



Wychwood Benefice

www.wychwoodbenefice.org.uk

Minutes for Zoom Meeting, Tuesday 2 June 2020 6pm

Meeting to prepare and plan for the reopening of church buildings in light of changing Covid19 Guidelines

Present: Revd Geoffrey Clement (Chair), Clare Harper (Minutes), Revd Anne Hartley, Liz Watts (Milton), Mike Hartley (Milton), James Walmsley (Shipton), Pat Yaxley (Fifield)

Apologies: Mary Champness (Idbury) N.B. Anne spoke to Mary before the meeting, Victoria Martin (Shipton) Mike Brooks (Shipton).

1. Overview of current position.

1.1. Who can currently enter church buildings and for what purposes?

- Check everyone is aware of the current guidelines. Currently clergy/churchwardens or a nominated person can enter church buildings (one at a time unless with others from same household) for prayer, to record/stream services, for cleaning or checking the building/fabric.
- Next step will *probably* be opening for individuals/small groups to go in.
- Both Geoffrey and Anne currently take everything they need with them when they enter the churches so they don't need to use the vestry.

1.2. Are we following latest guidelines?

- Yes. Everyone needs to keep up to date with the new guidelines as they appear. Anne is taking hard copies to Mary (of relevant documents plus communications - the Church News etc).

1.3. Risk Assessments (see attached template).

- We will need to use the Church of England Risk Assessments for each stage of opening as necessary.
- Cleaning: There are guidelines and risk assessments to be followed for this. Bats are a problem in Milton (PPE required for this. MH to forward details of what is needed).

1.4. Keep a Record and Rota of those entering church buildings.

- Clare to update and send round sign-in sheets. These need to be accompanied by a poster with safety instructions. Clare to liaise with churchwardens to produce these for each church.
- Idbury has a sign in sheet – on a table, easy to wipe down with spray and kitchen roll and hand gel.
- Churchwardens to ensure that anyone who is entering the church takes appropriate measures with key/doorknobs, light switches etc.
- Milton – need a label on the spare church keys – please only use if have permission.
- Milton Church Room: Should have sign in sheet. Also need poster on Church Room door and provide hand gel and paper towels in church room for anyone to wipe down if they use phone/printer/door/toilets etc.

1.5. Other things needed: signage in churches, other communications, more volunteers.

- Need additional signage depending on what the restrictions are on entering churches (may be different per church). Clare to liaise with CWs and produce/update.

1.6. Protecting our people.

- Who will be cleaning, verging etc? We should not be asking the vulnerable, those who would prefer not to.
- Cleaning will be an important task. Clare to send Minutes plus Risk Assessments and Guidelines to those who organise cleaning rotas: Bernard (Shipton) Marjory (Milton) Amy/Pat (Fifield) Mary (Idbury). We will probably need additional people for a first deep clean. Or professional help? PCCs to discuss.

1.7. Keeping everyone informed of changes.

- We will need to update the signage in churches as things change. Churchwardens to liaise with CH if they need additional posters producing.
- Need to consider how we keep people informed. Some people just have telephone and are not online. Anne will keep Mary up to date. Everyone to be mindful of who may not be receiving information.
- Communication remains key. People are currently quite vocal on why the churches are not open. We have to follow guidelines so need to update these. Make Minutes available online and on noticeboards.

2. Preparing for the next stages of opening up.

2.1. Life events: Funerals, Weddings, Baptisms.

- Churches will need a deep clean (before and after). How do we do that?
- Social distancing measures – need a plan for each church for social distancing.
- Need an idea of numbers (depends if from same household). Anne estimates 22 people in Milton church, possibly up to 40 if some are from the same household.
- For Life Events we can tell families how many people we can fit.

2.2. Opening to the public.

- Will need a one-way system marked around the churches. Harder in Fifield where there is one aisle. Exit via the vestry in Fifield?

2.3. Opening for services.

- How to decide who can come to church? What do we do when there are too many people.? Prebook? Continue with online services? Restrict by ages? Services on the green? What do we do for United Benefice Services?
- PCCs need to discuss these things. Milton's next PCC on 1 July. Each church will need to decide the details.

2.4. Other: music (bells, organ, choir), cleaning, contractors, construction.

- Refer to the current guidelines.

3. Other considerations for future meetings

3.1. Review the new ways of worship and resources - online services etc.

- Everyone to review the current pattern of online services. What do we do next? We will need to continue to offer an online service. Once services in church are allowed, do we record an actual church service and post that online each week? The online service can reach people who can't come to church or don't usually come to church. Once allowed, can we take the service into the homes of those who can't come to church and don't have the technology (ie someone would take a laptop into someone's home).
- What do we do about orders of service, hymnbooks, prayer books etc? Allow people to take them home and bring back? How to remind people to do this (email, phonecall)? Print more orders of service which can be taken away?
- For BCP services remind people to bring their own copy back to church?
- Toilets. Need to open up safely.
- Christmas. Consider what our plans for Christmas might be.

3.2. Review previous pattern of Sunday services. Do we need a new rota?

- When we can hold church services we need to agree (with PCCs) what a new rota will look like.
- United Benefice services. How do we do these?
- Most of this covered in 3.1 above.

3.3. PCC Meetings and Roles.

- PCC Meetings can be either be held online (decisions can still be made this way). Or, perhaps out in the open, socially distant.
- APCMs need to be actual physical meetings. There is currently an extension until October for APCMs.
- Milton has had its APCM.
- Clare to send Minutes of this meeting to PCC Secretaries as well as latest CofE Covid Guidelines.
- PCCs will need to consider and take an active role in what plans we will need to have in place as churches open – now and in the future.
- Churchwardens will need the help and support of others on the PCCs.

3.4. Funding. Arrange a Churchwardens and Treasurers Meeting. (This has now been arranged for Tuesday 16th 2.30pm)

- Funding is a big issue. Fifield and Idbury have raised over £6.5k. Milton's mailing is also getting some response.
- Online donations. Clare is looking into this.

4. AOB

Meeting ended 7.15pm.