**Anglican Parish of Ocean Grove & Barwon Heads**

**Protocols for Holy Communion and private prayer in**

**St Peter’s & All Saints’ churches May 2020**

**Whenever you enter the building**

You must sanitize your hands with the sanitizer provided, and ensure that your name is recorded by the responsible person.

If you are not fully well, or if you have been in contact with a person who has tested positive for COVID 19 in the past 14 days, you may not enter the church building.

**Private prayer**

All Saints’ is open for private prayer from 1:00 – 4:00 pm, Monday to Friday, and St Peter’s is open from 10:30 – 12:30. There can be no more than 10 people in the building at any time.

Limited seating will be provided for people coming for private prayer, to minimize areas requiring cleaning.

This is not an occasion for socializing. Any personal interaction must observe social distancing, be for a short time only and preferably be outdoors.

**Holy Communion**

Services of Holy Communion will be held with not more than 10 congregants, beginning on 24th May. The service will be of 30 minutes duration, and there will be no social interaction in the building before or after the service. There will be no congregational singing.

Seating will be placed at intervals of 1.5 metres or more.

Communion will be administered to ensure minimal contact, using individual cups for the wine.

Persons wishing to attend a communion service will need to give notice in advance to ensure that permitted numbers are not exceeded. Sufficient services will be provided to allow all members of the parish who wish to do so to attend a service of Holy Communion once every 2 weeks. There will be one service at All Saints’ each week.

**Resources needed:**

People

Person to maintain security & hygiene each service & open afternoon

Parish COVID officer

Materials (for each church)

Record of attendees at services – printed sheets on plastic clipboard

“sign in” sheet for private prayer times

2 x hand sanitizer

Supply of disposable gloves for cleaning & service set-up

Bottle of spray disinfectant cleaner

Bottle of Isopropyl alcohol for cleaning AV equipment

Supply of disposable cleaning cloths (Chux type?)

Dispenser for wine

Individual communion cups

**Preparation process – before opening**

1. Appoint Parish COVID officer
2. Vacuum & clean St Peter’s
3. Remove all chairs from St Peter’s chapel, replace with 10 plastic chairs
4. Remove cushions from pews at St Peter’s
5. Remove all but 10 chairs from All Saints’
6. Remove all prayer/hymn books from churches
7. Cordon off all but the front 2 pews at St Peter’s
8. Make posters & post at each centre
9. Make ‘please sanitize your hands as you enter’ signs – put signs on doors, and with sanitizer on tables
10. Set up table just inside door from Draper Street with sanitizer and record sheets.

**Daily procedure – Private prayer at St Peter’s**

1. Unlock door into narthex from Draper Street.
2. Wash your hands thoroughly. You are strongly encouraged to wear disposable gloves.
3. Ensure that sanitizer & record sheets are in place on table inside Draper Street door.
 Sanitize pen and place on record sheet.
4. Clean door handles. (see note)
5. Sit within view of both doors and welcome people as they enter, ensuring that they sanitize their hands. Write their name & contact phone number on record sheet.
6. At appropriate intervals, clean pews and other surfaces, including door handles. (see note)
7. Before closing the church, clean as at point 4 (see note).
8. Ensure that church is locked

**Daily procedure – Private prayer at All Saints’**

1. Unlock door.
2. Wash your hands thoroughly. You are strongly encouraged to wear disposable gloves.
3. Ensure that sanitizer & record sheets are in place on table inside door.
 Sanitize pen and place on record sheet.
4. Clean door handles. (see note)
5. Sit within view door and welcome people as they enter, ensuring that they sanitize their hands. Write their name & contact phone number on record sheet.
6. At appropriate intervals, clean chairs and other surfaces, including door handles. (see note)
7. Before closing the church, clean as at point 4 (see note).
8. Ensure that church is locked

**Procedure for church services at St Peter’s – Event Supervisor**

1. Unlock door into narthex from Draper Street.
2. Wash your hands thoroughly. You are strongly encouraged to wear disposable gloves.
3. Ensure that sanitizer is in place on table.
4. Clean door handles. (see note)
5. Ensure that doors into the church are closed, door to chapel is open.
6. Collect attendance list & pen.
7. Place offertory plate on table with sanitizer.
8. Ensure that bin for used communion glasses is in place just inside chapel door.
9. Sit/stand within view of door and welcome people as they enter, ensuring that they sanitize their hands and checking off their name(s) on the attendance list. Maintain physical distancing of 1.5 metres
10. Direct people to take a seat in the chapel, filling the front seats first.
11. When all those on the attendance list have entered the building, lock the doors.
12. At the end of the service, encourage people to leave the building immediately.
13. Ensure that doors are locked
14. Clean chairs, door handles & any other surfaces that have been touched. (see note)
15. Put attendance list in Elise Perry’s tray in the resource room.
16. Wash your hands.

**Procedure for church services at All Saints’ – Event Supervisor**

1. Unlock door into church.
2. Wash your hands thoroughly. You are strongly encouraged to wear disposable gloves.
3. Ensure that sanitizer is in place on table.
4. Clean door handles. (see note)
5. Collect attendance list & pen.
6. Place offertory plate on table with sanitizer.
7. Ensure that bin for used communion glasses is in place just inside door.
8. Sit/stand within view of door and welcome people as they enter, ensuring that they sanitize their hands and checking off their name(s) on the attendance list. Maintain physical distancing of 1.5 metres.
9. Direct people to take a seat, filling the front seats first.
10. When all those on the attendance list have entered the building, lock the doors.
11. At the end of the service, encourage people to leave the building immediately.
12. Ensure that doors are locked
13. Clean chairs, door handles & any other surfaces that have been touched. (see note)
14. Put attendance list next to the service register in the vestry or hand to presiding priest.
15. Wash your hands.

**Procedure for church services – AV operator**

1. You are strongly encouraged to wear disposable gloves.
2. Unlock AV desk, set up and operate projection.
3. After the service, please clean laptop keyboard, stool, and desk with cleaner provided.

**Procedure for Holy Communion services – Presiding priest**

***Before the service***

1. Wash your hands thoroughly. You are strongly encouraged to wear disposable gloves
2. Set communion table with bookstand, cloth, candles & corporal.
3. Place required number of individual communion glasses on oblong tray, 4-5 at each end, spaced at least 5 cm apart. Place a small amount of wine in each glass.
4. Place the required number of communion wafers (including one for yourself) on the largest available paten, spreading them as far apart as possible. Place paten in the centre of the tray with the glasses of communion wine.
5. Pour a small amount of wine into a chalice.
6. Place chalice & tray on corporal.
7. Remove gloves and place in bin.
8. Wash your hands.

***During the service***

1. Proceed with service according to order of service provided.
2. At the administration of communion, explain to congregation that the minister will move to each person in turn and hand them a communion wafer and give them the opportunity to take their own communion cup, and ask them to retain the cup and place it in the bin provided at the door.
3. Apply hand sanitizer.
4. Consume one of the wafers, and wine from the chalice.
5. Take tray with communion elements to each member of the congregation, using the words “The body and blood of Christ keep you in eternal life”.
6. When all have received communion, take tray back to the communion table, continue with the post-communion prayer and blessing.

***After the service***

1. Wash chalice & paten with hot soapy water, and dry thoroughly.
2. Strip communion table and return all items to correct places.
3. Enter details of service in Service Register. If possible, use your own pen.
4. Place contents of offertory plate in an envelope, seal and date, place in filing cabinet in Parish Office.
5. Wash your hands.

*Cleaning procedure*

*When cleaning, please wear gloves, use spray bottle of cleaner provided and disposable cloth. Spray all surfaces and wipe vigorously. Place gloves and cloth in bin when finished.*