

Public Worship in Light of Corona Regulations Saint John and Saint Philip

20th November 2020

The Conduct of Regular Weekly Worship

In order to accommodate those who would like to attend public worship, whilst adhering to the Covid regulation requirements, the following weekly services in the church building and in the hall, in combination with some continued online worship services will take place. Please note that the current Dutch regulations suggest online worship is preferred and currently no in person worship may take place in the UK.

Monday to Saturday

9.15 Morning Prayer (30-45 minutes)

Wednesdays

12h30 Holy Communion (40-50 min.)

Sundays

10h30 Traditional Service in the Church alternating Morning Prayer and Holy Communion (ca 45-60 min.)

10h30 Contemporary Service in the Hall alternating Morning Prayer and Holy Communion (ca 45-60 min.)

17h Zoom Wellspring service

17h Evensong in the Church every fourth Sunday

The two 10.30 services will be recorded and provided online for those who cannot attend in person.

Physical distancing requirements must be observed at all times in line with the stricter of the Dutch regulations and the Diocese in Europe regulations (latest update September 2020).

Currently, the Dutch regulations allow a maximum of 30 people in the Church and a further 30 people in the Hall with a maximum of 2 people singing in a choir. No choir rehearsals are allowed for amateur adult choirs.

Complying with the Diocesan rules requiring social distancing of least 2m between people who are from different households, the Church building permits up to 36 individual people (with additional numbers if people worship together in household/ family groups), including clergy, lay worship leaders, and musicians. With social distancing requirements, the Church Hall permits up to 28 individual people (with additional numbers if people worship together in household/ family groups), including clergy, lay worship leaders, and musicians.

Wearing of masks is required by the diocese in all church buildings. If seated in a room alone masks may be removed and if speaking or singing to lead a service masks should be removed before speaking or singing. Currently no congregational singing is allowed.

If you are intending to attend a service please ensure compliance with the RIVM Guidelines and [quarantine requirements](#). To prevent the virus from continuing to spread, it is important for everyone to comply with these measures and the basic rules.

If you travel to the Netherlands from abroad during Covid, we wish to draw your attention to the strongly worded [Government advice](#) on self-isolation for a period of 10 days on return and request that you observe this to ensure the safety of the congregation.

If you are a salaried member of staff, or an officer of the Church, it is a requirement that you self-isolate in this way.

A. Congregation Guidelines

The congregation will be notified that they should only attend if they:

1. feel completely well. If they fall into the 'at risk' category of the population they are advised to stay home and if they decide to come it is their own responsibility.
2. have booked to attend worship, ensuring there will be a seat for them and to allow contact tracing if necessary. Bookings will be made through the Church administrator. The Church will keep the lists for a month ensuring this information is kept safe. We will not divulge names and details of those attending services to the authorities. The system will be designed to enable every person to attend their preferred worship service in person at least once a month if they wish to do so.
3. allow extra time on arrival for admission to the services which will be done in a regulated way and ensure social distancing.
4. wear facemasks in the church buildings.
5. paper tissues and wastepaper bins will be provided to catch coughs and sneezes.

All worship services will be conducted under the following guidelines:

B. Preparing for times of worship

1. The President (and/or members of the Altar Guild) will prepare the table for services of holy communion, and clean at the end.
2. Candles will be used on the communion table. Prior to lighting the candles the president will clean their hands.
3. Any books used will be quarantined. Other worship materials will be projected. If those attending prefer to use their own bible or telephone (in silent mode) please bring them from home.

4. Hand-sanitizer will be available at the entrance, exits, in the sanctuary and vestry.
5. All doors and windows will be opened. Please note this may mean that it can become cold during a service so please ensure you have sufficient layers of clothing.
6. Gel and/or a bowl of water for hand washing will be placed for the president's handwashing.
7. We will encourage the congregation to use the toilet at home before going to church. We will ask people to wipe touch surfaces when they have used the toilet. Toilets are equipped with liquid soap, paper hand-towels and cleaning wipes, to be disposed of after use. Toilets will be cleaned regularly.
8. Individual places on the pews or on chairs will be marked as available to those who have reserved places in advance. Family members who live in the same household are permitted to sit together, and appropriate distancing will be assured by preparing available places in advance.
9. In the Church, the door at the top of the ramp will be the only way in. To exit, both porch doors may be used
10. Markings will be indicated up the ramp, within and outside the buildings at distances of 2m for those who may be waiting.
11. A greeter will be positioned at the door to:
 - a. welcome people and check they have booked for the service or book them in if spare seats are still available.
 - b. Ask the health questions, including if they have travelled abroad in the last 10 days. If a person says yes to one of these questions, the host will provide information about the way forward (stay home, get tested, etc) and a seater will accompany the person off the premises, being very careful to keep their distance but also remaining sensitive and welcoming.
 - c. explain the new rules as required.
 - d. in the event that a worshipper is not permitted to enter, they will explain other options and be prepared to make a booking as required. A card will be handed out with details of other service times and online worship.
 - e. ensure those waiting outside the church are maintaining appropriate physical distance (or ask people to wait in their vehicle or elsewhere).
 - f. remain near the entrance throughout the service, keeping the doors open throughout.
 - g. the designated entrance is also suitable for the disabled.
12. A seater will show people to their seats.

13. Clergy and lay worship leaders will maintain appropriate physical distancing in the Vestry at all times.
14. People doing readings and prayers from the lectern will not touch the microphone or the lectern. The clergy and lay worship leaders will use designated microphones which will be disinfected after each service. The lectern will also be disinfected

C. The Conduct of worship services

1. Only the President will be at the table and will take a seat against the wall.
2. There will be only one or two singers, and no more than three instrumentalists. 2m distancing from the congregation and each other will be observed by singers unless from the same household.
3. Readings and prayers will be done from the lectern, but care will be taken to ensure that it is not touched, including the microphone. Readers and intercessors will bring their own texts.
Clergy and other participants will have designated seating at the front.
4. No physical contact will be made during the service. The Peace will be exchanged through gestures while people remain in their places.
5. Online giving will be encouraged. There will be a collection plate available for donations on exit. The seaters will make sure that no queue is formed by not releasing the next row before those donating have left.

Services of Holy Communion

1. The president will wash their hands thoroughly in the sight of the people before the beginning of the Eucharistic prayer.
2. A single host will be placed on the paten and a chalice of wine will be set before the president.
3. A covered ciborium containing the wafers or bread for distribution will be set at a distance from the celebrant.
4. At the time of the consecration, the President may touch the vessel containing the wafers or bread lightly.
5. ONLY the President will consume the broken 'priest's host' and the wine. The wine will **not** be distributed. It is a clear principle of Anglican theology that the Sacrament of Holy Communion is present and complete in either of the consecrated elements.
6. The President will again wash their hands or use hand-sanitiser and/or wear gloves and put on a mask or face-shield prior to the distribution of the wafers.

7. With the people standing, the Presider will say the words of distribution, and the people should respond in unison. (*"The Body of Christ keep you in eternal life
"Thanks be to God" or "Amen."*)
8. The people move forward, appropriately distanced, guided by the seaters to stand before the president who will deliver communion and/or a blessing. The wafers and bread will be placed into the recipient's hands using tongs, attempting to avoid contact. Blessings must be kept short and given without physical contact. * *When congregant numbers are small the president can also decide to go to each person and give them communion where they are sat in their pews or chairs.*

Ending the Liturgy

9. Beginning at the back of the church, the seaters will indicate when each row may depart, reminding them to maintain appropriate distancing. Worshippers will leave immediately through the porch doors in the case of the Church, or the Riouwstraat or garden entrance in the case of the Church Hall. Gatherings at the door will not be permitted to allow people to exit. Under current Dutch rules only 4 people may gather to talk (and then at 2m distance) even outside.
10. The President and other ministers will not go to the door for a greeting, but process to the Vestry, maintaining appropriate distancing. There will not be any hand-shaking at the end of the service.
11. No reception will take place. No refreshments will be served by the church following a service. People may bring their own refreshments. Short greetings in the grounds are allowed only if the 2m distance is observed and the Netherlands rules on people meeting outside, (currently maximum of 4 excluding children under 12).
12. Two volunteers will put the collection into an envelope or bag with the service time and date and deposit it into the safe deposit box in the vestry. Collections will be left for 4 days quarantine prior to being removed and counted.
13. If the church or hall is to be used within 72 hours all surfaces will be cleaned after each service, including doors, chairs, pews, handrails, toilets/restrooms, and other high-contact surfaces.

A. Vestry usage

1. The vestry will be cleared of items not essential for use at this time for the services. As far as possible surfaces will be left clear and things stored away to make cleaning easier.
2. Clergy will keep their clerical vestments home and wash their surplices after each use.
3. The service book will be kept in the Church Office during this period where all services will be input and attendance noted. For hybrid services, numbers of online attenders will be noted separately.

E. Other aspects of church life

Pastoral services Baptisms and Healing Ministries

In the Netherlands the priest is temporarily allowed to suspend social distancing when administering a sacrament: baptism, anointing or a wedding blessing. At all other times social distancing must be observed.

1. Baptisms will observe the necessary restrictions on gatherings.
2. Infants will be presented by members of their household living together.
3. The parents, not the priest, will hold any infant being baptized.
4. A shell, cup, or other instrument will be used for the sprinkling of water.
5. Chrism will be applied using a small cotton swab.
6. Anointing the sick, as well as healing services involving the laying on of hands, is done following the Church of England guidance.
7. Pastoral counselling will take place according to the guidelines for social distancing with strict hygiene & cleaning guidelines for all touched surfaces in the dedicated pastoral counselling spaces. No handshaking or physical contact will be made.

Weddings

If a wedding is held, up to 30 people in total (excluding ministers and musicians) are permitted for the Blessing of a Civil Marriage, however, it is advised that couples wait until it is safe to celebrate this joyful occasion with their family, friends and invited guests after the restrictions have been lifted. The rings should only be handled by the couple. Care should be taken in signing of any registers by the couple or witnesses and in the handing over of any documentation.

Funerals

Maximum people adhering to the protocol of the undertakers (excluding ministers, funeral director, bearers, service host and musicians) are permitted for funerals. Families may wish to organise a memorial at a later event when capacity constraints are relaxed. If enough volunteers can be found we can offer live streaming of a funeral service.

Formation programs and governance

1. Junior Church will meet in person provided there are enough volunteers to lead them.
2. Creche will not be provided for the time being.
3. Home Groups will continue to take place online.
4. Church council meetings will take place online.
5. All other meetings are online when possible. Very small meetings essential to the work of the church are permitted to be held in person if that is the only

practical way. It is advised to move to a larger space than usual for these and ensure the social distancing requirements are met.

6. All Safeguarding policies continue to apply online as well as in real-life encounters.

Appendices

1. Attendance table while the maximum attendance is 30

Showing team requirements and congregational space for each service. *Red indicates chancel seating,*

Service	Seaters and greeters	Leader/ Preacher	Musicians (including Organist)	Sound/ Visuals/ Tech	Tech	Reader	Prayers	Max. congreg. /group
Midweek services	1	1	0	0	0	1	0	30
10.30 Church	2	2	2 singers Max 3 musicians	1	0	1	0	30
10:30 Church Hall	1	2	2 singers	1	0	2	1	30

Seating Plan

People will be seated as they arrive, with those who have reserved seats for households seated in those reserved places.