

ISSUE	CONTROL	ADDITIONAL INFO	WHO WILL TAKE ACTION	TIMING
<p><b>Advice on attending the services</b></p>	<p><b>People aged over 70:</b> Should be aware of the Government* (Bund/Länder) advice to take special care because they might be more vulnerable to the effects of Covid 19 - Chaplain continues talking to them already</p> <p><b>People who are shielding:</b> they should be aware that they are not advised by Government* to attend places of worship, but the Chaplain will remind them if necessary.</p> <p><b>People showing symptoms of Covid-19 or self- isolating</b> because of contact with someone who has it, must not attend.</p> <p><b>People arriving:</b> should use hand sanitiser at arrival and wear mask on entering church building <b>(should also have 'registered')</b></p> <p><b>Children/Young People</b> may attend but must be managed by their parents and all hygiene and distancing steps observed. Parents should be advised there are no toys etc in church at the moment.</p>	<p>Must be clear on communications from Church-Website as well as Chaplain's Musings and email to attendees</p> <p>Welcome team / or a Churchwarden should be stationed at the back of the church Check attendance list</p> <p>Parents may need to remove children if they are running around church</p>	<p>Individuals to consider their own level of risk</p> <p>Chaplain will speak to all of them direct as occasion arises</p> <p>Individuals As above</p> <p>Chaplain in Musings and Website / Communications (Frances Buttle for both)</p> <p>Registration reminder weekly <b>only required for OutdoorChurch and Gathered4Worship</b></p> <p>Chaplain- a word with individual families as appropriate in advance</p>	<p>Ongoing</p> <p>Already doing this individually</p> <p>Ongoing</p> <p>In hand and ongoing</p>

	<p>There will be NO Sunday School until further review</p> <p><b>Anyone falling ill during service</b> must be requested to go home, and anyone helping them should wash their hands thoroughly afterwards. If the person is suspected of having Covid 19, the church will need an additional clean or be left closed up for 72 hours.</p>	<p>Churchwarden to keep an eye out and take any necessary action inc. self protection, take a record and inform authorities</p> <p>decide with Chaplain about clean / 72 hr closure</p>	<p>Churchwarden / Welcome team</p> <p>Chaplain to communicate with AKs</p>	<p>If required</p> <p>If required</p>
<b>Use of Church Space</b>	<p><b>R2C Services:</b> Saturdays @17.00 suggest only 1 person per pew alternating L and R ends where couples sat together keep pew in front of them free families – maximum grouping in a pew 1 adult plus 2 children..... surround by empty pews <b>Total Number of Spaces available for worshippers: 25</b> <b>G4W Services: Sundays @12.15 – ditto</b></p> <p><b>OpenChurch (Stillness/Stille):</b> Wednesdays from 14.00</p> <p>Notice needed to state private prayer only (no conversation IN church) conversation (pastoral/other) in side room only with proper distancing as marked out by tables</p>	<p>Congregation to be informed in Musings from Chaplain</p> <p>Also to be on Website</p>	<p>Chaplain - In hand</p> <p>Frances Buttle for Website -keeping you safe -risk assessments</p> <p>Chaplain to communicate with Pfarrer Sturm</p>	<p>All up and regularly updated</p>
<b>Service Books / Hymn Books</b>	<p>There will be no use of Service books nor Hymn books <b>limited use of Hymn books now allowed</b></p> <p>Instead, there will be a Service Sheet, containing the Gospel and all the required words for service</p>		<p>Chaplain to write and copy all service orders with additional inserts (words to hymns / bible reading / intercessions) - Allowing 72</p>	<p>All in hand</p>

	<p>enough copies will be made and will be put on the pews and those attending will be asked to take them home with them. Any not taken home will be gathered up and destroyed.</p> <p>The persons doing this will use gloves or wash hands or hand sanitiser after action.</p>		<p>hours for decontamination</p> <p>Chaplain</p>	<p>Before /after service As required</p>
<p><b>Conduct of Services</b></p>	<p>The Chaplain will take the services. A member of the congregation will read the Bible text(s) and/or Prayers of Intercession from where they are with back against the nearest wall</p> <p>There will not be a procession</p> <p>The sermon will be given by any of the Ministry Team from the lectern. No-one else will touch the Lectern. If anyone other than Chaplain is preaching – the Chaplain will lead the liturgy from the Other side of the chancel.</p> <p>Plates will <b>not</b> be passed around at the offertory</p> <p>Congregation will be advised to make donations as far as possible on-line details to be added to website.</p> <p>If anyone must give cash or envelope, this will be in a collection plate at the back of church, and this will be not be taken up to the altar. It will be held in safe for a week minimum before counting and banking.</p> <p>No contact is to be made during the Sign of Peace, nor should distancing to be reduced, people can be told to wave if they wish or offer a sign of peace such as a hand on heart or a bow</p>	<p>Continue to remind through Mailings and website</p>	<p>Chaplain to orchestrate all actions under this heading</p> <p>Frances Buttle and Chaplain</p> <p>Advise treasurer Jackie Wellhäußer</p>	<p>All up and regularly updated</p>

	<p>with eye contact only.</p> <p>At any Eucharist - only those elements to be received by the celebrant shall be placed in front of the celebrant; the sacred (meaning consecrated) hosts to be given to the congregation should be placed in a separate closed ciborium on a separate corporal.</p> <p>Only the Chaplain will prepare the altar, having used hand sanitiser before doing this.</p> <p>Chaplain will distribute communion in one kind only (the Host) taking it to the communicants in their pews. The Host will be in the hand only.</p> <p>If the Chaplain accidentally touches someone's hand, she will re-sanitise own hands, and sanitiser will be at back of church for the person touched to use as required.</p> <p>There will be NO singing for the time being in the congregation. Organist Stephen Brown will sing hymns / Psalm / responses / canticles / anything else required by the liturgy. At Evensong the Chaplain will sing responses but not the collects. <b>Hymn singing now permitted in reduced version plus mask wearing</b></p>	<p>Chaplain has discussed with Organist and any/all planning of service provision and practicalities are done together</p>		
<p><b>Use of toilets</b></p>	<p>Toilets (2) to be kept open with hand sanitiser by sink and a sign to point out use before entering toilet.</p> <p>One in, one out</p> <p>Toilet to be cleaned with Dettol antibacterial wipes at end of</p>	<p>Signage is up</p> <p>Vestry door should remain open</p>	<p>Chaplain responsible for all cleaning / disinfecting before and after events</p>	<p>Ongoing</p>

	<p>service or spray: Seat lid, door handles, hand grip.</p> <p>Particular attention should be paid to toilet during weekly clean</p>	<p>Chaplain</p> <p>Katharine (AK paid cleaner)</p>	<p>Remind / check if necessary</p>	
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29.10.20 – following the directives from ‘Bund un Länder’ meeting of capacity 1 person per 10sqm

Nave capacity is 104sqm – attendance kept to 10 plus 1 in welcome area plus 1 in organ loft plus clergy (2 max distancing in usual way)  
all this in addition to usual distancing of 1.5 m with mask and 2m without (when seated) and keeping an empty pew in front of couple / family

## SEASONAL APPENDIX ADVENT-CHRISTMAS-EPIPHANY 2021/22

NOTE: with the 4. Wave in full swing and no signs of abating the updates need to respond on almost a daily basis  
 -guidelines for BaWü are on website  
 -awaiting further news of early school closures which will be relevant for A1 and A4 services especially  
 -awaiting further guidelines if 2G becomes mandatory in 'services' also

NOTE: risks here are not only pandemic specific,,,,,,,,

ISSUE	CONTROL	ADDITIONAL INFO	WHO	WHEN
<b>Advent1</b> <b>Advent by</b> <b>Candlelight</b>	-all attendees need to sign up beforehand and admittance will be refused for any not signed up (in keeping with 2G rules everywhere)	Sign up form requests vaccination status 3G	Chaplain and Comms Off	Anytime up to an hour before service begins
	-distancing and mask wearing outside and inside	Explained in email reminder verbal at service event	Chaplain with wardens/welcome	Before/during/after service
	-candles in firebowl plus some bring their own candles also candles in church		Chaplain responsible for all church candles	Before/during/after service
<i>Note that new state/ national rules valid from FR 03.12.21</i>				
<b>Advent2</b> <b>Eucharist with St Nic</b>	-all attendees need to sign up beforehand and admittance will be refused for any not signed up (in keeping with 2G rules everywhere)	Sign up form requests vaccination status 2G	Chaplain and Comms Off	Anytime up to an hour before service begins
	-distancing and mask wearing inside for all	Explained in email reminder verbal at service event	Chaplain with wardens/welcome	Before/during/after service

	-distancing and mask while (if) moving around (prayer chain) and only in household groups / individuals	Explained in email reminder verbal at service event	Chaplain with wardens/welcome	Before/during/after service
<b>SU 05.12.21</b>	<i>NOTE: 2 people did turn up without having registered but the people and their vaccination status known to us</i>			
<b>Advent3 Lessons and Carols</b>	-all attendees need to register beforehand and admittance will be refused* for any not signed up (in keeping with 2G rules everywhere)  -2G status will be checked at the door  -2G+ required by the scratch choir -also rehearsal 10.12.  <i>*there is the option in LK to use the bank of seats at the back for those who have not registered so they are not turned away ??</i>	Sign up form requests vaccination status 2G  Use app  Test less than 24hrs old for both (rehearsal on 10.12.)  <i>Chaplain to check on site visit 09.12.</i>	Chaplain and Comms Off  Designated  Designated	By close of FR 10.12. @23.00
	-distancing and mask wearing throughout for all (exception is choir who sing without masks having produced 2G+) (exception also for readers who read without mask)	Seats will be designated	Chaplain with wardens/welcome	Before/during/after service
	-dismissal also with distancing using an extra door		Wardens/welcome	After service
	-notice to be given by warden about emergency evacuation of building using all doors		Warden	
<b>Advent4 Carols Teens/Tweens</b>	-all attendees need to sign up beforehand and admittance will be refused for any not signed up (in keeping with 2G rules everywhere)	Sign up form requests vaccination status 2G	Chaplain and Comms Off	Anytime up to an hour before service begins
	-manage capacity - capping of registration /seating plan	Use waiting list / cancellations	Chaplain	

	-distancing and mask wearing inside for all	Explained in email reminder verbal at service event	Chaplain with wardens/welcome	Before/during/after service
	-distancing and mask while (if) moving around (readers / solo singers/...) and only in household groups / individuals	Explained in email reminder verbal at service event	Chaplain with wardens/welcome	Before/during/after service
	-high capacity structure service to sing outside ?	Verbal instructions / in liturgy	Chaplain	
<b>SU 19.12.21</b>	<i>NOTE: NEW !! Chaplain should not be left on her own (to clear up) in building – if she has a fall she may not be found for days !! - only relevant for EVENING services ??</i>			
<b>Christmas Eucharist</b>	-all attendees need to sign up beforehand and admittance will be refused for any not signed up (in keeping with 2G rules everywhere)	Sign up form requests vaccination status 2G	Chaplain and Comms Off	Anytime up to an hour before service begins
	-high capacity structure service to sing outside ?	Verbal instructions / in liturgy	Chaplain	Top and/or tail of service
<b>New Year Eucharist with door chalking</b>	-all attendees need to sign up beforehand and admittance will be refused for any not signed up (in keeping with 2G rules everywhere)	Sign up form requests vaccination status 2G	Chaplain and Comms Off	Anytime up to an hour before service begins
<b>Epiphany Eucharist</b>	-all attendees need to sign up beforehand and admittance will be refused for any not signed up (in keeping with 2G rules everywhere)	Sign up form requests vaccination status 2G	Chaplain and Comms Off	Anytime up to an hour before service begins

After this period the Risk Assessments will return to the Covid default as p1-5 above with regular updates / responses as required.