



St Mary's Church, Thorpe

Church Approach, Egham, Surrey, TW20 8TO

Vicar: The Revd. Damian Stewart Harrison-Miles, BTh
Charity: 1176929. www.stmaryschurchthorpe.co.uk



SAID COMMUNION 8AM – INSTRUCTION CARD

The congregation will be sat in the nave (main body) of St Mary's because the Chancel stalls cannot be easily cleaned - please discourage people from sitting in the choir stalls. All readings are from the lectern (use a weekly newsletter to read from). The person leading the service sits in the president's chair, which is placed under the Norman Arch in the centre behind the nave altar, with a server sitting in front of the Font and the assistant priest behind the Lectern.

Coronavirus Policy: We follow the same basic procedures as the 7pm Compline / Church Open: a one-way system is in operation

Churchyard→Rutherwyke Room (Kitchen Door)→Link→Church NAVE→Exit, with mandatory handwashing in kitchen (+ bathrooms if needed, then toilet doors need to be wedged open) & signing-in for all to gain access to the Church.

Sides person/welcome 1 – looks after the welcome in the Rutherwyke Room (with the assistance of Sides person 2 if busy) and counting, as well as monitoring the toilets. In advance make up 40 service packs containing a service sheet, weekly newsletter & post-it note stuck to the front.

Sides person/welcome 2 – stationed beside the blue north doors (porch) for the whole service and is there to help direct people and prevent entry into church through the main porch doors. (Government advice is that both sets of doors should be open whenever possible to increase air circulation). If Sides person 2 cannot be at the main door the warden on duty, or another person may need to be stationed there to prevent people entering Church through the main door. To use the toilets during the service people need to exit the church via the main door, walk around to the Rutherwyke Room kitchen door and remain in the Rutherwyke Room until Communion, when they can re-enter the church via the Link/Chancel.

The warden on duty continues their normal Sunday activities with the additional responsibility of the bells and overseeing cleaning afterwards.

One-way system

Entry to Church is via the Rutherwyke Room external kitchen door. All other doors, especially in the Link must always remain locked/shut. All are expected to wash their hands, sign-in and maintain social distancing of 2 meters whenever possible. Once they have collected a service set, they make their way up the Link through the Chancel into Church to sit in the Nave - at least two chairs from another family group / individual. We can only accommodate 40 people in Church at this time. The person on welcome duty in the Rutherwyke Room should use the clicker to count people on entry. In the unlikely event there are more people who arrive, overflow must be held back in the Rutherwyke Room, up to 6 people, where the service is relayed via the sound system. (They can receive communion in the Chancel).

The server and clergy will gather for prayer before the service in the Wallace Room. The person on welcome duty passes the number of adults to the server just before the service begins. The server and clergy are the last to enter the chancel.

Service content

As per normal Said Eucharist in Ordinary Time – except:

- ❖ No physical exchange of the peace
- ❖ No offertory procession or collection of offerings There is a retiring collection – plate on the welcome desk by the main church door / exit.
- ❖ Communion is administered in one kind – the consecrated Body of Christ (bread) only.
- ❖ Communion is administered from two stations: north side of the Church (Font/Benedict Chapel), south side of the Church (Lady Chapel).

Cleaning

The congregation should be asked to stick their post-it note to the top of the chair they are using for worship - this is to identify which chairs need individual cleaning. These chairs need to be wiped down by the welcome team immediately after the service, using the Dettol/anti-viral wipes and spray available (these are kept in the sacristy!) and then the post-it notes discarded in re-cycling. Additional surfaces that may need cleaning include the welcome desk and table in the Rutherwyke Room, as well as the top of the hanging's chest in the Link – and all door handles. Sides person 1 on duty in the Rutherwyke Room needs to take note of toilet use. If used, place a post-it note on the outside of the door for they will require basic cleaning after the service, such as surfaces around the sinks and door handles, and bleach in the toilet basins.

Collection

At the end of worship, the congregation leave via the main church north door where there is a retiring collection and they may leave money/envelopes in the collection plate as they leave. This is not to be counted for 72 hours! Simply place the basket into the safe. (Don't mix with any other collection basket which may also be in the safe!)

Communion Procedure

The warden on duty directs people up to communion following the one-way system in Church (assisted by sides person/welcome 2:

Nave central aisle – direction of flow/travel is east to west (Altar to Organ) and direction of flow/travel down the north and south aisles is west to east (Organ to Altar).

The warden stands at the front of the nave, facing the congregation and directs those sat at the front first to follow the one-way system, on their side of the Church to their Communion Station, working from the Altar towards the back / Organ and then south/Lady Chapel side aisle, assisted by sides person/welcome 2 - who looks after the north/porch/Benedict Chapel side.