

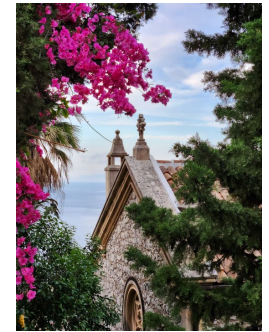
# **ADVANCE INFORMATION FOR LOCUMS\***

## **ST. GEORGE'S ANGLO-AMERICAN CHURCH**

### **TAORMINA, ITALY**

**Address of Church and Flat**  
**Chiesa Anglicana San Giorgio**  
**Via Pirandello 24, 98039 Taormina (ME),**  
**Sicily, Italy**  
**Tel: 0039 0942 23859**

**\*Information may change: Locums will be notified by email of any changes. This document is updated often please ensure you read it if you're a returning clergy.**



**UPDATED**  
**2024: APRIL**

#### **Getting Here:**

Pages 2-3

Travel: Page 2  
Important Contact Information: Page 2  
Measures for Entry into Italy: Page 2  
Health Document Requirements: Page 2  
Upcoming Policies for Entry: Page 2-3  
Police Registration: Page 3  
    Non-EU Citizens  
    EU Citizens

#### **Welcome:**

Pages 3-4

#### **Accommodations:**

Pages 4-7

Flat: Page 4  
Telephone: Page 4  
Internet Access: Page 4  
Television: Page 4  
Household Information: Page 4-5  
Automatic Gate Opener: Page 5  
Rubbish: Page 5  
Heating the Church: Page 5  
Emergency Lighting: Page 5  
Mail: Page 5  
Do's and Don'ts: Page 5-6  
Shopping: Page 6  
Getting Around: Page 6-7

#### **Duties & Services Section:**

Pages 7-10

Eucharist: Page 7-8  
Music: Page 8  
Ministry to Visitors: Page 8  
Occasional Services: Page 8  
Local & Ecumenical Contacts: Page 8  
Bible Study: Page 9  
WhatsApp Daily Prayer: Page 9  
Other: Page 9  
Verger's Duties: Page 9  
Cleaning: Page 9  
Keys: Page 9  
Food Supplies: Page 9  
Chaplain's Logbook: Page 10  
Safeguarding Policies: Page 10

**Advance Information For Locums**  
**St. George's Church**  
**Taormina, Italy**  
Updated: April 2024

## **GETTING HERE**

### **Travel**

The nearest airport to Taormina is Catania "Fontanarossa", so please arrange your flight to arrive in Catania. From the U.K. the airport is served by EasyJet all year round. British Airways and other airlines are available from the Easter period and during the summer months.

Locum chaplains are responsible for all their travel expenses to and from the chaplaincy. We kindly request you to make your own way to and from the airport in Catania with the airport bus which arrives and leaves from the Bus Terminal just a few yards down from the church and the flat. Tickets cost approximately 7 Euro per person.

If you wish, we will arrange for a taxi to collect you on arrival at Catania airport for the journey to the chaplaincy flat in Taormina (The taxi-driver will hold a board with either your name or that of St. George's written on it). The cost of the taxi is approximately Euro 90 (as opposed to the Euro 150/200 if you pick

up a taxi outside the airport). If you wish us to book a taxi for you, then please let the Church Secretary know your flight number and arrival time in advance.

There is the possibility that a member of our congregation would be available for transportation to and from Catania airport. You will be notified by email should that be the situation.

To check bus departure times: <http://www.interbus.it> The timetable varies from month to month according to the holiday periods, so that there will be many more during the spring and summer months.

It is advisable to consult the chaplain who precedes/succeeds your period of stay before booking your flights. Thank you.

### **IMPORTANT CONTACT INFORMATION**

During your trip out, in the event of a hold-up lasting two or more hours, please contact either Sylvia Moschella or Susan Vinciguerra, who will advise the verger of any flight changes and/or delays. Telephone numbers will be provided by email.

Alternatively, leave our numbers with a member of your family and contact

them, in case of delays, asking them to inform us.

### **Measures for Entry into Italy**

Citizens from non-EU countries may enter Italy with a passport valid for at least three months after the planned date of departure from the Schengen Area.

Travelling to the EU and Schengen Area: You do not need a visa for short trips to the EU or countries in the Schengen area if both of the following apply:

- you're staying for 90 days or less in a 180-day period
- you're visiting as a tourist or for certain other reasons

### **Health Insurance**

Proof of total Health coverage for your stay in the country which should include your trip to and from Italy for both the Chaplain and family. The Diocesan authorities insist that the Chaplains and their families, whether EU or Non-EU citizens, are fully covered for all eventualities.

### **Upcoming Policies for Entry**

An ETIAS (European Travel Information and Authorization System) is an

electronic screening system. The following information is all we have currently:

The purpose of ETIAS is to enhance border security to the EU. It is designed for short-term (90 days or less) visits to the EU and will be required for entry to the EU after the projected ETIAS launch date is scheduled in 2025. You will need to comply with all regulations; please consult the ETIAS website.

Each and every traveler entering Europe without a visa will need one.

Your ETIAS must be secured before traveling to the European Union. An ETIAS authorization is valid for three years, or until your current passport expires, whichever occurs first. The ETIAS is not a visa or a stamp but an electronic code linked to your passport.

All must complete the documents. The application fee is waived for travelers under age 18, or over age 70.

## Police Registration

### For Non-EU Citizens

Generally, this will apply to citizens of the **UK; U.S.A.; Canada; Australia & New Zealand** residing in their own countries. Once in Taormina, you and

your accompanying family members **MUST** register with the local police station. This must be done within 48 hours of your arrival in Taormina. The church warden will accompany you to the police station. The warden's authorization is required for your stay. The appropriate forms will be completed on the day. See below items A & B.

**A.** Before your arrival, make a pdf or jpeg of yours and your accompanying family members passport [page(s) with photo, passport number, signature].

**B.** Upon entry into the country, you must have your passport stamped at the airport. Then you will need to make a jpeg or pdf of the page stamped. Note: you need to make sure the passport stamp is legible. Tell the border control airport personnel "per favore, timbrare forte il passaporto". When your passport is returned say: "Grazie".

Contact should be made with your Italian Consulate (jurisdiction of your residence) for other details, but in theory you are allowed to enter and stay in this country for up to 90 days, as tourists, on your passports with no visa required. Be aware that police requirements can vary considerably from place to place within Italy irrespective of what information you have been given by the Italian Consulate in your home country.

This link can provide information for Italian Entry Visas. <https://www.esteri.it/en/servizi-consolari-e-visti/>

### For EU Citizens

For EU citizens, only if your stay with us exceeds ninety (90) days will it be necessary to register at the local police station the day after your arrival. In that case, you will be requested to produce your passports, four passport size photographs and the Bishop's License.

## WELCOME

Thank you for coming to our Church on voluntary locum duty, we hope you will enjoy your stay with us. You will be accommodated in the Chaplaincy flat with all utilities paid for.

The congregation of St. George's Anglican Church is small – we are about 18 adults and 2 grandchildren, with just 9 adults living locally. During the tourist season, from May to October, the holidaymakers swell our numbers to around 20 – 25.

Taormina is built terrace-like on a hill. The town centre is on a level location. The shops, supermarket, fresh fruit/veg. market and Post Office are within a short walking distance. There is a cable

car about 50 yards from the church which will take you down to the beach and sea-front.

## ACCOMMODATIONS

St. George's provides a flat attached to the Church, running off the Vestry. It consists of living room, bedroom with ensuite shower-room, kitchen and a second toilet next to the Vestry for the use of visitors to the church.

There is an extra fold-away single bed stored in the corridor. The flat is well supplied with linen, towels, hairdryer, iron and kitchen equipment.

The Vestry can be used as a study. The flat is fully centrally heated and air conditioned. The "ON/OFF" switch for the central heating is the far right-hand in the box of switches on the wall behind the vestry door.

Outside the kitchen there is a large terrace overlooking the Straits of Messina and Calabria. There are fine views, and a pair of binoculars is available in the apartment.

During your stay with us, we are responsible for heat, lighting, and local telephone calls.

There are timed lights in the garden along the paths. The buttons can be

found beside the gates, outside the church door, lower terrace and outside the kitchen entrance to the flat. The lights turn off automatically after some minutes.

## Telephone

**The telephone number for the flat/  
church is: (00 39) 0942 23859.**

The cordless telephones will receive calls when taken into the vestry and church as well as on the kitchen patio. Should the phone not work a new set of rechargeable batteries may be needed. Please put the phones back on the charging base when your call is completed.

All telephone calls inside Italy must be prefixed with their district code (including the 0). This also applies to all incoming calls from abroad. We are happy to pay for all calls within Italy. Our chaplains generally use WhatsApp, Zoom, Skype, or similar for calls outside Italy.

## Internet Access

We have installed wi-fi (TIM) in the flat. Connection is Network Name: TIM-29588345 Wi-fi Password: You will find this on a sheet under the modem and on the underside of the modem.

The modem is on the bookshelf near the

sofa, with the instructions next to it. The connection details are also located on the bookshelf. The modem is plugged in near the telephone; we ask you not to unplug it. There is a button on the back of the modem which can be pushed in and then out if it is necessary to re-set.

## Television

There is a television in the flat – various channels are available and some in the English language.

Our new TV (December 2023) **does** connect wirelessly. If you wish to sign into your Netflix, Prime Video, YouTube, etc. streaming accounts you should bring your passwords. Before your departure be sure to sign-out of your streaming accounts. If you bring an HDMI cable with you, you will be able to attach your laptop/cell to stream. It is also possible to bring and plug in a Chromecast or other device to stream.

There is a DVD player, and several DVDs are available.

## Household Information

You will find a good supply of towels and bed linen in the hall cupboard and there are blankets in the chest in the bedroom. Table linen (place mats and table napkins etc.) are to be found in

the chest of drawers by the sofa and hall cupboard. Kitchen linens are in the kitchen drawers.

First Aid equipment is provided and kept in the Kitchen/Hall cupboard; there is a small selection of household tools for emergency repairs in there as is also an electric iron. An emergency sewing kit can be found in the coffee table drawer. Clothes drying frames (2) and ironing board are to be found in the corridor.

### **Automatic Gate Opener**

For the automatic opening of the upper gate, the phone is placed to the left of the kitchen door. Pick up the phone and press the bottom button for the top gate. The intercom works and you can ask the identity of the person ringing before pushing the button to open the gate. Note this will open the gate and requires you to check to see who has come in. The lower gate is not opened in this way.



### **Rubbish**

The city of Taormina started a new system in 2019 for rubbish recycling removal. On the refrigerator is the list of the daily (except Sunday) items accepted for removal. Items are to be placed just outside the lower gate which is collected around 5 am. Only the items as listed for the day will be collected.

### **Heating the Church**

The heating switch (location - described above) must be put in the ON position to heat the church and also the apartment. The Verger turns on the church heating between 8-9 am on Sunday mornings during the winter. For services other than the Sunday Eucharist, if Salvatore is not available, the Chaplain should discuss with Salvatore how to turn the heat on in the church. If the Chaplain turns on the church heat, then when everyone has left the building the heat in the church must be turned off.

### **Emergency Lighting**

Emergency lighting has been installed which automatically turns on should there be a power failure at any time of day or night regardless of lights being on or off. They will switch off automatically once the normal power is restored.

### **Mail**

Mail is delivered to the green letter box on the top gate. The key can be found on the rack by the kitchen door. Any mail for the church can be left on the vestry/study table.

To use the normal postal services (stamps etc.), you will need to go to the Post Office which is located near Porta Catania. Arm yourselves with a

numbered ticket; the ticket machine is inside the Post Office. Note: The Post Office is closed on Sunday also on Saturday afternoons and the afternoon of the last working day of the month.

### **Some Do's and Don'ts**

The flat is a smoke-free area.



Please treat the flat as your home, we hope you will be comfortable, and leave it as you would wish to find it. Various specific cleaning jobs are explained in the shower and kitchen areas. The church cleaners are responsible for seeing that the church toilet near the vestry/study is kept clean.

If something in the flat is not working properly, please inform the verger Salvatore as soon as possible in order that it can be repaired with minimum delay. Please replace all light bulbs and batteries when they fail and advise us.

If something gets broken, then please tell us so that it may be replaced.



For Health and Safety reasons we do not allow animals inside the flat or church. Please do not feed any stray cats or dogs found in the garden. The chaplain and family who come after you may be allergic to cat hairs, etc. The stray animals should not be allowed to enter

the church where they leave their mark - this is unpleasant for all concerned.

Please be sure to always lock up the church, flat and gates when leaving the premises.

## Shopping

Following the road (Via Pirandello) reached from the top gate, turning right, at the end of the road you will find an arch on the left – Porta Messina – but turn right towards the up-coming traffic, go down the hill to the baker's shop near St. Pancras Church (San Pancrazio).

Before you reach the baker, on the left-hand side there is an alleyway with steps that will take you to the communal market. Walk up and you will find a communal market for fresh fruit and vegetables/meat and sometimes fish, etc. This market is open Monday through Saturday, but only in the morning.

There is a COOP store, street above the entrance to the communal market. There are items in the basement of this store. It has a wide range of products.

Dream Beauty is located down the hill from the Porta Messina on the right-hand side. There are items in the basement of this store. Dream Beauty

has toiletries, detergents, etc.

Shopping hours generally are from 08:30 to 13:00 and 16:30 to 20:00, Monday to Saturday. This varies slightly, depending on the season, on Sundays and national holidays.

Turning left into the arch – Porta Messina – you will be following Corso Umberto the main street with bars, restaurants, clothes shops, and Souvenir shops. At the end after another arch (Porta Catania) you will find the Post Office on the left. Turning up to the right you will find a small supermarket called DECO LOCAL.

Every Wednesday morning there is a small local market selling shoes, clothes, household items and fresh fruit and vegetables. It is currently located on the top terrace of Porta Pasquale Parking Garage, which is found at the bottom of the road behind the church, Via Guardiola Vecchia. Local members of the congregation can provide information should the location change.

There is a shopping trolley in the corridor between the flat and the vestry.

Banks are open Monday to Friday from 8:30 to 13:30 and generally from approximately 14:45 to 15:45 in the afternoons, some stay open longer, but they are closed over the weekend and

on national holidays. It is advisable to use the bancomats outside the banks or Post Office which charge less for a withdrawal. But you will be able to pay by credit card in most shops.

## Getting Around

Visiting Sicily, there are numerous travel agencies in town that provide guided air - conditioned bus tours. During the off season they may not be available.

If you wish to rent a car, again there are different possibilities in the town, but you should be aware that parking is a big problem here and expensive. In addition, for Non-EU residence, you will need an international driving permit. There is an age limit for renting: currently it is younger than 70.

Local bus services leave from the Bus Terminal just down the road - to the left from the top gate of the church: some interesting towns and villages are on the various routes and it is a cheap and interesting, even if time consuming, way of getting around. You are advised to check the departure/arrival times at the Bus Terminal before you make definite plans. You can get supplies of current Interbus/Etna company timetables from the ticket kiosk at the Terminal, but not copies of the Buda company or local municipal bus route timetables. Taormina's main bathing area is readily

reached by Cable car, which is situated just up the road from the flat. The beach of Mazzarò is the first one coming off the cable car; the other is Isola Bella which you can reach turning right along the main coastal road and walking a couple of hundred yards. (For the faint hearted – be warned that there are 134 steps down to the beach here!). Other beach establishments further along the road often run a shuttle service from the car park at the lower Cable car station. There is also a bus service down to the beach.

Should you plan to stay overnight in a hotel/pensione anywhere in Sicily, please ensure that you have some form of official photographic identification with you – passport (non-EU) or ID. Hotels are required by law to register their guests, so you will be asked for formal identification on arrival.

## **Emergency Services**

**Police: 113**

**Fire: 115**

**Ambulance: 118**

## **DUTIES AND SERVICES**

**Eucharist: Sundays at 11am**

Every Sunday there is a service of Holy

Communion with four hymns. Common Worship, Order One (red book), is the standard liturgy used. There are pamphlets based on Order One, prepared for Ordinary Time, that can be used at the Chaplain's discretion, with appropriate insertions being made for the season. The Chaplain reads the Gospel. We also use the Common Worship Lectionary for the appropriate year. The Lectionary has all years and should always remain on the lectern. You should place the Gospel Book in the vestry when it is not being used for a service.

Services for Feast days and other special occasions are usually held after consultation with the members. The westward altar position is the usual practice. Please note that where there is a choice the traditional form of the Lord's Prayer is always used.

There are two Hymnals available, "The New English Hymnal" and "Ancient and Modern Revised".

St. George's has a supply of every kind of vestment suitable for average height and size. The Chaplain prepares their vestments and after use hangs them back in the closet.

The Chaplain is responsible for the laundering of the albs and surplices etc. when necessary.

Chalice Assistants and Lesson Readers: A list of volunteers is available on the notice board in the vestry.

Bear in mind that several of our regular worshippers and many of our visitors do not have English as their mother tongue; so, it would be appreciated if you could **speak loudly and clearly!** Indication of the page numbers in our service booklet, throughout the service, is also welcome.

It is appreciative that an appeal is made before the offertory hymn, pointing out that St. George's receives no outside financial help from London or anywhere else. This results in our collection plate being noticeably heavier!

Should the Treasurer or other Church officer be unavailable, the Chaplain is asked to take the collection plate into the flat after the Service and count it later at leisure and fill in the details in the register.

The Treasurer is responsible for the purchasing of candles, wafers, communion wine and other necessary items.

The Chaplain places the necessary items on the altar. It would be appreciated if the Chaplain could ensure that there are some flowers/greenery in the two vases on the gradine, behind the Altar, except

of course, during the Lenten period.

We ask the Chaplain to be responsible for the laundering of the soiled purificator and lavabo towels used during the service. If preferred, you can sterilize the chalice weekly with boiling water.

Chaplain, with assistance from the Altar Guild keeps the candlesticks, Cross, and flower vases clean. Brass cleaning supplies are in the corner cabinet of the vestry.

## Music



There is an electronic organ in the church but no regular organist. It can be a good idea to ask if any visitor plays the piano/organ and would be willing to help. Asking before the service so you can be assured, they can play the hymns selected.

Hymn CDs are available for use with the Music Centre which has a remote control allowing the chaplain to punch in the hymn numbers and turn the music on and off as necessary. Please make sure that the volume is turned up high so that everyone can hear the music. The remote control, together with a cross reference for all the hymns and hymn books is available in the desk drawer in the vestry/study. Please ensure that the remote control is never left unattended

in the church but is always **returned** safely in the desk drawer.

## Ministry to Visitors

During the tourist season, which usually lasts from Palm Sunday to the end of October, there are many foreign visitors attending the Services. This provides an excellent opportunity for Ecumenical co-operation and international fellowship. There is a very good relationship with other local churches.

It is our custom at St. George's to offer our visitors refreshments after the service. There is a trolley prepared with paper cups behind the screen at the back of the church together with water, soft drinks crisps and wine – usually provided by the congregation, but please check before the Sunday service.

In the good weather we gather in the front garden and in colder weather we use the large table at the back of the church.

During the notices at the end of the service please draw attention to our Visitors' book, postcards, and History of the Church Booklet.

Please open the church for a few hours each day whenever possible, for the benefit of the occasional visitor, but do not leave it unattended. If anything goes

missing, it would be hard to replace it!

Sometimes visitors appreciate being able to phone and make an appointment for a pastoral visit.

## Occasional Services

Occasionally there is a baptism, wedding, blessing or funeral to perform. Wedding blessings and Baptisms should be entered in the relevant registers, which are to be found in the drawer of the desk in the vestry/study, as well as in the Service Register. Funerals are to be entered in the Service Register only. For current fees please consult the Treasurer or Secretary.

The local members will let you know if there is a need for pastoral, sick, or hospital visit.

## Local and Ecumenical Contacts

Many useful contacts have been made with the Taormina people; it is vitally important that the Chaplain maintains and develops these relationships. The Chaplain will be invited to attend Ecumenical Services – more information will be provided by our Ecumenical Officer Norma Mazza.



## Bible Study



On Wednesday the third week of the month you will lead a Bible Study. It is recommended that you provide light refreshments for the study time.

## WhatsApp Daily Prayer

We have a WhatsApp group which includes parishioners, other clergy, and other English speaking persons in the community. At this time, we ask that you post a daily prayer (it is your option to post a prayer on Sundays). If you do not use WhatsApp you should download the app before your arrival. You will be added to our group by either one of the Wardens or Secretary.

## Other

Please email 3 weeks prior to your arrival a photograph of yourself. Your photo and the service times will be posted on the outside noticeboard. We would appreciate some help in distributing notices to publicize events whenever necessary. (The hotels and travel agencies are usually covered by members of the congregation.) Thank you.

## Verger's Duties

Our verger, Salvatore Galeano, lives

across the road from the church, opposite the bottom gate. His duties include keeping the Church clean, handing out the service books, putting up the hymn numbers, ringing the bell before the Service and generally tidying up afterwards.

Salvatore also arranges the Altar frontal; you will need to tell him which one should be used. He prepares the chalice and paten, covered by burse and veil, on the rolling table in the vestry for the priest to arrange on the altar as and when he wishes. The clergy fills the wafer box and wine and water cruets, and puts them, together with the lavabo bowl and towel, on the Credence table. If the clergy prefers, they can prepare the chalice/paten/burse and veil.

The Verger keeps the garden tidy and waters it to the best of his ability. However, if the Chaplain and/or spouse are keen gardeners, any help would be greatly appreciated. The plant pots on the balustrade of the terrace are usually in need of watering.

## WHEN YOU LEAVE

### Cleaning

Please make sure the flat is clean and tidy. Dispose of all rubbish. If you're leaving in the morning, strip the bed and leave the dirty linen in the dirty clothes

basket. No matter what time you leave, turn the mattress over and put on a clean mattress cover. If you are leaving in the afternoon or evening, please do the washing and leave it on the drying rack in the corridor. It is important not to leave damp washing in the machine.

We will arrange for a cleaner to come in and make the flat ready for the next priest on the locum Rota, for which we ask, from you, a contribution of 30 euros. Please ask the Treasurer your last Sunday where to leave the €30.

The cleaner will also change the beds (so please leave a clean set of bedlinens ready), hang out the washed sheets and towels and start a new washing cycle with the remaining dirty linen. The same process should be used if using the rollaway bed.

### Keys



Please make sure that all keys are returned to Salvatore, our Verger.

### Food Supplies

If the next Chaplain is arriving within 48 hours of your own departure, please ensure that there is a supply of basic minimums in the flat, sufficient, perhaps, for a light supper and breakfast the next morning.

## **Chaplains' Logbook**

Please leave a record of significant events or points you wish to pass on in the Logbook. We also welcome a "Report" from you on your time with us which we can post on our website.

## **Safeguarding Policies**

St. George's adheres to all the Diocese's safeguarding requirement. We keep our safeguarding booklet on the vestry desk. Which includes policies, requirements, and our Safeguarding Officers contact information. You must have completed the Safeguarding Training before your arrival.

**\*Information may change: Locums will be notified by email of any changes. This document is updated often please ensure you read it if you're a returning clergy.**