

## MANNOFIELD CHURCH

### Planning your visit to a Church Service

As total numbers are limited to 50, the hope is that people would pre-Register an intention to attend for Worship on Wednesday or Sunday to ensure we can accommodate the numbers. This would be done by emailing the Church Office ( [office@mannonfieldchurch.org.uk](mailto:office@mannonfieldchurch.org.uk) ), texting or calling the Church Mobile ( **07592714891** ) and giving names of attendees and contact details.

### Before travelling to Church on the morning of a Service

1. Consider how you are feeling. If feeling unwell or displaying symptoms, do not travel to the Church.
2. Remember a Face Covering
3. Read what will happen at Church – see below
4. Prepare a Registration Slip with your Name and Telephone Number on it (for “Trace and Protect”)
5. Wash your hands.

### Entering the building

1. Approach from Gt. Western Road side ramp
2. Remember to put on your face covering.
3. Read all notices
4. Keep 2m apart in any queue - (observing the striped tape)
5. Place Offering in Plate
6. Use the hand sanitiser
7. Register your Attendance –
  - a) If you have remembered your Registration Slip, hand this to Welcome Team when requested
  - Or, b) If you have not brought a Registration Slip with a note of your details, pick up a piece of paper and a pen (if you need one) from box marked ‘sanitised pens’ at the Registration Table and take these with you to your seat and write out your name and telephone number

### Taking your seat

1. The Welcome team will direct you to a vacant seat.
2. Take your coats, umbrellas, and any walking aids with you
3. Please do not move the chairs, or change your position
4. Please remember that singing is not currently allowed, and please continue to wear your face covering
5. The Welcome Team will collect outstanding completed Registration Slips and pens before the Service

### Visiting the toilet

1. Should you require to use the toilet please leave your seat and go to the Welcome Area where you will find further information.
2. Please note that we are required to use a ‘one in at a time’ process.
3. To return to your seat, you must leave the Welcome Area by the door to the church exterior, and re-enter the church by the Gt. Western Road side ramp, (as you did on entering earlier). You do not need to re-register, but please use the hand sanitiser again.
4. Keeping 2m distant from others, please resume your seat.

### Leaving the building

1. We are using a phased leaving pattern. You will be invited to leave the building by one of the welcome team. (Please do not leave your seat until invited).
2. Take all your belongings with you.
3. Always try to maintain a 2m spacing from others
4. You will have a further opportunity to give an offering as you leave
5. Leave by the main doors and turn left, (going down the ramp towards Countesswells Road).
6. Please do not stop until you have left the ramp area
7. Please do not congregate in groups in the area around the church, unless you maintain the 2m spacing