

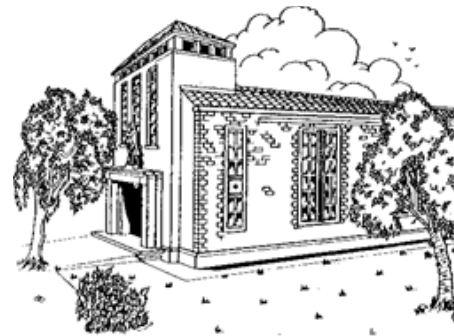
Immaculate Conception Catholic Church

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27th November 2020

Please see Advent & Christmas services leaflet for booking the Christmas Services.

My dear Friends

These are indeed challenging and trying times! In consultation with the relevant authorities on Covid-19 I should appreciate it if you would give the following guidance your attention. Because of current restrictions permitting only a limited number of parishioners in the church building at any one time, your cooperation for a guaranteed seat is essential to ensure safety, and avoid disappointment. It is important that you book in advance. Therefore:

- Email and phone bookings for Tuesday and Sunday Masses, should be made before 1200 (noon) on the previous Friday.
- **However**, with the exception of Saturday Mass you can turn up on a **'first come, first served basis'** **but you will need to arrive at least 10 minutes before mass starts**, and speak to the church stewards in the porch. Please be prepared to wait for vacancies /cancellations. [Please wait by the Kent road /lawn side of the church and maintain 2 metres social distance].
- If the church is full, it is likely you would not be able to attend that service.
- If you are booked to attend mass in the Church Hall, please go straight there and wait outside the entrance by the noticeboard.

From Saturday 5th December, with the exception of the Advent/Christmas Services and Boxing Day. the Church will be open for Mass only as follows:

Sunday: 1000 and 1730 (5.30pm)

Tuesday: 1000

Saturday: 1000 Bookable only (for those with special circumstances-recorded Sunday Mass)

Email booking preferred at

icmassbookings@gmail.com

Tel (for those without internet):

080024613720

Sundays at 1000: We now have capacity in the hall for a maximum of **40 people** to attend either a recorded, or live streamed service. At the end of this service, I will then distribute communion.

To Make a Booking:

Please:

1. Send an email request to this email icmassbookings@gmail.com and state:
 - Your name and address.
 - The total number in your household /bubble coming to Mass (let us know if there are under 10s).
 - The preference for the day of the week, and mass time you wish to attend. (If you can give a second choice that will help if there are too many requests for one Mass time).
 - Whether there is a special circumstance (e.g. wheelchair access, working hours)
2. **Or** telephone **0800 2461372** and leave a message. We provide this option for those who have no access to the internet. If you have internet access, please email us.

For the time being, *you cannot book more than one Mass a week*. This is to allow as many people as possible to attend Mass once each week. When your booking is confirmed, you will receive details of your seat and row number in the Church/Hall. Numbers 1-10 are on the Sacristy side and 11-20 on the Lady Chapel side. Rows K-P are in the hall.

Please try to arrive at the recommended time so we can prevent a queue.

Please do let us know if you need to cancel, or make a change, so that we can free seats for other people. Just let us know if you have a query and we will try to help. Please try and be punctual when you can.

Access for those with disabilities/ children's buggies- So that we can plan your seating and comfort, kindly advise us if you require any of the following:

- ramp access for those who cannot manage steps
- wheelchair or extra leg room space –
- children's buggies

NHS Track and Trace.

As you know, we are currently required to take a record of everyone who attends to support the NHS track and trace system. The Government has requested that details are kept of those who have attended the church, for three weeks in case it is needed for track and trace purposes. It also allows us to pre plan the seating in the church which, as with all public buildings, currently has very limited capacity. To save time when you arrive, if you have not already given permission for NHS Test and Trace, please complete the form overleaf and return it to the porch/office. This is also available on the web. We now have the NHS Track and Trace QR code scanner.

We still need some **volunteer stewards, readers** and those who can manage the **slides** for some masses. So do let us know if you are not in a vulnerable category and can help. This involves for stewards:

- Welcoming people into the church/hall and helping people with their hand sanitizing
- Assisting with the communion line and preparing the altar
- Helping people to leave the church/hall
- Cleaning the church/hall after the mass (PPE is provided).

Some guidance notes from the Diocese/Government

Arriving:

- The Church will normally be open 30 minutes before the service commences. If possible, please try to stagger your arrival to avoid queuing outside the church /hall (particularly in wet weather!)
- Please do not congregate outside the church /hall before the service begins and maintain your 2 metres between household 'bubbles'. Rule of 6 applies.
- There is a one-way system operating in the church and hall with the entrance through the main porch and exit through side fire exits
- The porch is very small, so we can only accommodate 2 people at a time in the porch areas of both the Church and Hall.
- A steward will then show you straight to your seat – do not sit on seats marked with yellow hazard tape as they are marking out the social distance

During the Service:

- Please keep conversations to a minimum within the church/hall to reduce droplets.
- Throughout the service we will remain seated as this helps to maintain social distance.

Holy Communion:

- We will be receiving Holy Communion on the way out. The stewards will guide you. When it is time for Holy Communion the Presiding Priest will say 'Body of Christ' to us all and we respond together by saying 'Amen'. If you are receiving Holy Communion, please then wait for the stewards to guide you. Any face coverings must be removed to receive Holy Communion. Communion is normally given in the hand. Place the palm of your hand *out flat* -one hand supported by the other towards the Priest.
- Everyone must leave in line, so if you do not wish to take Holy Communion, please come forward and just nod to the Priest and depart through the exits. Alternatively, if you would like a blessing, just cross your hands in front of your chest.

Leaving the church/hall:

- Please leave the church/hall via the fire exit with the shortest queue
- Collection boxes are available for offerings on the way out. Where possible, please bring gift aid envelopes or an ordinary envelope with your gift aid number on it. Unless otherwise specified, donations are for the general running of the church. Please mark clearly 'second collections'.
- The Government has asked that worshippers 'leave promptly' after the service and maintain social distance of course!

Additional Information:

- Toilets are available if necessary, please draw the attention of the steward and they will guide you.
- Emergency personal water, medicinal and baby feeding is permitted, otherwise there is no eating or drinking in the church/hall.

Guidance on how to wear face-coverings/masks

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

A video from the World Health Organisation

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/COVID19-PPE-Safe-Mask-Wear-Poster.pdf>

Guidance on how to sanitise your hands <https://www.youtube.com/watch?v=ZnSjFr6J9HI>

This is also found on the noticeboard as you enter church or on this website *The Portsmouth Roman Catholic Diocesan Trust* A registered charity number 246871

Yours sincerely

The Parish Covid-19 Team & the Parish Priest