



St Bartholomew's Thurstaston and St Chad's Irby

We are aiming to restart services:-

- From May 23rd: 9.30am service at St Chad's
- From May 23rd: 8.00am (1st and 3rd Sundays) alternating with
11.15am service (2nd, 4th Sundays)
at St Bartholomew's
- From May 26th: 10.15am Mid-week service at St Chad's

**The 8 mid-week services are likely to be the least busy
and therefore the most suitable for anyone still feeling anxious or vulnerable.**

**Before returning to church services
you will need to read the rest of this leaflet
which explains what to expect when you return.**

**Due to the limited numbers of people who may attend services in our buildings
(7 households at St Bartholomew's and 16 households at St Chad's)
you will need to book your place before attending a service.**

Safety is paramount

The safety of the minister, volunteer stewards and congregation is our top priority. The Government and Church of England has excellent guidelines which we will be following and need to be read by everyone who may consider attending:-

Anyone showing symptoms of COVID-19 (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell) should not attend the place of worship due to the risk that they pose to others; they should self-isolate at home immediately with other members of their household.

To ensure safety is upheld, the Church needs to be cleaned before and after a service and be left for the required number of hours before future acts of worship can take place; this will mean that there will just be one service per building on Sundays.

Face Coverings - Everyone must wear a face covering in Church.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
 - fit comfortably but securely against the side of the face
 - be secured to the head with ties or ear loops
 - be made of a material that you find to be comfortable and breathable, such as cotton
 - ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
 - unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
- When wearing a face covering you should:
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
 - avoid wearing on your neck or forehead
 - avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
 - change the face covering if it becomes damp or if you've touched it

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not share with someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Exemptions from wearing face coverings:-

You do not need to wear a face covering if you have a legitimate reason not to. This includes:

- young children under the age of 11
- not being able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- if putting on, wearing or removing a face covering will cause you severe distress
- if you are travelling with or providing assistance to someone who relies on lip reading to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others
- to avoid injury, or to escape a risk of harm, and you do not have a face covering with you
- to eat or drink, but only if you need to
- to take medication
- if a police officer or other official requests you remove your face covering

Booking your place

Due to the limited numbers of people who may attend services in our buildings (7 households at St Bartholomew's and 16 households at St Chad's) you will need to book your place before attending a service. If you choose to turn up without having booked a place you may be asked to return home. If we are not fully booked, of course, we will allow you to join us.

You will be able to book a place by email from 9am on the Monday morning before the Service you wish to attend (or Thursday morning for Wednesday services).

We want to try and ensure that as many people as possible who wish to attend worship are able to do so therefore:-

You will not be able to book services any further in advance than stated above.

If the service you wish to attend is fully booked you will be offered the opportunity to book a place the following Sunday (or Wednesday).

If your email is sent before the bookings open, it will be ignored.

The email for bookings is: servicebookings@thurstaston.org.uk

The **details which you will be required to give** in order to book your place will be:-

- The **date and time of the service** you wish to attend
- **Names of all those attending** (including ages for those under 16) - so that we can allocate your seats
 - If your child(ren) will be in a baby seat / pushchair / or sat on your knee for the whole service then please let us know that they won't need a chair
 - If you will be in a wheelchair, please also inform us so that we can make appropriate arrangements

- **Phone number**

We would encourage you (one member of the household) to sign a consent form for "NHS test and trace" for each service which you attend. This is available (along with our policy information) towards the end of this document or from the front page of our website (www.thurstaston.org.uk) and could be attached to email bookings, or for phone bookings you will be invited to complete it on entry to the building.

If you are unable to send an email or do not have a friend who can do this for you then you can book by phone

The phone number for bookings is: 07553 099 388

If you can send emails, please do NOT use the phone number.

The phone calls and emails will be received by a volunteer who will do their best to give you a reply as soon as possible, but please be patient.

On arrival at Church

1. You will be greeted by a steward at the porch who will ask you to confirm that you are well and have no symptoms of Covid-19, remind you to wear a face-covering, and ask you to use the hand sanitizer. They will then invite you to move through to the second steward.
2. The second steward will then invite you to pick up an envelope containing service books for "morning worship and communion". We ask that you take this envelope home with you after the service and bring it with you to any subsequent services which you attend. At some point in the future (when it is safe to do so) we will ask for these to be returned to church for communal use, but for now they will be your personal copies. Please write your name on the envelope, so that if you accidentally leave it behind, we know who to return it to.
3. You will then be directed to your seats (we will be filling up from the front). In St Bartholomew's pews have been "roped off" to enable social distancing. In St Chad's the chairs have been set out at two metre intervals. You will not be able to sit next to another member of the congregation who is not in your household or "support bubble". At St Chad's if you need to bring chairs together for your household, please ask for the stewards assistance in how to do this so that social distancing will be maintained at all times.
4. There will be quiet music playing and we ask you to use the time before the service for your own private prayers or reflections.

In what other ways will services be different to before Lockdown?

Families and Children

We warmly welcome all children and young people, they are part of the worshipping body of Christ. Young children should be supervised by the parent or guardian at all times and appropriate hygiene precautions followed.

For the time being there will be no Junior Church at St Chad's.

You may wish to bring some "quiet" toys or books with you as there will be none available in either church.

Singing

This is not permitted.

Fellowship

For many people Church is about meeting with God and each other.

Within the building it will not be possible to gather in groups, and in the same way that singing is not permitted, neither is raising your voice, so please appreciate that only quiet conversations from your seat will be possible. There will be the opportunity to greet other members of the congregation in a socially distanced manner, outside of Church following the service.

Ventilation

Doors and windows will be open for the duration of services, so if it is a cooler day, please bring something warm to wear.

Giving

C of E Advice is that where possible cash donations should be discouraged. Therefore we would ask you to consider setting up a direct debit or standing order (if you have not already done so). If this is not possible for you, you may place your cash/cheque or giving envelopes on a Collection Plate at the back of church.

Receiving Communion

This will be very different from what we are used to. You will only receive bread. You will need to stand to receive as we can't use the altar rails. To limit movement and maintain social distancing, the priest will come to you.

And in addition at St Chad's

Toilets

The only toilet in use will be the disabled access toilet and baby change facility. We would ask that this is only used in an emergency.

Refreshments

There will be no refreshments.

**Thank you for your patience as we have waited
until "Step 3" to re-open our churches.**

COVID-19

Collection of Name and Contact Details for NHS Test and Trace

Consent Form

St Bartholomew's Thurstaston and St Chad's Irby

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving St Bartholomew's Thurstaston and/or St Chad's Irby.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Thank you for your understanding.

If you agree to providing your information for this reason, please complete the following form:

Name: _____

Telephone Number: _____

Signed: _____

Date: _____ Time: _____

COVID-19 Privacy Notice

List of Clergy, Staff and Visitors to Church buildings

This notice explains how information about you will be used temporarily by the Parochial Church Council during the Covid-19 pandemic crisis so we can put in place a list of clergy, staff and visitors to the church building/s, as requested by the Government in support of NHS Test and Trace.

1. Who we are

Parish of St Bartholomew's, Thurstaston and St Chad's, Irby - The Parochial Church Council (PCC) are the data controller (contact details in section 7. below). This means we decide how your personal data is used and why.

2. The information we collect about you and why we need it

Although we may have your contact details already for our usual work the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone numbers of all clergy, staff and visitors who visit/use our church building/s in order to support NHS Test and Trace. This is specifically in relation to contact tracing, which is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

For more information about Test and Trace, and how they will use your personal details, please see the Government guidance website: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

In summary, Test and Trace:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

This is voluntary, and you don't have to provide your details, however, if you do, they will only be used for the purpose of sharing them with NHS Test and Trace.

3. Lawful basis

We will use your information lawfully, as explained below:

Consent – We need your consent in order to collect your name and contact telephone number and share this with NHS Test and Trace if requested. You will give us your consent by providing your details in the List/Form.

Explicit consent – We need your explicit written consent to collect your data on the basis that you may have revealed a religious belief by using our church building/s. You will give us your explicit consent by completing the List/Form.

You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for this purpose, however, once we have given your details to Test and Trace we will no longer be able to prevent processing. To contact us, please see our contact details at 7. below.

4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with NHS Test and Trace if requested.

Personal data that is collected will be used only to share with NHS Test and Trace. It will only be used for the purpose specified in this Privacy Notice.

5. Data Retention

We will keep your name and telephone number for a maximum of 21 days and will dispose of it after this period.

6. Your Legal Rights

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

The right to be informed about any data we hold about you;

The right to request a copy of your personal data which we hold about you;

The right to withdraw your consent at any time, while the [*name of church body*] still has your data;

The right to request that we correct any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for us to retain such data;

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*]

7. Complaints and queries

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below. If you do not feel that your complaint has been dealt with appropriately, please contact

PCC Secretary or the Parish Administrator at the Parish Office, St Chad's, Roslin Road, Irby.

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or <https://ico.org.uk/global/contact-us/>