



# St Mary the Virgin, Rickmansworth

The Church of England and The Methodist Church in Partnership

*Serving the whole community*

## Notes for Servers and Communion Administrants

Version 1      3<sup>rd</sup> September 2020

### General

- A face covering must be worn at all times in the church building
- No more than three people should be in the Vicar's Vestry at any one time
- No more than six people should be in the Choir Vestry at any one time
- Hand sanitiser must be used
  - when entering/exiting the Choir Vestry
  - before and after touching any vessels or elements for Holy Communion
  - before and after using any pens

### Sunday Sacristan/Server/MC

- All Services will take place at the Nave Altar
- On the tray/Credence Table should be the following: matches, wine cruet with small amount of wine, wine cruet, lavabo bowl and cloth, hand-sanitiser, 2 x lidded Ciborium with 5 wafers in each for 8 o'clock and 20 wafers in each for 10 o'clock, chalice, paten, priest's wafer
- Gospel book to be placed carried in by Deacon or Celebrant
- Entry for Service from Vestry to front of Nave Platform, bow at bottom of steps
- Gospel procession (Sunday 10am) to move to normal position
- No ablutions with water before Holy Communion, hand-sanitiser to be used. Priest will access this themselves.
- At the point of Holy Communion: Sanitise hands, remove face covering, receive Holy Communion, sanitise hands, replace face covering.
- If assisting with administration of Holy Communion:
  - After you have received, take a Ciborium, remove lid and proceed move to in front of Pulpit.
  - No words of distribution are required.
  - The host should be dropped into the recipient's hands (subtly!) If you touch someone's hand then you must sanitise your own hands again immediately.
  - For those who require a blessing, please stretch your hand towards them a little and say a prayer.
  - Return Ciborium to Altar.
- Cleaning of vessels to take place as usual following distribution of Holy Communion
- At end of Service, Server to lead Clergy to Vestry for closing prayer.
- Following Service, vessels etc to be removed and placed directly into hot, soapy water. Please do not leave on tray in Vestry.

### Administrants of Holy Communion who are not Servers

- Following the required direction of travel around the church,
  - move forward during the Lord's Prayer and stand to the side of the Nave platform, beside the Lectern.
  - Sanitise hands, remove face covering, receive Holy Communion, sanitise hands, replace face covering.
  - Receive Ciborium, remove lid and proceed move to in front of Pulpit.
  - No words of distribution are required.
  - The host should be dropped into the recipient's hands (subtly!) If you touch someone's hand then you must sanitise your own hands again immediately.
  - For those who require a blessing, please stretch your hand towards them a little and say a prayer.
  - Return Ciborium to Altar.
  - Sanitise hands and, following the required direction of travel, return to your seat in church