



Dear Friends,

Never in the nine hundred years of worship at St Bees Priory have we known times quite like the last four months. Whilst the Priory doors have been closed we've had to find new and exciting ways of being church. Soon we will be pleased to open our doors again for public worship. Things won't be quite the same as they were before so let's approach this "new normal" together with patience, gentleness and wisdom.

What to expect when St Bees Priory opens for Worship and Private Prayer

Public worship will recommence at the Priory on Sunday 16th August. The first and third Sundays of each month therein will be Common Worship Holy Communion at 10.30am. The second and fourth Sundays will be Book of Common Prayer at 9am. All the services will take place in the main body of the church, not the Lady Chapel. The Priory is presently open for private prayer from 2-6pm on Sundays but this will change to Wednesdays on 12th August in order to allow 72 hours between public events.

Whilst we would love to see all our friends, we are mindful that your health takes priority. At this time of writing, the government are recommending that all those who are over seventy and/or have additional health issues that would make them more at risk of the virus, to take great care and be cautious. They are encouraging these individuals to remain at home as much as possible. In addition, those with health conditions that place them in the highest risk category are still being advised to remain at home. Please bear this advice in mind before you make your decision whether to attend church.

Alternative forms of worship

If you do not feel able to attend church, there are a number of alternatives available. I'm aware that many have watched the services on the television from cathedrals or Songs of Praise. If you have access to an online device such as a smartphone, tablet or laptop, you will still be able to join in our service streamed from St Bees Priory via Facebook live or YouTube. We will also continue the Zoom Evening Prayer services. Details of the dates and times of all these services are at the bottom of this letter. Finally, there is a landline number that the Church of England have set up called 'Daily Hope.' If you ring this number:

0800 804 8044 you will be able to listen into reflections, prayers and hymns.

Attending Worship

If you feel able to return to church, we would like to inform you of the measures we have taken to keep everyone safe. We have constructed and implemented a risk assessment which will be under regular review based on the guidance issued by the Government and the C Church of England.

Seating

To abide by the two-metre rule, we have marked out the numbers of worshippers that St Bees Priory could safely accommodate. The number of individuals who can safely attend is fifty. Each pew could accommodate two people: one sitting a third of the length of the pew in from the central aisle and one at the end of the aisle near to the outer aisle.

The capacity is slightly higher if the attendees are in family groups or in bubbles. We recommend arriving early to ensure you have a place. We doubt that we will have to turn anyone away but please do be patient with the sides-people if this is the case. They are trying to keep us all safe. If it becomes apparent that we need a booking system, then we will adjust our plans accordingly.

Physical distancing

We would encourage everyone to be mindful of the two-metre rule for spacing when arriving (especially when parking your car), moving around the church and leaving the church. Please think about staggering your arrival so that there is not a logjam near the entrance. If you have to queue, be mindful of maintaining two metre space.

Face Masks

Please do bring your own face mask to the service. The most recent Government advice states that “People are encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet, such as a place of worship.”.

Hand sanitising.

When entering the building, and before you receive communion, we are asking people to use the anti bac gel and sanitise your hands. There will be hand sanitising stations near to the entrance, one at the end of the first pew near to the communion distribution point and another as you leave.

Track and trace register

We are advised to have a track and trace register which is filled in at each service and/or open session for private prayers, and this register will be kept for twenty-one days. This register will be monitored by the sides-people or placed by the door. Please sanitise your hands before signing the register and do remember to bring your own pens to sign the

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.

Reverend Becky Gibbs, The Vicarage, St Bees, CA27 0DR, or email revbgibbs@outlook.com

If you do not feel that your complaint has been dealt with appropriately, please contact Vicky Bearman (St Bees Church Parish Secretary) 01946 822120

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/>

Please complete the form below and bring it with you when you come to public worship at St Bees Priory.

COVID-19 Collection of Name and Contact Details for NHS Test and Trace

Consent Form—St Bees Priory

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving church.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of or deleting them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

Thank you for your understanding.

If you agree to providing your information for this reason, please complete the following form:

Name: _____

Telephone Number: _____

Signed: _____

Date: _____ Time: _____

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 [*name of church body*] 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*]

register. There is more information about track and trace including our privacy notice and a consent form to complete toward the end of this booklet.

Toilets

The toilet will be open for the service but there will be a responsibility placed on those using it to wipe down with anti bac wipes the areas/ surfaces that they have touched. Anti bac wipes will be provided.

Entrance and Exit

There is a one-way system in place. Turn right as usual as you enter but leave through the door near to the sound desk. On arrival please do not linger at the door; the sides-people will help you find a seat

Orders of Service

In order to protect the congregation and save paper booklets will not be used. The order of service will be projected onto the screen. Laminated orders of service will be available for those who cannot use the screen.

Hymns/ Music

Singing is currently not recommended but we can listen to music; we will have points in the service when we can listen to a piece of music together.

Readers and Intercessors

Readers and intercessors in vulnerable categories are advised to make a recording and email to Becky (as previously) At the time of writing, the government advice is that those in vulnerable categories stay at home and away from large gatherings as much as possible.

The Peace

It is recommended that there is no sharing of the peace involving physical touch. For now, we suggest that we just turn to those nearest to us and wish one another peace whilst maintaining physical distancing.

Communion

The common cup is still not permitted therefore communion will be in one kind only. Both elements will be consecrated but only the priest will consume the wine.

Anyone handling the elements before the service in preparation must adhere to physical hygiene requirements and only touch the elements after they have washed their hands. This will also be required of the priest before distribution.

Whilst distributing the elements, it is recommended that we don't use the altar rail as this presents difficulties in terms of maintaining physical distancing. We will therefore ask those

COVID-19 Privacy Notice

List of Clergy, Staff and Visitors to Church buildings

who wish to receive communion to wait until they are directed by the sides-people to come up the central aisle, taking care to keep two metres apart. Before receiving the wafer, we ask everyone to sanitise their hands. The priest is not advised to use any words of distribution so the wafer will be given in silence. The priest will endeavour not to touch the hands of the person receiving the wafer. Once you have received communion pass in front of the priest to go to the top of the outer aisle, depending on which side of the church you were sitting on and return to your seats. We think that this flow of movement will minimise risk. Please do use a mask when receiving communion.

Refreshments after the service

Refreshments are not recommended as this increases risk. Please try not to linger too long after the service as we wouldn't want to inadvertently forget to abide by the two-metre social distancing rule

Plate offerings

There will be no collection taken during the service, nor will there be any procession of the offering. All donations will go into the pillar boxes.

Live streaming

The service will be videoed. The camera will only film the priest, readers, intercessors and organist. There will be a moment when those who sit on the right (facing the altar) will pass in front of the camera as they return to their seat after receiving communion. If you don't wish to appear briefly on film then please sit on the left side of church.

Children and young people

There are wipe clean toys available in the baptistry area for small children and activity sheets for older children. Please take the sheets home with you.

History displays

Please keep to your seat as much as possible and avoid touching the history displays.

I hope that we have managed to answer any queries you have and to provide clear guidance about how we hope to ensure safety for everyone as we return to public worship in person. Please do not hesitate to get in touch if you have any queries.

Thank you for your prayers, support and steadfastness during these turbulent weeks and months.

With love, prayers, grace and peace,

Reverend Becky Gibbs and St Bees PCC

This notice explains how information about you will be used temporarily by St Bees Priory 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 Parish of St Mary and St Bega, St Bees is 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.