

# STEWARDING & CLEANING FOR PUBLIC MASS

## General

The work of stewards and cleaners is to help make sure that in holding a public event such as a Mass during this time of pandemic, St Thomas More Church is doing its best to keep visitors safe. All government guidelines that apply in general to indoor events - about social distancing, face coverings, hand sanitising, limited numbers, cleaning and so on - apply also to us. Stewards are to help people meet those guidelines and to help them be as safe as possible. We do this of course with a warm welcome and as much Christian love as we can. ***Thank you for volunteering:*** we can do nothing without your help.

We have no reliable way of determining how many people will come to Mass at this time. Thanks to the number of volunteers we have had it will be possible to increase provision if we need to. But we ***cannot*** admit more than 100 people. The website and notice sheet will contain details of course.

## Times of Masses

From Sunday 12 July there will be a public Mass at 9am. If demand calls for it, a second Mass at 11am will be introduced the following week.

In the week I propose, subject to availability of stewarding/cleaning -

Mondays 6pm, followed by a Adoration of half an hour

Fridays 9am

Saturdays 9am, followed by a Holy Hour (during which confessions may be heard)

All Masses, public or not, will be live streamed.

## Before Mass Begins

1. Please arrive at least half an hour before Mass is due to begin. You should be wearing a face covering and a disposable apron.
2. Both main doors are available for entry. One steward needs to be at each door. The doors must remain open for ventilation. Both doors of both pairs should be open.
3. Visitors should put on a face covering before entering the church.
4. Visitors should queue, if already wearing a face covering, no closer than 1.5m apart. Otherwise it is 2m distance.
5. All visitors must sanitise their hands on entering. No one with any cold or flu symptoms should come in.
6. There is no holy water, and no hymnbooks, Mass books, or leaflets available at the back of church.
7. Visitors are to be taken to a seat, beginning from the front of church. Those who form one household may sit without distancing. Otherwise, individuals must be 1.5m apart, wearing a face covering. This means four people per row in the centre two blocks of seats, and three per row in the outer two if social distancing. Whole families sitting together will obviously alter these figures. Please encourage visitors to sit where you ask them, and nowhere else.
8. Once 100 people have been admitted or when the seating is all taken the building is full (we cannot know the numbers of those groups who can sit without distancing so full may effectively be slightly under or slightly over this figure). Do not count the clergy or the stewards in this figure, just visitors. Stewards may stand socially distanced at the back of church or of course sit if there are seats. Once we are full no one else may be admitted. This is a horrible position for a church to be in, but the limit is not to be exceeded. Please handle this as kindly as you can and do not leave one steward to face any strong disappointment alone. We shall know when the next public Mass will be, and people should be told about that and invited to it. Remember that the obligation to be at Sunday Mass has been lifted: just as no parish

is obliged to provide a public Mass at the moment, so no parishioner is obliged to be present if it does.

9. If anyone must leave, thus going against the flow if people are still arriving, social distancing should be maintained

#### **During Mass**

1. No one should be moving about during Mass.
2. Any latecomers who may still be seated should be taken to a free seat. Any that turn up once the church is full must not be admitted, unfortunately. We have no powers to make anyone do anything, but any disregarding of these instructions is unsafe. We will not be able to remain open if people do not act safely and put others at risk.
3. There will not be any readers from the congregation (at least not at first), nor Eucharistic ministers, nor collection bags passed round, nor an offertory procession so there should be no need for moving. There will be large boxes for donations at points in the church.
4. At Communion, the congregation should proceed row by row to the points for communion, at a steward's direction. An alternate two seating blocks may move a row at a time with the other blocks not moving, thus maintaining physical distance between moving groups. They proceed directly to the place of communion and queue one behind the other only, socially distanced unless a family. (Precise instructions about what happens at the time of communion will be given in church). Movement from the centre seating blocks will be towards the altar up the centre aisle for communion, returning along the front of the sanctuary and back via the inner aisles at the other end of the pews, in a circular route. Movement from the end two blocks will be towards the altar along the aisles at the walls, and back using the two inner aisles, again in a circular route.
5. If you are aware of anyone who needs Communion in their place, please attract the attention of the clergy by raising your hand and pointing, or joining the end of the communion queue and leading the priest or deacon to the person in question. They must be at the end of a pew. It is of course government guidelines that those with underlying health conditions should not attend indoor events.

#### **After Mass**

1. Both main doors are available for exit, again both doors of both pairs should be open and have been so during Mass.
2. Stewards encourage people to leave row by row from the back of church, by organising each row one at a time. People should leave in an orderly and unhurried way keeping social distance and without congregating for conversation in the church or immediately outside it. They should sanitise their hands on leaving.
3. Cleaning may begin once people are safely out of the way. The floor should be mopped and every used pew and surface likely to have been touched wiped with an antiseptic solution. Please remember door handles. Disposable aprons and gloves, all cleaning materials and rubbish bags for used cloths will be provided. Mops and buckets will be brought from the sacristy area by the clergy: please do not go through the doors behind the altar. That area is to be used by as few people as possible.

This is all new and unfamiliar. It may well be that we shall discover better ways of doing things and need to make changes. If you spot anything that might be changed to improve things, do say so. It may be that the congregation catches on very quickly to these new ways. Please bear with us as we all learn together!