

Guidelines for Specific Roles at St. Peter Prince of the Apostles Catholic Church

All Volunteers

- All Mass attendees and volunteers must wear a face covering.
- All employees and volunteers must wash or sanitize their hands upon entering the church.
- Hand Sanitizer will be available at the Entrance and Exits.

Altar Servers:

- Must be mature and able to maintain social distancing.

Choir:

- The choir will be limited to a soloist and instrumental music.

Hospitality Ministers:

- Monitor the number of persons entering the church and help people find seats while following appropriate distancing. Use a visual approximation to determine when occupancy is at capacity. When seating is at capacity the "Mass Full" sign should be placed on the outside of the door.
- Missalettes & Bulletins will be available for pick up on the St. Dominic Table. People should be encouraged to take all items home they have used. Nothing should be left in the pews (including Missalettes) for ease of cleaning between Masses.
- Direct people to only go down the center aisle in a one-way traffic pattern and maintain appropriate social distancing in the Communion line. When going back to their pews people should only use the side aisles.
- Collection baskets will not be passed but will instead be placed in the main center aisle and should be monitored by the Hospitality Ministers until they can be placed in a sealed tamper-evident bag and placed in the deposit drop box.

Lectors:

- Should wear a mask and try not to touch the ambo or microphone, if possible.

Head Eucharistic Ministers:

- The Head Eucharistic Minister and other Eucharistic Ministers must maintain appropriate distancing while in the Working Sacristy. Ideally the Head Eucharistic Minister will arrive before the priest and deacon enter the sacristy to prepare the vessels for the Mass.
- The ciboria should be pre-filled and with the lid on, placed on the credence table to be brought to the altar at the time of the preparation of the gifts. The filled and covered ciboria will be placed on a separate corporal at the end of the altar until time for distribution. There should be three ciboria (one each for the priest, deacon and extraordinary minister).
- At the conclusion of Mass, the Head Eucharistic Minister should wash the sacred vessels with water and soap and dry them before the next Mass begins.
- Lastly, they should use the spray bottle with the Clorox solution and paper towels to disinfect the counter top, faucets, and sink in the Working Sacristy.

Eucharistic Ministers:

Note: If a Deacon is present only one Eucharistic Minister will need to serve since there will only be three Communion stations.

- Should wear a mask and sanitize their hands immediately prior to administering Holy Communion and again after distribution to all.
- One-way traffic patterns must be observed.
- Communion will be received in the hand only.

Parish Cleaning Team:

- PPE Masks and gloves are available for use by the Parish Cleaning Team and will be placed in the Working Sacristy (there is a limited supply, so you are encouraged to bring your own face mask).
- The Parish Cleaning Team can find spray bottles and disposable paper towels in the Cleaning Supplies Cabinet in the Working Sacristy:
 - Spray Bottles with a Clorox solution can be used to disinfect non-porous surfaces like light switches, countertops, faucets, sinks, and water fountains.
 - Spray Bottles with an alcohol-based solution can be used to disinfect porous surfaces like pews, door knobs, door pulls and push plates on wooden doors.
- The Parish Cleaning Team must pick up and discard any items (including Missalettes) left in the pews immediately following Mass.
- After each Mass, and other times the church is used, clean and disinfect all high touch surfaces that parishioners are likely to touch including the restrooms.