Role Description for Steward Volunteers

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| **Parish:** | |  | | |
| **Volunteer Reports to** | | Fr Grant | | |
| **Overview and Job Purpose:** | | | | |
| To assist the parish priest in the safe re-opening of the church, for the duration of the current coronavirus pandemic, by ensuring the church is set out appropriately so that those who wish to enter, either for private prayer or mass, adhere to all infection control protocols and by cleaning the church where necessary. | | | | |
| **Role Description:** | | | | |
| 1. Church set up – each day, before the church opens to the public (either for private prayer or for mass), stewards should check that:  * a controlled system for entrance and exit, which ensures social distancing, is in operation * alcohol hand gel is available at doors used for entrance and exit, with notices asking people to sanitise their hands as they enter and leave the church. * the lay out (including cordoning of benches) ensures that individuals in private prayer are separated from others by 2 metres (or by one metre where other mitigating measures have been introduced). Members of the same household may sit together but should adhere to the relevant social distance from others in the church. * Holy Water stoups are empty * Printed materials (e.g. newsletters, Mass sheets etc.) should be for single use and must be taken home after mass.  1. Support people to comply, by prompting and directing to signage where necessary, with Infection Control Measures:  * Those attending must follow controlled entrance and exit procedures including any one-way system or staggered entrance and exit * Physical veneration of relics or objects such as statues, crucifixes and shrines is not permitted. * Social distancing is maintained by people in the church (if necessary, by implementing a “one in, one out” policy if the pre-determined capacity is reached) at all times  1. Cleaning – general and between prayer sessions and mass. Stewards should:  * Clean locations where people have been sitting or kneeling for private prayer immediately after the person leaves, and before anyone else occupies that space, with the appropriate, supplied cleaning products and protective coverings which must be disposed of appropriately. * Touchpoints (door handles, collection boxes etc) should be cleaned regularly during the day * These areas should all be wiped down again between masses and at the end of the day.   At least 2 Stewards must be present in the church throughout the time it is open. Any concerns, including safeguarding or welfare concerns, about any individual should be reported to the Parish Priest. 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. | | | | |
| I accept and agree with the details contained in this role description. | | | | |
| Signed by Volunteer: |  | | Date: |  |