

VOLUNTEER INSTRUCTIONS: Ushers (4-6 if possible in Church (CH); 2 in Parish Hall (PH))

- Arrival: 45 Minutes before Mass time
- Report to Narthex sink area for check-in (or PH atrium)
- Attire: Mass appropriate, as usual
- Stay until all worshipers have departed after Holy Communion

- Before worshipers arrive
 - Doors (propped open to minimize touching):
 - ONLY doors B and C (two main front doors) will be used for entry; all other doors locked. (PH: main front doors only)
 - Ensure that all doors from entryway to narthex and from narthex to nave are propped open (and that they remain so during Mass) (PH: main doors)
 - 30 minutes before Mass time, prop open outside doors. (same in PH)
 - Masks on; hands washed.
 - FYI:
 - Main level rest rooms are not locked, but people will be told they are for emergencies only. (PH: rest rooms located at back of PH; same)
 - Lower level will be CLOSED to the public.
 - Additional simultaneous Masses in Parish Hall:
 - Sat. 5:30,
 - Sunday 9:00
 - Sunday 11:00
 - The Sat 5:30 and Sun 11 am and 7 pm Masses will be live-streamed, as well as in-person.

- As worshipers arrive:
 - Location: 2 main doors from narthex to nave (2 ushers at each door) (PH: main doors)
 - Escort each family from door to pews. Half the pews are roped off; do NOT move the ropes. (*In 2 instances, 2 consecutive pews are roped off; this is NOT a mistake. It allows for adequate distancing along the side aisles.*) (PH: rows are 6 feet apart, so use all rows.)
 - In general, fill the church (or PH) from FRONT to back. Exceptions:
 - Do not seat people in the READER's pew, unless needed just before Mass.
 - Some shorter pews are just right for a family of, say, 6 or 8 or 10 (see number posted on side of some pews). If a family enters that is just the right size for one of those pews, seat them there, even if it's not at front.
 - Escort up center aisle or diagonal aisles; instruct the party to move all the way to the "outside" edge of the pew
 - **As each new family is seated, refer to the 6-foot blue tape markers to maintain 6 feet between households.**
 - Fill entire church, then narthex as necessary
 - FYI: nave capacity ≈ 275; narthex capacity ≈ 45 Parish Hall capacity ≈ 175

- During Mass
 - There is NO procession of bread and wine
 - There are NO servers and NO music
 - There is NO passing of collection baskets. Receptacles for offerings located at each exit (to be emptied after each Mass).
 - There are NO hymnals, missals, or paper worship aids of any kind.
 - There are NO printed bulletins
 - There is NO Communion procession; **distribution of Communion will be after Mass.**

- After Mass
 - **Assist with the distribution of Holy Communion and exiting the church.**
 - Help people maintain **social distancing** (6 feet) in **single-file lines**
 - **Release each row for Communion** (see below)
 - **Worshippers to exit IMMEDIATELY after receiving Communion. Do not return to pew; do not congregate in narthex.**
 - **Communion Procedure after Mass**
 - Final Blessing and Dismissal
 - Announcement will be made outlining Communion procedure
 - During announcement:
 - Clergy remove Chasuble/Dalmatic
 - Clergy and EMHCs wash/sanitize hands
 - Clergy and EMHCs don masks
 - **Clergy and EMHCs proceed to FOUR Communion Stations:**
 - 1) [IF people in narthex:] Left Door between nave and narthex, facing narthex
 - 2) [IF people in narthex:] Right Door between nave and narthex, facing narthex
 - 3) At back of left diagonal aisle, near 8th Station [*first take Communion to those who need Communion brought to them*]
 - 4) At back of right diagonal aisle, near 7th Station [*first take Communion to those who need Communion brought to them*]
 - **Ushers release rows one at a time to receive Communion:**
 - 1) Simultaneously:
 - a. Narthex Left and Right, front to back, one row at a time
 - b. Far side sections, BACK to FRONT, one row at a time
 - 2) When narthex finished:
 - a. Clergy/EMHC come back into church at the red cross on floor, facing the altar
 - b. Ushers release middle sections BACK to FRONT, one row at a time
 3. All communicants exit to parking lot immediately, by nearest door. Do NOT permit people to congregate in narthex, nave, or corridors.
 - (PH: Priest and one EMHC will come to back of center aisle. Release rows from BACK to FRONT, one at a time, to receive Communion.)
 - Gather collections from the bins; place in bag and safe. Disinfect bins and safe for next Mass.

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!**