



Re-opening of Erdington Abbey for Mass

Instructions for volunteer stewards

Dear all,

Please can I start by thanking you for your support during these difficult and uncertain times, without you we simply could not re-open our doors for Mass as we are doing on Saturday 4th July 2020. During the weeks ahead, Masses will take place at the following times:

Saturdays- 9.30am and 6.00pm

Sundays- 8.00am, 9.15am, 10.30am, 12.00pm, 6.00pm

Mondays, Wednesdays, and Thursdays- 10.00am and 7.30pm

Tuesdays and Fridays- 10.00am

With this in mind, we need your support on any of the above days. In order to function most effectively, and maintain people's health and safety, we need 4 stewards to support each Mass, and 8 helpers after each Mass to help clean the church. I am aware that Claire has been in touch with you about this whom I thank for co-ordinating the rota and team, please work under her direction.

Roles and responsibilities:

Please can all stewards arrive 30 minutes before Mass and write your name and telephone number in the signing-in book.

Instructions for the one steward who controls the crowd (entrance and exit)

- Before Mass please ensure parishioners use the marked-out queueing systems. One is marked from the main entrance to the car park toward the school, the other is marked from the main entrance to the Sutton Road. Where they merge at the main entrance to church please rotate entrance between queue 1 and 2 and direct parishioners in when appropriate.
- When parishioners are queueing please explain that they or a member of their household/bubble will be required to sign-in and they will be asked to sanitise their

hands. Also explain that another steward will direct them to their seats, please follow their instruction.

- If the church reaches full social distanced capacity, please apologise to those still queueing and invite them to wait for the next Mass (if applicable).
- At the end of Mass, please stand by the collection plate which will be placed near the closed toilets and the exit to church. Please open the back door to ensure parishioners do not touch door handles.
- Ensure parishioners do not use the toilet and follow the one way system, no parishioners should be entering church this way and returning back into church from here

Instructions for the one steward in the foyer

- The main entrance doors must remain open so that parishioners do not touch the door handles.
- Welcome them in whilst maintaining a safe distance, ask them or a member of their household/bubble to write a name and contact telephone number in the signing-in book, explain that this is to facilitate track and trace if necessary and their details will remain confidential. Ask them to sanitise their hands and read the signs displayed on the board.
- Explain the seating process and the one-way system. Remind them that it is compulsory to wear a face covering (the church has a limited supply of masks if absolutely necessary).
- Open the inside doors to the church for them and direct them to the next steward who will usher them to their seats.

Instructions for the two stewards escorting to seats

- Aim to fill up the church from the front and chapels first, although if parishioners express a seating preference please allow for this, if possible.
- Stand in close proximity to the next available seat and wait for the steward to direct parishioner/s to you.
- When the parishioner/s reaches you, maintain a safe distance and point clearly to the pew and seat you would like them to sit in.
- Do not seat any parishioners in the pews that have been roped-off, this has been done to maintain a safe distance.
- There will be a maximum of 2 parishioners from different households on each pew. Seat parishioners on the ends of each available pew. Where possible, fill up from the inside of each pew first so that parishioners do not need to pass each-other. If a parishioner is unable to reach the inside of the pew, they can sit on the outside (aisle side) but must stand and move out of the way to allow a second parishioner into the

same row to take the inside of the same pew if the need arises, always maintaining a safe distance.

- In the case of household groups/bubbles, they can share a pew however no other parishioners can then use the same pew.
- The Sanctuary can be used for extra seating but use this only if necessary as a last resort (check this with Claire or Fr Elias first before using them).
- There will be 7 areas within the church as follows:
 - A- St Joseph's Chapel (steward 1)
 - B- Our Lady's (steward 1)
 - C- Lectern (steward 2)
 - D- Pulpit (steward 2)
 - E- Sacred Heart (steward 3)
 - F- Passion Chapel (steward 3)
 - G- The Sanctuary (steward 3 if necessary)
- Dismiss parishioners in the order; A, B, C, D, F, E, G. Direct parishioners to leave directly through the side exit towards the Sacristy. You may need to point clearly. Ensure parishioners do not walk in any direction other than the one you have directed them to follow.
- Disabled access- Please seat wheelchair users at the very front of church in-front of the first row. If this becomes full then seat them at the back of church next to the main internal entrance doors. Unfortunately there is no wheelchair access via the Sacristy therefore wheelchair users will need to exit via the main entrance. All wheelchair users will need to exit church first before any other parishioner.

Instructions for cleaners:

- Always wear gloves and a mask for cleaning, gloves will be supplied by church.
- Ensure all pews and kneelers are thoroughly cleaned with disinfectant, this is very important to avoid risk of transmission.

Health and Safety for all stewards and cleaners:

- It is compulsory for stewards and cleaners to wear face masks and gloves. The church has a limited supply.
- Always make sure you maintain a 1 metre distance from parishioners and other stewards where possible.
- Avoid touching door handles and statues, unless you are in the foyer and opening the inside doors for parishioners.
- The lighting of candles is not permitted to limit the risk of fire and/or transmission.
- In the case of an influx of people, ask new arrivals to wait patiently in a socially distanced queue outside. There is to be no queuing inside church.

- If you are feeling unwell please stay at home and rest, following government guidelines, and inform Claire.
- If you begin to feel unwell whilst on duty, please inform Fr Elias and/or Claire.
- Please report any concerns to Fr. Elias and/or Claire.
- Please call the Parish office on 01213730143 if you develop symptoms of Covid-19 after stewarding and/or cleaning, and follow government guidelines.