



Role of Stewards

Thank you for coming forward to help supervise the opening of the church for public worship

All the advice and guidance given to your parish is so that we open our churches safely and minimise the risk to visitors and yourself.

Role Title:	Volunteer Steward		
Parish:			
Volunteer Reports to (job title):	Parish Priest		
Location:	Church	Travel Required:	N/A
Position Type:	Volunteer / Fixed Term		
Hours of volunteering:	To be agreed with Parish Priest		
Overview and Role Purpose:			
To assist the parish priest in the safe re-opening of the church in light of the current coronavirus pandemic (including cleaning the church in preparation for those who wish to enter for worship and overseeing that the guidance on social distancing and use of hand sanitizer is adhered to).			
Role Description:			
<ol style="list-style-type: none"> 1. At least two stewards must be present in the church throughout the time it is open for worship, to welcome and monitor numbers and to assist with entry, exit and movement for Holy Communion 2. Stewards must ensure that: <ul style="list-style-type: none"> • hand sanitisation occurs at entry and exit points, • social distancing (2m) is maintained by people in the church, and • if a pre-determined capacity is reached, they prevent others from entering the church 3. Stewards should not eat or drink or touch their face unless they have immediately washed their hands beforehand and should maintain social distance within the church. 4. Stewards should not physically assist people unless absolutely necessary, for example in an emergency for first aid. In this case there are some basic steps which stewards should be aware of: <ol style="list-style-type: none"> a. Be aware of the risks to yourselves and others in helping someone. b. Make sure you wash your hands and use an alcohol sanitiser, before and after helping someone. c. Ensure that you do not cough or sneeze over someone when you are helping them. d. Wear disposable gloves or cover hands when dealing with people and dispose of them securely. e. Dispose of all waste from first aid safely in tied bags in bins. f. Do not touch a wound with your bare hand. g. Do not touch any part of a dressing that will come in contact with a wound. 5. It would be an additional infection control measure if people could enter and leave the church via separate doors. If this is not possible, stewards should do all they can to ensure people keep an appropriate social distance while entering and leaving church (e.g. by having an entrance line and an exit line). 6. Alcohol hand sanitiser should be provided at the doors, with notices asking people to sanitise their hands as they enter and leave the church. It will be for the stewards to prompt worshippers to adhere to these directions. 			



7. Places where people can sit should be two metres apart from one another in all directions. Benches should be blocked off, or seats rearranged, to facilitate this social distancing. People who are part of the same household can sit together but those not from the same household should maintain social distancing while in church. It will be for stewards to direct worshippers to an appropriate space in the church.
8. Toilet facilities in churches should be made available, but managed through a 'one-in-one-out' system if necessary. Cloth towels should **not** be used.
9. Only printed materials intended to be taken away from the church by the user can be made available. Stewards can direct people to these materials but are not to touch them to pass to a worshipper.
10. Physical veneration of relics or objects such as statues, crucifixes and shrines is not permitted. Stewards will be expected to prompt worshippers of this, by directing them to the signage.
11. There should be no holy water in church stoups. Stewards are expected to check this before the opening of the church.
12. Care should be exercised when lighting candles on votive stands using existing candles as a source of ignition, not lighters, matches or tapers. For electric candle stands, stewards are expected to clean the row of buttons frequently.
13. Stewards are expected to clean any high touch points such as sanitiser dispensers, door handles, grab rails, handrails or similar at least once an hour, with disposable cloths and disinfectant.
14. Stewards are expected to count the number of people attending the church and passing the information to the parish priest. It is not advisable for any person under 16 years to enter the church building without being accompanied by an adult. Stewards should check people arriving against the list provided by the booking system. If someone arrives who has not pre-booked, they must be asked to wait outside until it is clear that there is a space and the steward must add their name and contact details to the list of those who have booked and arrived. This is to aid the national track and trace system.
15. Stewards are expected to report any concerns to the parish priest. Any safeguarding or welfare concerns about individual worshippers should be reported to the safeguarding office on **07825 648310**. Stewards are asked to have this number stored in their phone. Alternatively, stewards will be expected to direct individuals to the Diocesan Safeguarding Posters, should anybody wish to contact the office directly. If a worshipper needs immediate assistance, stewards should contact the relevant emergency service. At least one steward is expected to have access to a mobile phone in case of emergency.

Please at all times be welcoming to visitors; smile! Tell people how good it is to see them again Create a prayerful atmosphere in church by taking time to pray yourself (without neglecting your stewarding duties) and by keeping conversations quiet to allow people to enjoy the peace and quiet.

Cleaning

The church must be cleaned fully at least once a day, using appropriate cleaning products and paying particular attention to touch points (door handles, collection boxes etc). Stewards may be expected to clean these areas of the church at the end of Mass, parishes will confirm. Cleaning an area with normal household disinfectant or detergent (including on pews) will reduce the risk of passing the infection on to other people.

Those doing this work must wear disposable or washing-up gloves and aprons for cleaning. How these are disposed of or cleaned is important.

The cleaning method for surfaces and touchpoints should be by using a disposable cloth or disposable paper tissues; first clean hard surfaces with detergent and water or detergent spray; **not** polish spray on its own.



PERSON SPECIFICATION

Be able to demonstrate sound judgment in terms of own health (if you become ill you need to be able to phone in so that arrangements for another steward to be available).

Be reliable (churches can only open with the assistance of two stewards present).

Be able to practice good hand hygiene through the use of alcohol-based sanitiser.

Be personable and willing to assist worshippers entering and leaving the building.

Be confident to direct worshippers to follow the guidance (including asking people with cold / flu like symptoms not to enter the church).

Be able to recognise and support an individual in distress.

Be able to ask for support for yourself (should you need this).

Be able to attend training (as directed and provided by the Diocese).

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the volunteer. It may be amended from time to time, after consultation with the volunteer. Any changes will be agreed in conjunction with the Parish Priest.

References and Reports

It is a requirement that all stewards should be already known to the Parish Priest or a neighbouring Parish Priest **and** be a current volunteer in the parish or a neighbouring parish.

If they are not, then the volunteer application form must be completed as

Two references will be required.

This post is subject to the Safer Recruitment Process, and all applicants are required to provide verification of their ID. All volunteers of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

A DBS is not required

Health and Safety: All Volunteers are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their period as a volunteer the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Safeguarding: The Diocese of Nottingham is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan volunteers are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the volunteer may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

The Diocese will ensure that appropriate training and information is provided to each volunteer so that the volunteer is made fully aware of the Safeguarding processes.

Probationary period: There is no probationary period as this is for a temporary role.

All Diocesan volunteers are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Volunteers are also expected to support the creation of a warm, pleasant and hospitable working environment.