

## Guidelines for Volunteers (May 2021)

- **3 Basins:** Fill from Kitchen sink. Very little washing up liquid and disinfectant.
- (Sadie may have this done). Empty basin in Flower room sink. Rinse out and dry basin with cloth.
- **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.

### **N.B. Notes for Stewarding**

- Put out extra hand sanitisers in the porch, red rope to divide entrance in two.
- 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, excluding priest and volunteers.
- The next Stewards guide each person/family unit to their seat filling from the front towards the back. (*Ensure no lighting of candles or wandering around*).

(Front row car-park side kept free for reader & Minister of the Eucharist). People are to remain in their places before and for the duration of Mass.

- After communion time the steward at the front opens the side doors for exit and at weekends have newsletters to hand out. The next steward down guides people row by row from front to back towards the exits.
- Stewards at porch after communion time close over door, ensure people head towards exit.
- One Steward on each side remove the long ribbon on main aisle at the Alleluia. Stewards collecting will remove side ribbons as the collection is taking place.

### **Weekend Masses:**

Collection. 4 volunteers to collect. Make sure to decide beforehand which stewards are doing the collections. (First collection after Homily, 2<sup>nd</sup> after Prayers of the Faithful).

In each pod: One person collects at side aisle and then goes to the front of the main aisle working down the church. The other collector starts at the back of the main aisle and works up. When they meet, one steward to take both baskets to the sacristy via the side aisle by the wall through the exit door. (Do not cross in front of the Altar).

After cleaning has taken place, the church is set up for private prayer (Except Saturday evening). Put large Candle shrine back to main aisle. (Remember it contains water so needs to be moved gently). Put corded rope behind large candle shrine and behind St. Anthony statue and put other candle shrines in position at walls.

**Porch:** Extra bottles of sanitiser brought in to sacristy. Entry/exit doors reopened. Inner doors closed and double door opened. Notice board moved back in place in porch to guide people to sanitisation station. Stewards chairs put back in place at side walls.

After mass ensure that all ribbons are repositioned.

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

