

**Some suggested guidelines for those helping out**—Please note all these are simply guidelines, not rules.

### **Suggested guidelines for those helping at the doors**

- Please do politely greet everyone who enters. But avoid chattering blocking others coming in. If someone is talking to you, I am sure others will stand outside with distance until its one's turn to enter safely with a respect for the other.
- Limited stocks of missalettes are provided for each mass. There will be only a few so it may be necessary to share amongst the household.
- Please try and allocate a safe seat using all the benches / pews of the church but safely seated. Sitting right behind or in front of the other to be avoided at all times please.
- Please avoid people walking unnecessarily up and down the church, without a mask. One way route to follow. Children to be kept safely with family.

### **Suggested advise to cleaners and those sanitising**

- As you would have noticed I have appointed people for the general sanitising and also sanitising after mass (except in Woodstock because services are less frequent).
- Please give a general cleaning as you have always done at least once a week. On top of it, please make sure sanitising is done after the thorough clean, door handles particularly are sanitised.
- Toilets to be cleaned and sanitised once a week please, including the one in the sacristy. That to be almost exclusively for the use of the priest please.
- Those sanitising after mass, please do so as you have during the pandemic. Sanitise the door handles too please.
- General cleaners and after mass cleaners, please check the hand sanitiser containers are full and not empty.

### **Suggested some checks for the sacristans beside the normal routine of things**

- Two ciboriums (holding consecrated hosts) to be maintained in the tabernacle. Please advise the priest to use the consecrated hosts in the tabernacle (rather than the newly consecrated) for the distribution of Holy Communion during mass. The newly consecrated whenever is done then is placed at the tabernacle safely if possible filling up the other ciborium and leaving the empty one to be filled in at the next mass.
- Similarly, two pyxes are left with the gluten free hosts. Again, one to be kept stand by while the other is refilled to be consecrated. So that due care is taken to make sure at no time, for no reason one is denied the sacrament that is due.

### **Suggested advise, Collections at mass**

- We shall keep suspended the passing on of the collection bags. Instead, baskets are left at the entrance and exit doors of the churches for people to make their parish normal contributions as they come and leave the church. When the mass begins, the one in-charge of the collections to take hold of the baskets at the entrances safely. At the end of the Mass once again the baskets at the exits to be secured, if possible, counting the loose money and putting a note in as to the amount with the date please. Then safely pass it on to Chris Brenan who will count all, record it and bank it.

### **Suggested guidelines for Altar servers**

- Only one at Woodstock and at most two in Kidlington vesting outside of the sacristy and helping with ringing the bell during mass. Please occupy the front most pew nearest to the altar. At Kidlington not at Woodstock, help may also be only with the washing of the hand of the priest. Also helping with the sanitising during communion in both churches. Please keep safe distance from the priest always and from the parishioners who may come to close contact.

***Thank you very much for all your help and support ~ Fr Prem***