

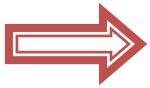
GUIDELINES FOR RE-OPENING ST. MARY CHURCH

FROM "STAY-AT-HOME" TO "STAY-SAFE"

All the churches in the Diocese of Cleveland have been given the *go-ahead* to celebrate weekend Mass with an assembly beginning on **May 30th and 31st** AND have been given the *go-ahead* to begin with daily Mass with an assembly beginning on May 25th. However, we at St. Mary will **BEGIN DAILY MASS ON MONDAY JUNE 1st**. There are some final details to complete for your safe return; I do hope you understand. Again, daily Mass begins on **Monday June 1st at 9am!**

What stands repeating is the re-opening of St. Mary Church for us to be socially responsible. The following was also sent out on Friday to the parish and a similar document was issued for all Liturgical Ministers about the re-opening of St. Mary Church and what to expect.

- **EVERYONE** is reminded that our **obligation to attend Sunday Mass remains lifted** until further notice AND for those who are *at risk, of age, with family members who are at risk; anxious or immune-deficient* are encouraged to **STAY-AT-HOME** until the threat of this pandemic has subsided so that we can be socially responsible as we protect others and ourselves.
 - **NB:** According to the regulations and guidelines issued, we are limited to **less than 50%** of our capacity for attendance at mass.
- All who attend St. Mary Church who attend Mass on weekdays and weekends are **REQUIRED** to wear their **OWN MASKS**, to comply with the regulations to be socially responsible.
- All Ministers of the Liturgy: Ushers, Extraordinary Ministers of Holy Communion, Lectors, Adult Servers, Liturgical Coordinators, Sacristans and Musicians are **REQUIRED** to wear their own mask **AND** gloves.
- **ONLY** the Mother Teresa Vestibule church doors (*parking lot west side*) of the building **WILL BE OPEN** for church entrance on weekdays and weekends. Please be socially responsible as you enter the Church.
- All other church doors may be used **FOR EXIT ONLY**. Please be socially responsible as you exit the church.



NO ONE is permitted to use the back Priest Sacristy entrance to the church. The **ONLY** entrance to the church is the Mother Teresa Vestibule church doors (*parking lot west side*) of the building.

NB: Using **ONLY** the Mother Teresa Vestibule church doors, we are able to count the number of members, as we are limited to less than 50% of our capacity for a mass gathering.

- Again no one is allowed in the Priest Sacristy before or after Mass. Please do not linger in the hall area between both sacristies. **ONLY the Priest and Deacon** (*when present*) are to be in the Priest Sacristy before and after every Mass.
- Ministers, who are assigned to a particular Mass, enter the church at the Mother Teresa doors of the church and then enter the sacristy from the Servers side (*pulpit*) and **NOT** the Priest side. **NO ONE** is permitted in the Priest Sacristy at this time.
- Sanitation stations are located at the Mother Teresa Vestibule church doors and throughout the church at the exit doors.
- Church **SEATING** is limited to **EVERY OTHER PEW**, as indicated by the red stripe marker on the pew endcap and the signs in the pews marked **CLOSED** for seating.
- According to the current guidelines to **STAY SAFE**, our church seating **IS LIMITED** to **3 per pew**; however, if a *household: couple/family* (those members living together and arriving together) is seated in an open pew, they are **COUNTED as 1**. Others choosing to be seated in that same pew with a *household: couple/family* **MUST** remain socially distant, as per our guidelines.

NB: Thus, more than 3 INDIVIDUALS may be seated in a pew at the same time, **ALWAYS** being socially distant at all times.
- There are **NO MISSALETTES** in the pews as there is to be **NO SINGING** by the assembly, at this time.
- There are **NO** handouts or Worship Aids for the assembly. **IF** there is any pertinent information that needs to be shared with the assembly, these will be announced and **IF** need be, a paper copy of the announcement will be located **ON** the pedestals throughout the church and people will be directed to **PICK ONE UP** as they enter/exit.

- **LARGE BASKETS** are **IN THE SANCTUARY** for your donations, as no Ushers are permitted to *pass the baskets*. Again please consider signing up for eGiving on the Parish website.
- Everyone is expected to receive Holy Communion in the hand.
- The **CRY ROOM** is **CLOSED** to everyone.
- The **CHOIR LOFT** is **CLOSED** to everyone.
- **ARE ASKED** that if you are able to assist in the cleaning and sanitizing the church in preparation for the next Mass, according to the current guidelines for “**STAY SAFE**”.

USHIERS

- **MUST** wear their **OWN MASK** and gloves at all time, to comply with the regulations to be socially responsible.
- **ARE** to **HOLD OPEN** the Mother Teresa Vestibule doors of the church – both **OUTSIDE** and **INSIDE** for everyone entering the church for Mass on the weekends.
- Graciously **WELCOME** everyone and **REMIND** them to be socially distant.
- **ARE** to **DIRECT** everyone to **USE** one of the **Sanitizers** located in the vestibule as they enter and throughout the church.
NB: There are Sanitation stations located throughout the church at **ALL** the doors for their **USE**.
- **ARE** to be **HELPFUL** to direct people to be seated **ONLY** in the **OPEN** seating pews throughout the church.
NB: Red stripe markers are on pew endcaps and signs **INDICATE** the **CLOSED PEWS** throughout the church. **PLEASE TAKE A MOMENT TO NOTICE THESE MARKED PEWS.**
- **ARE** to be **WELCOMING, JOYFUL** and **HELPFUL** to church goers **REMINDING** them to be socially responsible, to be seated **6 feet apart** in the pews, with the exception of a *household/family*
NB: *Households: couple /family* who arrive in **ONE CAR MAY** be seated together in an open pew and are **COUNTED as 1** in that pew.

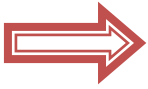
Others who choose to be seated in the pew with a *household* must be socially distant.

- There is **NO** printed Parish Bulletin at this time; it is on-line at the Parish website. **KINDLY INFORM** everyone about that and also that we are not sure **WHEN** or **IF** printed Bulletins will be available.
- There are **NO** handouts or Worship Aids for the assembly. **IF** there is any pertinent information that needs to be shared with the assembly, these will be announced and, **IF** need be, a paper copy of the announcement will be located **ON** the pedestals throughout the church and people will be directed to **PICK ONE UP** as they enter/exit.
NB: Ushers are **NOT** permitted to hand out Bulletins, announcements, or information flyers.
- There are **NO MISSALETTES** in the pews as there is to be **NO SINGING** by the assembly, at this time.
- There **WILL BE NO** collection with the passing of baskets. Collection Baskets **ARE** located at both sides of the Sanctuary. **DIRECT** people to these baskets for their weekly donations.
- The **CRY ROOM** is **CLOSED** to everyone.
- The **CHOIR LOFT** is **CLOSED** to everyone.
- **IF** people choose to stand in the church, rather than be seated, **PLEASE** let them stand 6 feet apart along the back wall of the church and, **IF** there are more people gathered, **DIRECT** them to the Mother Teresa Vestibule to stand there, **ALWAYS** reminding everyone to be 6 feet apart.
- **ARE ASKED** that if you are able to assist in the cleaning and sanitizing the church in preparation for the next Mass, according to the current guidelines for **“STAY SAFE”**.

LECTORS

- **MUST** wear their **OWN MASK** and gloves at all time, to comply with the regulations to be socially responsible, but drop your mask when making the announcements, reading or offering the universal prayers.

- **ARE ASKED** to use the Mother Teresa Vestibule church doors (*parking lot west side*) to enter the church and when assigned to Lector at Mass, should enter the sacristy from the server's side of the sanctuary (*pulpit*).
- **WILL** lower their mask **WHEN** making the Announcements, proclaiming the Readings and praying the Universal Prayer.
- **ONE** Lector will be assigned for the weekend Mass, until further notice.
- **SIGN IN** in on the Board in the Priest Sacristy (*as is our usual practice*). The Lector's Binder and Lectionary **ARE** on the counter in the Servers Sacristy.



ARE ASKED not to come into the Priest Sacristy before or after Masses. Please do not linger in the hall area between both sacristies. **ONLY the Priest and Deacon** (*when present*) are to be in the Priest Sacristy before and after every Mass.

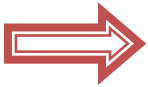
- **WILL** make the Announcements **BEFORE** Mass, along with any additional instructions to the assembly and **WILL** proclaim **BOTH** readings and the Universal Prayer, as is our practice.
- **WILL** not be assigned **WHEN** the Deacon is present.
- **WILL** return the Binder and Lectionary to the Servers Sacristy **AFTER** Mass.
- **ARE ASKED** that if you are able to assist in the cleaning and sanitizing the church in preparation for the next Mass, according to the current guidelines for **“STAY SAFE”**.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- **MUST** wear their **OWN MASK** and gloves during mass at all time, to comply with the regulations to be socially responsible, and to remove your gloves when distributing Holy Communion.
- **WILL** be assigned as is our practice: **3 Ministers** at every Mass when the Deacon is **NOT** present; **2 Ministers** when the Deacon **IS** present

NB: The distribution of Holy Communion by the Cup is suspended until further notice

- **ARE ASKED** to use the Mother Teresa Vestibule church doors to enter the church and when assigned to be an Extraordinary Minister of Holy Communion, should enter the sacristy from the server's side of the sanctuary (*pulpit*).
- **ARE ASKED TO SIGN IN** in on the Board in the Priest Sacristy (*as is our usual practice*) then go back to the Servers Sacristy to enter the church.

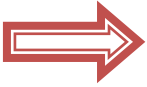


ARE ASKED to not enter the Priest Sacristy before or after Masses. Please do not linger in the hall area between both sacristies. ONLY the Priest and Deacon (*when present*) are to be in the Priest Sacristy before and after every Mass.

- **MUST SANTIIZE** their hands **BEFORE** distributing communion, with the hand sanitizer located at the credence table.
- **WILL** receive Communion in the usual manner and then move to the assigned communion stations within the assembly for distribution of Holy Communion.
NB: It **MAY** be necessary to **REMOVE** your glove **FOR** communion distribution. Once finished **RETURN** to the credence table in the sanctuary, place your vessel on the table, **SANTIIZE** your hands and return to your seat.
- **DO** your best to **NOT** touch the hands of the communicant as they come forward to receive Holy Communion. **CONSIDER** holding the Host up as you say, "*The Body of Christ*" and then lower your hand to the communicant's hands and **CAREFULLY PLACE** the Host on their hands **WITHOUT** touching theirs.
NB: We are asking everyone to **RECEIVE** Communion **IN THE HAND**. If someone should approach for communion on the tongue, ask them gently to hold out their hands, **AT THIS TIME**, as per our guidelines for **STAY SAFE**.
- **WILL NOT** assist in the returning of the vessels to the Sacristy and washing them for the next Liturgy. All this **WILL** be done by the Priest and Deacon.
- **ARE ASKED** that if you are able to assist in the cleaning and sanitizing the church in preparation for the next Mass, according to the current guidelines for **"STAY SAFE"**.

SACRISTANS & LITURGICAL COORDINATORS

- **MUST** wear their **OWN MASK** and gloves at all times, to comply with the regulations to be socially responsible.
- **WILL NOT** be needed to set-up or clean-up before or after Mass. At this time, the Priest and Deacon (*when present*) will be responsible for the set-up and clean-up before and after every Mass.



ARE ASKED to not enter the Priest Sacristy before or after Masses. Please do not linger in the hall area between both sacristies. **ONLY the Priest and Deacon** (*when present*) are to be in the Priest Sacristy before and after every Mass

- **ARE ASKED** that if you are able to assist in the cleaning and sanitizing the church in preparation for the next Mass, according to the current guidelines for “**STAY SAFE**”.

WEEKEND MASS SERVERS

- **ARE** not being assigned at this time, until further notice.
- **ALL** the Mass items will be prepared **BY** the Priest and Deacon (*if present*) who are responsible to care for and clean all vessels after the weekday Mass.

WEEKDAY MASS SERVERS

- **ARE** not being assigned at this time, until further notice.
- **ALL** the Mass items will be prepared **BY** the Priest and Deacon (*if present*) who are responsible to care for and clean all vessels after the weekend Mass.

FUNERAL MASS SERVERS

- **MUST** wear their own mask **AND** gloves at all times, to comply with the regulations to be socially responsible.
- **WILL** assist the Priest in the preparations for the Funeral Mass: Funeral Pall, Paschal Candle, Holy Water/Sprinkler (*if used*), and Incense, (*if used*).
- **ALL** the Mass items will be prepared **BY** the Priest and Deacon (*if present*) who are responsible to care for and clean all vessels after the Funeral Mass.
- **WILL NOT** hold the Roman Missal for the presidential prayers at the beginning of the Funeral Mass or after Communion
NB: ALL the presidential prayers will be prayed from the Altar
- **WILL NOT** assist in the offertory and preparation of the gifts.
- **WILL** assist in the clean up after the Funeral Mass.