

Guidance for opening our church for Mass at St. Bartholomew's, Norbury

1. The Church will be open for public Mass from Sunday 12 July 2020. This means that private prayer sessions will now cease. **Please note that the obligation to attend Sunday Mass remains suspended.** If you are not comfortable about attending Mass on Sundays, you will still have the other days of the week to come along.
2. **Mass will not be possible unless** we have enough parishioners to act as stewards / volunteers / cleaners required to conform to COVID19 guidelines. If you are willing and able to help, please email the parish office as soon as possible on norbury@rcaos.org.uk.
3. **Please observe social distancing, and do not gather outside either before or after Mass.**
4. **The doors will be opened 15 minutes prior to each Mass. Mass times are planned as follows:**
 - a. Sunday - 08:30, 11:30 & 17:00
 - b. Saturday - 18:15 (from Saturday 18 July)
 - c. Monday to Saturday - 10:00 daily Mass
5. **Face masks/or other face coverings are compulsory. They must cover your nose and mouth.** Without one, you will be refused entry. This is in addition to the social distancing rules. Please note that we do not have a supply of masks. You must put on your mask or face covering before you enter the church and wear it for the whole time you are inside. It should only be adjusted when receiving Holy Communion.
6. **Holy Communion** will be distributed at the end of Mass. Please listen carefully to instructions as to how to receive Holy Communion. Stewards will guide you.
7. **After reciting the 'Lamb of God', the priest will hold up the Sacred Host and say, "The Body of Christ". The response is "Amen". The priest will then hold up the Chalice containing the Precious Blood and say, "The Blood of Christ". The response is "Amen".**
Only the Body of Christ will be distributed to communicants.
On approaching, you should extend your arms right out in front of you, or at least as far as you are physically able. The Sacred Host will be placed on your hand, and you should place the Host in your mouth before you walk away.
8. **After having received Holy Communion, you must leave the church immediately,** so that the doors may be closed and a deep clean carried out. Please do not gather outside, but instead continue to use social distancing and make your way home.
9. **The Sacristy is out of bounds to all except clergy and the designated server.**

10. **Please respect the stewards** and follow their instructions when you enter the church.
11. **Please use the hand sanitiser** upon entering and exiting the church as indicated.
12. You will be provided with a newsletter. Please take it home with you, and do not leave it behind.
13. When you come to Mass, and until further notice, we need to know who has been in the church. This is for Track and Trace purposes, to be used if anybody later reports any Covid19 symptoms. Therefore, please bring with you a piece of paper on which is written your name, address/email/mobile number and the date. This should speed up your entry. Nevertheless, there will be some forms available to fill in. To save time, you may [download the template from our parish Website](#). Please bring a Biro with you, solely for your own use.
 - a. Your information will be kept securely for 21 days and then destroyed
 - b. **You will need to do this until further notice each and every time you attend Mass**
14. Please follow the signs in the Church.
15. Baby buggies, scooters etc should be left in the porch, without blocking free movement. To avoid congestion, it would be better not to bring any unnecessary items.
16. Talking and any use of mobile phones in the Church is **strictly prohibited**. You are kindly requested to put 'phones on silent or switch them off to avoid any disturbance.
17. There will be a one-way system in operation. You must enter through the main central doors at the front of the Church and exit by way of the front side doors to either side. All the gates will be open.
The rear and side doors to the retro chapel must not be used except in an emergency.
18. People with mobility issues may use the Side Entrance. Please carefully attract one of the stewards, who will arrange for the door to be opened, and those persons will then be shown to their places.
19. Some areas and pews in the church have been cordoned off to help us maintain the required social distancing rules. You are very unlikely to be able to go to your favourite seat.
20. Please sit down or kneel only in the designated positions in the available pews.
21. There will be several differences to the format of Mass including a short homily or reflection, no bidding prayers, no singing etc, and of course, in the reception of Holy Communion.

22. **None of the Statues or Stations of the Cross should be touched.** Please venerate them in your heart.
23. Use of the electronic candle stands is not permitted. This would disrupt the one-way system and cause congestion and delay contrary to social distancing rules. You may still make offerings as you enter the church. Again, your desire to light a candle should be made in your heart.
24. Holy Water stoups have been emptied. If you need Holy Water, please bring your water, and ask any available priest or deacon to bless it for you, whilst observing social distancing rules. The Holy Water urn may not be used.
25. **The Sanctuary is out of bounds** to all except clergy, servers and readers.
26. **Church toilets will not be available** for use during this time. Please do not attend if you think that you are likely to need the facilities.
27. Members of the same household are free to sit together in the same pew.
28. **Please keep young children under supervision**, and do not allow them to wander around.
29. **Should you become aware of any Safeguarding issues, whether in relation to children or vulnerable adults, please inform one of the clergy or [contact our Safeguarding Lead](#) without delay.**
30. If you wish to hand in any Mass/Offertory donations or Mass intentions during this period, **please drop them into the plate/box at the back of the church.**
31. **Please always observe social distancing.**
32. **Please remember the slogan 'Catch it, kill it, bin it!'**
33. These instructions are subject to change at any time.