



**Pastoral Council Special Meeting  
Teleconference  
May 5, 2020**

**Present:** Fr. Dan Saunders, Fr. Matthew Jacob, Susan Arensmeier, Doug Borys, MaryElise Cervelli, John Clark, James DeGuire, Jim Karolewicz, Jim Kochan, David Kriete, Cathy Liska, Monica Misey, Tom Pranica, Joe Russell, Ken Sosnowski, Jon VanDrise

- I. Opening Prayer – the meeting began at 7:05 PM with a Psalm response prayer led by Fr. Dan.
  
- II. Discussion Items
  - a. Approval of April 28 Meeting Minutes – a motion to approve the minutes was made by Jim Kochan and seconded by Mary Elise. The motion passed unanimously.
  - b. The Catholic Comeback – directives, guidelines and considerations were provided by the archdiocese for resuming in person mass attendance beginning May 30, 2020 (see attached).
    - A teleconference for lay ministers was held today. Monica provided the following summary. Kim Mandelkow reviewed the Archdiocese’s plan. Please note that some instructions are directives, some are guidelines, some considerations. Rather than re-summarize the document, here are points Monica thought relevant for Lumen Christi:
      - Margaret Caldwell and Moira Shaughnessy were on the webinar. They asked if pastors could go in the empty pews and take the Eucharist to the people – the answer is yes.
      - No one had a good process for seating yet. If you do a check-in, think about the person who has to check them in, plexiglass, etc., and lines.
      - Can we easily remove the cushions on the pews or not? Wood is easier to clean. The Cathedral removed all single chairs with cushions and replaced only 25%, distanced, plastic/metal type chairs.
      - Think about your communications, FlockNote, sign by the road, bulletin, signs on doors. Call parishioners who might not be tech savvy. Be clear in our process (once we know it). Encourage parishioners to discern if they should be going to mass and remind them of the dispensation through July 5.
      - Try to drain all holy water fonts. One instruction was that you could add bleach, but that can cause burns.
      - Priests might want to remind people before Communion that it is on the hand only.
      - Work with announcement at end of mass and ushers to avoid a mass exodus.
      - Will we continue live streaming?
      - Should ordained and lay ministers be tested – for temperature, and/or antibodies?
      - Our adjacent halls are fine for overflow.
      - Consider regulating flow into church by having ushers by other doors, directing people to main entrance.
    - Below is a summary of the Pastoral Council discussion regarding masses to be held at Lumen Christi.
      - Based on the directive of limiting attendance to 25% of the occupancy permit limits, capacity is 220 in the church, 100 in St. Cecilia Hall and 30 in St. James Hall. A six-foot separation will be required for mass attendees not living in the same household. Parishioners attending Mass will be escorted to appropriate seating areas, with the church being filled from front to back until capacity is reached. Overflow will then be shifted to St. Cecilia and St. James Halls, as needed.



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- To provide maximum flexibility for parishioners, five masses will be initially offered. Saturday at 4PM/6PM and Sunday morning at 7:30AM, 9:30 AM and 11:30AM. The timeframe between masses has been extended to allow maintenance of 6 foot spacing between parishioners leaving mass and sufficient time to clean restrooms and worship spaces. The 9:30AM Mass will also be available via Live Stream for parishioners unable or unwilling to attend in person. As noted in the attachment, the obligation to attend Sunday Mass is dispensed through Sunday, July 5.
  - Since he is over 65, Fr. Dan will need to receive permission from the Archbishop/Vicar for Clergy to be able celebrate Mass.
  - Attendees will be requested to wear masks as a sign of “care for the other”. Adequate hand sanitizer will be available for parishioners attending each service.
  - To reduce the movement of people, Eucharistic ministers will go to parishioners to distribute communion instead of having people come to the minister.
  - No hymnals or handouts will be available. The Order of Worship will be projected.
  - Entry doors will be propped open to demonstrate a welcoming attitude and to limit contact with door handles.
  - Communication of the above and additional details will be sent to parishioners in mid-May via FlockNotes and mail (for those parishioners not signed up for FlockNotes). Fr. Dan will be sending out an initial communication later this week.
  - We have been through much of this before with our recent experience during the worship space construction. As was done during that time, we will adjust based on our experience and parishioner feedback.
- c. Human Concerns Priorities – earlier today, Fr. Dan sent a note to Pastoral Council members providing feedback from the Commission. Due to the Covid-19 pandemic, the Human Concerns Commission and St. Vincent de Paul Conference have been meeting twice a month to assess and address current needs within the local and international twinning communities. The list of currently supported organizations and a Catholic Charities document outlining populations in greatest need were agenda items for discussion. Based on these discussions, the following organizations were identified for priority of funding:
- St. Hyacinth’s Emergency Food Pantry
  - Missionary Fraternity of Mary connection to the Milwaukee Southside parishes (temporary assistance to cluster parishes: St. Raphael, St. Vincent de Paul, Prince of Peace, St. Anthony and St. Hyacinth)
  - Catholic Charities Milwaukee – Refugee and Immigration Services
  - Family Promise of Ozaukee County
- A motion was made by James to approve the recommendation was made by James and seconded by MaryElise. The motion passed unanimously.
- d. New Associate Pastor – Fr. Matthew informed the Council that Fr. Stephen Buting has been assigned as our new Associate Pastor. He will introduce himself during the Live Stream Mass this coming Sunday. John knows Fr. Buting and provided background for the Council. Fr. Matthew will send Fr. Buting’s contact information after the meeting to allow Council members to welcome him to Lumen Christi.
- e. The next Pastoral Council Meeting will be held via teleconference on **Tuesday, May 12 @ 7:00 PM.**



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III. The meeting closed at 8:32 PM with a prayer led by Fr. Matthew.

Respectfully submitted by Jim Karolewicz



Return to Mass Directives, Guidelines and Considerations, beginning Sunday, May 31, 2020.

DIRECTIVES are items that should be followed for the safe celebration of Mass.

- Priests and deacons over age 65 or those with pre-existing health conditions, must first receive permission from the Archbishop/Vicar for Clergy before publicly celebrating Mass, by contacting the Vicar for Clergy.
- Priests celebrating "help-out" Masses cannot celebrate at two different parishes on the same weekend. Optimally, help-out priests would help out only at one parish week-to-week.
- Public Mass will be celebrated on Sundays only. This includes Saturday evening Mass(es) of Anticipation and Sunday Masses.
- Attendance at each individual Mass is limited to no more than 25 percent of your Church's Occupancy Permit.
- The obligation to attend Sunday Mass is dispensed through Sunday, July 5.
- Signage should be placed on entrance doors asking anyone with fever or flu-like symptoms not to enter the church.
- Priests, deacons, readers, servers, and sacristans are to wash/sanitize their hands before and after Mass, and before and after the distribution of Communion.
- Communion is to be distributed only by the priest(s) and vested permanent or transitional deacon. If the presider is a priest in a higher-risk category (age/pre-existing condition), then a designated Extraordinary Minister can be used.
- Hand sanitizer is to be used before the distribution of Communion. If inadvertent contact is made, the priest or deacon is to stop and sanitize his hands before continuing to distribute Communion. It may be prudent to have a small table with the proper items for sanitizing nearby.
- Communion is to be received **ONLY** in the **HAND**.
- Communion will not be distributed by the Cup.
- Social distancing of a minimum of 6 feet between people not living in the same household must be followed.



- A minimum of using every other pew should be followed. Every third pew is preferred. Intervening pews must be cordoned off.
- All Missals, Bibles, prayer cards or other paper resources must be removed from pews.
- Frequently touched surfaces in the church (pews/pew tops, door handles, microphones, etc.) should be cleaned and sanitized per CDC recommendations after every liturgy. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Hand sanitizer should be available at all church entrances.
- Holy Water fonts should be emptied.
- No physical contact during the Sign of Peace is allowed.
- Priests should not celebrate more than three Masses for Sunday.
- Additional Mass times may be added at the Pastor, Administrator, Parish Director's discretion, but priests should celebrate no more than three Masses per Sunday.
- Worship Aids are discouraged. Providing on-line worship aids is encouraged. If paper worship aids are used, they should be limited to one page and people should be directed to take them with them after Mass. If worship aids are left in pew, they must be collected and destroyed after each Mass. They cannot be reused for the next Mass.
- Non-essential gatherings should be suspended, including Children's Liturgy of the Word, Post-Mass social gatherings/refreshments (e.g. Coffee & Donuts).
- A cantor is allowed, but choirs should not be used.
- Hospitality ministers and ushers should wear masks and should not make physical contact when greeting parishioners.
- Sacristans and those who prepare communion elements must carefully wash their hands prior to touching the hosts and pouring the wine; a face-mask and gloves are encouraged.
- All vessels containing the bread and wine are to remain covered until placed on the altar.
- A separate chalice should be used for the celebrant, each concelebrant and deacon.
- All patens, ciboria, chalices, cruets, bread and wine should remain on the credence table in the sanctuary and handled only by the sacristan or those whom the pastor delegates.
- There is to be no presentation of Gifts.
- All communion vessels are to be thoroughly and properly cleaned after Mass with hot, soapy water after being purified according to the rubrics.
- Collection baskets are not to be passed person-to-person. Baskets with long handles are allowed. Ushers taking the Collection should wear masks and gloves. Large baskets could be placed at church exits for people to drop envelopes or donations. Ushers must immediately wash their hands after the collection.
- Restrooms should be cleaned between Masses.
- Offertory money should be placed in a tamper-evident bag, logged, and kept in the safe for at least 3 days before being counted.
- Offertory counters should wear gloves and masks, and practice social distancing.
- No paper bulletins should be distributed.



GUIDELINES are suggestions for the Priest/Parish Director's discretion

- All those as defined by the health department as more vulnerable (i.e. 60+ years of age, those with compromised immune systems, those with underlying health conditions, those who are especially anxious about being in a large group, etc.) should be encouraged to stay at home.
- Mass attendance should be organized in some way.
  - Designate Mass time by household name (A to H, Mass 1; I to O, Mass 2; P to Z, Mass 3);
  - Provide a sign-up system either on the parish website or by calling the parish office;
  - Assign a Mass time per registered family;
  - Some space designation must be allowed for walk-in attendance.
- The use of facemasks should be encouraged.
- Ushers should direct the Communion line and markings should be placed on the floor to preserve social distancing.
- If possible, hand sanitizer should be available in the aisle(s) for use by people prior to receiving communion.
- Gathering Area Tables and Chairs should be put into storage so as not to invite people to use them.
- Baptismal pools or those with fonts that flow into a basin should be emptied. If emptying would be difficult, the water should be sterilized with bleach after the final Mass.
- Entrance doors should be propped open to limit contact with door handles or hospitality ministers may hold open doors.
- The use of familiar hymns is encouraged to limit any need for a worship aid.
- Directions for dismissal after Mass should be provided by the celebrant to provide an orderly exit with proper social distancing. Pew-by-pew, for example.
- Attendees should be advised to wash their clothes following the service.
- Parish bulletins/news should be posted to the parish website or emailed to parishioners.

CONSIDERATIONS are things to consider in establishing processes for implementing DIRECTIVES

- Does your parish have enough cleaning supplies?
- Develop a process for cleaning between Masses that maintains social distancing.
- Determine the minimum number of people needed to clean pews and surfaces.
- Estimate how long it will take to properly clean between Masses and schedule Mass times accordingly. Consider spacing Masses further apart.
- There still will be a risk for anyone who attends a public Mass to contract the coronavirus.
- There is no pre-determined timeline for how long restrictions will be in place.