

Horsley Evangelical Church

Minister: Rev. Kenneth McIntosh 01483 283453

Church Postcode: KT24 6NU - Website: www.horsleyec.org.uk



Re-Opening Horsley Evangelical Church – Operational guidelines

Church Premises

Car Park:

People to wait in cars to be invited in by Deacon/attendant. To co-ordinate 2 Deacons on duty 1 at door 1 in car park.

Place cones 2m apart in front of entrance doors toward the road for people who walk to church or who have left their cars to queue. This leaves space for disabled parking on the Manse side

Signs (Where possible use standard available signs)

On Main side Doors - 'Entrance'. 'Observe social distancing'. 'Do not enter the building if you have symptoms'.

On rear lobby doors – 'No Entry.'

Inside the church:

Place box with lid for offerings.

Sign 'please place all offerings here'

Place a table behind the second non-opening door.

Table to have: Hand sanitiser. Masks. Attendance register (Deacon to wear a mask if thought necessary and to ask for name) Bottled water.

Signs – Request people to Sanitise hands on entering/leaving. Invite to take a bottle of water.

Under current bookcase where there are 6 Bibles and clipboards a box with lid for returned Bibles/clipboards.

Sign 'Please return Bibles & clipboards after use and place in the box'

Young people asked to bring their own pens.

Signs say 6 'please do not move the chairs' to be put on walls so visible.

Place waste pedal bin next to table.

Signs say 3 'do not sit here'

Rear Entrance Lobby

A table with sanitiser on in case people ignore the no entry sign.

Signs Request people to Sanitise hands on entering/leaving.

Vestry and Ministers office 'No entry'

Reminder to 'socially distance'

Minister's Office

Prayers before the service in Ken's office to observe social distancing of 2m or use mitigation 1m with face masks and window open.

Hall

This will be a pathway to the WC's for the front section of the church.

[Signs](#) some tape on the floor say 2 rows indicating 2m back from door to WC Lobby.

An area to be cordoned off say, near the crèche door or the piano for parents and children. Sufficient to allow social distancing if say 2 different households come out of the service with children.

[Sign](#) 'crèche area'. Reminder to socially distance.

[Signs](#) On crèche door and Kitchen door 'No entry'.

WC Passage

[Signs](#) Tape on the floor to mark 2m away from gents and 2m away from ladies.

Reminders to socially distance. 1 in hall at door to WC passage. 1 in church by rear passage door. 1 at gents end in passage. 1 at ladies end in passage.

All WC's

[Signs](#) Please wipe down all surfaces you touch before and after use and place wipe in the pedal bin.

Gents WC

Place pedal bin

[Sign](#) 'No entry' on one of the WC doors so only one in operation.

'Wash hands'.

'Sanitise surfaces you touch before and after use with the wipes provided and place wipes in bin not WC'.

Disabled WC

Place pedal bin

[Sign](#)

'Wash hands'.

'Sanitise surfaces you touch before and after use with the wipes provided and place wipes in bin not WC'.

Ladies WC

Place pedal bin

[Sign](#)

'Wash hands'.

'Sanitise surfaces you touch before and after use with the wipes provided and place wipes in bin not WC'.

Flower Room

[Sign](#) 'No Entry'

Sunday Morning

Entry

Sign Screen slide explaining service guidelines and procedures to be shown.

Deacon(s) on duty, to admit or call people from their cars. 1 Deacon at door 1 in car park.

Record attendance.

Remind to return Bibles/clipboards to box if taken.

Show them to their seats – people may only sit with their ‘households’ or ‘bubbles’.

People to be seated in the ‘Front of the Church’ - pulpit side of the entrance doors – or ‘Rear’.

During the service

People to remain in their seats.

When moving around encouraged not to linger and talk.

To reach the WC those in the front will go via the front door and hall, those in the rear via the rear church door to the WC passage.

Children to remain with their parents at all times and not allowed to run around.

Parents can take their children to the hall during the service if they wish but must maintain social distancing from other households.

Children under 12 must be accompanied to the WC/around the inside of the building by an adult.

Sign Screen slide explaining exit procedures to be shown

Exit

The 2 Deacons will organise the congregation to leave row by row at the end of the service.

Those sitting in the front of the church will exit by the door in the front right of the church, into the lobby by the Ministers office and out through the door to the car park.

Those sitting in the rear of the church will exit by the church main entrance doors.

Car Park after the service

People encouraged not to linger and to maintain social distancing – explained on end screen slide.

22nd July 2020