

St Peter ad Vincula Ashwater
CORONAVIRUS (COVID-19) CONTINUITY PLAN

Last revised: 13th March 2020
Prepared by: Ashwater PCC
13th March 2020

1. Infrastructure

The aim of this plan is to ensure as far as possible the continued mission and ministry of the parish and the maintenance of the critical ongoing business of the parish.

The Incumbent, Rev Stephen Skinner, with the support of the Parish Administrator and the members of the Parochial Church Council will take the steps outlined in this continuity plan.

The Incumbent's nominated deputy is Christine March, Parish Administrator. John March, Chair Ashwater PCC or Terry Darby, PCC member, will fulfil this role should Rev Stephen Skinner or Christine March be unwell.

The incumbent or his nominated deputy will provide a channel for regular communication, by email or phone, with the Rural Dean and Archdeacon, as requested.

- 1.1 The Incumbent and deputies will have emergency contact details for the Rural Dean and the Rural Dean's deputy.
- 1.2 The critical leadership roles and essential parish functions will be identified.
- 1.3 Where possible people will be cross-trained for essential tasks in the parish, so that if a person needs to self-isolate or becomes ill. Tasks can still be undertaken.

2. Communication

- 2.1 Christine March, the Parish Administrator has contact details of Clergy and Licensed Lay Ministers, who are available for ministry, occasional offices and pastoral care.
- 2.2 Communication about the outbreak and how it affects parish activities will be by means of Church and Parish noticeboards, news sheets and email.

3. General Hygiene

- 3.1 Alcohol-based hand-sanitiser will be offered to those entering the church for services, by the duty sidesman, or another person.
- 3.2 Tissues and a bin with a plastic liner will be provided at the church entrance. The bin liner will be sealed by the sidesman and removed from the church, after the service.
- 3.3 Notices will be displayed to remind people of the general hygiene advice.
- 3.4 The Church door handle, light switches, ramp, hand rail and collection plate and any other appropriate object or surface will be cleaned and disinfected before and after each service.
- 3.5 Paper towels only will be used for drying communion vessels.

- 3.6 A collection plate will be provided at the rear of the church for a retiring collection.
- 3.7 Regular church-goers will be provided with their own copy of the Morning Prayer or Holy Communion service booklet and hymn book. They will be asked to bring these to each service for their own use. For other services, single use service sheets will be provided.
- 3.8 Refreshments will not be served after services.
- 3.9 Communion in one kind only will be offered to all communicants i.e. the consecrated bread/wafer/host, with the priest alone taking the wine.
- 3.10 There will be no handshaking or other direct physical contact during the sharing of the Peace.
- 3.11 There will be no direct physical contact as part of a blessing or "laying on of hands".
- 3.12 Communicants and those wishing to receive a blessing will be encouraged to stand, so they do not touch the alter rail.
- 3.13 Before each communion service, the officiant will make it clear that nobody should feel pressured into taking communion or receiving a blessing. The officiant will receive communion on their behalf.
- 3.14 Readers will be asked to bring their own copy of the bible, or bring a paper copy.

4. Worship

- 4.1 As far as possible, all services will continue to be held as usual, in accordance with the guidance or instruction of the Government, the National Church and the Diocese. Guidance for worship may change as the situation develops. Clergy, the Administrator and the PCC will keep abreast of communications coming from the Diocese, National Church and Public Health England.
- 4.2 Regarding 'Occasional Offices' of Christenings, Weddings, Funerals and Memorial Services, the minister responsible will liaise closely with family members about possibly reducing the number of those invited to attend, or postponing until later in the year if this is feasible and desirable.
- 4.3 Those attending services will be asked to sit in the main body of the church and will be invited to keep reasonable 'social distance' unless in a family group.
- 4.4 In the event of a move to further social distancing measures and the numbers in self-isolation increase, spiritual resources and prayer leaflets will be prepared by the ministers for parishioners, including those without internet access.
- 4.5 People will be encouraged to gain spiritual support through use of the social media, such as the BBC "Daily Service"
- 4.6 Copies of prayers for the sick and the dying will be made available to those unable to attend Church and to those unable to attend a funeral service of a friend or relative.

4.7 In the event of the church being closed, regular prayer times will be set up and the church bell will sound the time of prayer.

5. Pastoral

5.1 Clergy will help distribute Government advice on COVID 19, especially updates from the Diocese of Exeter.

5.2 Clergy will not visit those diagnosed with COVID-19 or those who are self-isolating.

5.3 The Church will have a First aid Kit available.

5.4 The Church will network as appropriate with local health, welfare, safety networks, funeral directors and other service providers and hold contact details. We will keep up to date with local information e.g. changes in public utilities or services that affect our community specifically.

5.5 The Church, through its members, will offer pastoral and practical support to those who are vulnerable or housebound in the parish, adhering to safeguarding policies and hygiene practices.

5.6 The Church, through its members, will offer support to those who are self-isolating with telephone calls and help with the delivery of shopping, if requested, while adhering to the government's isolation and general hygiene advice.

5.7 If requested, the Church will hold next of kin details for parishioners who live alone, making sure we have the individual's permission to have these details, in keeping with the General Data Protection regulations.

5.8 Telephone support and prayer for those who are fearful or otherwise distressed will be provided by Trevor May (authorised Lay Reader.)

7. Finance

7.1 Stuart Marwood and Emma Kirk are authorised to administer Church finances.

7.2 Anyone handling cash should protect themselves from virus transmission by using hand gel beforehand and afterwards, or by wearing appropriate gloves.

8. Administration

8.1 The regular administration of the Parish will be carried out by Christine March.

8.2 The cycle of PCC meetings will continue, until such time as further social distancing measures are put in place by the government. The business of the PCC will then be carried out by telephone and email.

8.3 Arrangements will be amended as necessary regarding the possession of Church Keys and Opening / Closing Rota.