

Stewards

Roles and responsibilities

What?

- Two stewards are needed for each Mass

Members of the Team have to:

- be deemed fit for work
- not be classed as clinically vulnerable, self-isolating or shielding
- attend the entrance and exit doors of the Church at all times it is open
- be over 18 but under 70 years of age
- be with at least one other stewards present
- be aware that the maximum capacity of the church is 40
- practise good hand hygiene themselves through regular washing or sanitising
- complete an inspection of the church before opening
- ensure that all facilities and equipment are in place
- be aware of the guidance on 'catch it, kill it, bin it', for effective hand hygiene
- know actions in the event of a First Aid emergency
- ensure that hand sanitisation by visitors occurs at entry and exit points
- ensure social distancing is maintained by people in the church
- maintain social distancing themselves
- control capacity, once 40 are present, operate a one-in-one-out
- not to physically interact (shake hands, hugging, etc.) with parishioners
- not eat, drink, or touch their face, unless they have immediately washed their hands beforehand
- ensure any cuts or graze on their hands are covered complete with waterproof dressings
- be known to the Parish Priest and, preferably, be current volunteers in the parish
- trained in Safeguarding, if possible
- make sure Diocesan Safeguarding posters are clearly visible in the church
- know details of MPB's Safeguarding Office
- not allow anyone under 16 to enter a church unless accompanied by a responsible adult

Where?

- Arrive at side door
- FrC will let you in
- Must be unaccompanied (ie no children)

When? either

- Sunday 9.10am-10.15am
- Sunday 10.40am-11.45am
- Weekdays 11.45am-12.40pm

How?

- Email FrC to apply (parish@preciousblood.org.uk)
- You will receive a confirmation email arrives
- Log-in to ChurchSuite and sign-up for vacant

8 September 2020

To Do

- *Check people in*
- *Make sure sanitise hands*
- *Keep 2m apart, and request if necessary*
- *Entry only by west door*
- *Leave only by SE door*
- *One person or household on each bench*

Candles

- *One person at a time*
- *Light from another candle*

Collection

- *Card Machine (one at a time, using gloves or equiv)*
- *Cash in bucket*

Communion

- *In hand*
- *Standing*
- *Arm's length*