

Sacred Heart Parish

Covid 19 Directives for ALL Ministers Assisting with Church Celebrations

1. All volunteers are asked to arrive 40 minutes before the celebration is to begin. Enter and exit through the Community Centre doors only. Elevator use is permissible. Request social distancing of those approaching the entrance of the Church. Weather permitting; the main doors ONLY should be propped open so that people do not touch them. If it is raining, the volunteer will be expected to open the door as each person prepares to walk in. One person stationed at the doors of the church, should be wearing gloves. The volunteer will ask if the person has a reservation. If they do not have a reservation, they are to be told that a reservation is required to attend and they can phone the office on Monday for a reservation for next weekend. No one is permitted after mass has started.
2. A second person is to be stationed inside the doors to verify if the person has read the health screening questions and have answered NO to all of them. The volunteer will ask if the person has checked their temperature at home. If they have not, they will be asked to allow it to be taken before entering the building. They will then ask the person to sanitize their hands. Inform them that it is recommended that they wear a mask while in the building. (This is NOT mandatory, but would bring comfort to everyone present)
3. A third person will check their name on the reservation list and verify their phone number.
4. Two volunteers are needed to lead them to their assigned seats and remind them that they are required to remain there throughout the service.
Only ONE Washroom is available to use for **EMERGENCIES ONLY** All other areas of the church building are CLOSED TO THE PUBLIC.
If someone approaches you to ask about bringing Holy Communion to a family member, please inform a member of the Pastoral Staff. They will prepare the pyx and place it on the altar. After the mass is done, the person will take their pyx before leaving the building.
5. One volunteer is needed to monitor the entrance, elevator and the washroom throughout mass.

6. Throughout the service, ALL VOLUNTEERS asked to be attentive to those not following the directives. If need be, please approach them and gently remind them of our requirements and requests.
7. They are to wait for directives to be announced from the pulpit before approaching for communion. The ministers of communion will sanitize their hands before they come forward with the hosts. Two volunteers are to remain in front of the first pew and direct individuals to receive. Two volunteers will make their way down the centre aisle, pew by pew and then the side aisles from the back to the front, pew by pew. Those who are NOT receiving communion are to remain in their pew. Blessings are not permitted.

The communicants will be directed to form ONE row up the center aisle, following social distancing line markings on the floor. When they arrive at the front pew, they will stop and then face the minister who will say “The Body of Christ”. They will respond “Amen” and then approach the minister with their hands extended so that the Eucharist may be placed in the palm of their hand. They will step aside, remove one side of their face mask, place the host in their mouth, put the mask back in place and then return to their pew via the side aisle. (If the minister happens to touch the hand of the communicant, he or she will sanitize their hands before they continue to distribute the Body of Christ.)

8. At the end of the celebration, people are required to leave following social distancing as indicated by our volunteers. Four volunteers are needed to assist people in leaving from the back to the front of the church. No bulletins will be distributed. Parishioners will be reminded that the bulletin is online. They are to sanitize their hands before leaving. They will be asked to NOT linger in the parking lot or at the entrance of the church for private conversations.
9. Once the church has been emptied, all volunteers will be required to pass a cloth that they will spray with cleaning solution to sanitize each of the areas affected by the people in attendance – so, the front of the pew, the pew itself, the end of the pew and the kneeler. The cloths will be collected at the end of this process to be laundered before re-use.
10. The Sacristan, with gloves on, will wash the chalice, ciboria and credence table items with soap and water. That person will also wipe down the ambo and the altar.