**Re-opening @ St Margaret’s version 2 7.7.20**

**Notes after walk-through with BC, JMJ and HPGR**

**Revised after walk through with JMJ and SS re Family Praise**

Rotas:

Stewards could include ~~Pete and~~ (Pete will not be able to attend for the time being) Lorraine, Joe and Marlene, Georgina

Duties: encourage use of sanitiser, and direct to weekly sheet and service booklets (don’t hand them out)

NT, Psalm and Gospel readers to read from service sheet OT reader to do the Gospel

Preparation (wardens to lead):

* Ensure churchyard gate is left open
* Microphone on stand in off-centre of chancel arch for all to use (avoiding touch of lectern; but not conflicting with HC administration)
* Light a candle and put lighters out of the way
* Altar set in usual way, except:
	+ Priest’s wafer to be one small people’s wafer
	+ Leave other wafers on box with lid on
	+ Only enough wine for priest

Ventilation (wardens):

* Main door wedged open

Welcome on arrival (Wardens oversee):

Near entrance / exit:

* Table with Sanitising gel and lined bin
* Liturgy books with notice ‘please take one for yourself, and place in box below after the service’
* Service and news sheets (useful to follow hymn words and psalm)
* Steward 1 with register list who will tick off or add new people’s name and phone number, to enable tracing if necessary; and ensure people wait if necessary to keep distance while entering
* Clear welcoming attractive posters that include simple messages about;
	+ Keep 2m from others (e.g. below)
	+ Encourage to sanitise hands on way in

Steward 2 to guide people to appropriate seats: Alternate pews to be out of use

* Each household 2m away from next person each side, in front, behind
* [every second row not used]

Vestry / robing / procession:

* One person in vestry at a time
* Priest plus server (Jilly) to robe

Announcements immediately before service (priest or warden):

* Explanation about aerosols and droplets, so:
* Singing with the heart, but not with the voice please
* Join responses with confidence but softly
* Avoid facing people when you speak
* Sharing Peace, by sign (suggest one) but not spoken
* Receiving HC – will be different, tell you how at the Peace
* Any other changes to order of service

Order of service: what’s different?

Processional hymn:

* Pre-recorded music through sound systemThe Word:
* no O.T. reading (to keep service short)
* NT reading then Psalm then Gospel
* Shorter sermon / reflection

Administering HC:

After the Peace, Announcements about how we receive Communion:

* After inviting everyone to ‘draw near with faith’, the priest will say something like ‘the body and blood of Christ keep you in eternal life’ and you may wish to respond quietly ‘Amen’
* When the warden guides you, please come forward round the side and stand at the front on either side, two at a time
* Receive only the bread, by standing with arms outstretched; nothing will be said at this time
* After receiving, return to your seat
* BC will be receiving the wine on behalf of us all

Sacrament:

* As table is prepared, no prayers but quiet music (c.45 secs) to help us prepare
* Priest to sanitise hands
* Priest to shake required number of wafers from container to patten
* Eucharistic prayer: responses said quietly (optional)
* Immediately before administering wafer to worshippers, priest to
	+ sanitise hands again
* priest to administer wafer at arm’s length, from centre front of sanctuary

After post-communion prayer,

We listen to a HYMN

Final notices before dismissal:

* Immediately after the final procession, please leave, as guided by a warden
* Please talk outside and/or when you’re home, ring your friend!
* Priest will greet people in churchyard, at safe distance

FP arrangements Broadly similar:

The first Sunday it is very difficult to predict numbers. Susan will arrive at 0945 to help sanitise and prepare as soon as eucharist is over. Must be ready for several groups arriving together. Bruce will be there and can help steward. Direct to gel and explain about seating etc, this dependant on whether outside or in (see below)

Weather permitting we may have most of the service outside, but we have assessed risks for the alternative of the whole thing inside. In case outside, ask people to bring a picnic chair or be ready to sit on blankets

Service cards used in normal way but no song sheets or books

Bell not to be rung by children for the time being – not possible to supervise safely.

We intend to have “canned” music if Hans is able to provide. If we are outside, it will be OK to sing, otherwise we will have to limit ourselves to doing the actions and using instruments. These will be on a tray for people to select and leave behind afterwards.

We considered having prayer shapes to fill in but feel it involves too much handling and general fuss. Instead we will tell people the theme and ask them to bring their own prayers if they want to. They can read them out or give them to one of us to read.

Collection plate at the back as usual – leave cash to count later

ACTION Bruce:

ACTION Jonathan: Ask Jilly to ensure car windows open, if carrying passengers to church. ALSO please be at Church in good time on 12th July to go through server arrangements with BC (Done 7.7.20)

NOTE for future:

Review arrangements for Thurs 1030, and Evensong, AFTER next Sunday