**VOLUTEER STEWARDS CHECKLIST FOR ST. VINCENT DE PAUL CHURCH**

**Preparation:**

1. Leader/ Key holder to collect keys from the Sacristy. Ask if it’s an Anniversary/Month’s Mind Mass.
2. Stewards to use facilities on the Marino side room.
3. This form is to be completed by the Lead Steward or Key Holders on the day of the service.
4. Expect 3 Volunteers at weekday Masses / 5 Volunteers at Weekend Masses.

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| --- | --- | --- | --- | --- |
| **No.** | **Task** | **Yes** | **No** | **Action Taken/ Required** |
| 1. | Do all Volunteers feel well? |  |  |  |
| 2. | Are all eligible Volunteers wearing masks/visors? |  |  |  |
| 3. | Have all Volunteers washed their hands and sanitized them since entering the Church? |  |  |  |
| 4. | Is this a Month’s Mind or Anniversary Mass? |  |  |  |
| 4. | Is only **one** side door to the front of the Church open and held in place by door stops? Open door 20 minutes before Service scheduled start. |  |  |  |
| 5. | Are the side aisles blocked off -from the front Door? |  |  |  |
| 6. | Are the inner centre doors closed? |  |  |  |
| 7. | Have the barriers in the centre/side aisle of the Church been removed? |  |  |  |
| 8. | Are the Side Exit doors closed? \*Not locked but closed. |  |  |  |
| 9. | Are one of the inner Side doors on either side open? |  |  |  |
| 9. | Are the donation baskets in place? 1 either side of the altar but not impeding progress exiting the building or going to Holy communion. |  |  |  |
| 10. | Is there at least one Volunteer assigned to work in the Porch? |  |  |  |
| 11. | Is there one volunteer assigned to guiding people up the Centre aisle? |  |  |  |
| 12. | Is there one volunteer assigned to guiding people to their seating? Filling Church from top seats. |  |  |  |
| 13. | Ensure that red & white tape is on the seats at the rear of the church, going up the centre aisle. |  |  |  |
| 14. | If filling the rear of the Church – is the Stop barrier in place across the centre aisle? |  |  |  |

**During the Service:**

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| **No.** | **Task** | **Yes** | **No?** | **Action Taken/ Required** |
| 1. | Please record the number of people present at the Service |  |  |  |
| 2. | Was one outer side door opened to the air at the Homily? |  |  |  |
| 3. | Did a Steward bring the minister of the Eucharist to the middle of the Church |  |  |  |
| 4. | Direct people for Holy Communion – in sequence. |  |  |  |
| 5. | Are the side doors to exit the Church (either aside of altar) open and held in place by door stops? \*check after Holy Communion. |  |  |  |
| 6. | Are the two side doors to the rear of the Church open for those exiting at the rear? |  |  |  |
| 7. | At the end of the service: Direct people to leave– in sequence- seat by seat- leave by side aisles. |  |  |  |
| 8. | To the rear of the Church – those sitting nearest the back of the Church leave first through the side aisles and side doors.  |  |  |  |

**After the Service:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Task** | **Yes** | **No?** | **Action Taken/ Required** |
| 1.  | Have the 2 side doors at the top of the Church been locked?  |  |  |  |
| 2. | Have the outer centre doors at the front of the Church been opened?  |  |  |  |
| 3. | Are the 2 side barriers and centre barrier in position?  |  |  |  |

Review the process – note comments here. Address and issues raised i.e. lack of hand sanitizer etc.

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| **No.** | **Item** |
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**Weekly checks: Friday/ Saturday**

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| **No.** | **Task** | **Yes** | **No** | **Action Taken/ Required** |
| 1. | Are the Ground markings in place to the rear of the Church?  |  |  |  |
| 2. | Are the Entry and Exit signs on Church doors in place? |  |  |  |
| 3. | Are the Hand sanitizers working and have sufficient fluid? Check all. |  |  |  |
| 4. | Does the cleaning fluid in the bottles need topping up? |  |  |  |
| 5. | Are the seat markings in place? Allowed/Disallowed seating |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Here** | **Name** | **Here** | **Name** | **Here** |
| Adam Forester |  | (Elizabeth) Lily O’Connor |  | Teresa Ayres |  |
| Anna Bonner |  | Helen Greagsby |  | Vincent Donohoe |  |
| Bern Hennessey |  | Helen O’Reilly |  | Angela Kinahan |  |
| Brendan Lennon |  | Josephine Bleach |  | Alan Eustace |  |
| Brendan McGuinness |  | Kathleen Ryan |  |  |  |
| Carmel Lawlor |  | Mary Dillon |  |  |  |
| Catherine Dowling |  | Paddy Carroll |  |  |  |
| Colin Redmond |  | Peg McTeague |  |  |  |
| Dymphna McGuinness |  | Sheila O’Reilly |  |  |  |
| Sr. Elizabeth Cotter |  | Siobhán Conroy |  |  |  |

NB: Please let the sacrist know the number of people attending the Service.