

The Opening – up of St Mary’s after the Lockdown (Phase 1)

Planning Meeting was held on Tuesday 9 June 20

Present:

Members of the Clergy, DDL, Parish Office, SVDP/Safeguarding and Church Cleaning.

Introduction: It is likely that there will be a gradual and phased ‘opening-up’ over a period of several months. There will be restrictions on numbers and activities. Measures for Health and Safety will be put in place that will require strict compliance to protect the community from the transmission of the Covid19 virus. There will be a pre-opening cleaning and disinfecting programme. Protocols will be put in place to ensure safe access and egress with clear routes within the church marked out to protect social distancing. Processes of continual cleaning and disinfecting will be maintained. Clearly there will be a requirement for much voluntary assistance [those who are aged over SEVENTY or those with UNDERLYING HEALTH CONDITIONS are precluded from much of this work]. The present advice from the government is that face coverings should be worn whilst in the Church, we would appreciate that you would adhere to this policy.

IF it is confirmed it is possible that on **Sunday 21 June 20**, St Mary’s will be open for PRIVATE PRAYER for limited periods. During these Sunday openings there will be Exposition of the Blessed Sacrament.

1300 – 1500 hrs Singles and couples

1530 – 1630 hrs Families with children

There will NOT be any distribution of Holy Communion during these periods. These periods are strictly for silent personal devotion, and there will be no public worship of any kind.

Similarly, the Church will be open on the following weekdays subject to the same restrictions but there will not exposition of the Blessed Sacrament.

Mon 22 June : 1300 - 1500 hrs

Tue 23 June : 1000 - 1100 hrs

Wed 24 June : 1730 - 1830 hrs

Thu 25 June : 1000 - 1100 hrs

Fri 26 June : 1200 - 1300 hrs

Sat 27 June : 1000 - 1130 hrs [Exposition and Confession]

Sunday 28 June 20

1300 - 1500 hrs Singles and couples

1530 - 1630 hrs Families with children

Exposition of the Blessed Sacrament.

Mon 29 June : 1300 - 1500 hrs

Tue 30 June : 1000 - 1100 hrs

Wed 1 July : 1730 - 1830 hrs

Thu 2 July : 1000 - 1100 hrs

Fri 3 July : 1200 - 1300 hrs

Sat 4 July : 1000 - 1130 hrs [Exposition and Confession]

Sunday 5 July 20

1300 - 1500 hrs Singles and couples

1530 - 1630 hrs Families with children

Exposition of the Blessed Sacrament.

Mon 6 July : 1300 - 1500 hrs
Tue 7 July : 1000 - 1100 hrs
Wed 8 July : 1730 - 1830 hrs
Thu 9 July : 1000 - 1100 hrs
Fri 10 July : 1200 - 1300 hrs
Sat 11 July : 1000 - 1130 hrs [Exposition and Confession]

If Confirmed Phase 3 begins on Sun 12 July

Extended groups [probably not exceeding 20-30 numbers yet to be determined]

Holy Mass will be celebrated at the following times [subject to the restrictions already outlined] There may be a need to establish when people would like to attend. Details of this will be determined following further advice and survey results.

Sunday 12 July - Mass times:

0830 hrs

0930 hrs

1100 hrs [this Mass will be live-streamed on FACEBOOK]

{Every second Sunday Polish Language Mass at 1700 hrs - from 19 July}

1830 hrs

Weekday Masses thereafter

Mon	1800 hrs
Tue	1000 hrs
Wed	1000 hrs
Thu	1000 hrs
Fri	1230 hrs
Sat	1000 hrs
Sat/Vigil	1800 hrs

Sunday 19 July

0830 hrs

0930 hrs

1100 hrs [this Mass will be live-streamed on FACEBOOK]

1700 hrs- Polish Language Mass

1830 hrs

This pattern will remain until the beginning of Phase 4 {about early August perhaps}. Thereafter arrangements will be subject to advice from Government and Church authorities.

There will be restricted access and Health and Safety regulations during Phase 4.

VOLUNTEERS

The following categories need committed volunteers

Pass-keepers [at least three per day, increasing to four when Church resumes for Masses]

Pass-keepers will manage the Hygiene station in the Vestibule {left of the entry porch}, the routes and seating arrangements. They may also assist with the routine cleaning/disinfecting of each seating location.

Cleaners

Cathy Lawless and PJ will organise and manage the Pre-opening 'deep clean' and disinfection. This will include the removal of all printed materials, including books which will be stored. Teams of cleaners will be required for the initial cleaning and thereafter for a daily clean after closure.

ACCESS

There will be no access to the Church, or other ancillary buildings outside the stated times [these may be subject to change, and these will be published].

Indications of Attendance

It may be necessary for parishioners to notify the Parish Office of their intention to attend at a particular time.

It may be that some system of booking may be necessary, but initially if the Parish Office is aware of a likely attendance pattern then ways and means will be found to assist with 'self-regulation'.

It would be socially responsible to check that there is availability, and parishioners should exercise some restraint in how long each visit might be. Pass-keepers may be involved in the regulation of attendance.

ATTENDING ST MARY'S

Entry will be by the left section of the main front door, into the vestibule. There will be opportunities for handwashing and disinfecting before entering the Church.

Parishioners and visitors will turn right and enter the nave aisle. The back two rows on each side, and the front two rows will be cordoned off to protect movement and maintain social distancing.

Movement will be forward to the Sanctuary [votive candles may be lit, keeping proper social distance], and from there, by the side of the font, access is to the War Memorial Corridor where the route out of the church begins> to the St Joseph statue , where there is a left turn to exit by the main door, by way of the approved route. Further directions will be given at the Church and by publication.

The Extension will NOT be available for parishioners' seating.

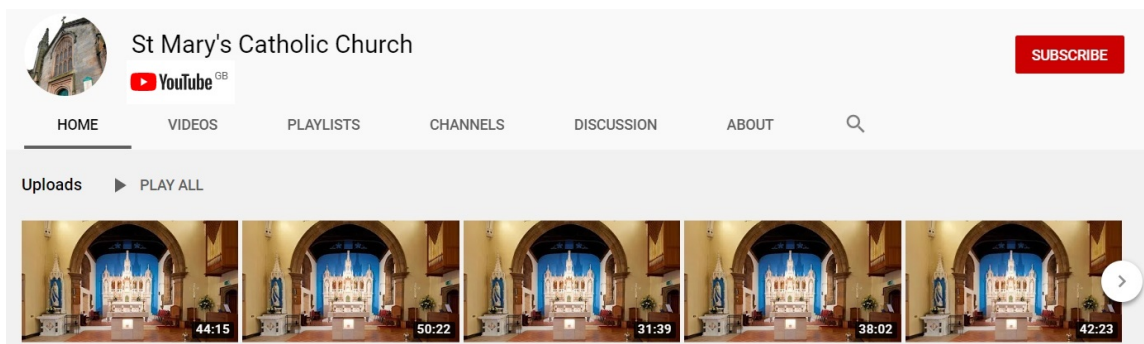
COMMUNICATIONS

The Parish Data Base: PJ has made impressive efforts to update the data base on which we depend for being in touch. It has been possible to contact many people by telephone, and email, but inevitably some addresses, and other contact details have changed or are incomplete.

Email: We are seeking to have as many people grouped by email (everyone blind-copied, BCC for data protection and personal privacy). This will enable faster communication.

Telephones: It would be good to have landline telephone numbers and also mobile numbers.

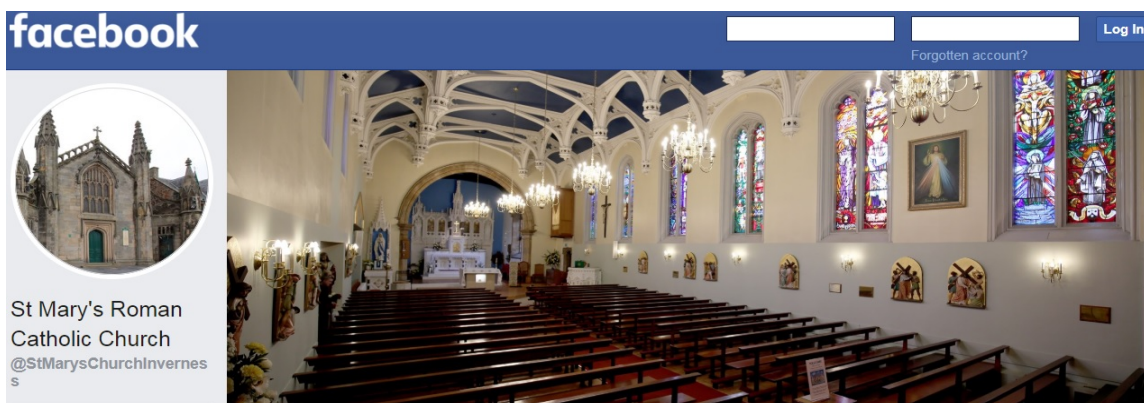
YOUTUBE CHANNEL:



We have a Parish **YOUTUBE Channel (St Mary's Catholic Church)**, but in order to live-stream we need to increase the number of parishioner subscribers.

YouTube Channel at https://www.youtube.com/channel/UCUFLV_B7MHKXkmeX0X7NhUA

FACEBOOK:



Also we have a Parish **Facebook Page (St Mary's Roman Catholic Church)**

We would like to invite you to our official **St Mary's Roman Catholic Church** Facebook page at <https://www.facebook.com/StMarysChurchInverness>

and like it if you haven't already done so. Leave a message, comment on the posts, leave us a feedback. Your presence would be very much appreciated and mean so much to us. And if you like what you see from time to time, do

consider sharing our posts and telling your friends about St Mary's Church. Please speak to PJ about this if you would like further advice. Thank you for being our supporters.

Postal Addresses: Please ensure that your present postal address is known to the Parish Office. Please include the POSTCODE

PARISH GIVING: It is good that several people have responded to our present predicament by changing their method of giving to Standing Orders or Direct Debits. This is most helpful and ensures continuity of cash flow.

Several people who give by Weekly Envelopes have handed these into the Parish Office. Again, this is most welcome.

There will need to be another Parish Appeal probably in late August, as we will by then be more aware of our financial situation.

The drastic decrease in Collection income, week by week, including the generosity of visitors has caused the Parish real cash-flow problems. Our No 1 a/c has recently been boosted by our Gift Aid, and Small Collection rebate, and the income from our investments in the Endowment fund. Notwithstanding the drop in Capital value of the Invested funds due to the Coronavirus pandemic the Diocesan Asset Managers have ensured that the dividend target has been sustained. We will get a further dividend in November.

We are facing further Diocesan levies, and the Clergy Support withdrawals [we benefit from this latter] which are taken from our account about 21/22 of each month. The levies are under review not only by the Scrutiny Group, but also a Finance Committee review of the basis and structure of the Diocesan levy. There is serious study of financial priorities and it is hoped that an equitable system will be introduced.

St Mary's is an old church, and in good repair generally. However, keeping it wind and watertight and managing heat & light are constant problems. Heating the Church and adjacent buildings is a heavy demand, as some are much less able to cope with the variations than others. We continue to need regular, and sustained income.

It is widely appreciated that for many families this lockdown has caused additional financial hardship. It would be crass to expect those who are financially distressed to increase their giving, or even to sustain it. There are some groups who will be more affluent than others and it is to those with some disposable income that an appeal will be made.

For those who have already addressed this issue there is enormous gratitude.

When the Church is open there will be opportunities to place financial contributions (cash, in or out of the envelope scheme) in baskets/boxes by the door.

CENSUS: Questionnaire

A census has been devised by PJ. It will be distributed as widely as possible, hoping for your immediate attention. The results will make forward planning easier.

The Questionnaire – devised by Fr Andrew Niski will make a useful contribution to forward planning. Please let the Parish Office have your replay as soon as possible. The Questionnaire may be answered anonymously. The Questionnaire can be found <https://forms.gle/xBxqXVEgjgRH7mnd6>

Finally, thank you for reading this, digesting it, and deciding what you can do to build up Our Common Life in the Body of Christ.

Blessings

Fr James

Thank you for taking the time to read all this information. We would now be grateful if you would take the time to complete the Volunteer form if you can help, also the Parish Register Update form, in order that we have accurate information and contacts for every Parishioner.

Please also complete the Census questionnaire which is included or can be found online using the link below.

<https://forms.gle/xBxqXVEgRgRH7mnd6>

All information provided by you complies with the GDPR regulations.

FORMS

Volunteer Application Form

Parish: _____

To be completed by the Volunteer

Full Name:	
Address	
Phone Numbers Landline Mobile	
Emergency Contact Details (a relative or friend)	

Signed: _____

Date: _____

VOLUNTEER'S NAME: _____

(in block capitals)

I give my consent for St Mary's Parish, Inverness, to collect and store the data provided by me in this form.

I understand that I have a right to access, amend or withdraw any information kept by the parish.

The information provided will not be passed on to third parties except to the Diocese of Aberdeen when legally required to provide it and for the purpose of maintaining Parish records as required under Canon Law.¹

St Mary's Church, Inverness is part of the RC Diocese of Aberdeen. Reg. Scottish Charity No. SC005122.

The information collected through this form will be stored securely in accordance to the Diocesan Policy on Data Protection which can be accessed at <https://www.rcda.scot/data-protection-policy/>

¹This is to comply with the GDPR regulations. Your information will only be used for the purposes outlined in this document. The information will be retained within the Parish for 7 years and will thereafter be destroyed. Further information on these requirements can be found on the web page for data protection referred to above.

Parish Register Update form June 2020

St Mary's 30 Huntly Street, Inverness. IV3 5PR

Telephone no 01463 233519. Email stmarysinverness@btinternet.com

Parish Website www.stmarysinverness.co.uk

RC Diocese of Aberdeen Charitable Trust.

A Registered Scottish Charity No. 005122

(Please Print)

Name (s): Year of Birth.....*

Address:
.....
.....

Postcode:

Telephone Number:

Mobile Number:

Email Address:

Please list any other adults and children who ARE living at home:

1. Year of Birth.....* Tel No.....*
2. Year of Birth.....* Tel No.....*
3. Year of Birth.....* Tel No.....*
4. Year of Birth.....* Tel No.....*

Please list any grown up children who are NOT currently living at home:

.....

DATA:

SIGNATURE:.....

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