**MARINO CHURCH- VOLUTEER STEWARDS TRAINING CHECKLIST**

**Guiding Principles: Best practice.**

* **Closed Spaces:** Ventilation / Hand washing / Using sanitizer / Respiratory practices (Capturing sneezes on tissues / coughing into arm / face covering).
* **Contact:** One Way system -separate entrances & exits /Limited permissible seating/ Distance between seating /No kneeling /No singing/ Cleaning post service.
* **Crowds:** One Way system -separate entrances & exits / 2M distance between seats/ Face coverings.

**Training requirements:**

1. GDPR form for new volunteers.
2. Steward’s Self Declaration guidelines.
3. Volunteer rota form.
4. Review Steward’s Check list.
5. Walk through.



**Key Points:**

1. Top Section = 48 people, rear section = 48 people.
2. Volunteers to please arrive 30 minutes before the service- through the Marino room.
3. If a Volunteer is unwell, please do not come to the Church.
4. The Leader will assign roles for the service, communicates (particularly when rear section is in use) and keeps a look out for issues.
5. The doors are opened 15 / 20 minutes before the service.
6. The Leader will ensure that the side doors are unlocked before the service started.
7. Leader/Volunteers: Please ask for help from the congregation for cleaning etc. if short of Volunteers.
8. On occasion, additional cleaning pre-Service, may be required i.e. in case of funeral on the previous day. This will be communicated to the Leader of the Day.
9. Where a member of the congregation/volunteer become ill- move people away from area- -keep person in their seat-call an ambulance and wait for them to arrive. One person to stay with person- be mindful of Social distancing and hygiene etiquette.

**Volunteer Roles:**

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| **Name** | **Volunteer / Roles** |
| **Before Mass** |
| **V1** | **Volunteer in Porch – 1 Volunteer** |
|  | 1. Welcome people! Invite people to use hand sanitizer.
2. Ask people to follow Stewards and do as they request.
3. When limit of top section (48) is reached – Move to erect full house sign -slow flow of people- 5 people or so at a time. When church limit (96) is reached – stop flow of people – close doors.
4. Ensure people outside know that Holy Communion can be offered.
5. Stay to rear of Church, once ceremony starts.
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| **V2** | **Volunteer in Church- Leader/Key holder/Float.** |
|  | 1. Welcome people! Guide people to up Centre aisle, remind people to observe Physical distancing: 2m markings & arrows on floor/ single file/ guided to your seat/ one-way system.
2. Remind people of contact tracing data- Name/contact number – into Safe.
3. Control flow of people into Church -count.
4. When top section limit (48) is reached – communicate to Porch - Move to erect full house sign.
5. When limit (96) is reached – stop flow of people – close doors.
6. Stay to rear of Church, once ceremony starts.
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| **V3** | **Volunteer in Church- Seating- 1 Volunteer** |
|  | 1. Welcome people! Guide people to their seats.
2. Fill seats from the top of the Church, and from the middle of the pews out. Max. 4 people per pew or family of 5/6/7. Keep a few outer seats free for those of reduced mobility.
3. When limit (48) is reached – communicate to Leader – put up Stop sign in centre of aisle.
4. Move to Rear section and start to fill sears from those closest to the altar.
5. Stay to rear of Church once ceremony starts.
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| **V4 / V5** | **Volunteer in Church- Guiding** |
|  | 1. Welcome people! Guide people to up Centre aisle, remind people to observe Physical distancing: 2m markings & arrows on floor/ single file/ guided to your seat/ one-way system.
2. Remind people of contact tracing data- Name/contact number – into Safe.
3. When limit in top section (48) is reached – Assist Porch with managing batches of people into Rear section.
4. Stay to rear of Church once ceremony starts.
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| **During Mass** |
| **Assigned roles** | **Volunteer in Church – during Mass –min. 2 Volunteers in each section.** |
| 1. Open Outer side doors after Homily. Use outside route- weather dependant.
2. Check to see if there are people outside / in cars in the Church grounds who might like Holy Communion.
3. Steward from Rear section accompanies Minister of Eucharist to rear of Church.
4. Manage Holy communion Route: one-way system. Move to Altar when Priest moves to get Chalice for congregation. Two people- one manages each side. Use centre aisle in single file (Right side first – St. Vincent DePaul Altar) to receive Communion and return to seat via side aisle.
5. Rear section – ropes in the lower section of the side aisle to allow one-way system.
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| **Assigned roles** | **Volunteer in Church – After Mass – Altar Section – 2 Volunteers** |
| 1. Move to side porches post Communion. Open 2nd inner door.
2. Manage exit routes – one person on each side. Encourage people to leave by side aisles – in sequence- seat by seat- starting with those seated nearest the Altar.
3. Point out sanitiser & collection basket.
4. Floating person moves up and down centre aisle encouraging people to leave using the side aisles.
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| **Volunteer in Church – After Mass – Rear Section- 2 Volunteers** |
| 1. Close Centre outer doors at entrance to Church. Open both sets of Outer Side doors.
2. Ensure Inner side doors are open.
3. Manage exit routes – one person on each side. Encourage people to leave by side aisles – in sequence- seat by seat- starting with those seated closest to the rear.
4. Point out sanitiser & collection basket.
5. Floating person moves up and down centre aisle encouraging people to leave using the side aisles.
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| **After Mass** – Assist with cleaning. Ensure all side doors are locked (weekday), ensure centre entrance doors are open. Thank you! |