



# **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](http://www.stmaryschurchthorpe.co.uk)



20 August 2020

### **10AM EUCHARIST & 7PM FESTIVAL SERVICES WITH CONGREGATION PRESENT RISK ASSESSMENT AND ADDITIONAL GUIDANCE**

#### **CAR PARKING**

Vicarage Car Park - the gate between the car park and churchyard has been removed to avoid a touching hazard & main double gates to the driveway are left permanently open.

Church Approach – Lych Gate - The right-hand gate is fixed open to avoid touching handles.

Car Parking for pass-holders in TESIS South Campus Car Park. Access via St Mary's gate (swept and kept clear of debris, hedge cutting arranged). This is opened by the Verger or warden on duty and locked again by the warden on duty after everyone has left the site. Entry into Church is via the Rutherwyke Room, following the one-way system around St Mary's Church from West to North to East. (No entrance permitted through the Link Rutherwyke Room door at this time). By agreement of Thorpe PCC, all are asked to follow our existing and well-rehearsed Covid-secure procedures.

#### **COVID-19 SECURE PROCEDURES FOR ST MARY'S CHURCH**

A one way system around the church and grounds, entry in via Rutherwyke Room kitchen door, hand washing by all is mandatory, face masks/coverings are required by law (with exceptions on health grounds) and all are expected to sign in (providing name, time of entry and phone number for NHS purposes). Entry into church is via the Link (those with wheelchairs may enter via the main Door accompanied by a church warden). All in church should maintain social distancing, remaining 2/3 chairs apart. Therefore with 140 seats, and the choir stalls out of action, only 40 spaces can be made available at this time. (40 does not include clergy, servers, or the organist). Covid-secure Maximum capacity in St Mary's at any one time: 40 congregation & 8 Staff. (This figure is equivalent to 1/3 of our usual capacity, without the choir stalls or additional seating).

NB: For weddings, baptisms, and funerals the law stipulates 30 maximum, not including clergy or organist. Over-flow space for 10 people is available in the Rutherwyke Room. This means 9 spaces for congregation plus 1 sides men on duty.

#### **CLEANING**

We ask all attending to place a small post-it note onto the chair used. Chairs & surfaces are wiped down after service by the welcome team and toilets identified after use for additional cleaning.

We have increased the regularity and intensity of cleaning in our buildings. The church cleaner works weekly on a Wednesday morning from 9am – 12noon and deep-cleans through the building, including the toilets and kitchen, washing floors and surfaces throughout and fortnightly cleaning in church in accordance with government advice. Polishing, cobweb removal, window cleaning, hoovering and general dusting

in church remain the responsibility of the warden's team with a small group working through the Church building monthly on our behalf.

**St Mary's Vicarage  
Church Approach  
Thorpe Village  
Egham, Surrey,  
TW20 8TQ  
01932 565986  
[damomiles@btinternet.com](mailto:damomiles@btinternet.com)**

## OTHER GENERAL PROCEDURES - FINANCE

A financial giving/donations point (large glass Jar) has been set-up on the welcome table in the Rutherwyke Room, where people can also collect service sheets/newsletters (known as service sets) with post-it affixed to the front. A contactless payment device is also available in the Rutherwyke Room for direct donations. Cash donations should be left for 72 hours before being handled unless gloves are worn. These are available in the sacristy.

## SPECIFIC DUTIES (SAFETY MEASURES) FOR THE PARISH EUCHARIST SUNDAY 10AM & FESTIVAL SERVICES

- Toys and activities in the children's corner have been removed (individual packs for Families with Children are made-up weekly by the clergy/ministry team, one per family).
- The congregation will be asked NOT TO SING (The Choir may be re-formed to sing, socially distanced and 2 meters from the congregation and those at homes watching can sing along).
- The Choir Stalls, or the fabric covered chairs kept in the Rutherwyke Room store cupboard must not be used at this time, as they cannot easily be cleaned after use.
- The physical exchange of the peace has been suspended.
- The collection of donations and the presentation of the elements at the Offertory has been suspended.
- The sharing of the Common Cup has been suspended.
- No Cafe Church/Refreshments afterwards for the time being.

## STAFFING REQUIREMENTS

*This list of duties is not exhaustive, but rather intended to complement existing procedures.*

### Warden on duty

Duties remain the same, with overall responsibility for the safety of all in attendance, delegated from the Vicar and Churchwardens. Please do a visual check that signage is in place to assist the congregation to maintain social distancing. This includes floor markings, posters, one-way signage, and notices relating to hand sanitiser and hygiene procedures.

Ensure the Bells are ringing from 9.30am until 9.55, then the service toll until the first hymn/opening processional music starts at 10am. At the end of the Eucharistic Prayer, ring tower bell three times following the great "Amen." (FOLLOW BELL OPERATING INSTRUCTIONS POSTED BY CONTROL PANEL BY ORGAN)

Communion: Please direct people to follow the one-way system around the church floor which is designed to help people maintain social distancing. It is better for people to walk round rather than through a line of chairs where they will be tempted to touch several. If this does happen, please mark the row with additional sticky post-it notes in preparation for cleaning after the service.

With the assistance of another person, perhaps the sides men or another warden, those who have received communion should be offered hand gel once they have re-affixed their face covering/mask. Bottles of hand sanitising gel can be found in the Chancel (squint windows), by the prayer stations, on the welcome tables and on the Nave Altar. Also, direct people to the wall-mounted hand sanitizing points located in the LINK walkway and CHURCH PORCH.

### Welcome Team (sides men)

Please arrive at least 30 minutes before the 10am service or 11:30am service. Affix your welcome name badge. Upon arrival, collate and lay out the service "sets," about 45 for the

10am service, each containing a weekly sheet PLUS service sheet. Please place a single post-it note on the front of the service sheet.

**Person 1:** Be AWARE of emergency procedures, location of exits from the Rutherwyke Room and Link. Your primary task is to **look after the Rutherwyke Room** and ensure those entering are made welcome and aware of **and follow our Covid-secure procedures** and give advice (service sheets, family packs, donations etc).

Use the black counter device to count the number of people in through the kitchen door. In the unlikely event you get to 40, you will need to ask any extra people to **remain in the Rutherwyke room with you** for the service. You may like to check this with the clergy person leading the service, or church warden if possible. (If numbers in Church are below 40 and someone arrives late, hold them back until the Collect, when they can enter through the church just before the first reading). Those asked to remain in the Rutherwyke Room will be able to follow the service as the sound is relayed into the hall. (The screen can be used to display the service on Facebook also). Before the service begins the server/verger will ask you for the number on the counter, so the correct amount of communion breads can be prepared. In an emergency this number/counter will need to be passed to the warden on duty and fire or other emergency responders. Once a service has started, ensure 5 prepared service sets are on the welcome table in the Rutherwyke Room for latecomers.

Keep an eye on use of the toilets and place a post-it note on the door if used by anyone, so appropriate cleaning can take place after the service. Remain in the Rutherwyke room throughout the service. You may close the kitchen door but keep an eye out for people needing access into the Rutherwyke Room to use the toilets / arriving late. At the Agnus Dei (Lamb of God), invite anyone with you in the Rutherwyke Room to come up to the Chancel to receive communion. Lead them into the centre of the Chancel and communion will be brought to you all. (Communion can also be taken to those who are immobile in the Nave, upon request).

There are 10 folders made up each week containing resources for families with children including colouring pens, activity sheets, colouring books, stickers, and craft materials. Please direct families to these before they enter church. (No additional resources or toys are available in church currently).

**Person 2:** Your primary task is to look after the church and ensure people do not enter the building through the main entrance porch. This is presently for exit only. Be AWARE of emergency procedures, location of exits and emergency torches. Open inner (blue) porch door(s), and once the service has started, (depending on weather conditions) open one of the outer doors to allow air to flow through the building, keeping an eye out for anyone trying to enter church this way, directing them around to the Rutherwyke Room kitchen door (watching for latecomers!) Please ensure the inner door floor bolts are firmly lifted before allowing the doors to close (as they damage the stone floor on impact).

The collection of money and offertory procession has been suspended, as has the physical exchange of the peace and the common cup. During the service, please sit on the back row of church near to the blue doors, to keep an eye on the porch. At the end of the service, please open **both** the outside church porch doors, before the serving team reach the already open blue doors. Direct people to place their used service sets into the Blue recycling bin (Do not handle their papers unnecessarily). Do encourage them to keep the weekly notice sheets. If they wish to donate please encourage them to use a yellow envelope for cash, placing it into the basket on the welcome desk, or place change into the glass donations jar. Sides people are NOT

responsible for counting the collection money! As people leave encourage them to use the hand sanitiser, located by the main church doors in the porch.

Tidy the church once all are gone, ensuring that each chair marked with a sticky post-it note is **wiped with anti-viral/bacterial wipes**, and the **side of the chairs either side** also. (Supplies of wipes and gloves can be found in the sacristy and by the Kitchen hatch). Personal items that are left behind should be reported to the Warden on Duty or Verger.

### **Readers, Intercessors & Preachers**

Please use the lectern, speak clearly with the microphone to the right-hand side of your mouth. Please avoid touching the microphone unless necessary. Hand sanitiser is available by the lectern. If you are able, please bring up your newsletter to read from. Please remove face mask before reading and use hand sanitiser after replacing your mask.

### **Verger or Server**

Your task is to ensure the necessary items are in place in preparation for the service and to assist the clergy during the liturgy, and finally, to safely clean and tidy everything away afterwards. Due to the present pandemic, the PCC have resolved not to light the High Altar candles for regular worship, apart from a major feast day. You may need to check there is enough candle oil in the Lectern and Nave Altar candles and top up accordingly. Please ensure a rechargeable candle is placed inside the blue holder before the statue of Our Lady, and the central candles are alight in both votive candle stands (Lady Chapel and Benedict Chapel).

Before touching any of the holy vessels in preparation for Mass, please wash your hands in the kitchen with hot soapy water. Prepare the chalice with a priest's wafer and 1 gluten free host placed upon the patten, and the ciborium prepared with 40 people's hosts. Set this all up in the squint beside the font, taking care not to touch unnecessary items or surfaces in the process. Make sure the silver box has been filled-up with additional breads and is also ready in the squint. You should always change the water in the cruets before each service, and if necessary. There need be no more than half an inch of wine (Ruby port) in that cruet. We are only using the small cruet jugs at this time as only the presiding priest will consume from the common cup and the offertory procession has been suspended. Set-up cruet jugs with the handles away from you so you can pick them up by the stem. (You offer the priest the handles). This leaves the handles clean, to be touched by the presiding priest and avoids you touching the same places. Repeat the same procedure at the ablutions (You offer the priest the handle). Hand sanitiser is available in both squints as well as on the nave altar and please use this regularly, especially if you have needed to touch your face covering/mask.

After the service, please ensure all vessels are washed in hot soapy water and cleansed with near boiling water before being wiped dry with paper towel and returned to the safe/sacristy. All jugs of water should be emptied, washed in hot soapy water, and left open to the air to dry. Please return all service books to the sacristy – things should not be stored in the choir stalls at this time. Place any used notice or service sheets into the blue re-cycling bin by the blue porch doors.

Please ensure that all servers and clergy chairs are **wiped with anti-viral/bacterial wipes**, along with any surfaces to their side, such as stalls. (Supplies of wipes and gloves can be found in the sacristy and by the Kitchen hatch). Personal items that are left behind in church may be passed to you for storage in the Wallace Room basket (just inside the door).

*Updated 20 August, 2020. DSHM*