



Information for those acting as Service Stewards for Services of Holy Communion

- Number of Sidespeople/Welcomers required: 4.
- Please arrive **at least 30 minutes before** the Service at which you are acting as Service Steward
- You will have been assigned a role as Steward 1, 2, 3 or 4
 - Please place your belongings in the seat allocated to you as on the seating plan.
 - If you have family with you, they may sit you as long as – Stewards 1 and 2 pews have no more than 1 additional person, Stewards 3 and 4, 2 additional people. If you have additional people with you as stated, they must sit elsewhere – having booked a seat ahead of the day.
- Please follow the direction of travel at all times as indicated by the floor-markings.
- Please maintain Social Distancing at all times – 2 metres.

<u>Before the Service</u>	As people arrive	Stewards 1 and 2 <i>Outside</i>	Identify who has arrived (everyone will have to queue outside the North porch) Take people into church, advising them where they are sitting. The church should, as far as possible, be filled from the North-aisle pews across from the front for each section of the church. This is to minimise people having to walk past others as far as possible.
		Steward 3 <i>Inside</i>	Ask people to sanitise their hands Have the tap and donate machine ready Invite people to donate – as they enter the church
		Steward 4 <i>Inside</i>	If there is anyone not booked in on the seating plan, ask them for contact details for <i>Track and Trace</i> information Remind people where they are sitting Direct them to their seat following the one-way system in operation Remind people as to <ul style="list-style-type: none"> - social distancing - not engaging in conversation as they make their way to their seat - not raising voice
<u>During the Service</u>	When the Service begins	Stewards 1 and 2:	Sit in the pews directly in front of the glass windows of the Tower to direct latecomers / unexpected arrivals: Steward 1, Steward 2 respectively,
		Steward 3:	Sit in pew marked Steward 3
		Steward 4:	Sit in pew marked Steward 4

For Communion	Steward 1:	<p>Move to receive Communion from Pulpit Station <i>then</i> Move to front of centre aisle Moving from East to West – facing East, direct people from North-side Nave pews to receive Communion. When you reach the back of the Nave pews, please return to your pew.</p>
	Steward 2:	<p>Move to receive Communion from Lectern Station Move to South aisle Moving from West to East – facing East – direct people from South aisle pews only to receive Communion. Once those in the South aisle have received, please return to your pew.</p>
	Steward 3:	<p>When directed, move to receive Communion from Lectern Station Move to front of centre aisle Moving from East to West – facing East, direct people from South-side Nave pews only to receive Communion. When you reach the back of the Nave pews, please return to your pew.</p>
	Steward 4:	<p>When directed, move to receive Communion from the Pulpit Station Move to front of North aisle Moving from East to West – facing West, direct people from North aisle pews to receive Communion Once those in the North aisle have received, please return to your pew.</p>
When the Service ends	Steward 1:	<p>Collect your belongings When North aisle is clear, move to front of North-side central aisle Moving from East to West – facing East, invite people to leave the church following the marked direction of travel Leave as well</p>
	Steward 2:	<p>Collect your belongings When the South-side central aisle is clear, move to the front of the South aisle Moving West to East – facing East, invite people to leave the church following the marked direction of travel Leave as well</p>
	Steward 3:	<p>Collect your belongings Move to back of North side aisle Moving from West to East – facing West, invite people to leave the church following the marked direction of travel Leave as well</p>
	Steward 4:	<p>When the North-side central aisle is clear, move to the front of the South-side central aisle Moving West to East – facing East, invite people to leave the church following the marked direction of travel Assist in cleaning the pews and pew ends. Collect your belongings and leave</p>