



DIOCESE
of
LAFAYETTE-IN-INDIANA

June 25, 2020

Phase D: (Effective July 4, 2020 until further notice)

1. Those persons 65 and older and those with underlying medical conditions may attend Mass, but social distancing and other special considerations shall be planned to accommodate these individuals.
 - a. General Dispensation from the obligation of attending Sunday Mass is extended until August 15. Those who by virtue of age or illness are to be reminded they are always dispensed as long as their condition persists.
2. Mass:
 - a. One of the scheduled Sunday Masses, preferably Saturday Evening for continuity around the diocese, where possible shall be designated specifically for the vulnerable to protect them from unnecessary interaction with the healthier/non-vulnerable population if they insist on coming to Mass despite the general dispensation utilizing Phase B restrictions i.e. no music at Mass, wearing masks, social distancing.
 - b. Masses, in which masks are recommended, but optional, must maintain the 6ft minimum social distancing between households.
 - c. Other Masses, not specifically designated for the vulnerable, in which all attendees are required to wear masks, may adapt social distancing guidelines in order to accommodate greater capacity in the Church.
 - d. Per the CDC children under the age of 2 should not wear masks.
 - i. An area for families with small children may be designated to help maintain social distances and exposure.
 - e. Parishes must communicate which Masses require masks and which Masses recommend masks.
 - f. Registration or Sign-Ups may continue if necessary.
 - g. Parishes have permission to utilize other spaces on parish campus for Sunday Mass to assist in Mass scheduling and cleaning. If utilizing multiple locations, a celebrant must lead Mass. Assembly may not participate in livestreaming liturgies onsite.
 - h. Outdoor Masses may only occur with permission granted by the Vicar General. Request for permission should include plan for logistics, safety, A/V equipment, social distancing, PPE and similar considerations.
 - i. Livestream Masses may occur with following directives:
 - i. Parishes must notify the Office of Worship on the livestream Mass opportunities with dates and times.
 - ii. Music for livestreaming Masses requires proper copyright licensing.
 - iii. Livestream Mass must not be a private Mass; Masses should only be streamed during a Mass time in which the parishioners participate.
 - j. Children's Liturgy of the Word and childcare services are suspended until school is in session and Diocesan Catholic School COVID-19 protocols are established.
 - k. Removal of all hymnals, missals, and all items from pews.
 - l. Worship aids may be distributed if they are discarded after each Mass or parishioners may print off worship aid and bring it from home.



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- i. The presentation of the gifts is to be suspended and the gifts of bread and wine are to already be prepared before Mass. The collection is not carried forward.
- ii. Collection baskets are not to be passed, instead the collection may be gathered at predetermined locations before or after Mass with usher supervision and encourage the use of e-giving and contactless exchange types of giving.
- iii. Those removing money from the collection baskets or boxes are to wear gloves and wash their hands afterwards.
- iv. Volunteers assisting in the counting of the collection should use caution, during this process and gloves, if available.
- v. Holding hands during the Our Father is suspended.
- w. The Sign of Peace is suspended and the “Let us offer each other the sign of peace” is to be omitted.
- a. Hosts consecrated for distribution at Mass should not be uncovered in the direct line of speaking of the celebrant, and the following guidelines shall be implemented:
 - i. A side ciboria and/or covered ciboria shall be utilized.
 1. It is not necessary to uncover the hosts for distribution during the epiclesis or consecration. The hosts must remain in the celebrant’s intention to consecrate.
 2. Hosts should be prepared in separate ciboriae and not consecrated in a large ciboria and transferred, during Mass, to a smaller ciboria.
 - ii. A separate ciboria, preferably covered, shall be utilized for any hosts consecrated for the sick and reserved in the tabernacle for this purpose.
 - iii. Any remaining hosts after the distribution of communion shall be reserved in the tabernacle, separate from the hosts reserved for the sick.
 1. It may be necessary to transfer the hosts to a properly cleaned ciboria before the next Mass.
- b. Distribution of Holy Communion must occur during Mass with the following directives:
 - i. Distribution of the Precious Blood is suspended until further notice.
 1. Offer the catechetical reminder that Christ is wholly and permanently present under both of the consecrated species, both the bread and/or the wine.
 - ii. Communion stations and processions require intentional planning to account for social distancing and/or use of masks and limited contact in the movement throughout the procession.
 - iii. The parish is to have hand sanitizer available for the faithful before the reception of Holy Communion.
 1. The priest should instruct the people to use sanitizer immediately before receiving communion without touching anything after applying the hand sanitizer.
 - iv. Parishes must have a plan for the reception of Holy Communion as to when parishioners should take off their mask and whether they step to the side, etc.
 - v. The celebrant is to direct that reception of the Consecrated Host is only in the hand. This will limit contact with saliva and the potential spread of the virus. Request that persons who insist on



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receiving the Eucharist on the tongue wait to the end of Holy Communion in order to be the final communicants, limiting possible virus transmission. This is requested as an act of charity toward their brothers and sisters in the assembly.

1. The congregation should be reminded to hold their hands flat and not moving them at the time of reception, so that the priest, deacon or EMHC can easily avoid hand-to-hand contact.
 - vi. Discontinue the practice of touching a non-communicant for a blessing.
 - vii. Clergy and Extraordinary Ministers of Holy Communion must:
 - a. Wash/Sanitize hands prior to distribution.
 - b. Utilize PPE per CDC guidelines, minimally using a mask or barrier (eg plexiglass stand, face shield, etc).
 - c. Wash/Sanitize hands immediately after distribution.
 - d. Not wear gloves.
 - y. Parishes shall implement ushers or other means to ensure social distancing at the dismissal after Mass.
 - i. Congregants are encouraged to leave immediately after Mass.
 - z. Ensure all vessels used at Mass, once purified, are thoroughly washed with soap and hot water after each use.
 - aa. Remind parishioners to take any personal belongings with them as they leave.
 - bb. Have ushers dismiss parishioners to account for social distancing and/or limited contact and allow for cleaning of the worship space.
3. Daily Mass and devotions are permitted with the following directives:
 - a. Adherence to protocols from Phase D for Mass.
 - b. It may be necessary to have Daily Mass in the main area of the Church rather than a day chapel.
 - c. Daily Mass must resume at least by August 16, 2020.
 4. Adoration may occur and adoration chapels may be opened with social distance and/or PPE, and cleaning protocols.
 - a. It is recommended to have signage and wipes or supplies for people to clean up after themselves, similar to gym and exercise equipment.
 - b. Adoration chapels must open by August 16, 2020.
 5. Reconciliation with the following directives:
 - a. Work with deanery or nearby parishes to share sacramental load.
 - b. Penance services may occur.
 - a. General absolution is not being granted.
 - b. Distribute catechetical information on what to do if a person cannot attend the sacrament of reconciliation during this time.
 - c. Posted confession times are for those not requiring additional consultation.
 - i. Offer appointments for individuals who might require more time for direction.
 - d. Masks are required or use of plexiglass barrier for priests.
 - e. Face to face confession is highly discouraged, yet remains at the discretion of the priest.



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- i. A physical barrier should be utilized even for face to face confessions
 1. i.e. a plexiglass barrier or face shield.
 - f. Offer dates and times with hard ending times (e.g. 4:30 p.m.) for the sacrament as necessary.
 - i. Consideration for the number of penitents, as well as the safety of the priest should be balanced.
 - g. Plan logistics of where and how the lines for confession will form and move before and throughout the scheduled time.
 - i. Including, but not limited to:
 1. Planning how people will flow in and out.
 2. Having people available to limit the numbers in the space, to ensure social distancing and/or PPE requirements.
 3. Having people available to aid in monitoring and cleaning common spaces throughout.
 4. Removing confessional furniture to prevent contamination.
 - a. i.e. requiring the penitent to stand in the confession space rather than sit or kneel.
 5. Posting prayers (e.g. Act of Contrition) or having photocopies for all penitents, rather than having a card or common prayer sheet at each confessional.
 - h. Good ventilation should be in any space used for reconciliation.
 - i. Consider using more open areas or larger rooms especially if the current reconciliation is smaller and more enclosed.
 - i. For example, the Church Nave, a Parish Hall or a Gym
 1. Outdoor confessions are discouraged.
 2. Privacy and eavesdropping considerations shall be taken into consideration and addressed.
 - a. For example, playing music in an open-air space and adequate distance between the queue and the confessional.
 - j. If there are multiple priests hearing confessions at the same time, consider using multiple spaces or buildings throughout the parish campus.
 - i. Considerations shall be made to make sure a priest is not “alone” in a building with a minor during confession. It is always necessary to create a space and environment to safeguard children and minors.
6. Baptisms with the following directives:
 - a. For Baptisms within Mass must adhere to protocols from Phase D for Mass.
 - b. Water may only be used for baptism.
 - c. No holy water fonts or finger fonts are to be utilized.
 - d. During the sacrament of baptism clergy, servers assisting, parents, godparents or anyone coming in contact with each other or closer than 6ft must wear masks.
 - b. Baptism by immersion is suspended until further notice.



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- c. Clean water is required and items used such as baptismal fount, shells, pitchers, etc., are to be cleaned between baptisms.
 - d. The blessed water could be poured from a pitcher/cruet over the child's head into a dry font/basin/large bowl and drained and cleaned afterwards.
 - e. Per of Introduction of The Order of Baptism of Children no. 24, In the Dioceses of the United States the following adaptations are allowed and could be omitted:
 - i. The anointing with Oil of the Catechumen may be omitted only when the minister of Baptism judges the omission to be pastorally necessary or desirable.
 - ii. The Ephphatha Rite takes place at the discretion of the celebrant.
 - e. The Sacred Chrism may be administered with the following directives:
 - i. Cotton balls/pads may be used, one per person.
 - ii. It is recommended that a little oil from the stock be poured onto a dish or tray for more efficient use of the Chrism.
 - iii. Trays or vessels should be used, one for clean cotton balls/pads, one to used cotton balls/pads.
 - iv. The celebrant shall clean and sanitize his hands immediately prior and upon the application of the Sacred Chrism on the head of the baptized.
 - v. The cotton shall be disposed of in a dignified way, by either burial or burning.
 - vi. Gloves are not permitted.
 - f. A proxy can be utilized for a Godparent who is unable to attend or only able to attend via livestream.
 - i. This is to be encouraged if the sponsor is required to travel from outside the Diocese of Lafayette-in-Indiana.
 - g. Only those physically present can be considered as present and those present having a liturgical role should be documented by name on the sacramental form.
 - h. Unless in danger of death, every effort should be made to schedule baptisms if and when they are allowed with the ordinary minister of the sacrament in the parish church.
 - i. If a child was baptized under the rubrics without anointing and the Order of Bringing a Baptized Child to the Church is completed at later date, the parish where it takes place should notify the parish that holds the baptismal record so that a notation can be made regarding these ceremonies, in the child's baptismal record.
7. Confirmation with the following directives:
- a. Updated information for celebrating Confirmation Mass with the Bishop will be distributed.
 - b. Bishop's Office is to be notified of date and time of (re)scheduled confirmation.
 - c. Each priest in the parishes in which the Bishop is unable to attend the rescheduled confirmation, will be granted the faculty to confirm by the Bishop. Please send your request to his Executive Assistant.
 - d. The Order of Confirmation can be purchased at the USCCB store: <http://store.usccb.org/The-Order-of-Confirmation-p/7-521.htm>
 - e. Offer more dates and times for the sacrament as necessary.
 - f. On most days (those listed as V1, V2, or V3 in the Ordo) celebrate the Ritual Mass "For the Conferral of Confirmation," wearing red and using texts from both the Roman Missal and Lectionary. On feast days



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- not having a V in the Ordo (e.g. Pentecost, Trinity Sunday, Corpus Christi, Sacred Heart, Nativity of John the Baptist, Sts. Peter and Paul, Assumption) wear the color of the day and use the Mass of the day (including its Lectionary readings), into which the Rite of Confirmation is inserted after the homily.
- g. A proxy can be utilized for a sponsor who is unable to attend or only able to attend via livestream.
 - h. At the pastor's discretion, the confirmands who are unable to complete a confirmation retreat before the rescheduled confirmation liturgy may be exempt from this requirement.
 - i. Per the Apostolic Constitution *Divinae consortium naturae*, 15 August 1971, "The minister in carrying out the act of anointing with chrism is not required to lay his outstretched hand on the head of the one being confirmed. Anointing with the thumb sufficient. The intent is: anointing with chrism done as described sufficiently expresses the laying on of hands.
 - j. Per the Vatican, June 2, 2020, "The use by the minister of an instrument (gloves, cotton swab...), does not affect the validity of the Sacrament."
 - i. Cotton balls/pads may be used, one per person.
 - ii. It is recommended that a little oil from the stock be poured onto a dish or tray for more efficient use of the Chrism.
 - iii. Trays or vessels should be used, one for clean cotton balls/pads, one to used cotton balls/pads.
 - iv. The cotton shall be disposed of in a dignified way, by either burial or burning.
 - v. Gloves are not permitted.
 - k. During the sacrament of confirmation masks must be worn by clergy, servers who are assisting, confirmands, sponsors, or anyone coming in contact with each other or closer than 6ft.
 - l. The priest to administer the sacrament is to use hand sanitizer after the homily before the anointing with Chrism.
 - m. The movement of the candidates, sponsors, priest, and servers should be planned out to account for distancing and order.
 - n. The sponsor should give the name of the candidate to the priest.
 - o. Using the cotton ball/cotton pad touches candidate's forehead and says the formula:
 - i. Priest says: N., be sealed with the Gift of the Holy Spirit.
 - ii. The candidate replies: Amen.
 - p. The Sign of peace must be spoken. Shaking hands or contact is not permitted.
 - i. Priest says: Peace be with you (without touching)
 - ii. The candidate replies: And with your spirit.
 - q. After all candidates have been confirmed, the priest washes his hands thoroughly with warm soapy water, or uses hand sanitizer. If helpful, provide a halved lemon to help remove oil from each priest's hands.
 - r. The liturgical text of the Confirmation Rite shall be recited verbatim; any changes to the liturgical text or improvisation may render the sacrament invalid.
 - i. For example: "be sealed with the **Gift** of the Holy Spirit" NOT gifts.
8. First Communions with the following directives:
- a. Offer more dates and times for the sacrament as necessary.



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- b. Reception of the Precious Blood remains suspended for the laity.
9. RCIA for those who were to receive the sacraments at the Easter Vigil April 11, 2020 with the following directives:
 - a. The sacraments of initiation for those entering the Church should be made a priority.
 - b. Depending on the expected number of people it may be necessary to limit participation.
 - c. In parishes with large numbers of Elect and candidates, pastors should consider celebrating Baptism, Confirmation and First Communion with the Elect on one Sunday and Confirmation with candidates on the next Sunday.
 - d. Per canons 883 & 885, priests who baptize a person of catechetical age or older, or receive someone into full Communion, have the right and obligation to confirm that person.
 - e. Scrutinies:
 - i. Per RCIA no. 20, the Bishop will dispense the Elect from participating in two of the three scrutinies.
 - ii. At the first available time hold one of the required scrutinies for those Elect who were not able to celebrate it on the 3rd Sunday of Lent.
 - iii. For the celebration of the scrutinies outside of Lent see RCIA no. 30.
 - f. Celebration of Sacraments of Initiation:
 - i. Per RCIA nos. 375-399, in danger of death, the person should be initiated using "Christian Initiation of a Person in Danger of Death."
 - ii. After celebrating the scrutiny and before the next Sunday (perhaps on that Saturday), celebrate the Presentation of the Creed and Our Father along with any final sacramental preparations.
 - iii. See RCIA nos. 148-149, & 185 for presentation and preparation rites.
 - iv. At the scheduled time/date the Elect and candidates should receive the sacraments.
 - v. For the celebration of the sacraments of initiation outside of the usual times see RCIA nos. 26-27, & 208.
 - vi. Sacraments of Initiation for catechumens are to be celebrated within Mass following RCIA nos. 218-243 and for combined rites for catechumens and candidates RCIA nos. 562-594.
 - vii. If initiation sacraments are celebrated on a Solemnity, the readings of the day are used. If celebrated on another day, the readings "are chosen from those given in the Lectionary for Mass, 'Celebration of the Sacraments of Initiation apart from the Easter Vigil'" (RCIA 208), found at numbers 751-755 in the Lectionary (Volume IV). Three readings should be chosen for this Ritual Mass. Outside of the Easter Season, the first reading should come from the options given in the Old Testament; during the Easter Season, the first reading may be chosen from the Acts of the Apostles from the options given in the selection of New Testament readings (see number 752, options 1-2).
 - viii. Adherence to protocols from Phase D for Baptism and Confirmation.
10. Anointing of the Sick and Viaticum Outside of Mass may occur at the priests' discretion with the following guidelines:
 - a. Consider creating a disposable paper copy of the Rite, to be disposed at the site of anointing



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- i. Suggestion: create PDF or printable version
 - b. Proper PPE shall be worn and in accordance with any particular requirements, e.g. hospitals or nursing homes.
 - i. Priests shall seek to anoint, as much as possible, outside of hospitals or nursing homes as their access to these facilities may be restricted partially or completely, per their institutional operational directives.
 - c. When anointing the sick, do not touch the person during the laying on of hands.
 - d. Use a cotton swab to anoint the person on the forehead and disinfect your anointing kit and restock with fresh oil after every visit.
 - i. The cotton swab shall be disposed of in a dignified way, by either burial or burning.
 - e. The priest, himself, must apply the oil to the sick, not a proxy.
 - f. Per canon 999, in case of necessity, any priest, but only within the celebration of the sacrament may bless the oil of the sick.
 - i. See Pastoral Care of the Sick no. 123 for blessing of the oil.
11. Funerals with the following directives:
- a. Guidelines and protocols from funeral directors are to be followed.
 - b. Funerals within Mass must adhere to protocols from Phase D for Mass.
12. Weddings, Quinceañeras, and Memorial Masses with within Mass with adherence to protocols from Phase D for Mass.
13. Nursing home, homebound visits, hospital, prisons and other institutions:
- a. Clergy are may visit institutions and homebound at their discretion adhering to the permission of these institutions and according to the institution's policies of distancing, PPE or disinfecting requirements.
 - b. Visits by laity are to be suspended except homebound visits to a member of their household.
14. Churches may return to their pre-COVID-19 open/closed hours.
15. Parish offices are open to the public and larger group meetings may occur.
16. Human resources issued a "return to work" workplace policy on June 4, 2020 that employees must sign. The diocese will provide updates as necessary.
17. Parish ministries in larger groups may resume such as retreats, receptions, funeral meals, religious education, bible study with the following directives:
- a. Either the minimum 6ft of social distancing and/or masks worn by all participants and leaders.
18. Vacation Bible School, summer camps, etc. are not permitted until schools are in session and Diocesan Catholic Schools and Diocesan Faith Formation COVID-19 protocols are established.
19. Parish festivals and other indoor or outdoor activities are to adhere to the local and state guidelines for mass gatherings. Please present plans for these events to the Vicar General for review.
20. Parishes are encouraged to continue ministries and outreach. Communication via mail, email, phone, letters, and cards, etc. from parish communities to parishioners is to continue to be a priority, especially for our parishioners living alone or separated from family, shut-ins, elderly, and those experiencing major life changes or illnesses.



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21. All ministries must adhere to the Diocesan Social Media Guidelines. The diocese will provide updates as necessary.
22. Facilities and rental agreements must adhere to the Catholic Mutual Insurance COVID-19 protocols and all other related federal, state, local laws and guidelines.
23. Disinfect high traffic spaces and items clean high traffic areas such as doorknobs, counter tops, light switches, restrooms, etc. frequently with deep cleaning of facilities in use daily.
24. Stay in communication with local health departments, local schools, parishes, school districts and diocesan offices to create plans in the event that a COVID-19 outbreak occurs within community.
25. Parishes should only notify their parishioners, employees or parents once the patient or the health authorities have confirmed that it is actually COVID-19.