



St Mary's Church, Thorpe

Church Approach, Egham, Surrey, TW20 8TQ

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



COMPLINE 7PM – INSTRUCTION CARD

Everything needed for the service is contained in the Compline booklet to be used on Sunday evenings in St Mary's during Ordinary Time/Trinity. The booklet will be re-used every week until the end of October.

We will be sat in the nave (main body) of St Mary's because the Chancel stalls cannot be easily cleaned. Please read from the lectern. The person leading the service sits in the president's chair, which should be moved to the side so the view up to the high altar is not obstructed. Please discourage people from sitting in the choir stalls currently.

Live Streaming of Compline

We hope to continue to Live stream the service via Facebook and upload later to the church website. The congregation should always be sat behind the view of the camera - only the person leading worship, along with those reading or leading the intercessions from the lectern will be visible. Please ensure the sound system is switched on before the start of the service.

Hymn

No singing is presently permitted. Should this change there is provision for the inclusion of a Hymn.

Psalms

An additional Psalm has been included instead, so it is suggested that two Psalms are read when there is no hymn instead of one. Traditionally we read the psalm quietly, with a pause (2-3 seconds) at the diamond. The odd verses are read by one side of the church (those sat on the left side of the nave Altar) and the even verses by the other (those sat on the right side of the nave Altar). We use the same procedure for the Nunc Dimittis.

Homily

There is an opportunity for a short, reflective talk/reading or poem after the bible reading by the person leading the service - no longer than 5 mins please.

Intercessions

The intercessions should include up to 5 petitions and not be too long and conclude with either the Coronavirus Prayer or Hail Mary. *Do not use... Merciful Father.... that is only for use at a Eucharist!*

Coronavirus Policy: We follow the same basic procedures as the Said Eucharist / 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.

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 and maintain social distancing of 2 meters whenever possible. They then 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 at this time in Church. 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.

Service Booklets

The service sheets are to be left on the table in the Rutherwyke Room, with yellow envelopes for people to collect on their way in. Used service booklets are to be placed in the blue re-cycling bin as the congregation leave - please do not collect them up from people. They will remain in that bin for 72 hours before being stored ready for the following week. We will issue the booklet via the mailer, and it will be available on the church website, should people wish to print off their own copy to re-use each week. You may like to print off your own copy to keep and re-use.

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. The person on duty in the Rutherwyke Room needs to take note of toilet use. If used, these too need basic cleaning, 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. there is a retiring collection and they may leave money/envelopes in the collection plate by the door as they leave. This is not to be counted for 72 hours! Simply place the basket into the safe. (Don't mix with the 8am collection basket which will also be in the safe!)