conduct safe socialising, following social distancing guidelines and without the need for a face covering.

- **18. What arrangements do you have for leaving the building (separate doors)?**

We have the option to use separate doors for exiting the building, however the one-way system should allow us to safely use the main entrance as normal.

ROCHFORD

Before the Service

- 1 What arrangements do you have for entering the building (separate doors)?**

We go in and out the front door. If bad weather people will be directed to wait in the Hall and then directed into the church by the door steward.

- 2. How are you managing people entering the worship area without congregating for conversation?**

A steward will be on duty

- 3. How are you managing the preacher coming into and out of the building?**

The door steward will direct the preacher straight to the pulpit

- 4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations?**

Multiple hand sanitizing stations

- 5. What is the capacity of your church for worship, allowing for social distancing?**

20 – 25, depending on the number of couples, or 'bubbles'

- 6. How are you collecting the 21 day record of attendees for Track and Trace?**

We have QR code for people with the NHS App and sign in sheets for those without

- 7. Do you have a one way system within the building and is it clearly marked out?**

One way markers will be put in worship area and corridor/Hall to and from the toilet

- 8. What arrangements do you have for using the toilets?**

Only one toilet is open- for ease of keeping clean

- 9. Given that the vestry will not be being used, how will you meet the visiting**

preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?

Service preparations and communications will be by email/telephone prior to the service.

During the Service

- 10. Will people be requested to wear face coverings and spares provided for those who would like them?**

Mandatory now and we have spares if needed

- 11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes?**

40 mins maximum please

- 12. How are you managing microphones and the sound system – sanitizing/sharing the equipment?**

None will need to be shared. Equipment that has been used will be wiped with sanitizing wipes

- 13. Is there a lectern/place to put worship notes? A screen in front of the lectern?**

Will anyone else be coming forward to read lessons or share in leading worship?

Pulpit for notes, no screen (socially distanced) It would be possible for people to come forward as we have a separate lectern but to avoid movement we anticipate using a stand mike set up in advance, where a reader/sharer would be sitting

- 14. How will you share/manage written material for those not comfortable or able to use overhead projection?**

If the Liturgy for the service is available in plenty of time it can be added to the notices that go out via email and folk can then print their own copy if they wish.

- 15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?**

There will be a welcome and any additional notices /reminders led by the Worship Leader from the lectern

- 16. How are you managing the Offering?**

Retiring collection - plate on a table by the exit. Our treasurer will be responsible for removing safely and counting.

After the Service

- 17. How are you managing people leaving the worship area, without congregating for conversation?**

The preacher will be asked if they wish to stand in the lobby/ outside to bid a socially distanced farewell, then the congregation will leave in pairs, bubbles or singly as directed by the door steward.

- 18. What arrangements do you have for leaving the building (separate doors)?**

We will leave by the front entrance (same as way in)

THUNDERSLEY

Before the Service

- 1.What arrangements do you have for entering the building (separate doors)? **Enter via front door, exit via back.**
- 2.How are you managing people entering the worship area without congregating for conversation? **Usher door steward to direct people to seats, filling up from the front first. Sanitiser on separate foyer tables for use, spare face masks etc available.**
- 3.How are you managing the preacher coming into and out of the building? **Same as everyone else.**
- 4.Is there an expectation of handwashing on entry and/or are there multiple hand sanitising stations? **Hand sanitisers in place on separate foyer tables with Door Steward to dispense.**
- 5.What is the capacity of your church for worship, allowing for social distancing? **Sanctuary 15; Sanctuary plus first hall 40; Sanctuary plus both halls 60**
- 6.How are you collecting the 21 day record of attendees for Track and Trace? **Registration door steward on entry.**
- 7.Do you have a one way system within the building and is it clearly marked out? **One way system identified arrow markings to be in place for Sundays.**
- 8.What arrangements do you have for using the toilets? **Only using the accessible toilets, cleaning materials available for each user.**
- 9.Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning? **The vestry will be being used – for the use of one steward and the preacher, social distancing in it and door open. There is every expectation the preacher will come into the building before the service and be isolated in the vestry with duty steward as needed.**

During the Service

- 10.Will people be requested to wear face coverings and spares provided for those who would like them? **This is mandatory and was to be our requirement anyway - spares available for all – no entry without.**
- 11.Given the advice that ‘services should be concluded in the shortest reasonable time’ do you expect the service to last for more than 30 minutes? **45 minutes & via Zoom - using a mixed economy for our folk.**
- 12.How are you managing microphones and the sound system – sanitising/sharing the equipment? **One microphone for preacher; separate microphones for readers – sanitised for preacher before service and during for any readers sharing between uses.**
- 13.Is there a lectern/place to put worship notes? A screen in front of the lectern? Will anyone else be coming forward to read lessons or share in leading worship? **There is a pulpit solely for the preacher as always. No screen. Readers will use the lectern at other side of the sanctuary – some 10 metres away.**
- 14.How will you share/manage written material for those not comfortable or able to use overhead projection? **People will be required to bring their own hymn books, Bibles and take the away with them.**
- 15.In the absence of a ‘welcome’ or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning? **There will be a welcome and notices (if any) from the Steward at the beginning (using the distant lectern) or the lapel mike.**
- 16.How are you managing the Offering? **Retiring collections in plate, only treasurer to touch the collection.**

After the Service

- 17.How are you managing people leaving the worship area, without congregating for conversation? **Door stewards and told to leave a row at a time starting from the front and leave via corridor and rear door.**
- 18.What arrangements do you have for leaving the building (separate doors)? **Back door for exit, sanitiser available, unless special needs users require accessible exit via front entrance. Post building use sanitising by stewards.**

THORPE BAY

1. LP to enter by separate door at rear of main car park.
2. Steward will move people on.
3. LP will be given the vestry steward's mobile number to call on arrival and will be let in via separate entrance.
4. Handwashing will be available and there are also hand sanitiser stations at each entrance to the building.
5. Approx 30.
6. The door steward will make a note of everyone who enters name and phone number.
7. Yes and it is clearly marked.
8. There is a separate toilet for the use of the LP.
9. Why cant we use our vestry if it has been thoroughly cleaned and is only used on a Sunday morning by the LP?? It has a separate entrance and would be cleaned before use. Please advise.
10. Yes we would request everyone to wear face coverings and yes we will provide them.
11. No.
12. The sound equipment will be sanitised before and after each use.
13. Yes we have a lectern that will be sanitised before and after use. We dont have a screen but the distance is about 2 m away from congregation. The readings would be given from individuals seats.
14. Words would be preprinted and given out on entry if required.
15. We will have a welcome which will be given from the vestry steward's seat.
16. The offering - this will be placed in a bowl on leaving at the end of the service.
17. Stewarding.
18. Yes exiting thru separate double doors.

TRINITY

Before the service

1. Instructions on door
2. Social distance sign on door
3. Hand sanitiser and sign in sheet at entrance
4. Stewards direct people to seats
5. Capacity of church 40
6. Marking half way down church to indicate whether members exit from front or rear of church
7. Toilets – clean as you go. Wipes, liquid soap and paper towels provided
8. Visiting preacher will enter on Argyll Road entrance, hand sanitise, sign in , then go directly to dais

During the service

1. Face coverings must be worn
2. Service expected to last up to 45 minutes
3. Microphones will be on stands, one for readers away from lectern
4. Readers will read from screen
5. Welcome/ notices/ safety reminders given before service at microphone away from lectern
6. Offertory plates positioned by sanitising station and exit

After the service

1. People at front half of church exit via London Road entrance
2. People at back half of church exit via Argyll Road entrance

Instructions on door

1. **Please wear a face covering**
2. **Hand sanitise on entry**
3. **Sign in with name & phone number**
4. **Please ensure 2 vacant seats between families**
5. **People at front of church to exit via London Road**

WESLEY

Before the Service

1. What arrangements do you have for entering the building (separate doors)?

Stewards enter and sign in via a side entrance and usually minister/Local preacher met at and enters via side entrance and congregation principally via the main doors. As T&T recording is at the main doors, all congregation are expected to enter that way during pandemic.

2. How are you managing people entering the worship area without congregating for conversation?

Use of front entrance, where stewards can manage queues. Possible slightly staggered arrival times / marked queue positions.

3. How are you managing the preacher coming into and out of the building?

Met by steward and escorted into main building, signed in etc.

4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitizing stations? –

Yes, use of front entrance, where stewards can manage queues. Possible slightly staggered arrival times / marked queue positions.

5. What is the capacity of your church for worship, allowing for social distancing?

With 2m spacing, including galleries, approx 45 individuals, rather more for households. Indicative attendance so far could be accommodated without using the galleries, reducing areas requiring management significantly.

6. How are you collecting the 21-day record of attendees for Track and Trace? –

Attendance sheet and for those not already known to us a contact card. Sheets and cards stored in sealed envelope in locked filing cabinet in locked office.

7. Do you have a one-way system within the building and is it clearly marked out? Entrance to the church for worshippers is separated in/out for private prayer. It seems unlikely that there will be a significant volume of contraflow at a service, but further building areas could be opened to allow dedicated one-way if needed.

8. What arrangements do you have for using the toilets? –

Toilets are closed to the Congregation given their reduced period in the building. Our disabled toilet, which has instant hot water, can be made available to visiting preachers. Alcohol wipes are provided therein for before and after sanitising by users.

9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service do you have different arrangements for working with them beforehand and preparing for worship on the morning?

The vestry will be used for the preacher and the steward who is in charge of the collection.

During the Service

10. Will people be requested to wear face coverings and spares provided for those who would like them? –

Yes

11. Given the advice that 'services should be concluded in the shortest reasonable time' do you expect the service to last for more than 30 minutes? –

No

12. How are you managing microphones and the sound system – sanitizing/sharing the equipment? – One microphone will be used for the preacher which will be cleansed prior to and after use, as will the sound system

Sound desk and projection controller will be masked, sit facing towards the pulpit and separated by a gap. It is intended that 'Worn' microphones will be handled only by the user or a member of their household - should any further assistance necessary it will be given by person wearing a mask who will first re-sanitise their hands. (and wear a visor mask?). Afterwards equipment will be secured unused for 72 hrs, wiped, and stored for a further 72hrs before reuse.

13. Is there a lectern/place to put worship notes? A screen in front of the lectern?

Will anyone else be coming forward to read lessons or share in leading worship?

Yes, wood so able to be sanitised.

Seats will be set further back to ensure safety of the preacher.

14. How will you share/manage written material for those not comfortable or able to use overhead projection?

Paper should be avoided if possible, but single use copies will be produced if needed. Congregation to bring own bibles.

15. In the absence of a 'welcome' or notices from the steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?

Anticipate there will be a welcome combined with information/reminders at the beginning of the service. Covid-19 precautions notices are prominently displayed on entry.

16. How are you managing the Offering? - Offering plate will be left at door for people to place an offering should they wish to, steward on duty, wearing plastic glove will place offering in to bag and put in the safe, to be counted by treasurer and witness when next on site.

After the Service

17. How are you managing people leaving the worship area, without congregating for conversation?

A reminder at or near the end of service and stewards to encourage a prompt departure

18. What arrangements do you have for leaving the building (separate doors)?

Congregation will be asked to leave in a considerate manner.

UMC

Before The Service

1. What arrangements do you have for entering the building?

Operate a one way system through the front doors.

2. How are you managing people entering the worship area without congregating for conversation?

People will be asked to arrive at church only a few minutes before the service starts and will be shown to their seat by a Steward.

3. How are you managing the preacher coming into and out of the building?

The preacher will be met at the side entrance to the church 5 minutes prior to the start of the service.

4. Is there an expectation of handwashing on entry and/or are there multiple hand sanitising stations?

Hand sanitisers will be on a table by the entrance door and people will be asked to use it as they enter the building.

5. What is the capacity of your church for worship, allowing for social distancing?

Approximately 30 people.

6. How are you collecting the 21 day record of attendees for Track and Trace?

There will be a QR code displayed for anyone who uses a smart phone and for those who do not, a Steward will keep a record of their details.

7. Do you have a one way system within the building and is it clearly marked out?

There will be a one way system in place shown by arrows.

8. What arrangements do you have for using toilets?

Only the disabled toilet will be available. Cleaning materials will be left for after use.

9. Given that the vestry will not be being used, how will you meet the visiting preacher and assuming that you will not expect them to come into the building before the service, do you have different arrangements for working with them beforehand and preparing for worship on the morning?

The preacher will be met at the side entrance to the church 5 minutes prior to the start of the service and will be directed to the pulpit. Arrangements for working with the preacher will be as normal i.e. communication of Order of Service etc via email.

During The Service

10. Will people be requested to wear face coverings and spares provided for those who would like them?

Yes, this is a mandatory requirement.

11. Given the advice that 'services should be conducted in the shortest reasonable time' do you expect the service to last for more than 30 minutes?

No.

12. How are you managing microphones and the sound system?

One microphone for the preacher and a separate one for the reader. The sound system will be operated by one person only.

13. Is there a lectern/place to put worship notes? A Screen in front of the lectern? Will anyone else be coming forward to read lessons or share in leading worship?

There is a pulpit for the sole use of the preacher. No screen. Readers will use the reading desk which is more than 2 metres away from the pulpit.

14. How will you share/manage written material for those not comfortable or able to use overhead projection?

Our congregation are used to using overhead projection for all hymns, prayers, videos etc.

15. In the absence of a 'welcome' or notices from the Steward when the service begins do you have a new liturgy for beginning the service or information/reminders to be given out at the beginning?

16. How are you managing the offering?

Retiring collection after the service. Only the Treasurer will handle the money.

After The Service

17. How are you managing people leaving the worship area, without congregating for conversation?

People will be directed to leave by a Steward a row at a time.

18. What arrangements do you have for leaving the building (separate doors)?

People will be asked to leave via the side door where hand sanitisers will be available on exit.