

Stewards' Guidelines – Version 10 (updated 19th June, 2021)

Thank you for volunteering to be a steward.

Please meet at the rear door **30 mins** before busier Masses and **20 mins** before if stewarding a quieter Mass.

Wearing of **face coverings** inside church is 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 aim for '1m+' spacing between anyone not in a 'bubble'. This makes capacity of the church around 70. We may also seat 2 groups in the narthex and 3 or 4 groups (depending on size) in the Parish room. Groups of 6 or less who arrive by car together or normally socialise may now be regarded as a 'bubble'.

Initial checklist on arrival:

- Hand sanitiser should be in place on the counter tops in the porch.
- At the back of church should be a supply of masks, gloves, paper towels, and cleaning materials.
- Newsletters should be available in the porch.
- QR codes, contact cards and pencils should be available so that attendees can participate in contact tracing; there should be baskets in the porch and narthex into which cards can be dropped on leaving.
- There should be a basket for the collection in the narthex and porch – to be used on exit.
- For a Mass likely to be full: place 3 chairs at the front of church and 4 in the narthex and ensure that the screen and sound in the Parish room are switched on.
- No one should enter the church until those involved in any previous Mass have left.

Ventilation: Our space, with its high roof, is safer than many. However, we should promote ventilation. All doors and some windows should be opened between Sunday Masses. During busier Masses, we recommend keeping rear doors open and opening windows at front left of the church and at rear right (car park side). If the church feels cold, then we can regard it as having been sufficiently ventilated, and close windows. Rear doors may also be closed to reduce traffic noise, while keeping some windows open if possible.

Before Mass – entry is via the porch door. We welcome people warmly to church – particularly those that we recognise as new or visitors. For quieter Masses we now rely on people sanitising hands and seating themselves according to the signage. For busy Masses, we manage the queue and show people to seats.

Detailed roles for stewards are on the next page.

During Mass – A steward should remain at the back of the church to manage latecomers. If the church (including the narthex and Parish room) becomes full, inform people that they unfortunately cannot come in – direct them towards other Masses.

The communion procession is now reinstated. A steward should usher if necessary – see next page.

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. As guidance is now that surfaces should be wiped down daily, rather than after every use, it is now only necessary for weekend stewards to clean after the Saturday 6pm and Sunday 11am Masses. Please wipe down surfaces, wearing supplied 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.

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 and 1 or 2 at other Masses, depending on likely attendance.

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 any cleaning requirements. Some of these actions, e.g., managing the queue, are not necessary for smaller Masses.

Welcoming	<p>Ensure nobody goes in through the narthex or keypad door.</p> <p>Welcome people into the porch, one group at a time.</p> <p>At busier Masses, ensure hand sanitisation & maintenance of distancing.</p> <p>If the church (including the narthex and Parish room) 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>
Contact tracing	<p>We no longer need to be proactive in requesting that people complete test and trace information, as guidance now states responsibility for this lies with the individual. We should ensure contact tracing mechanisms are clearly available and answer questions on how to use them.</p> <p><i>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>Without smartphones:</i> Use a Mass Attendance form (and pencil if they need it); complete once seated. Put forms and used pencils into baskets on leaving.</p>
Seating	<p>People only need to be guided to seats at busier Masses.</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. One household per bench; or two couples; or a group of up to 3 + another individual. This is using '1m+' guidance – i.e., spacing of 1m is permitted while face coverings are required.</p> <p>We can use 2 or 3 individual chairs at the very front of church, seat 2 groups in the narthex, and 3 or 4 groups (depending on group size) in the Parish room (ensuring that the screen and audio are switched on).</p> <p>Let people know they must stay in their benches during Mass (including keeping young children within the bench).</p>
During Mass	<p>Stewards should usher communion if necessary to ensure people approach one bench at a time, in single file (<u>not</u> two lines, even if there are two Eucharistic ministers), and return via the side aisles. Communion should still be taken out to the narthex and Parish room, if needed.</p>
End of Mass	<p>Ensure porch doors are opened at the end of Mass and people respect distancing while leaving through the porch.</p> <p>Please clean the church after 6pm Saturday and 11am Sunday Masses,</p>

INSTRUCTIONS FOR SWITCHING ON SCREEN / AUDIO IN PARISH ROOM

To get it ready:

1. Get the screen down. There's a small white box (at about head or shoulder height) on the wall underneath the screen. It has two buttons, shaped as an up arrow and a down arrow. Press the down arrow and the screen will descend. The motor will stop by itself once it's fully unwound.
2. Turn the loudspeaker on. The loudspeaker is on the balcony next to the door of the copier room. Turn its volume knob to maximum clockwise. It will hum a little even if the church is silent. This will give you confidence that it's working.
3. Turn on the projector. The white remote control should be in a plastic box near the windows. Point it at the projector in the ceiling and press the power button. It should be set to show the image from church.
4. Optionally increase the zoom on the picture. Press the "Zoom" button on the remote two or three times until the view on the screen just includes the lectern.

Switching off:

1. Turn the projector off. Press the off button on the remote and then press it again as instructed on the screen.
2. Turn the loudspeaker off. Turn its volume control completely anticlockwise.
3. Wind the screen away. Press the up arrow on the control box (which is now behind the screen so be careful to avoid damage). The motor will stop by itself when complete.

(Note: if there is another Mass following you, you can leave the screen wound down - but please switch the projector off between Masses).