



# EMMANUEL CHURCH

## WEST HAMPSTEAD



### Protocol for the opening of Emmanuel Church for Public Worship as agreed at the PCC meeting on 02 July 2020 and updated on 23 July.

Following advice and guidance from HM Government, the wider Church of England and Diocese of London we look forward to welcoming congregations back into our beautiful building from this coming Sunday (05 July 2020). A statutory risk assessment has been carried out by Fr Jonathan and the Churchwardens and agreed by the PCC which forms the basis of this protocol, which fully reflects HM Government and wider Church advice, refined for the local situation at Emmanuel Church. This wider guidance can be found in the links below:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

<https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na>

At the time of producing this protocol we can only have two Sunday Eucharists at 0800 and 1030. The Eucharist will also be celebrated publicly on weekdays on Mondays at 1930 and Wednesdays at 1230. In its current form our lovely 0915 'Joyful Noise' Eucharist cannot satisfy the risk assessment, and it would be impossible to carry out the necessary cleaning and sanitisation between three services so close together. We will explore the possibility of a separate such service in the afternoon (and perhaps outside) in the coming weeks. **Please note that the current dispensation from church attendance for school admissions' purposes remains in place until further notice.**

1. All who attend public worship must be alert and vigilant and remain responsible for their own safety and the safety of others. **You must not come to church if you have any of the symptoms of Covid 19.**
2. Please inform Fr Jonathan by email on [frjonathan@mac.com](mailto:frjonathan@mac.com) or on the church office phone number 020 7435 1911 of your intention to worship on a given occasion so that we can ensure that numbers in church remain within *covid-secure* levels.
3. We currently deem the maximum occupancy of Emmanuel Church for any service is 60 in order to preserve optimal social-distancing of 2 metres.
4. We ask that all who come to church arrive in good time to ensure the occupancy of the building does not exceed the deemed total numbers. Please be aware, if you arrive late and the church is already full to capacity, we will unfortunately not be able to admit you, so that we can ensure the safety of all present.
5. We are advised to record the names of all worshippers (including children) so that we are able to co-operate in the Government's track and trace programme should the need arise. The names on these lists will be kept securely in the church safe for the recommended 21 days to ensure the security of the personal information.
6. The seating for all worship in the church will be in the nave which will allow the optimal 2 metre social-distancing. The congregation will be invited to sit for more of the liturgy than usual and to stand simply for the Gospel and to receive holy communion.
7. Pews are marked with green ticks where it is appropriate for a single individual to sit, or else whole households and couples who live together can sit together in a pew. Furthermore, there are individual grey chairs at the west end of the church socially distanced where individuals can sit.
8. There will be clear signage and a one-way system through the church and the floor will be clearly marked with arrows. Unless required for mobility access purposes, the entrance for everyone will be through the north-west porch up the steps by the main gate and the exit will be through the north-east (bell porch) door. Please follow the directions of the Churchwardens and welcomers.
9. Hands must be washed with sanitiser on arriving and leaving church and during the Eucharist as detailed below.
10. Social-distancing measures of observing 2 metres will be observed by all staff and officers of the Church where possible and face coverings and other measures will be in place where this falls into the 1 metre plus definition.
11. There will only be one WC open – the accessible WC off the kitchen passage – which should only be used in the case of emergency. We ask that you use the sanitiser at the door before and after use and that you leave the WC in a clean and safe manner, ensuring all paper towels are fully in the bin and nothing is left on the floor.
12. Face-coverings which are now mandatory on public transport, in shops and other enclosed public spaces are now required for church services in the light of Government and wider Church of England guidance which may be found [HERE](#) and [HERE](#). Please come to church with your own face-covering ensuring that they fit properly and fully cover the nose and mouth. We have a limited supply of face-coverings at the church for those who arrive without them.
13. All doors will be left open during worship to allow maximum ventilation

14. All holy water stoups have been emptied and will remain so throughout the Covid-19 period.
15. Whilst we will not be live-streaming or recording the main Sunday Eucharists at 0800 and 1030, a live-stream in the format used throughout the pandemic will be made by way of a Vigil Eucharist on Saturday evening at 1800 streamed on the parish Facebook page, which can then also be viewed either there or on the parish You Tube channel on Sunday morning and at any time afterwards. Midweek Eucharists with a congregation on Monday at 1930 and Wednesday at 1230 will continue to be livestreamed, but no congregational members will be visible on camera and only the presiding priest and reader will be recorded at the lectern and altar.
16. We ask all members of the congregation to be seated in good time when they arrive in preparation for the liturgy to begin and so that any important announcements affecting the service will be heard by all.
17. Parents and carers are responsible for ensuring that children observe social-distancing rules and remain in their places. We regret that, until the advice is updated, we will not be able to offer the provision of a Sunday School but for the next few weeks until the school holidays we will continue to make available on the website and in the weekly emailing ideas for Sunday School and activity sheets for children.
18. At the time of producing this protocol, congregational singing is not possible as this is deemed to increase the risk of transmission. An individual cantor, social-distanced from the congregation may intone the psalm or another part of the liturgy deemed necessary on the congregation's behalf.
19. Single-use sheets will be used for all services (there will be NO hymn books or re-usable booklets).
20. Clergy will only wear vestments assigned to them and there will be a clear 72 hour period between each use.
21. The hosts (bread) for Sunday worship will be prepared 72 hours before worship and will be kept in a sealed ciborium, with the lid firmly in place. This lid will remain in place during the consecration to ensure that they are not contaminated by contact with droplets from the presiding priest mouth or breathe. In so doing the presiding priest will not speak or sing over any uncovered elements and the large priest's host and chalice will be received solely by the presiding priest who alone will prepared the altar before the service begins with sanitised hands.
22. Holy communion will be distributed in one kind only (the bread) at the chancel step and there will be no words at the time of distribution. Instead, before distributing, the presiding priest will hold up the ciborium and say "The Body of Christ, the bread of heaven" and all will respond "Amen" together before receiving the sacrament in silence.
23. Only the presiding priest will distribute the bread, having sanitised his/her hands immediately before the distribution. The priest will wear a face-covering for the distribution at the chancel steps. Communicants will be asked to queue in a socially-distanced way and to sanitise their hands with sanitiser at the front of the nave. The host will then be gently be dropped into the communicants hand only, taking care not to make contact between the hands. Where accidental contact happens the priest will sanitise his/her hands before continuing the distribution.
24. Any hosts remaining after communion will either be consumed by the presiding priest straightway or else placed into the tabernacle in the closed ciborium and not touched for 72 hours
25. Arrangements may now be made for communion for the sick and housebound.
26. All worshippers will be encouraged to make their donation electronically, either through a regular standing order or through the parish Just Giving page. We are in the process of exploring the procurement of a contactless donation station. A conventional collection will not take place, but there will be a receptacle in which to place offerings, which are then quarantined for 72 hours and counted by volunteers with gloves
27. Arrangements may now be made for baptisms, weddings and funerals in church, but these fall into the category of a "life event" at which there may be no more than 30 present. Please contact Fr Jonathan for further details on these or to arrange such a service
28. We regret that for the time being we will not be able to provide refreshments after the Eucharist.
29. At the end of the Eucharist the congregation should disperse quickly through the signposted exit.
30. This protocol will be reviewed regularly by the Incumbent, Churchwardens and PCC and amended in the light of new HM Government, Local Authority, wider Church and Diocesan guidance.

### **Individuals aged 70 years or over attending Public Worship**

Certain groups of people may be at increased risk from Covid-19, including people who are aged 70 or older, regardless of medical conditions. Individuals who fall within this group are currently advised by the Government to stay at home as much as possible and, if they do go out, to take particular care to minimise contact from others outside their household and to take special care in observing strict 2 metre social-distancing

**Shielded patients** are currently advised in the coming weeks to meet up with only six people beyond their own household outside, and therefore not to attend places of worship.

All are nonetheless welcome at Emmanuel Church Services (including the two categories above). Every effort is made to make the building and environment as "covid-secure" as possible, but to attend public worship is do so is at one's own risk

*The PCC of Emmanuel Church, West Hampstead  
02 July 2020  
updated 23 July 2020*