

Attendees Lucy Larkin, Heather Alford, Liz Aver, Steve Murray, Sian Goddard, Martin Handford

Apologies: Ben Goddard (though available by phone if necessary)

Note Taker: Martin Handford

Item	Summary of discussion/Action	By whom	By when
Introduction	<p>The meeting opened in prayer</p> <p>Martin thanked everyone for making time for this extra meeting and introduced the discussion which was solely to focus on the potential need for having a second service due to the desire to get increasing numbers of the church family back into the All Hallows Church building. Prior to the meeting Martin had phone discussions with each member of the leadership team to assess the need for the meeting and to help prepare for the meeting. Martin was grateful to Sian agreeing to attend because of her involvement in the managing of the booking system and setting up on a Sunday and the advice that she could impart from the extensive knowledge that she has is vital to inform our discussions.</p>		
The booking system	<p>There was a perception that the booking system wasn't working as we might hope. Sian was able to confirm that</p> <ol style="list-style-type: none"> 1. With the current pandemic restrictions of leaving a 2 metre space between people, unless in a "bubble" the MAXIMUM number of people the church can accommodate is 43, unless the numbers include families of 4, 5 or 6. The capacity then would be 70. 2. Some people, unable to book into spaces for ones or twos are then using spaces set for 3, 4 or 5. 3. Unfortunately when this happens, currently virtually most Sundays, the maximum is then reduced 4. Some people are booking late on, in one case at 9am on Sunday morning. This can mean that their booking isn't seen. 5. Some people are turning up but have not booked. 6. Some people have said "Help , no seats" and then assumed that would get them a seat – which wasn't technically the case 7. Some people have cancelled, but some haven't, wasting seats. 8. Given the above most weeks we have been full but on the whole we have NOT had to turn anyone away 9. If the government reduce the social distancing rules to 1.5 or 1.0 metres considerably more people can be accommodated in the church 		

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Possible issues	<p>Resources. Everyone agreed that we do not have the resources in the teams – the/sound desk, music, welcome – to currently run two full services each week.</p> <p>Services with potential larger demand. It was also agreed by everyone that the All Age Services and Communion Services will most likely see a greater demand for seats.</p>		
Agreed solutions	<p>Communion The Leadership Team all agreed that we could not accommodate the likely numbers that would want to come to communion into the normal service. Therefore</p> <ol style="list-style-type: none"> 1. Communion will be held in a separate, shorter service after the main service. 2. The differentiation between the two services eg the communion service will be “as we do at Christmas” MUST be made clear in all communications to the church family eg. from the front of church in the previous week’s service, in the weekly email and if possible on the booking system. 3. People must book into the communion service separately 4. People will be able to attend both the main service and then the communion service but will need to book into both. 5. People attending the normal service but intending to stay on for the communion service will need to be reminded that <ol style="list-style-type: none"> a) They must not getting into “huddles” with others whilst they wait for the communion to start b) If they have children up in the hall they must go and get them and bring them down to church 6. Children must not be left unsupervised between services 7. The member of the ministry team leading the communion service will not be preaching at the main service 8. The wording to advise the church family of these specific changes to the normal Sunday service bookings will be taken from those notices used at the Christmas communion service 9. The main service, before a communion service, will need to try to stick to a length of 45 minutes 10. Due to the need to see all the people leaving from the main service to safely leave the building and then clean the seats the meeting agreed that the communion service should start at 11.45am <p>All Age Service</p> <ol style="list-style-type: none"> 1. The All Age service will use the normal set up. However 2. To address the need for the expected increase in numbers of seats additional seats will/ can be set up in the marquee, the upper room in the Old Hall or the main hall 3. A computer is probably the quickest way to provide the necessary streaming facility in the upper room (new cabling will be needed if we simply want to use a tv monitor screen) 4. Some people/youth could be accommodated by putting seating up by the alter 5. The upper room could just be used for any parents that want to take younger children up there who were finding it difficult to settle in church. 		

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	The meeting closed with prayer		