



- **3 Basins:** Fill from Kitchen sink. Some washing up liquid. Tiny bit of disinfectant (Sadie may have this done). Empty basin in Flower room sink. Rinse out there and let dry.
- **Cloths:** Rinse out after use and hang out to dry over taps.
- **Gloves:** Use sturdy gloves rather than disposable. If leaving them in church, write your name on them so that they can be reused by yourself only.
- **Hi-Viz Jackets:** If leaving your Hi-Viz in church write your name on it.
Gloves & Hi-Viz jackets are available in the church but in short supply.

N.B. Notes for Stewarding

- Steward at **porch**...Ensure people sanitise hands (NOT GLOVES) on way in. Direct them towards the next steward along by the wall. Count the parishioners on way in. Total 100 for the moment, including priest and volunteers.
- Steward at **Sacred Space**. Direct each person to 3rd steward who assigns them to their places. Assist if needed. (*This steward should be freer and able to observe that all is going smoothly. No one in trouble, lighting candles or generally wandering around*).
- Steward at **seating area**. Direct each person/family unit to their seat filling from the front. (Front row car-park side kept for reader & Minister of the Eucharist if not stewarding). People are to remain in their places before and for the duration of Mass.
- At the end of Mass each steward moves forward one space. i.e. **Seating area steward** in charge of exit through door. **Sacred Space steward** indicating/guiding people out of seats & **Porch steward** slowing down movement from main aisle and supporting the others. If possible, **Sacred Space Steward** could when appropriate head in to sacristy to get basins ready for cleaning of church.
- Remove the long red ribbon at the Alleluia.
- There should be no visiting the crib

Weekend Masses: 3 volunteers to collect. (These could be steward at sacred space and from steward at sacristy side. Make sure to decide beforehand.) Blue bag first collection after Homily, 2nd after Prayers of the Faithful). Go from the Altar towards back door. One person to go down main aisle, one person each to go down side aisle and continue down by the wall, then back to the side door. Holy communion distributed through the pews in the row in front of parishioners. At the end of Mass, Stewards will have exit doors ready for use and if possible, hand out newsletters outside church after sanitising.

After cleaning has taken place the church is set up for private prayer (Except Saturday evening). Large Candle shrine back to main aisle. (Remember it contains water so needs to be moved gently). Corded rope behind large candle shrine. Other candle shrines in position at walls. Shrines may need to be topped up with candles. Few lit for private prayer. Bottles of sanitiser brought in from the main porch. Doors opened. Stand moved back in place in porch to guide people to sanitisation station. Stewards chairs out of the way. Inner porch doors closed & outside doors opened only when ready.

(During Christmas time we will have bigger numbers and parishioners will need to be guided to middle places as well as edge of rows and go through the seats. Stewards will be asked to remove ribbons to facilitate movement in those rows for themselves and ministers of Eucharist. Preferably have 4 stewards collecting then). After mass ensure that all ribbons are repositioned.

If in doubt please ask for help. Stay safe at all times.

Thank you.

