

VOLUNTEER INSTRUCTIONS: Mass Captains (1)

- Arrival: 45 Minutes before Mass time
- Report to Sacristy (or Parish Hall atrium)
- Attire: Mass appropriate, as usual; **MUST** wear mask
- Thoroughly wash hands early and often! **Use glove(s)** to handle unconsecrated hosts and vessels (gloves provided in sacristy).

NOTE: Please carefully read all instructions for EMHCs (next page)

Sacristy and setup-specific information:

- No common cups
- Priest chalice and paten, etc. prepared as usual; take to credence table
- Cruets placed on credence table (not gifts table)
- There are **NO** servers.
- **There will be NO procession of bread and wine**
- Using the Mass attendance numbers posted in the sacristy, **4 ciboria** (Parish Hall: 2) **should be pre-filled** (2 fuller for center sections; 2 less full for side sections) with unconsecrated hosts and placed **on the altar** BEFORE Mass. Those ciboria should rest on the right side (Tabernacle side) of the altar, on top of a corporal, and *covered* by a corporal, so as not to be uncovered in the Priest's line of speaking. The Priest is not to apportion hosts at the Altar.
- **At each Communion station (in BACK of church; see red crosses on floor)**
 - Ensure there is a small table set up with:
 - Corporal
 - Small dish for dropped Hosts
 - Small ablution bowl (between Masses, refresh as needed).
 - Hand sanitizer

AFTER MASS:

- Carefully wash the vessels with warm water and a little dish soap on a cloth, but do not submerge in water.

General guidelines for ALL volunteers:

1. Our #1 job is to **receive each person as if receiving Christ Himself!**
 - a. *Radiate God's love* to everyone; "Grateful, no matter what!"
2. **You still need to register for a "ticket" for the Mass you wish to attend, but we'll make sure you have a seat.** For outdoor volunteers: ideally, plan to attend the Mass BEFORE your volunteer slot, since your volunteer slot will make you late for the Mass following.
3. **Masks** required at all times (exception: Lectors when reading; everyone when receiving Communion)
4. Maintain proper **6-foot social distancing**.
5. Thoroughly **wash hands** before, during, and after ministry
6. **Disinfect** hands as needed. At the end of shift, **disinfect all surfaces** you have touched
7. **THANK YOU!**

VOLUNTEER INSTRUCTIONS:

Extraordinary Ministers of Holy Communion (EMHC)

(3 for each Mass in CH; 1 for PH)

[1 less if Deacon or Acolyte (Seminarian Andrew Thornton) is present]

- Arrival: 20 Minutes before Mass time
- Report to Narthex sink area for check-in (or PH atrium)
- Attire: Mass appropriate, as usual; MUST wear mask
- **Communion will be distributed AFTER Mass ONLY. ONLY in the hand.**
- Remain in your pew (masked) all through Mass.
- **Communion Distribution AFTER Mass final blessing:**
 - Keep mask on
 - Immediately after blessing, proceed up the ramp to the Sanctuary
 - Disinfect hands
 - Priest will remove his Chasuble, take up one host from the ciboria with the Blessed Sacrament on the Altar, and say:
 - *“Behold the Lamb of God. Behold him who takes away the sins of the world. Blessed are those called to the supper of the Lamb.”* He then leads the people in saying: *“Lord, I am not worthy that you should enter under my roof, but only say the word, and my soul shall be healed.”*
 - EMHC carefully removes mask. Priest will then administer Holy Communion to you. REPLACE MASK. Priest gives you Ciborium.
 - (Church):
 - EMHC #1 and priest proceed to narthex (if needed) to distribute Communion at each door. Look for the **RED CROSS**.
 - EMHC #2 and #3 go first to those who need Communion brought to them
 - Then go to back of diagonal aisles and look for **RED CROSS** on the floor to distribute to those who come to you.
 - (Parish Hall)
 - EMHC and priest proceed to back of hall, center aisle (look for the **RED CROSS**), and distribute Communion there.
 - **If you inadvertently touch someone’s hand:**
 - Place the ciborium on the corporal on the table next to your station.
 - Disinfect hands with supplied hand sanitizer
 - Resume the line
 - Do this as many times as necessary!
 - If a Host falls to the floor:
 - Place it in the small dish on the table to be properly dissolved afterwards; it will not be consumed.
 - After final communicant, return ciborium to the Tabernacle mensa, and any dropped hosts to the Priest for dissolving.
- **Wash hands** after finished
- **Disinfect all surfaces** you have touched

General guidelines for ALL volunteers:

1. **THANK YOU!!**
2. Our #1 job is to **receive each person as if receiving Christ Himself!**
 - a. *Radiate God's love* to everyone
 - b. Radiate "Grateful, no matter what!"
 - c. Be assertive and firm when necessary, but *always charitable* (e.g. NOT "No ticket, no entry," BUT "Here's how we can help you get to Mass.")
3. **You still need to register for a "ticket" for the Mass you wish to attend, but we'll make sure you have a seat.** For outdoor volunteers: ideally, plan to attend the Mass BEFORE your volunteer slot, since your volunteer slot will make you late for the Mass following.
4. **Masks** required at all times (exception: Lectors when reading)
5. Maintain proper **6-foot social distancing**.
6. Thoroughly **wash hands** before, during, and after ministry
7. **Disinfect** hands as needed
8. At the end of your shift, **disinfect all surfaces** you have touched
9. **THANK YOU!**