

CATHOLIC COMMUNITIES OF CHEROKEE AND HOLSTEIN

IMMACULATE CONCEPTION PARISH OUR LADY OF GOOD COUNSEL PARISH

709 W Cedar Street

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COVID USHERS INSTRUCTIONS – PHASE 2

BEFORE MASS:

Arrive around thirty-five [35] minutes before Mass at the designated entrance to prepare.

Please make sure all doors remain locked, unless the Front Main Entrance Door needs to be kept closed due to weather conditions. The Exit Door is to remain locked at all times.

The heating/air conditioning system and ceiling fans [at OLGC] are not to be used during Mass, unless absolutely necessary, to limit air movement.

Usher #1 is to be stationed at the Front Main Entrance Door to welcome parishioners, to ask a few questions, to give a few instructions including the need to wear face masks, to take attendance [in case we need to contact attendees later if we have a COVID-19 outbreak due to someone attending that Mass], and to close/lock the Front Main Entrance Door when the church is full or when it is time to begin Mass [which ever comes first].

Usher #2 will be stationed further in the church to ensure persons use hand sanitizer and maintain proper physical [social] distancing, to direct persons inside to the Usher #3, and to assist where needed.

Usher #3 will be stationed in the center aisle to direct persons to a pew, starting from the front and working to the back according to the protocols listed below¹. When the church is full this usher will notify Usher #2 to notify Usher #1 to close the Front Main Entrance Door to late comers.

¹ Attendees will be seated in accord with **physical [social] distancing** guidelines—individuals, husband/wife, and family units must sit six [6] feet apart in each pew.

a. At IC-Cherokee:

- i.** Three [3] individuals at IC may be seated in one [1] pew.
- ii.** One [1] large family [6 to 10] may be seated in one [1] pew.
- iii.** Three [3] husband/wife units may be seated in one [1] pew.
- iv.** Two [2] individuals and one [1] husband/wife unit may be seated in one [1] pew.
- v.** One [1] individual and two [2] husband/wife units may be seated in one [1] pew.
- vi.** One [1] individual and one [1] small family [3-4 unit] may be seated in one [1] pew.
- vii.** One [1] husband/wife unit and one [1] small family [3-4 unit] may be seated in one [1] pew.

b. At OLGC-Holstein:

- i.** Two [2] individuals at OLGC may be seated in one [1] pew.
- ii.** One [1] large family [6 to 10] may be seated in one [1] pew.

All other interior doors that are open, may remain open.

DURING MASS:

Ushers will help monitor the congregation, stationed at designated locations in the church building.

FOR HOLY COMMUNION: Usher #3 will be stationed in the center aisle to dismiss Communicants from their pews so people may approach the minister in single file at proper physical [social] distance [individuals – six [6] feet from the next individual, husband/wife, family unit; husband/wife - six [6] feet from the next individual, husband/wife, family unit; family unit - six [6] feet from the next individual, husband/wife, family unit]

1. At IC-Cherokee directing people up the center aisle to the front:
 - a. **westside** front pew to the back pew
 - b. **eastside** front pew to the back pew.
2. At OLGC-Holstein: from the front pew to the back pew taking turns with the east and west sides directing people up the center aisle to the front.
3. All communicants will return to their place via the side aisle.

Usher #3 will be the third last to receive Holy Communion followed by Ushers #1 and #1 and then return to their places.

AFTER MASS:

After the conclusion of the PRAYER TO SAINT MICHAEL, **dismissal at the end of Mass or the liturgy** will be directed by the ushers by dismissing participants from the pews beginning with the those in the pew closed to the exit of the church with Usher #3 stationed in the center aisle to dismiss people in an orderly fashion from the pews:

1. At IC-Cherokee:
 - a. **Westside** back pew to front pew directing people down the side aisle to the sanitizer station and out the Exit Door.
 - b. **Eastside** starting from the front pew to the back pew directing people up the center aisle and then down the side aisle to the sanitizer station and out the exit door.
2. At OLGC-Holstein: from the front pew to the back pew taking turns with the west and east sides directing people up the center aisle to the front aisle to the east exit past the organist and sanitizer station.
3. The Sunday Bulletin will be available on a table or stand at the exit to be picked up by those who wish to do so.

Usher #2 will be stationed near the Exit Door have it open and to ensure people use hand sanitizer as they depart.

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- iii. Two [2] husband/wife units at OLGC may be seated in one [1] pew.
 - iv. One [1] individual and one [1] husband/wife unit may be seated in one [1] pew.
 - v. One [1] individual and one [1] small family [1-3 unit] may be seated in one [1] pew.

Usher #1 will be available to assist where needed.

Ushers and parish staff may be asked to assist with cleaning, sanitizing, and disinfecting the church building. They will be provided proper gloves and instructions to assist with the cleaning.

Please be available to report any ideas, issues, concerns, etc. with Fr. Mark after Mass and exit via the designated entrance you entered.

IF any usher:

1. feels uncomfortable with any of these duties, he/she is asked to notify the pastor and he/she may 'retire'
2. has a fever, shows signs of illness, and/or has been around anyone who has tested positive for COVID-19 in the last fourteen [14] days—he/she is asked to refrain from service

Ushers are asked to

1. work as a team and serve as scheduled, finding a sub if not able to serve when scheduled
2. be familiar with **RE-OPENING DIRECTIVES FOR THE CATHOLIC COMMUNITY OF CHEROKEE AND HOLSTEIN: PHASE 2 – INCREASED ATTENDANCE: SUNDAY/DAILY MASSES**

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