

GUIDANCE FOR STEWARDS AT ST JOSEPH'S

Stewards at each Mass are asked to do the following things:

- **Arrive 20 minutes before Mass starts**
- **Wear a face mask** and sanitise your hands using the hand gel provided at entry into the building.
- **Help welcome and 'check in' attendees** when they arrive for Mass. Can't remember how 'check-in'? Visit www.cpg.church/stewards

Stewards agree who will be responsible for 'check-in' or helping people find their seats. One or two stewards to 'check in' attendees downstairs in the Hall, another may 'check in' upstairs attendees who are unable to climb the stairs and must enter via the church front door

- **Walk-in attendees** (those who have not pre-booked). Either the attendee or yourself should book a place by visiting www.cpg.church/Mass
- **Ensure every attendee is wearing a face mask** on entering the building and sanitises their hands. There is a small supply of face masks on the table in the Hall or at back the church
- Quietly **guide attendees to their seats**. **Please see the seating plan**
- **The Hall entrance is to be closed and locked 5 minutes after Mass has started** and no further attendees admitted
- **Help show attendees the way to go to receive Holy Communion**
Starting with the Lady Chapel seats, followed by the outer seats in main body of the church, and finally by the central aisle seats - processing from front to rear and following the one way system to return to their seats.
- After Mass ends, **guide people to the exit** using the same route as for communion with everyone leaving via the main door to the bridge. Remind attendees to sanitise their hands before they leave.
- For weekday Mass: identify someone from the congregation who can help with being a Minister of the Word (if required). Give them protective gloves to wear.

Cleaning

- **Sanitise pews, kneelers and any other places that someone may have touched**, including door handles and the banister.
- **Wear the supplied plastic gloves** available at the back of the church (spares in the Sacristy). Sanitise surfaces using the available prepared sanitising spray in the plastic trigger bottles, dispensed onto the cloths provided and wiping this in one direction (e.g. left to right)
- **Put in the bin** any used gloves and cloths used to clean. Bin situated next to cleaning supply,
- **Lock all entrance and exit doors**. Remember to sanitise your hands on leaving

All sanitising materials, for both hands and cleaning the Church, are provided by the Parish to conform to Diocesan Health & Safety Guidance and so please use these materials only.

