

WCCN COVID-19 Risk Assessment

ISSUE 1

8 SEPTEMBER 2020

**Watford Woodside Community
Church of the Nazarene (WCCN).**

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Introduction

Purpose

This document has been produced in response to the UK Government guidanceⁱ to re-opening Places of Worship during the public health emergency due to the coronavirus (COVID-19). It provides an assessment of risk in re-opening the church and provides information on how the church is mitigating risk, in accordance with the guidelines and as amended on August 14th 2020, and in accordance with the Health Protection (Coronavirus, Restrictions)(England) Regulations 2020.ⁱⁱ

Methodology

The WCCN Church Board appointed a working group ('the group') to assess the requirements of the government guideline and to make recommendations on how the church can be safely re-opened for worship services. They used the government guidelines and a 'Premises Risk Assessment' template issued by the Church of the Nazarene British Isles South District as the basis of their assessment.

The group met at the church on two occasions to determine their responses to the risk assessment template and to estimate safe capacity of the church, measures to be put in place and limitations of use of the building. This document is the result of these meetings.

Working Group Members

Members of the group were: Mr. R Dowty (secretary), Rev. E Tuxworth (minister), Ms. N. Schofield (building manager), Mr. C. Christiansen (lead trustee) and Dr. N. Fry (trustee).

Risk Assessment

The following table highlights each area of consideration, together with actions and mitigations to be taken prior to re-opening as well as an indication of overall risk and compliance.

Risk Analysis Table.

Requirement or Recommendation	Compliant			Comment, Action or Risk.
	YES	NO	N/A	
Maintain Physical Distancing of 2 Metres , or 1 metre with risk mitigation (where 2 metres is not viable) AT ALL TIMES				
Walk through the premises to plan for physical distancing in seats, aisles, circulation areas, including safe flow of visitors. Remember 2m in all directions from each person or household.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk: Ventilation poor in Sanctuary. Glass doors to be fully open.
If physical distancing of 2m is not viable, introduce further measures to mitigate the risk of the spread of infection. These include but are not limited to protective screens and face coverings, multiple entry and exit points, staggering arrival and departure times, one-way systems, introducing a booking system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per updated regulation from 8 Aug 20 all worshippers to wear face coverings when inside the building. A one way system to be employed. A Booking system (Churchsuite) to be employed.
The Premises Manager should set the limit of the maximum number of people permitted to enter at any one time, so that a safe distance can be maintained between individuals and households. The size and circumstance of the premises will determine the maximum number of people that can be accommodated whilst also facilitating social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In Phase 1 (initial opening) a limit of 24 plus AV team minister and assistant(s). In Phase 2 (to be determined) a maximum of 40 worshippers. Further assessment will be undertaken as we develop experience.
Determine if temporary changes are needed to the building to facilitate social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Catering will be provided Use Multi-purpose area for additional seating.
Clearly mark out seating areas including exclusion zones to maintain distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete.
Ensure that entrances and exits allow physical distancing at all times, especially at busy times when a lot of people will be coming in or out at the same time. Consider whether e.g. you need separate entrance and exit, or a one way system, or to use a fire exit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A one way system to be employed and clearly marked.
Clearly sign and mark out flow of movement for people entering and leaving the building, and queuing arrangements, to maintain physical distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete.
Ensure that entrances and exits are kept clear at all times, and that people do not congregate and block them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stewards will guide as needed.

Consider whether and how you will use stewards to support good physical distancing and queue management: for example directing people where to go, reminding people, other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stewards will guide as needed.
Risk Assessment Following Completion of Actions: Low				
Liaising with local venues or premises				
If the premises is in a built up area with other shops or premises, liaise with them to consider the impact of many venues re-opening in a small area at the same time, and adjust capacity /entry times / travel routes if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No action necessary
Risk Assessment Following Completion of Actions: None				
Handwashing and Toilets				
There should be signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, to avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into the crook of your sleeved arm if a tissue is not available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliant. Signs have been produced and are in place.
On entering and leaving the premises everyone, including staff and volunteers, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Sanitiser to be provided at all entry and exit points. Signage and stewards will remind worshippers to sanitise.
Provide hand sanitiser in multiple locations in addition to toilet facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above plus adjacent to or inside toilets.
Toilets inside or linked to places of worship should be kept open and carefully managed to reduce the risk of transmission of COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only Disabled toilet in phase 1. Light / fan to be left on to aid ventilation.
Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paper towels to be provided.
Consider using social distancing marking in areas where queues for toilets normally form, and/or the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks) and/or the use of stewards to manage toilet use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliant. Markings in place, stewards will manage.
Set clear use and cleaning guidance for toilets, with increased frequency of cleaning when usage is increased	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets to be cleaned before and after each event. Initially only the disabled toilet will be in use.
Ensure all waste receptacles have double disposable liners (e.g. polythene bin bags) to reduce the risk of those responsible for removing them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All waste receptacles will be double bagged and staff responsible for removing will wear protective gloves.
Risk Assessment Following Completion of Actions: Low				

Adaptations to communal worship				
Activities such as singing, chanting, shouting and/or playing of instruments that are blown into should be specifically avoided by congregations/worshippers. This is because there is a possible additional risk of transmission in environments where individuals are singing or chanting as a group, and this applies even with social distancing or face coverings in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noted. There will be no communal singing. Worshippers will be asked not to use raised voices for spoken responses in worship.
Where music plays a big part in worship, and recordings are available, consider using these as an alternative to live singing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will utilise both recordings and live singing, where permitted, in balance and moderation.
Remove Bibles/literature/hymn books/leaflets and all forms of re-usable and communal resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete.
Only provide single use resources that are removed and disposed of by the worshiper.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noted. No printed 'Day by Day'.
In circumstances where worshippers need to use re-usable or communal resources, keep a selection of clean books for individuals to use. Clean books should be quarantined for 48 hours since their previous use and should be quarantined for 48 hours again after use. Items which cannot be easily cleaned should also be subject to the 48 hour quarantine after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No re-usable or communal resources will be used.
Adapt rituals or practices that involve close contact or sharing items between worshipers (e.g. communion, sharing the peace).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social distancing to be maintained at all times.
If sharing bread and wine during communion, avoid sharing between worshipers or the use of communal vessels: use individual portions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disposable Communion cups will be used. Worshippers will deposit in contaminated waste bin on exit
Those preparing or distributing communion should wash their hands in advance, and / or wear gloves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hands to be cleaned / sanitised prior to distributing the elements, which will be pre-placed at each seat before worshippers arrive.
Adapt ceremonies or services so that they can be concluded in the shortest reasonable time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noted.
Once completed, participants should be encouraged to move on promptly, to minimise the risk of contact and spread of infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stewards will manage.
Risk Assessment Following Completion of Actions: Low				
Hospitality, refreshments, food and drink				
Consider whether you can legally and safely provide refreshments before or after the communal worship. If yes, introduce all measures as required. Providing food or refreshments before or after the communal worship comes under separate guidance: Covid 19: Guidance for the re-opening of business and venues from 4 July 2020 , under Food and Drink Business or Venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Refreshments will be provided.
Risk Assessment Following Completion of Actions: Low				

Other measures to prevent spread of infection				
Consider whether children are able to attend, or whether you will set an age limit, for example "Children over the age of 8 only". If children attend, ensure that they are supervised by their parents/carers at all times to maintain physical distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All children will be required to be supervised by and sit with parents to maintain physical distancing. There will be no Sunday School / Crèche facilities, therefore younger children will not be encouraged to attend.
Consider whether you will require people to "book in" before they come	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes. A booking system (ChurchSuite) will be used.
In England, face coverings are currently required by law to be worn in shops, supermarkets, indoor transport hubs, indoor shopping centres, banks, building societies, post offices and on public transport. From 8 August, face coverings are also required by law to be worn in a greater number of public indoor settings including places of worship , museums, galleries, cinemas and public libraries. For further info on the use of facemasks COVID 19: Guidance for the Safe Use of Places of Worship for Communal Worship 4 July 2020 Face Coverings under Section 5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All worshippers will be required to wear a face covering at all times when inside the church. Worshippers who cannot or will not wear a face covering will not be accommodated in phase 1 and will be encouraged to watch the live-stream at home.
Discourage cash donations and continue to use online or contactless giving and resources. Where this is not an option, cash should be collected in a receptacle that is set in one place and handled by one individual, as opposed to being passed around. Regular cleaning and hygiene should be maintained, and gloves worn to handle cash offerings where giving continues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most giving is now on-line and we will encourage this to continue. A receptacle will be available for cash donations which will be placed in safe storage for 72 hours before handling of cash.
Where possible, doors and windows should be opened to improve ventilation in the premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entry / Exit doors to remain open during services, internal glass doors to be fully open.
Consider whether you need to only use hard seating that can be wiped easily. <i>This may be necessary if there will be less than 72hrs between uses.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We will plan to hold meetings 72 hours apart.
Ensure that any cushions or unnecessary soft furnishings are removed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above.
Remove access to areas of the building that are not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The rear toilets and back hall will be out of use and clearly signed.
Consider how guidance can be communicated to visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place of worship.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A presentation was made on live-stream on 16 th August 2020. Further communication will be an ongoing process.
Consider sending out an "Information Sheet" in advance so that people know what to expect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An information sheet will be prepared and made available by WhatsApp, Email, Facebook and the Church Website.

Assist the Test and Trace service by keeping an accurate temporary record of visitors for 21 days, in a way that is manageable for your place of worship and within your GDPR policy, and assist NHS Test and Trace with requests for that data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Worshippers will be 'checked in' on ChurchSuite upon arrival and details held per GDPR policy. Weekday visitors will sign in and out upon entry and exit and records will be held for 21 days.
Risk Assessment Following Completion of Actions: Low				
Cleaning (where there has been no known exposure to anyone with Coronavirus symptoms)				
A decision should be made by the local church on how frequently cleaning should take place based on an assessment of risk and use of the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full cleaning 72 hours after a service and Ad-Hoc as required.
Set up a cleaning rota to cover your opening arrangements. Ensure that no cleaners are in vulnerable groups, have been asked to stay at home, or are self-isolating.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not required. A permanent cleaner is employed.
All surfaces, especially those most frequently touched such as door handles and rails, should be cleaned regularly, using standard cleaning products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliant.
All areas must be wiped down at the end of every day with an alcohol based solution (at least 60% alcohol) and a log kept that this has taken place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noted. When mid-week visitors (e.g. AV / Worship team, Trustees, Office staff etc.) use the premises they will be asked to wipe all areas they have touched before leaving.
Ensure all cleaners provided with disposable gloves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliant.
Ensure suitable cleaning materials are provided, depending on materials and if historic surfaces are to be cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliant.
Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmed. Naomi Schofield.
Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	After each event.
Risk Assessment Following Completion of Actions: Low				
Cleaning (where there has been known exposure to someone with Coronavirus symptoms)				
If possible close the church building for 72 hours with no access permitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will comply.
If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noted.
If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will comply.
Risk Assessment Following Completion of Actions: Low				

Risk Assessment Summary

As indicated in the table above, we have considered all the factors and requirements documented in the Government guidance for places of worship and identified actions and mitigations as required. We have assessed the risk for each section of the guidance and concluded that, provided our actions are complied with, the risk will be low. This is based upon the guidance issued on 4 July 2020 and amended on 8 August and 14 August 2020. Any further updates to this document will be considered and reflected in future editions of this document.

Our overall Risk Assessment is therefore Low.

Issues of Note

1. **Ventilation.** The primary concern of the Team was the lack of ventilation in the Sanctuary. To that end we will monitor this closely when services resume and adjust seating as required and consider the use of other mitigations (e.g fans) if necessary. This one Issue contains medium risk, but is mitigated by 2 metre spacing of seating and the mandated wearing of face coverings.
2. **Capacity.** The amount of seating is very limited due to the 2 metre spacing and the number we can accommodate will vary depending upon the size of households attending, therefore we will start with a small number of worshippers attending (agreed as 24 for our initial opening) and continually reassess this as we gain experience of how best to utilize our facilities.

In addition to 24 worshippers in phase 1, two stewards who remain in the multi-purpose area, the volunteer AV team to a maximum of three on the balcony, and the minister plus assistant(s) or musician(s) who can remain socially distanced on the pulpit staging area will be permitted.

The capacity limit in force at the time will be posted at the points of entry.

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3. **Live Streaming.** We remain concerned that it will not be suitable for some people to attend (e.g. vulnerable people, those shielding, some younger children and those not wishing or able to wear face-coverings). To that end all services will continue to be live-streamed on facebook and YouTube for our whole church family to enjoy together. Worshippers will be made aware that services are being live-streamed prior to booking their place.

 4. **Church Experience.** We also note that church will be a very different experience and will lack the social element that so many desire. It is therefore likely that some households will chose to continue to watch on-line since this has been a positive experience for many and we support and encourage this. Every effort will be made to ensure that coming to church is a positive experience for worshippers and does not distract from the act of worship, despite the loss of the fellowship aspect of the meeting.

Next Steps

This document represents the recommendations and actions of the working group. It was formally and unanimously approved by all trustees at the WCCN Church Board meeting on Monday 7th September. All trustees are fully committed to ensuring the safe re-opening of the church and will continuously monitor the outcomes to provide the best worship experience possible under the current Covid-19 restrictions.

A Church Board preview service was held on Sunday 6th September at 10:30am, the outcome of which was subsequently discussed out the above mentioned Board meeting. A trial re-opening with limited numbers as described in Issue 2 above, is planned for Sunday 20th September at 10:30am. All worshippers will be required to book their place in order to manage attendance and this will be on a first-come first-served basis. Booking will be opened on Monday 14th September both on-line and by telephone. Details will be published on the church social media outlets and via email.

This document will be further updated as we gain experience in worshipping in this new environment and in response to further future government guidance for places of worship.

Document Approval

This document was approved and adopted by the WCCN Board of Trustees on Monday 7th September 2020.

Signed: 

Name: Robert Dowty

Position: Church Secretary

Date: 08/09/2020

On behalf of all Trustees of Watford Woodside Community Church of the Nazarene.

Footnotes:

ⁱ <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

ⁱⁱ <http://www.legislation.gov.uk/uksi/2020/684/contents/made>

Annexe A. Example Information Sheet.

Watford Woodside Community Church of the Nazarene

COVID-19: Coming to Church for Worship Information Sheet

In line with current government advice, we will be re-opening the church for worship in September. Initially the church will open for Sunday Worship at 10:30am on September 20th, 2020. Attendance will be limited to 24 worshippers and booking your place is essential. Please read the following information carefully before booking.

You are very welcome to come to the church for worship and we will make every effort to ensure that the church is a safe place for you to come whilst we continue to live with Coronavirus. However, **please consider your own personal circumstances and think about whether it is best for you to come to the church or not.**

Please DO NOT come to the Church if any of these apply to you or your household:

- If you have, or might have, Coronavirus.
- If you have any of the symptoms of Coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).
- If any members of your household have, or might have, symptoms of Coronavirus.
- If you have been asked to stay at home, through the “Test and Trace” process, or for any other reason.
- If you are shielding and have been advised to stay at home to avoid getting Coronavirus.

Please note that whilst you are at church the following will apply:

1. **Physical distancing** of 2 metres between households must be maintained at all times. Distancing markers are provided and we ask you to please respect them.
2. You are required (by law) to **wear a face covering** at all times whilst within the church building. If you forget your face covering single use masks will be available for you. *If you are unable, or unwilling, to wear a face covering we would kindly ask you, in consideration of others, to stay at home and enjoy the service via live-stream on Facebook or YouTube.*
3. There will be **no facilities for children**, including Sunday school, Crèche etc... Children must be supervised by their parent / guardian or carer at all times and will be required to sanitise their hands, maintain social distancing and sit with their household group throughout the service.
4. A **one way system** will be in operation. Please enter via the main doors or the right hand side door (as you face the church) and maintain physical distancing if there is a queue. You should exit by the Left Hand Disabled Access door. *(If someone requires to use the disabled access for entry please wait while they enter and maintain 2 metre physical distancing).*

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5. Please wash your hands or **use anti-bacterial hand rub when entering** and leaving the building, this will be provided at all entries and exits, as well as in the toilet(s).
 6. The **toilets will be out of use**. The disabled toilet will be available for 'emergencies' but in the interests of hygiene please try to avoid using this unnecessarily. We would ask you to ensure that you and any children wash hands or use sanitiser before and after using the toilet.
 7. **Chairs will be physically distanced** by two metres from the next household and a booking system will be in use so that we know how to seat everyone. Numbers will be strictly limited in accordance with our COVID-19 Risk Assessment, so **advance booking is essential**.
 8. This is an opportunity to meet for worship / prayer, please do not use it as a chance to meet up to talk to people you've not seen in a long time, we understand that this could be difficult. **Please refrain from hugging, kissing, hand-shaking and other close proximity activities within the confines of the church.**
 9. Services will be live-streamed and will therefore start promptly. To cause minimum disruption we would ask you to be **seated by 10:25**. The service may include the use of pre-recorded songs, but as restrictions are eased we hope to also include live worship music. Unfortunately there will be **no congregational singing** and the **use of raised voices must be avoided**. Spoken responses to prayers are permissible.
 10. Please **avoid bringing any personal possessions**, or bags that could be left behind. It is your responsibility to remove anything that you use while in church, including any rubbish / tissues, disposable communion cups etc...
 11. A booking system will be in operation and **you should not attend if you are unable to book in advance**. If you arrive at the church without having booked you will in all probability be asked to return home as we have strict capacity limits which must be observed.
 12. The **kitchen will be out of use** and there will be no catering provided.

Other Information:

- Stewards will be available to guide you to your seating, to supervise the one-way system and use of the toilet. Please consult a steward if you have a problem with seating or anything else.
- Your booking will also act as a register of people who have attended in order to support the NHS Test and Trace system. You will be checked-in upon arrival at church to confirm your attendance and this information will be held for a minimum of 21 days.
- Wherever possible please use on-line methods for your Tithes and Offerings. There will be a receptacle for cash or cheque offerings which you may use, but there will be no offering collected during the service.
- Please enter quickly and take your seat immediately. Please leave promptly when the service ends and respect anyone who wishes to pray quietly before they leave.
- The church will have all high touch areas cleaned before and after meetings. A full cleaning of the church will take place 72 hours after the main church service.

How to book:

We will be using an on-line booking system to manage attendance. **It is essential that you pre-book before attending** so that we do not exceed the permitted capacity.

The system is called 'ChurchSuite' and you will be able to book your place yourself by visiting the 'event page' for the service or meeting that you wish to attend. The event page will be available on the church website, on the WCCN ChurchSuite App for iOS and Android or via a link that we will post on the Facebook Group and the Church Family WhatsApp group.

You may also book by contacting Naomi Schofield in the church office on 01923 465114, or Bob Dowty on 07918 175281 if Naomi is not available. *Note: An 'on-sale' date/time will be publicised in advance. Please do not call before this time because the booking system will be unavailable.*

Please note that we will use a ticketing process and bookings will be on a first-come first-served basis. Once tickets are gone you will not be able to attend. However, if there is much more demand than available space we may introduce a system of 'fair play' to allow everyone to have a chance of attending a future meeting.

ChurchSuite

The church is now using Church Management Software for its main records system. ChurchSuite is a cloud based system and is very secure. Part of ChurchSuite allows you to manage your own data and preferences under GDPR via a web portal or smartphone app. You can also use it to see what's on in the church and book into any meetings.

If you are a regular attendee at the church we will send you an invitation to access My ChurchSuite if we have your email address. If we don't have your email address you won't get an invitation, but that will not stop you from booking your place via the event page. You can always pass your email address to Naomi to add for future use.

You will be able to access Your ChurchSuite by downloading the ChurchSuite app from the Google Play Store for Android, or the App Store for iOS devices, or by visiting <https://wccn.churchsuite.com> via a web browser.