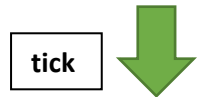


# ANTIOCHIAN ORTHODOX CHRISTIAN ARCHDIOCESE OF THE BRITISH ISLES AND IRELAND

## PARISH COMPLIANCE CHECK LIST FOR PRIVATE PRAYER VISITS TO CHURCH

### Guidance as to the Completion of this Form

1. This form has been designed with reference to the Archdiocesan Risk Assessment Form and the Instructions for Parishioner Visits for Private Prayer, but only for those parishes who decide to allow visits for private prayer (others may not wish to do so).
2. This form should only be completed when all the necessary provisions in it have been made and blessed by the Metropolitan, at which point visits for private prayer will normally be allowed.
3. When complete, this form should be authenticated by the signatures of the parish priest and two other church officers, usually the Church Wardens or Trustees.
4. The completed form should be scanned and emailed or posted to the Metropolitan. Please retain a copy of this form for your records.
5. Upon receipt of the form, the Metropolitan will then make a decision as to whether or not to bless the opening of the church for private prayer. If he thinks that some other measures ought to be taken first, he will of course indicate what those should be.



Area of Focus	Controls Required	Completed
<b><i>Preparation of the Church for Private Prayer</i></b>	All necessary signage is in place, internal and external.	
	An adequate supply of hand sanitisers has been acquired for ease of use throughout the church building.	
	Adequate supplies have been acquired of Personal Protective Equipment and COVID-19 specification cleaning materials for “in-house” routine cleaning for situations when no breach of hygiene has occurred.	
	Church furniture and furnishings have been rearranged to allow for social distancing.	
	Children’s toys and books have been moved into storage.	
	Provisions to lock or make inaccessible with signage toilet, kitchen areas and libraries are in place.	
	A system is in place for the Visitor Instructions document to be given to all who wish to make a visit for private prayer. All parishioners have been informed that they cannot simply turn up at church without first making an appointment and complying with the Archdiocesan Protocols. Stewards have been briefed for this eventuality.	
	A GDPR compliant register is ready to record all parishioners who visit for private prayer, including date(s).	

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<b><i>Procedures, Roles and Training</i></b>	The Parish Council has been informed and is able to indicate compliance with the Archdiocesan Protocols.	
	All the parish’s communication media (newsletters, web sites, social media pages) are up to date with all necessary information and that there are checks and controls in place to ensure continuing compliance.	
	Diligent and caring stewards able to help parishioners to comply with the Protocols have been recruited.	
	All clergy and stewards have completed their training so that they know how to implement the relevant provisions of the Risk Assessment and Visitor Instruction documents.	
	A Cleaning Team of volunteers, with training, has been established for “in-house” non-breach cleaning and a trained Team Leader is in place to assess whether a professional deep clean is necessary.	
<b><i>Insurance and Legal Protection</i></b>	Parish Insurance Policies have been reviewed, with any necessary broker/insurance company assistance, to make sure that cover is in place, as far as possible, to cover costs and damages should anyone (for example, non-Orthodox family members or someone living nearby) pursue a claim for negligence in the performance of anyone’s duties in the parish. All personnel have been briefed of the implications.	

[Signed] ..... [Parish Priest]

[Signed] ..... [Churchwarden or Trustee]

[Signed] ..... [Churchwarden or Trustee]

[Date] .....