



Guidance Notes for those attending Wokingham Baptist Church for a Sunday service

Church Office contact: office@wokinghambaptist.org.uk +44 (0) 118 978 7174

Introduction

We want church to be a safe place for everybody and we want everybody in our church family to feel that they can come but we also understand that there will be some nervousness about coming back.

Church will look a little different and so we have put together a [video](#) which walks you through what will happen when you arrive at church, and this guide will also help you know what to expect.

Please take some time to read through the guide and watch the video some time before you come so that you can get used to what will happen.

How will it work?

1. Something will be happening in the building every Sunday:
 - One week each month, there will be an **Explore** service in the building for families, and a video service for everyone else.
 - For all other weeks, there will be livestreamed **Gather, Renew, Inspire** services, one of which will include Communion. We are not restricting bookings by age, surname or anything else!
2. In order to manage numbers and church capacity, we are asking people to book online if they intend to come to a service. Dates and links will be circulated a few weeks in advance. Please make sure that you book by 10am on the Friday before the Sunday, and make one booking per household or bubble (so that we know how to group the seats). If you turn up without pre-booking we might not have room for you and you could be turned away.
3. If we do not already have your contact details, we will need to ask for these in line with government guidance. This information will be retained until 21 days after the service has taken place at which point it will be destroyed.

Please do not come to church if you or any of your household bubble is displaying any COVID-19 symptoms or has been in contact with anyone who has COVID-19 or symptoms in the last 7 days.

Preparing to come to church – some practicalities

Bibles – Church bibles will not be available although, as is normal, the readings will be on the overhead screen. However, if you like to follow along with a bible please bring one with you.

Facemasks – It is now a requirement that facemasks must be worn in places of worship so please make sure you have facemasks for all of your household bubble and that you bring them with you! If you don't have a facemask or you forget it - don't worry! We will have a stock of disposable facemasks available at the church.

Refreshments – No refreshments can be provided by the Church and our kitchens are out of use. If you anticipate that you will need some water or snacks during the service (perhaps for children) then please bring what you need. However, please make sure you do not share these with other household bubbles and please make sure you take any waste away with you for disposal at home.

Toilets – Toilet facilities will be available at the church, however, as these can represent a higher risk in terms of infection, we would encourage attendees to only use them if necessary. Make sure you go before you leave home!!

Arriving at Church

Once you are within the church grounds then we would ask that you make your way as quickly as possible into the building, making sure that you maintain 2m social distancing from other household groups.

You will be greeted at the door – not with a handshake but with a smile!

We will then:

1. Check you off our list of who we expect to attend according to bookings. Please do not attend unless you have booked a seat. If visitors arrive who are not on the list, we will ask them for some details including their name and address. We need this information to adhere to government guidance and so that we can implement track and trace if necessary. Information provided will be retained for 21 days and then disposed of. You are not obliged to give us this information however it would greatly help us protect everybody who attends if you do. There will also be an NHS QR code that you may scan if you wish, in addition to being checked off on our list.
2. We will ask you if you or any of your household has displayed any COVID-19 symptoms in the last 7 days or if you have been in contact with anybody who has.
3. We will ask you to use hand sanitiser.
4. In accordance with Government Guidelines, we will ask you to ensure that you have a facemask on and that it is properly fitted (i.e. that it covers your mouth and nose). If you have no facemask or you have forgotten yours this will not be a problem as we will have a supply of disposable masks for use. This requirement does not apply to children under 11.
5. Volunteers will guide you into the sanctuary and show you to a seat. The floor will be marked to help you maintain social distancing during this process.
6. Please resist the urge to wander around. You can talk to the people around you once you are seated. We need to maintain a strict one-way flow through the building as well as social distancing and the volunteers' job will be much more difficult if people are moving around. Please do not raise your voice as this can increase the risk of the virus passing through the air.

During the service

We are seeking to make services as close to normal as possible but inevitably there will be changes.

One of the main changes to church will be that congregational singing is not allowed. We will still have music provided by the band and this will involve a small number of singers but, unfortunately, singing has to be limited to these individuals. We will still put the words up on the projector screen so please follow along and enjoy the words and music but please do not sing along. Watch out for a few interesting ideas here!

Please make sure that social distancing is maintained throughout the service. This includes making sure that your household bubble stays within its allocated space and not allowing children to wander too far.

People leading the service and the singers in the band will not wear facemasks whilst they are speaking or singing but please keep your facemask on. There are exceptions for those leading/singing but these do not extend to the general congregation, except when addressing someone who needs to lip read.

The kitchens are currently closed and if you think you may need water during the service then please bring along a small bottle or similar. However, if you do find that you need a drink during the service then please ask a steward to help.

We will have toilet facilities available, but these can only be used on a 'one in one out' basis. **Please note that children 11 and under must be accompanied by a parent or guardian.** A steward will be located near to the disabled toilet in the lobby to ensure that access to the toilet is properly managed. Hand sanitiser will be available in the toilet as well as disposable paper towels and soap. We will also have anti-bac wipes in the toilet and it would be appreciated if you wipe down areas that you have touched after use. Please dispose of wipes and paper towels in the bin provided. **Please do not put them down the toilet.**

Those leading the service will provide other guidance when necessary and if you have questions while you are at the church then you can ask your nearest steward who will be happy to help.

Leaving the church

Unfortunately, we are not able to provide tea and coffee after the service.

We also need to manage safe social distancing as people leave the building and therefore the stewards will guide people out of the building. We would ask everybody who attends to ensure that they follow the instructions from the stewards and that they leave the building in an organised fashion maintaining social distancing and respecting the one way flow. We would also ask people to keep moving until they are clear from the church building so that bottle necks and pinch points are avoided.

Important Notice: If you or any member of your household bubble begin to feel unwell during the service then please let a steward know immediately. If this happens your household bubble will need to leave immediately and go home where you should contact NHS 111 for advice on isolation and testing. However, it is important that the church also knows so that they can implement any track and trace measures and also implement any cleaning required.

Appendix: Privacy statement

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment for all who may use Wokingham Baptist Church.

We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Wokingham Baptist Church. It may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks.

Your name and contact details will be retained temporarily and will be securely stored. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Wokingham Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see <http://www.ico.org.uk/coronavirus>.

The Charity Trustees of Wokingham Baptist Church (as Data Controller) can be contacted by ringing [+44 \(0\) 118 978 7174](tel:+441189787174) or emailing office@wokinghambaptist.org.uk