**CORONAVIRUS (COVID-19) PARISH CONTINUITY PLAN**

**St Andrew North Swindon Parish**

The Diocese of Bristol requests that each parish/benefice/mission community or alternative now puts in place a continuity plan in preparedness for further development of the Coronavirus situation.

**1. Infrastructure**

The aim of this plan is to ensure as far as possible the continued mission and ministry of parishes, and the maintenance of the critical ongoing business of the parish.

The Incumbent’s, Revd Sally Robertson, [revd.sally.robertson@nschurch.org.uk](mailto:revd.sally.robertson@nschurch.org.uk), 07588 594410, nominated deputy is the churchwarden, Mrs Karen Vermeersch, [karenvermeersch@hotmail.com](mailto:karenvermeersch@hotmail.com), 07443 522620. The Deputy churchwarden Dave Templar, will fulfil this role should Revd Sally Robertson and Karen Vermeersch be unwell.

The Incumbent, or her nominated deputy, will provide a channel for regular communication, by email or phone, with the Area Dean and Archdeacon as requested.

* 1. Emergency contact details for the Area Dean and the Area Dean’s deputy are:
* Area Dean: Revd Capt Clive Deverell,
* Deputy Area Dean:
* Archdeacon: Ven Christopher Bryan,
* Hillside House (Bristol Diocese): 0117 906 0100

1.2 Critical leadership roles and essential parish functions include:

* Incumbent – Revd Sally Robertson
* Churchwarden – Mrs Karen Vermeersch
* Treasurer – Mrs Susan Smith

1.3 The following persons are identified as being able to undertake essential tasks in the event that a critical person needs to self-isolate or becomes ill:

* Incumbent: Retired priests who have supported the parish previously include:
  + Revd Alison Williams
  + Revd Sandy Railton –
* Churchwarden: Deputy Churchwardens already in place – Dave Templar, Peter Smith, Barry Luffman, Paul Zukeiwic
* Treasurer: Dave Templar

**2. Communication**

2.1 Contact details for:

a. Clergy and Licensed Lay Ministers who are available for ministry, occasional offices and pastoral care, please see 1.1 and 1.3 above.

b. those involved in services and other church activities: The parish contact list is available in the cloud and those required have access and know the password. The list of passwords is kept in the church safe if required.

2.2 Consideration should be given regarding how best to communicate information about the outbreak and any appropriate advice, via notice boards, news sheets, email and through social media as appropriate. Church leaders can play a key role in addressing rumours, misinformation, fear and anxiety.

Information will be communicated as necessary via:

* Website
* Facebook page
* E-news letter
* Posters/notices
* Verbally as required in church

**3. General Hygiene**

3.1 Alcohol-based hand-sanitiser (minimum alcohol content 60%), and appropriate hand washing facilities will be available at the entrance to the church, with Notices and Welcomes encouraging community and visitors to use on entry.

3.2 Tissues and bins provided at church entrance

3.33.4 Antiseptic wipes will be used to clean and disinfect frequently touched objects and surfaces as per government guidance.

3.43.5 Kitchen Paper towel will be used for drying communion vessels.

3.6 The collection bag will only be handled by the steward. Money will be counted using a barrier (e.g disposable glove or similar).

The congregation are to pick up their own service and hymn books. These will then be left for at least 48 hours without being handled.

**4. Worship**

As far as possible, all services will continue to be held as usual, in accordance with the guidance or instruction of Government, the national Church and the Diocese. Guidance for worship may change as the situation develops.

Clergy and Church Wardens should keep abreast of communications coming from the Diocese, National Church and Public Health England.

4.1 Alternate ways to offer worship and spiritual support to individuals and the community in the event that we move to further social distancing measures and the numbers in self-isolation increase have been considered and will be introduced as necessary.

* Use of Microsoft Translator for audible transmission
* Investigate the use of streaming facilities
* Signpost people to daily prayer, bible reading and worship resources such as:
  + Common Worship Daily Prayer
  + Youversion
  + Pray as you go
* Provide paper worship resources for those without internet access

Baptism families will be contacted and the current situation explained to them. They will be offered the opportunity to postpone the baptism if preferred.

4.2 Daily prayers can help give structure to our days for those who are housebound with more time for thinking and reflecting. See above.

**5. Pastoral**

Clergy can offer an important public reassurance through ‘the sacrament of presence’ and being seen to be “present” and available. *This does not include physically visiting those diagnosed with COVID-19 or those who are self-isolating*: clergy need to protect themselves and others, making sure they adhere to hygiene precautions

They can also be a trusted voice in a community and help with the distribution of government advice ensuring isolated members of the community are aware of the precautions they can take.

5.1 Incumbent and Churchwarden will monitor local media, Church of England and Diocesan advice regularly and update this plan as appropriate. <https://www.churchofengland.org/coronavirus>.

5.3 The pastoral and practical support of those who are vulnerable or housebound in the parish will be effected by ensuring regular contact with those who are isolated or ill via telephone and email. Where practical support is needed (e.g. shopping) steps will be taken to ensure it can be given without physical contact and following the Government’s isolation and general hygiene advice.

**6. Activities**

6.1 The IGNItE Youth Group and the Lent Bible Study group meet at predetermined dates.

• an up to date list of contact details for the groups is kept by the Incumbent

• The activities will be cancelled in the event of Government advice to do so

• Members of the groups will be kept informed by telephone or email

• Enhanced hygiene measures will be maintained

**7. Finance**

7.1 There should be at least one other person, as well as the Treasurer, who is familiar with the church accounts, gift aid and regular giving and is able to administer them appropriately - this may include banking authorisation – See above

7.2 Anyone handling cash should protect themselves from virus transmission by using disposable gloves or similar alternative and washing hands or using hand gel beforehand and afterwards.

The Reverend Sally Robertson Mrs Karen Vermeersch

Incumbent Church Warden

13th March 2020

|  |  |  |
| --- | --- | --- |
|  | **Check List for St Andrew North Swindon Parish** | Date completed/reviewed and by whom |
| 1 | **Infrastructure** |  |
| 1.1 | The Incumbent and deputies will have emergency contact details for the Rural / Area Dean and the Rural / Area Dean’s deputy. | 13/03/2020  SR/KV |
| 1.2 | Identify critical leadership roles and essential parish and benefice functions. | 13/03/2020  SR/KV |
| 1.3 | Cross-train people for essential tasks in the parish | 13/03/2020  SR/KV |
| 2 | **Communication** |  |
| 2.1 | Parish/Benefice/Mission Community Offices, or incumbent and the Churchwardens will have contact details of:  a. Clergy and Licensed Lay Ministers who are available for ministry, occasional offices and pastoral care,  b. those involved in services and other church activities. | 13/03/2020  SR/KV |
| 2.2 | Consider how to communicate information about the outbreak and any appropriate advice | PCC Meeting 11/03/2020  PCC |
| 3. | General hygiene | PCC Meeting 11/03/2020  PCC |
| 3.1 | Alcohol-based hand-sanitiser, or appropriate hand washing should be available at the entrance to the church, with Notices | PCC Meeting 11/03/2020  PCC |
| 3.2 | Tissues and bin provided by church entrance | 13/03/2020 SR/KV |
| 3.3 | Notices/posters should be displayed to remind people of the general hygiene advice | 13/03/2020 SR/KV |
| 3.4 | Clean and disinfect frequently touched objects and surfaces as per government guidance. | 13/03/2020 SR/KV |
| 3.5 | Paper towels only to be used in the toilet, and for drying communion vessels. | 13/03/2020 SR/KV |
| 3.6 | Paper towels only to be used in the toilet, and for drying communion vessels. | 13/03/2020 SR/KV |
| 3.7 | Consider such things as stopping passing the collection plate around, use of single issue service sheets etc | PCC Meeting 11/03/2020  PCC |
| 4. | **Worship** |  |
| 4.1 | Consider alternate ways to offer worship and spiritual support to individuals and your community | PCC Meeting 11/03/2020  PCC |
| 5. | **Pastoral** |  |
| 5.1 | Check Church First Aid Kits and availability of trained first aid people | 13/03/2020 SR/KV |
| 5.2 | Network as appropriate with local key service providers. Ensure contact details for these service providers are held by key parish leadership. | Monitoring pro tem  13/03/2020 SR/KV |
| 5.3 | Develop a plan for the pastoral and practical support of those who are vulnerable or housebound in the parish | PCC Meeting 11/03/2020  PCC |
| 5.4 | For those who need to self-isolate, consider how people can be supported | PCC Meeting 11/03/2020  PCC |
| 5.5 | Identify and brief lay people who can provide telephone support and prayer for those who are fearful or otherwise distressed. | PCC Meeting 11/03/2020  PCC |
| 6. | **Activities** |  |
| 6.1 | Each church group should consider what action must be taken in the event of key people not being available to run the activity | 13/03/2020  SR/KV |
| 6.2 | Determine the potential impact of outside agencies no longer being able to resource or serve the work of the parish church (e.g. suppliers | 13/03/2020  SR/KV |
| 7. | **Finance** |  |
| 7.1 | There should be at least one other person, as well as the Treasurer, who is familiar with the church accounts, gift aid and regular giving | 13/03/2020  SR/KV |
| 7.2 | Consider how you might manage cash flow | 13/03/2020  SR/KV |
| 7.3 | Anyone handling cash should protect themselves by appropriate hand hygiene | PCC Meeting 11/03/2020  PCC |
|  |  |  |