

March 26, 2021

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### Covid Protocol & Fundamentals

The Archdiocese ask that parishes enact these directives in a compassionate and understanding manner. All should be made welcome in our churches.” important Information for Greeters can be found on Archdiocese web site or St. Emile web site and bulletin.

### The PPC has reviewed the Covid guidelines for St.Emile.

It is on the web site and published in the bulletin.

#### **\* New**

#### Greeters- starting March 6 & 7 current limit of attendees is “75”

- \*Please be at the church 60 minutes before Mass starts.
- If church is locked when you arrive, go to the office door and press the priest's door bell button. Fr. Gerry will let you in.
- **Masks to be worn greeting people** and moving around the church.

#### **Before Mass**

- Unlock front church single doors. Key is in the office behind the office door on a ring with a big white hockey stick. The key resembles an allen key.
- **Collection basket** to be on the podium beside the baptismal font.
- You may find the collection baskets in the sacristy.

#### **\* New**

- \***The check-in sheets will** contain names of people who are ministers . There will be 75 spaces for walk in parishioners but if Father Gerry has a baptism he may have entered some names in the count of 75.

#### **\* New**

- \***Both greeters have same list.** Maximum 75 capacity this does not include the top of the sign in sheet of lay ministries.

When the numbered lines are full, we have reached capacity.

- As people come in you will ask if they **reserved seats**, verify they have self-screened that day and put a checkmark in the self-screened column.

### **\* New as of March 13 & 14**

#### **First come first serve**

- name and phone number is required in a blank numbered line of each family member and verify self-screening by checking box.
- Note, greeting minister on the check-in sheet must Greeter must add family members names in the numbered area below and verify each have self-screened by putting a checkmark in the right-hand column.
- Fr. Sembrano, Deacon Gilles, the videographer, sacristan, lectors and greeters are listed on top of sign in sheet.
- If Deacon Gilles is not at your Mass cross out his name.  
Greeters seat - last two pews for you and your family. They are marked "Greeters"

#### **\*New**

\*Greeter supply room keep door closed and lights off.

- **Kindly Point out Hand sanitizing stations for people's use in church.**
- **People can sit in** pews marked with green tape
- Lock doors as Mass starts or 5 minutes after. This gives the greeters opportunity to focus on the Sunday Mass vs door activity.
- **At end of Mass** the Collection basket placed near Baptismal font please hand to Father G. in the sacristy and put back for the next Mass.
- **At end of Mass**, greeters are asked to disinfect microphone, lectern (ambo), door handles, pencils,.... (Gloves are available)

#### **\*New**

\*After each Mass place clipboards in the Greeters room.

Except 3p.m. Mass, take it to the office.

Leave the door locked if there will be no Eucharistic Adoration. If you're not sure, just ask Fr. Gerry.

**Important! Don't forget to hang the church key behind the door in the office.**

**Greeters sign-up post-** a binder with blank sheets is on the shelf in the entrance for anyone wishing to sign up as a Greeter.

If one of the greeters did not show up and you need help please see if someone coming in to Mass can help you.

**God Bless your service to St. Emile**

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