



Baptisms

August 2020

1 Introduction

Baptism is the sacrament of Christian initiation by which we are incorporated into Christ. Now that it is permitted for baptisms to be celebrated, this document contains the measures we will take for this sacrament to be celebrated safely.

2 Day and time

Baptism will be celebrated on Saturdays, normally at 2pm. Only one candidate (or multiple candidates from one household) will be baptised at each service.

If necessary, we will increase the number of baptisms celebrated on a Saturday by adding extra services.

3 Social Distancing

Unavailable pews have been roped off, and available pews clearly marked, to ensure social distancing between different households.

The west door will entrance only, and the north door exit only.

There is a one-way system in operation round the church.

4 Limit on number of people

The government has set a limit of 30 people at life events. This number includes the candidate and the officiating minister.

5 Test and Trace

Government guidance encourages churches to keep records of those who have attended worship for Test and Trace.

The candidate's parent/s will be required to submit the names and telephone numbers of attendees in advance. Details obtained through ticket applications will be kept for 21 days (See Annex 2 Privacy Notice)

6 Entering the church

The west door (the door facing the car park) is the only door for entering the church.

Please maintain 2m between households when waiting to enter the church.

The church will be open 15 minutes before the service.

The officiating minister will oversee the arrival and seating of guests.

7 Exiting the church

The officiating minister will oversee the departure of guests.

Follow the one-way system to the north door (the door facing Church Hill), which is exit only.

People with access needs which mean they cannot leave through the north door are asked to wait until everyone else has exited the building, before leaving via the west door.

The order for leaving the church is: nave front left, nave front right, nave back left, nave back right, gallery, choir stalls.

8 The Rite

The following changes will be necessary to ensure the safety of those present.

The sign of the cross with the oil of catechumens must be made with a cotton wool stick, which should be disposed of after the service.

Parents and godparents will not be encouraged to retrace the sign of the cross.

The officiating minister will extend his/her hands towards the candidate for the prayer 'May almighty God deliver you...' and not place his/her hand on the candidate's head.

A parent of the candidate must hold the candidate at the moment of baptism. The officiating minister will use a shell to pour water over the candidate's head.

The parent/s will need to bring with them a small towel to mop the child's head after baptism.

The officiating minister will wear a face covering at any point when he/she needs to be less than 2m away from the candidate or his/her parents.

At services with more than 15 people present, only the minister, the candidate, and the candidate's parents and godparents will make their way to the font, with social distancing between households. For services with smaller numbers present, the minister may invite guests to move towards the font whilst maintaining social distance.

A parent or godparent will be invited to light the candle from the paschal candle without the candle being handled by the minister.

Texts for the services will be distributed electronically in advance of the service, and can be printed at home or read from a phone or tablet.

Collections will not be taken during services. You can give a one-off donation online [here](#), or find out about setting up a standing order [here](#).

9 Photography

Photography is allowed during baptism services.

There should be only one person taking still photographs, and/or one person filming the ceremony.

The service may be recorded or live-streamed, but this must be arranged by the family.

Photographers should maintain social distancing and not distract from the rite.

10 Cleaning

If there is more than one baptism, the officiating minister will clean frequently touched surfaces between services.

11 WCs and baby changing facilities

These will not be available for baptisms.

12 Face coverings

From 8 August it is mandatory for all those attending public worship to wear face coverings at all times, unless they are exempt.

People should remove their face covering to receive Holy Communion.

Those leading worship should not wear a face covering, except in situations when social distance cannot be maintained (e.g. distribution of Holy Communion)

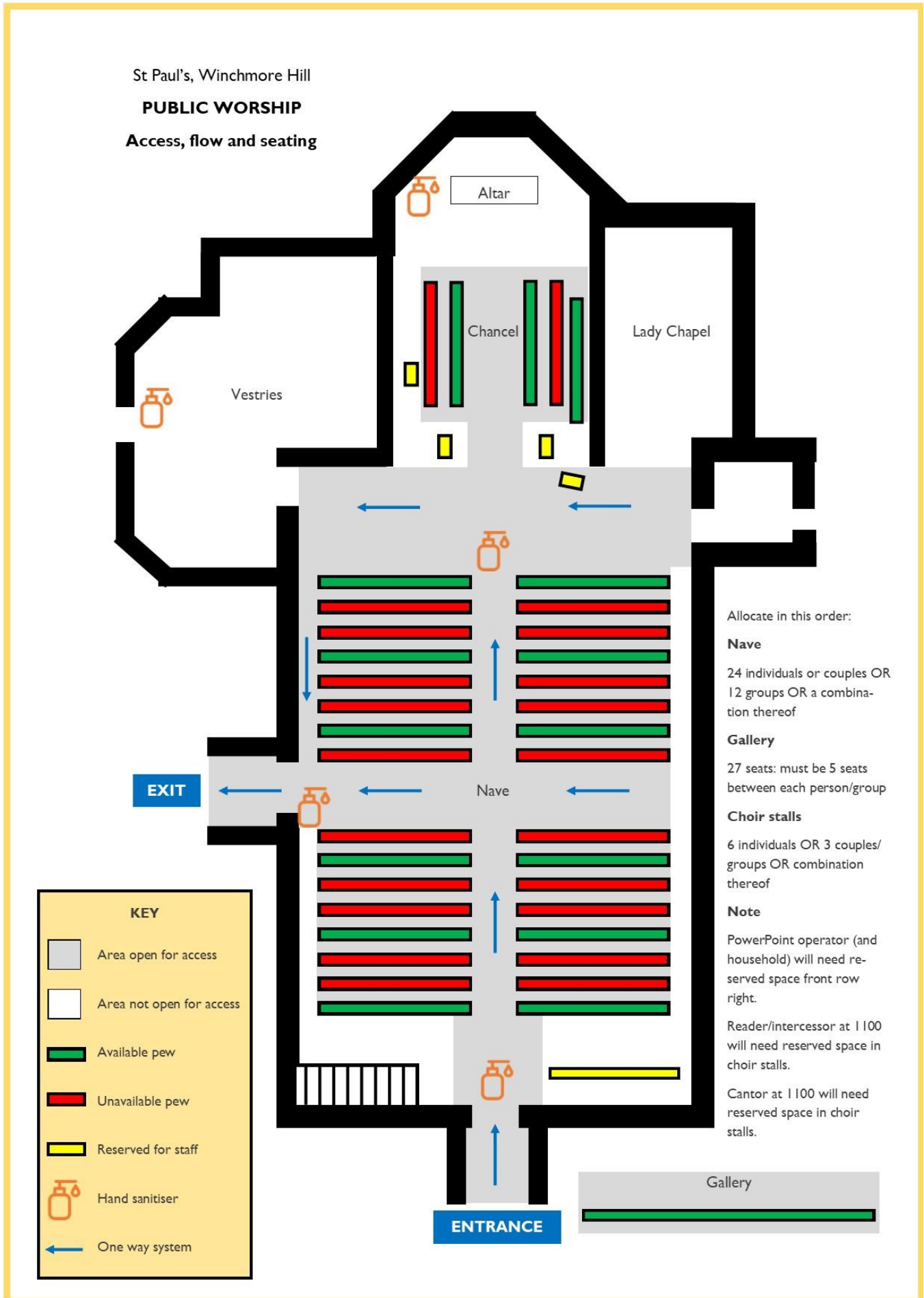
Those assisting in worship by preaching, deaconing, reading, leading intercessions and cantoring, do not need to wear a face covering when they have a speaking role. Face coverings should be worn at other times.

Annexes follow on next page.

Standing Committee

Revised 3 August 2020

ANNEX 1: Diagram of church with available seating and access



COVID-19 Privacy Notice

List of Clergy, Staff and Visitors to Church buildings

This notice explains how information about you will be used temporarily by the Parochial Church Council of St Paul's, Winchmore Hill 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

Parochial Church Council of St Paul's, Winchmore Hill are 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.

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.

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.

The Parish Office, Church Hill, London, N21 1JA office@spwh.org 020 8886 4290

If you do not feel that your complaint has been dealt with appropriately, please contact

The Parish Administrator (details above)

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/>