

Plans for worship in church

St Martha and St Mary's, Leuven

17th September 2020

What follows is a proposal for Sunday services to be held in the crypt of Sint Antoniuskapel, Leuven (Pater Damiaanplein, 3000 Leuven). This is in accordance with the guidelines provided by the National Protocol and the Bishops' guidelines:

I. Preparing for times of worship

- Surfaces, door handles and seats will be wiped down with disinfectant prior to worship.
- Only the Presider will prepare the altar table for the service of holy communion, and clean-up at the end.
- Lit candles will not be used on the altar table, or in the vicinity of alcohol-based hand-gel
- The yellow orders of service and hymn folders will be used.
- Everyone entering the crypt will be asked to use hand-sanitizer. (Individuals are also invited to use hand sanitiser when entering the church upstairs).
- Individuals aged 12 years and over will be asked to wear masks.
- Seating will be indicated with 'please sit here' cards on chairs to ensure that worshippers sit 2m apart. Those who live in the same household are permitted to sit together, provided they maintain the appropriate distance from other worshippers.
- Greeters will spend a few minutes before the start of the service to:
 - explain the rules (masks, physical distance, not shaking hands or sharing the Peace, distribution of communion, etc.),
 - ensure the number of worshippers does not exceed the maximum number allowed.
 - remain available throughout the service, to respond to the needs of any worshipper.
- Clergy and lay worship leaders will maintain appropriate physical distancing before, during and after the service.
- The doors to the church and down to the crypt are open throughout the day and will remain open during the service.
- Once approved, a copy of this protocol will be translated into Dutch and circulated to the PCC, Fr Jozef (from Sint Antoniuskapel) and posted on our website. There will also be one paper copy available at the entrance to the crypt on Sundays.

II. The Conduct of worship services

- The altar party will only be the Presider.
- There will not be a choir. No wind instruments will be used. Music will be played over a bluetooth speaker, or on a keyboard or guitarist.
- Congregational singing will happen, worshippers will keep their masks on at all times during singing and maintain the 2m social distance at all times.
- Persons doing readings and leading the intercessions will approach the lectern wearing their mask and only remove the mask while they are reading. They will ensure that they maintain a distance of 2m from others whilst reading. They will refrain from touching the lectern while reading.
- Readers and intercessors will have designated seating in order to ensure that they maintain a 2m distance when approaching the lectern.
- The presider will have designated seating.
- No physical contact will be made during the service. The Peace will be exchanged through gestures while people remain in their places.

- ❑ The collection will not be taken. There will be a box in which people can place their offering at the end of the service. Online giving will be encouraged.

Services of Holy Communion

- ❑ The presider will wash and sanitise her hands in the sight of the people before the beginning of the Eucharistic prayer.
- ❑ A small table with a bowl of water, soap, hand sanitiser and paper towels will be placed on the bench against the wall to the side of the altar.
- ❑ A single host will be placed on the paten and a chalice of wine will be set before the Presider. A covered ciborium containing the wafers for distribution will be set on the altar at a distance from the celebrant.
- ❑ At the time of the consecration, the Presider will touch the vessel containing the wafers lightly.
- ❑ ONLY the Presider will consume the broken 'priest's host' and the wine. The wine will **not** be distributed.
- ❑ The Presider will again use hand-sanitiser and put on a mask or face-shield prior to the distribution of the wafers.
- ❑ With the people standing, the Presider will say the words of distribution, and the people should respond in unison. (*"The Body of Christ/Het lichaam van Christus"* – *"Thanks be to God"* or *"Amen."*)
- ❑ The people will be guided by the greeters to approach the altar for communion. The greeters will ensure that people remain at a distance of 2m as they approach and receive communion. Individuals may remove their mask at the point of receiving communion and must then replace their mask immediately. The wafers will be placed into the recipient's hands, attempting to avoid contact. Blessings will be given without physical contact.

Ending the Liturgy

- ❑ The liturgy will end with the presider offering a blessing and moving off from the people.
- ❑ There will not be any hand-shaking at the end of the service.
- ❑ The Collection will be placed in an open box for at least 1 week, after which 1 person will physically count the Collection, a 2nd person will observe. Both will wear (a) masks, (b) nitrile gloves, and (c) prepare the collection for deposit in sealed envelopes.
- ❑ The same procedure will be applied to the orders of service and hymn books. They will be placed in a box and left untouched until the following Sunday.
- ❑ Assigned members of the congregation will wipe down all surfaces used during the service
- ❑ Following the service worshippers will remain in their seats until they have been invited to leave by the greeters. There will be no gathering or meeting after worship. Those who have taken part in the liturgy are invited to return to their homes directly after the service.