

Job descriptions for Mass volunteers

- **All Volunteers:**
 - register for mass (including any family members) through Flocknote or by calling parish office
 - Upon arrival on church grounds, check in with hospitality for temperature check and registration
- **Ushers:**
 - Arrive 45 minutes before mass
 - Wear face mask while on church grounds
 - Guide cars into designated spots in meadows
 - Remain seated in designated chairs during mass
 - Watch for parishioners leaving cars during mass and escort to restroom and back if needed
 - Approach altar to receive communion before congregation
 - (1) Follow Eucharistic Ministers with hand sanitizer during communion
 - (2) Collection Basket duty at end of mass
- **Lectors**
 - Arrive 20 minutes before mass
 - Move to designated seat up front once parked
 - Wear mask until right before reading
 - Use hand sanitizer on the way up to the ambo
 - Read 1st reading, psalm and 2nd reading
 - Response for psalm read once and beginning and end, no congregational response
 - Return to car after 2nd reading
- **Musicians**
 - Arrive early as needed for practice/sound check
 - Wear mask until mass begins (other than sound check/practice)
 - Provide music as normal except for psalm
 - Take communion before beginning communion song
 - Put away music stands after Spanish Mass
- **Registration/Hospitality**
 - Arrive one hour before mass
 - after donning disposable gloves and face mask, bring the following from the church office hallway to the picnic table at registration (most items should be located on a cart in the hallway)
 - Missalettes
 - Living Faith books
 - Registration binder (if not on cart, look in sacristy)
 - Spanish and English bulletins
 - Collection Envelopes for Capital Campaign/second collection Sundays
 - Intention Envelopes
 - Basket with masks and gloves
 - Radio frequency sign (at registration table or next to office entrance)
 - Orange cones (4 to block the second entrance and 3 to close the admission at the beginning of Mass)

- Put up display sign with radio signal frequency
- As mass volunteers arrive, check them in and take their temperatures with non-contact thermometers (temps must be at or below 100.3)
- When a car approaches the registration table
 - Check that the parishioner is on the registration list
 - If so, highlight their name to show attendance
 - If not, fill out registration form with their contact info
 - name, phone number and number attending
 - Verify that everyone in the car has a face mask
 - If not, give face masks as needed from the church supply
 - Hand out the following materials
 - Missalette
 - Living Faith book
 - Bulletin (Spanish or English as needed)
 - Guidelines for attending outdoor mass (single sheet- one side English, one side Spanish)
 - Collection Envelopes (if applicable)
 - If the parishioner would like to make a mass intention, fill out the mass intention envelope for them, place their donation in the envelope and bring the envelope to father before mass begins
 - Put on a new pair of gloves if any contact occurs
 - Advise parishioners to turn their car to radio only once they are parked
 - One button push for push button start engines
 - One key click for key turn ignition engines
 - Advise parishioners that if they have their car windows down, they must have their mask on
 - Direct parishioners to follow the arrows to the meadows and ushers will direct them into a parking spot
- If no more cars are waiting to enter at mass start time, place cones in front of entrance, secure all materials inside one of the boxes on the table, and return to your vehicle to attend mass
- After Spanish mass
 - Return cart with registration binder, remaining missalettes and living faith books to church office hallway
 - Put unused bulletins in the recycling bin
 - Return trash cans to their normal location
 - Return cones to church office hallway
 - Put radio frequency sign inside church hallway or next to office entrance
- **Acolyte/Sacristan**
 - Arrive 30 minutes before mass
 - Wear mask while on church grounds
 - Prepare mass materials
 - Carry the cross at beginning of mass
 - Act as bell ringer during mass
 - Follow Eucharistic Minister with hand sanitizer during communion