

Stewards' Guidelines – Version 7 (updated 17th October, 2020)

Thank you for volunteering to be a steward.

Please meet at the rear door **30 mins** before weekend Masses. Please be at church **20 mins** before weekday Masses. For weekend Masses, please wear a hi-vis jacket or vest so that you can be clearly identified.

Wearing of **face coverings** inside church is now mandatory, other than for those who are exempt. We cannot know who is exempt, and it may not be appropriate to ask. So stewards should not 'police' mask-wearing. Simply remind: "We are wearing face masks, in line with the law, unless, of course, you are exempt."

We are currently working to 2m spacing between anyone not in a household group or 'bubble'. The capacity of the church under these conditions is around 70.

Initial checklist on arrival:

- Hand sanitiser should be in place on the counter tops in the porch.
- At the back of the church there should be a supply of disposable masks, gloves, paper towels, and cleaning materials for cleaning after Mass (to be done by all stewards).
- Newsletters should be available in the porch.
- QR codes for 'track and trace' should be clearly displayed.
- Contact cards and pencils should be available on entry (to be completed when seated); there should be baskets in the porch and narthex into which these can be dropped on leaving.
- There should be a basket for the collection in the Narthex and porch – to be used on exit.
- (Once previous stewards have finished) all benches should be clean and empty. Check balcony also.
- For a Mass likely to be full: place 3 chairs at the front of church and 4 in the narthex.
- No one should enter the church until cleaning for the previous Mass is complete.

Ventilation: we need good ventilation, particularly at busier Masses. The narthex doors and inner rear doors should be open during all Masses. We recommend opening two windows at front left of the church and two at rear right (car park side). This could be reduced to one at front and rear if Mass is quiet (e.g., weekdays). Open all doors between Sunday Masses to allow more fresh air in. Outer rear doors may be closed during Mass to reduce noise/cold, as long as windows are open.

Before Mass – entry is via the porch door once any cleaning is complete. We aim to welcome people warmly to church – particularly those that we recognise as new or visitors. As they enter, we manage the queue, ensure hand sanitation, show people to seats, and explain 'track and trace' procedures.

Detailed roles for stewards are on the next page.

During Mass – A steward should remain in or just outside the porch to manage latecomers. If church becomes full, inform people that they unfortunately cannot come in – direct them towards other Masses.

Communion is given by the priest and/or Eucharistic minister(s) circulating through the congregation. Stewards can help to ensure that no-one (e.g., those seated in the balcony or narthex) is missed.

End of Mass. As Mass is ending, ensure porch and narthex doors are fastened open. Guide people bench-by-bench to the narthex exit (for people at the front) and porch (for those at the rear). Ensure people do not stop in or immediately outside the narthex or porch to talk – ask them to move well outside the church.

Cleaning. Please wipe down surfaces, wearing supplied aprons and gloves for cleaning. Wipe:

- All surfaces of any bench that was used, and the back of the bench in front, with spray and paper towels; kneelers need only be wiped if likely to have been handled (e.g., by small children).
- The top of the aisle end of *every* bench (may have been touched by people walking up the aisle).
- Other surfaces likely to have been touched: e.g., door handles, counter tops in the porch, and the following (if used): chairs, car park keypad, banisters, microphone stems and seats on the altar.
- After 11am Mass, please put clipboards away in the children's liturgy locker in the parish room.

Dispose of all used cleaning materials – gloves, aprons, wipes etc – into bin bags with any other rubbish and leftover newsletters. Put these in the presbytery bins. Sanitise your hands thoroughly after completing.

MORE DETAIL ON ROTA, COMMUNICATIONS, AND ROLES BEFORE MASS

We will usually have 3 stewards at 11am Mass, 2 at other weekend Masses, and 1 at weekday Masses.

The email list st-laurence-stewarding@saintlaurence.org.uk should include all stewards. This will be used to distribute the rota and for communication among stewards.

Please look out for a new rota when the previous one is due to expire – get in touch if you don't receive it. You will be assigned to your selected Mass. If unable to be there on any of your dates, please arrange a swap – you can either contact other stewards from your Mass directly or use the email list address above.

More detail on roles for stewards are provided below. If there is only one of you, please cover as many of these actions as you can – focusing primarily on ensuring good distancing and cleaning requirements. Some of these actions, e.g., managing the queue, are not necessary for smaller Masses. Where there is more than one of you, we suggest splitting your roles as shown below.

2 stewards	3 stewards	Role
Outside / Porch	Outside	<p>Supervise any queue outside. 2m distance between household groups.</p> <p>Ensure nobody goes in through the narthex or keypad door.</p> <p>Place a cone to block entry by cars if the car park or church become full.</p> <p>If the church does become full, inform people that they unfortunately cannot come in. Let them know about Masses likely to have space (e.g., 5pm Sunday or all weekday Masses).</p> <p>Ensure narthex doors are opened at the end of Mass and people respect distancing while leaving through the narthex.</p>
	In porch	<p>Welcome people into the porch, one group at a time.</p> <p>Ensure hand sanitisation & maintenance of distancing. No stopping to chat!</p> <p><i>Contact tracing using smartphones:</i> People with the NHS app can use the NHS QR code on the wall in the porch. People without the app, can use the other QR code to access a form that they can complete once seated.</p> <p><i>Contact tracing without smartphones:</i> People should take a Mass Attendance form (and pencil if they need it) and complete it once seated. Forms and used pencils are to be put into baskets as people leave.</p> <p>Feed people into the church in household groups.</p> <p>Count people using the clicker counter. Report the count to Fr Simon.</p>
Inside		<p>Guide people to seats.</p> <p>If it looks like the body of the church may become full, direct some more mobile people to the balcony – maximum 16 people. Access via stairs to the left (as you face the altar). Leave via the other stairs.</p> <p>Within church – use alternate benches, as marked.</p> <p>One household per bench; or one couple + one individual; or two individuals only to a bench (2m ruling).</p> <p>For a Mass likely to become full, we can use 2 or 3 individual chairs at the very front of church and also seat one household group in the narthex.</p> <p>Let people know they must stay in their benches during Mass (including keeping young children within the bench).</p> <p>Ensure porch doors are opened at the end of Mass and people respect distancing while leaving through the porch.</p>