

A quick guide for wardens, sides people and vergers



This quick guide needs to be read and understood in the context of a national flu pandemic.

We want people to keep coming to church and not feel at risk. At a time when illness is spreading it will be reassuring for people to know that their church is taking their health seriously by seeing all who help in church cleaning their hands.

General church house-keeping

Cleaning

1. After each service, clergy and congregation should clean benches, the wood on soft chairs, door and hard surfaces with normal cleaning products.
2. Anything that has been in contact with saliva should be washed thoroughly in very hot water and detergent, eg. Teacups after the service.
3. Teach the children to follow 'cough etiquette' with child friendly instruction.
4. Remove bars of soap and replace with antibacterial liquid soap containers.

Related worship issues

Worship leader cover

If a cover celebrant is attending then vergers/sacristans must make sure he or she is aware of, and will follow, the pandemic protocols operating in the parish.

Candles

Tapers need to be removed from votive/candle stands. Prayer candle stands can continue to be used, but make sure no tapers are left at the candle stand. Votives or candles in stands should be lit from an already lit votive and not using shared tapers.

Water

Check there is no water in water stoups. Water stoups or bowls of water at the door of church where fingers are dipped represent a major risk of infection and should be removed or emptied.

Other main service issues

1. Serving tea and coffee fine.
2. Those preparing refreshments must make sure hands are sterilised before preparing and serving.
3. No home made cakes or shared cold food lunches brought from home after services.
4. Tea cups should be washed thoroughly in very hot water and detergent.



Communion check list

Before a main communion service

1. Verger to wash/sterilise hands.
2. Wash chalice, pattern and cruets (water vessels) in boiling water.
3. Linen to be used must have been cleaned and fresh.
4. Albs, stoles, preaching scarves, surplice should be cleaned regularly. In between cleaning and potential contamination they should be put somewhere secure so people cannot be exposed to the virus on them for at least 48 hours before re-use, and ideally held in a well ventilated and brightly sunlit area.
5. Hand gel at lectern for those who read.
6. Hand gel in place for celebrant and those who will help with distribution.
7. Hand gel ready for those bringing offertory.
8. Check altar rail wipes in place.
9. Check hand gel in place for bell ringers.
10. Check paper disposable handkerchief packs available.
11. Check pew/chair notice reminders in place for congregation members.
12. Check bin available for used disposable handkerchiefs.
13. Those placing non-consecrated hosts ready for the offertory should sterilise their hands **before** they touch the bread..

During the communion service

1. Congregation members should be asked to use hand gel to sterilise their hands upon entering church for a service.
2. Ask people who read to sterilise their hands before they read so that the lectionary does not become contaminated. This will prevent the next person to read from it picking up infection.
3. Peace - shaking of hands will be suspended.
4. Offertory – all involved need to sterilise their hands before beginning.
5. You should not shake hands at the door as you risk passing the virus from person to person.
6. Empty bins.
7. Notice sheets-dispose of after service. Service books, orders of service and hymn books should be placed in their usual place and present a low risk if left undisturbed for 48 hours.
8. Sterilise hands.

This guide contains information drawn from the Manchester Diocesan Flu Protocols July 2009 edition For more information visit www.manchester.anglican.org/pandemic