

This Fact Sheet has been developed in reference and response to the Return to Church Framework initiated by the Bishop of Newcastle on 14th May 2020.

Parishes must develop a booking and registration process as well as maintain and store records of everyone attending a service.

It is noted that the Incumbent and Churchwardens may resolve that the parish will not have a registration process and simply request people to provide their contact details prior to entry. The parish will need to have clear arrangements for advising attendees of any changes to the **Conditions of Entry** and for denying entry to the church when the maximum attendance is reached.

Any parish dispensing with a registration processes must also advise the Diocesan Risk Officer.

Requirements of the Parish:

Service Registrations

- A Service registration process must be implemented unless the Incumbent and Churchwarden resolve that this is not required.
- Where required a **registration process** must be implemented to allow parishioners to **reserve a ticket** to attend a nominated Service **in advance**.
- At the time of registration, the Parish **must collect the following information for each parishioner** who wishes to attend the service:
 - The parishioner's:
 - Full Name
 - Contact phone number

A recommended registration method is detailed further in this Fact Sheet.

- At the time of registration, the Parish must advise parishioners who wishes to attend the service that they are only to do so if they are well and that they are required to adhere to social distancing rules and the use of hand sanitizer.
- If the parish is authorised to use more than one building to run the service, then the parishioner must be advised which building they will be attending on registration.
- The **information is to be collected prior to the Service** and must be used to assist the Churchwarden (or other authorised Parish representative) to record attendance on arrival for the Service.
- On the day of the Service the Churchwarden (or other authorised Parish representative) is to use the booking list and mark off everyone who attends the Service and note those who were absent.

Record Management

- The Parish must keep records of everyone who books and attends each Service.
- **Booking and Attendance records** for each Service **must be emailed to the Diocesan Office** whs@newcastlean Anglican.org.au at the **end of each week**, with the subject: *Service Attendance Records for Parish of xxxx – week ending Friday xxth Month 2020.*
 - *If electronic ticketing is utilised, please attach and complete the Attendance Record Sheet to the registration details obtained from the ticketing issuer.*

- *If electronic ticketing is not used, please complete the Booking and Attendance Record Sheet.*

Recommended Method of Registration – using Eventbrite (or similar)

The Diocese uses event ticketing system, Eventbrite to manage the registration process for Diocesan events. To easily manage the registrations for each Service, it is recommended that the Parish implement Eventbrite or similar system to help simplify the process. [Eventbrite](#) is free to use for free events and is simple to set up.

A procedure on how to create your Services registration pages in Eventbrite has been developed for Parish use. Please refer to the Newcastle Anglican COVID-19 web page for details.