

## **Old St. Mary's Church: Celebrating Mass In-Person Safely During the Covid-19 Pandemic**

Now that we are two months into celebrating mass in the church with up to 50 attendees, the Church Re-Opening Committee would like to improve communication, organization, and safety for all attendees, especially as we look to a time in hopefully the near future, when we can increase the # of people for each mass.

Two new roles exist these days for safely celebrating Mass. We need two greeters and at least four ushers for each Mass with 50 attendees. (Please note the role of usher is very much expanded from what an usher did pre-Covid. Also note, the 2<sup>nd</sup> greeter often becomes an usher during the Mass, so it is good to be able to move from one role to the other.)

Please review the following written instructions for each role. These clear instructions are intended to reduce misunderstandings that can result from having to do things differently, giving directions while wearing a mask and doing all this at church, a place to be reverent & prayerful. Ultimately, we want to reduce stress among volunteers and encourage more parishioners to volunteer for these important roles.

Old St. Mary's is following the policy of Archdiocese of Chicago based on CDC guidelines.

### **GREETERS: Welcome, Check-In, Sanitization**

Get registration list from the office if it is not already on the table by the doors.

Always remember to:

- Provide a welcoming environment to all parishioners and first-time guests.
- Ensure adequate supplies such as hand sanitizer and protective masks are available.
- Keep the double door on the right side of the church commons open for attendee(s). And close doors when the mass starts.

#### **Greeter 1**

Please stand outside the double doors and as you welcome folks to Mass, ask if they have registered & check off list accordingly. If the list already has 50, you can seat as many as ten walk-up/non-registered attendees. After that, you cannot allow more people into the church,

If they have not registered, you must do a Covid-19 screening Ask the attendee, "In the past 14 days have you:

- had any flu-like symptoms, including sneezing, coughing, runny nose, sore throat, or fever?
- lost your sense of taste?
- been exposed to anyone who is positive for COVID-19?
- have you traveled to a "COVID hot spot state?"
- If they answer yes to any of these questions, kindly excuse them from attending Mass.

#### **Greeter 2**

Your job is to spray each parishioner's hands with sanitizer and then direct them to Usher 1 for seating.

Also ask folks to consider becoming a volunteer at a future Mass, they could shadow at that Mass or just pray on it and sign up to be a greeter or usher through sign up genius, the same process you use to register for Mass.

## **USHERS: Seating, Communion, Dismissal**

### **SEATING PROCESS**

Usher 1

Stand by the entrance double door, near the baptismal font, welcome and handoff to Usher 2.

**Usher 1 Script** “Welcome, thank you for joining us for the Liturgy. Please follow the blue arrow to **Usher 2** (his/her name is ...). S/He will direct you to the center. Please wait there for your seating placement.”

**Usher 2**

**Locate near the acolytes changing area and** hand off the attendee to Usher 3.

**Usher 2 Script:** “Hi, Thanks for joining us for the Mass. Please follow the blue arrow to the center.”

NOTE: If we only have 3 ushers, Usher 1 & 2 can be combined into one role.

**Usher 3 and Usher 4**

**Located at the center of the altar.**

- You receive the attendee from Usher 2.
- Direct attendee(s) into the pew, following these seating arrangement instructions
- Ensure seating barriers are in place to maintain social distancing.
  
- Fill Section 2 and 4 of the pews starting with the front row, and towards the left side end of the pew. Continue seating attendee(s) from front to the back row.
- If above 2 and 4 pews are filled, you may start to bring mass attendee(s) to Section 1, to the rows behind where Lectors sit.
- If Section 1 is filled, bring mass attendee(s) to Section 5 (by the Cantor area & painting of the Assumption of Mary).
- For seating in the sections – if it is a large family, they may be seated in section 5 as opposed to further back in section 2 or 4 when the front is not yet filled.

### **COMMUNION PROCESS**

Usher 1 and 2 will assist Section 1 and 2 of the pews during communion.

Usher 3 and 4 will assist section 4 and 5.

**One usher should sanitize hands (avoid over-spraying) & start spraying earlier as possible to allow time for hands to dry while the other usher helps parishioners to navigate back to their seats.**

**For Section 1 (First Row on Right Side of the Altar)**

**Usher:** “When you are done receiving communion, please turn to the left to go back to your seat.”

**For Section 2**

**Usher:** “When you are done receiving communion, please turn to the right to go back to your seat.”

**For Section 4**

**Usher:** “When you are done receiving communion, please turn to the right to go back to your seat.”

**For Section 5 (Usher 2 will position to the end of Section 5 by the Cantor)**

Perform hand sanitizing of the attendee(s) in Section 5 first.

**Usher:** "When you are done receiving communion, please turn to the left to go back to your seat."

**DISMISSAL PROCESS**

The priest celebrating Mass should announce that all attendees should remain in their seats until the end of the closing hymn.

**Usher 1** will open the double door on the right side as you enter the Church Commons and open the main door of the Church

- **Usher 1 will be at the back of Section 1**
  - Guide attendee(s) from the back to exit first.
- **Usher 2 will be at the back of Section 2**
  - Guide attendee(s) from the back to exit first.
- **Usher 3 will be at the front of Section 4**
  - Guide attendee(s) from the front to exit first.
- **Usher 4 will be in front of Section 5 if there are attendee(s).**
  - Guide attendee(s) from the front to exit first after Section 4 has exited.
- Attendees in sections 5 & 4 may exit via the West exit door and would be dismissed from back to front. (Usher 1 could move over to do this when Section 1 is emptied.)