



**The South West Ipswich Team Ministry**  
The Church of England in South West Ipswich

## **Returning to Public Worship**



## **A Guide to What to Expect**

This booklet aims to explain the changes we have brought in to manage the return to in-person worship following the suspension due to the COVID-19 crisis. We have taken the following steps in accordance with the current guidance from the [Church of England](#) and will be updated as an when this changes.

1. It is a recommendation of the NHS Test & Trace system that the contact details of all those who attend should be retained for 21 days from the date of the service, we will do this either through the electronic registration process or in paper form when we confirm your place. The privacy notice for retention of this information can be found at the end of this document.
2. One of the reasons for choosing St Peters is because it has level access from the car park. We will mark out spaces to park in, as well as the 'dead space' in between which will ensure a safe distance between cars, please do not move the cones.
3. Entrance will be through the designated door where you will be reminded of the do's and don'ts – like you will have seen in supermarkets, cafes and other businesses.
4. There will be a strict one-way system into the church, and you will be asked to clean your hands on entering with anti-bacterial hand gel.
5. The current guidance from the Church is that where it is possible, and you do not have a medical exemption masks should be worn. We are hoping to obtain some sunflower lanyards for those who cannot wear one. (This is the 'not all disabilities are visible' awareness campaign championed by retailers).
6. On entering the church you will be directed to a seat, this will be designed so that individuals do not have to move past each other more than is necessary it may not look logical but please follow the guidance of the stewards and please do not move to talk to

others before the service. If you are in the same household we will sit you next to each other not two metres apart.

7. We are suggesting that you arrive no earlier than 15 minutes and no later than 5 minutes before the start time, this gives sufficient time for everyone to clean their hands and to be seated.
8. The service will be led from the lectern up to the offertory, and will be situated a minimum of 5 metres from the congregation, this is because in leading worship the voice level is raised and the louder the voice the further airborne droplets can be spread.
9. At the preparation of the table the president will put on a face mask before preparing the bread and wine.
10. Communion will be administered in one kind only, in the form of the bread. Because the service of Holy Communion is closely linked to the actions of Jesus at the last supper a small amount of wine will still be consecrated but will be consumed by the President alone on behalf of the congregation.
11. The congregation will be guided when to come up, we ask that you follow the arrows and markings on the ground. If you are wearing a mask, we will ask you to remove it and sanitize your hands before receiving. Then after you have received to sanitize again before and after you have put your mask back on. There will be sanitization stations throughout the church.
12. To protect the president they will, during the administration, wear a face visor.
13. At the end of the service we will direct you when to leave and ask that you do not stand talking on the path or in the car park.

# What will the service look like?

As I have previously said it will be church and will contain much you will be familiar with but there will also be a lot that is missing.

1. Will we be able to sing?

No, while there is research ongoing as to how the virus might be spread there is a growing body of evidence that suggests COVID-19 is spread in the air and not just via droplets.

2. Will we share the peace?

No, as we adopted just before lockdown began, we will not physically share the peace but the words will remain as an integral part of the service.

3. Will we have service sheets?

Service sheets will be provided and after each service they will be placed in quarantine for a minimum of 72 hours.

4. Will we get a notice sheet?

No, these will continue to be sent out via Royal Mail and email and uploaded to the website. Any single use sheets will be quarantined for 72 hours before disposal.

5. Will there be coffee after the service?

No, currently the guidelines do not allow us to serve refreshments however if you wish to bring your own water bottle from home that is fine.

6. How long will the service last?

A maximum of 45 minutes, the rule of thumb is that the shorter time in church the better.

7. I am in a vulnerable group or have been advised to shield, can I still come to a service?

While much of what we are planning may seem to be Health and Safety gone mad or the 'nanny state', it is up to you if you feel confident in attending a public service. The steps we have taken are designed to give you confidence that we have taken every step possible to make coming to church as safe as possible.

8. I am over the age of 70 and normally help in the service?

The guidance strongly discourages those over the age of 70 from assisting in any way. We have taken the decision to not ask anyone who we know to be in this category to assist in anyway.

9. I don't feel it is safe for me to physically attend does that matter?

No, you must do what you feel the most comfortable in doing and follow the advice of your doctor and medical staff. This is why we will be continuing to stream services and making content available on-line.

10. Will I be able to bring my collection?

Yes, although this will be placed in a box at the door as you arrive, it will then be quarantined for 72 hours before being handled and counted / banked.

# COVID-19 Privacy Notice

## List of Clergy, Staff and Visitors to Church buildings

This notice explains how information about you will be used temporarily by the Parochial Church Council (PCC) of the South West Ipswich Team Ministry (SWITM) during the Covid-19 pandemic crisis so we can put in place a list of clergy, staff and visitors to the church building/s, as requested by the Government in support of NHS Test and Trace.

### 1. Who we are

The PCC of the South West Ipswich Team Ministry are the data controller (contact details in section 7. below). This means we decide how your personal data is used and why.

### 2. The information we collect about you and why we need it

Although we may have your contact details already for our usual work the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone numbers of all clergy, staff and visitors who visit / use our church building(s) in order to support NHS Test and Trace. This is specifically in relation to contact tracing, which is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

For more information about Test and Trace, and how they will use your personal details, please see the Government guidance website:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

In summary, Test and Trace:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

**This is voluntary, and you don't have to provide your details, however, if you do, they will only be used for the purpose of sharing them with NHS Test and Trace.**

### **3. Lawful basis**

We will use your information lawfully, as explained below:

- **Consent** – We need your consent in order to collect your name and contact telephone number and share this with NHS Test and Trace if requested. You will give us your consent by providing your details in the List/Form.
- **Explicit consent** – We need your explicit written consent to collect your data on the basis that you may have revealed a religious belief by using our church building/s. You will give us your explicit consent by completing the List/Form.

**You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for this purpose, however, once we have given your details to Test and Trace we will no longer be able to prevent processing. To contact us, please see our contact details at 7. below.**

### **4. Sharing your data**

Your personal data will be treated as strictly confidential and will only be shared with NHS Test and Trace if requested.

Personal data that is collected will be used only to share with NHS Test and Trace. It will only be used for the purpose specified in this Privacy Notice.

### **5. Data Retention**

We will keep your name and telephone number for a maximum of 21 days and will dispose of it after this period.

### **6. Your Legal Rights**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time, while the PCC still has your data;

- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*]

## **7. Complaints and queries**

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below.

The Reverend Kay Palmer, Team Administrator, The Team Office, St Francis Church, 192 Hawthorn Drive, Ipswich, IP2 0QQ; 01473 603229  
[office@switmparish.org.uk](mailto:office@switmparish.org.uk)

If you do not feel that your complaint has been dealt with appropriately, please contact.

The Reverend Robert Hinsley, Team Rector, The Rectory, 1 Salmest Close, Ipswich, IP2 9BA; 01473 901361 [revrob@switmparish.org.uk](mailto:revrob@switmparish.org.uk)

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or <https://ico.org.uk/global/contact-us/>