



PRIEST GUIDANCE

ST PAUL'S CHURCH, POYNTON
WORSHIPPING SAFELY
IN OUR CHURCH



INTRODUCTION

Our parish are so very grateful that you have agreed to offer Mass at St. Paul's following lock-down. This document has been created to provide guidance to our visiting priests in terms of their extended roles and responsibilities that we are politely asking you to carry out due to a reduced number of volunteers.

SEQUENCE OF ACTIVITIES

Before Mass

- Stewards will be opening the church 20 minutes before mass is due to start and they will welcome you on your arrival.
- Please wear face coverings and apply hand sanitizer when you enter church.
- Within the Outer Sacristy PPE is available for your use i.e. gloves, apron and face shield. These are located on the worktop on the left hand side / behind the door.
- The inner sacristy will be locked and the key is located within the combination key-safe which is on the wall adjacent to the inner sacristy door. **The code is 7523.**
- The safe key will also be found in this combination key-safe, and you will need this to get access to the tabernacle key, chalice, ciborium etc.
- When preparing for the celebration of Mass the priest should wear single use gloves when the altar breads are placed into the ciborium, which are provided in the inner sacristy. The altar breads are located in the Tupperware boxes within the cupboard, above the worktop.
- We would ask that you prepare the Altar and Credence Table yourself. The water jugs are located on the window sill next to the sink, the Missal is found on the pew, and the linen located within the drawers next to the worktop/wardrobe
- The church AV can be switched on at the wall socket and we would suggest at this time that you do not use the wireless microphone/headset. Please only use the altar and lectern fixed microphones.
- There will not be any Altar Servers and we would kindly ask for your support carrying out their duties yourself.
- There will also not be any Readers, and we would again ask for your support in giving the readings prior to the Gospel. Please note that we are aware that some Priests only read the first reading followed by the Gospel at this time, and your preference is respected.

Offering Communion & Blessings

- There will be a Eucharistic Minister who will be able to offer communion to the Parishioners.
- Once the priest has received Holy Communion, he should cleanse his hands with alcohol sanitiser before opening the pre-prepared ciborium for the Communion of the people.
- At the appropriate time during mass the Eucharistic Minister will hand sanitise and approach (but not step onto) the Altar maintaining a social distance from the Priest.
- The Priest will offer the host at fingertip length and tilt this into their outstretched cupped hands, whilst avoiding hand contact. Once they say "amen" they are asked to raise their face covering from the bottom to take the host, replace their mask and sanitize their hands once more either using the dispensing pump on the credence table or the automatic dispenser on the wall next to the side exit.

- The Priest will then hand the ciborium to the Eucharistic Minister at arm's length, or alternatively placing it onto the credence table for them to collect.
- Parishioners will be released to the Eucharistic Minister in a controlled manner by the Stewards and we are asking parishioners to raise their face covering and take communion the same way the Eucharistic Minister will receive this from the Priest.

After Mass

- Once the congregation has left, the Eucharistic Minister is to return the ciborium either direct to the Priest or placed upon the credence table. If there are any hosts left, the Priest will place these within the ciborium from the tabernacle.
- The Priest will purify the ciborium and chalice and will pass these back to the Eucharistic Minister, who will then take these into the flower sacristy and wash the sacred vessels with soap, water and dry them.
- Once washed and dried, the sacred vessels will be taken to the credence table for the Priest to return to the safe within the inner sacristy.
- The Stewards will leave any offerings within a sealed plastic bag in the Outer Sacristy. We would ask if the Priest could also lock this away within the safe.
- Used linen can be placed into the bag which is hung on the safe door. This will be collected and laundered at a later time.
- Your disposable PPE is to be placed in the bin located in the outer sacristy (except the face shield which is returned onto the worktop behind the outer sacristy door). The Stewards will seal and dispose of the waste in the outside bin.
- We would ask the Priest to then lock the safe and the Inner Sacristy door prior to returning the keys to the combination key safe.
- The Priest then leaves the church by the side entrance using hand sanitizer as you go.

INFORMATION TO NOTE

- Please note that sign of peace in mass is not to include a handshake at this time.
- Parishioners and volunteers should not leave their seat once they have been directed to it, and should only leave their seat when they have been directed to by the Steward
- The only people allowed to use the toilet are the Priest and the Stewards
- We acknowledge that we have parishioners who have been volunteers in some capacity pre-lockdown and they might be used to walking freely throughout church. These are to be reminded that any access in/around church is limited to the Stewards (outer sacristy) and Priest (outer and inner sacristy)
- No other parts of the church will be open or accessible to the congregation at this time, including the piety stall, Upper Room, etc.
- No candles are to be lit except for the altar candles by the Priest
- Missals, newspapers and paper versions of the newsletter will not be available.

Many thanks again for your support to our parish during this time. It is greatly appreciated.