

## **Covid-19 Precautionary Measures for Liturgical Ministers**

*These precautionary measures are for the safety of all our volunteers, employees, and parishioners. Please review these directives so that we can continue to offer the sacraments. These measures will last until social distancing parameters are lifted.*

### **All Liturgical Ministers**

- If you are scheduled to serve and are feeling sick, contact your ministry leader who will arrange for a substitute for you. Only return to serve after you are feeling better and are confident that you do not have Covid-19.
- Please bring your own mask if you have one. We have a limited number to give out.
- Enter via the East or West doors. All other entrances are not usable.
- When you arrive, the hospitality ministers from the previous Mass may not be allowing anyone to enter the Church while the church is being disinfected. Simply tell them that you are a liturgical minister for the next Mass. They should then let you in.
- After entering the Church, sanitize your hands at the sanitation station by the door.
- Then you will need to be screened at the check-in table in the entrance area of the church.
  - If you do not have a mask, one will be given to you. Take this mask home with you. It is now your permanent mask. Bring it and use it again next time you are scheduled to serve. The mask can be sanitized between uses by applying water and soap to it or any disinfectant product you have at home.
- Begin your normal liturgical duties, wearing your mask at all times (except those specific occasions mentioned below in your ministry section).

## **Hospitality Ministers (Quick Guide)**

Generally, Hospitality Ministers are going to help ensure social distancing rules are followed and help disinfect the church.

### **In the Church:**

Hospitality Ministers 1 & 2 will check in all Liturgical Ministers and assist people sitting in the balcony.

Hospitality Ministers 3 & 4 will control people entering and exiting the Church, and hold the collection basket(s).

Hospitality Ministers 5 & 6 will seat and dismiss people.

### **In SRAC:**

Hospitality Minister #1 control people entering and existing SRAC, and hold the collection basket(s).

Hospitality Minister#2 will seat and dismiss people.

### **NOTES:**

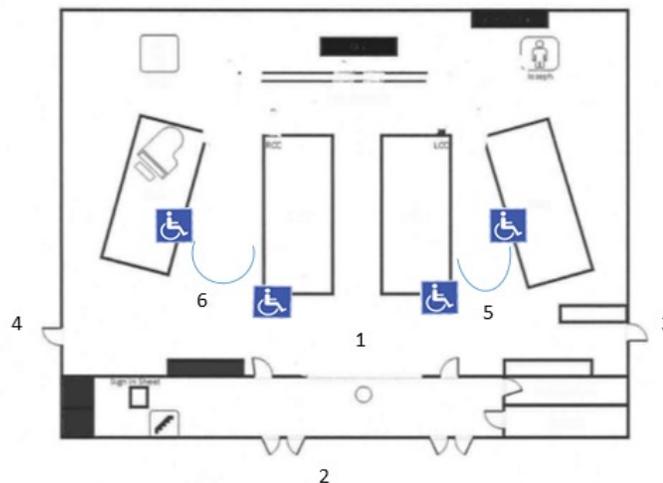
We must seat people starting from the front of church to the back. People will not be allowed to seat themselves. When dismissing people start from the back going towards the front of church.

People with walkers or wheel chairs will be seated on back right side (when facing altar) pews.

Hospital Ministers 3 & 4 will try to keep a running total of people entering the church. We cannot exceed 175 people (including the liturgical ministers, priests, deacons, and seminarian.

## Hospitality Ministers (General)

- The Hospitality **Ministers #1 & #2 (for the church and SRAC)** should arrive **1 hr. before their assigned Mass.**
- **All other hospitality ministers need to arrive 45 mins before their assigned Mass.**
- **Check-in at the screening table** in the entrance of the Church, then move to your assigned station.
- There will be 6 hospitality ministers (at least) for the Masses in the church. We will use our regular stations (seen below). See details starting on the next page for specifics of serving at the church.



- There will be 2 hospitality ministers (at least) for the 3 overflow Masses in SRAC (Sun. 9am, 11am, 1pm). See details at the end of the hospitality minister section for specifics of serving in SRAC.
- If additional cleaning supplies are needed contact the facilities helpline at 512-943-6474.

## Church Hospitality Ministers

### Before Mass starts

#### **Ministers #1 / #2 :**

- For the Sat. 5pm Mass, setup the liturgical minister check-in table (see below). Leave the table out at the end of Mass for the 7am Sunday Mass.

- For the Sun. 6pm Mass, the liturgical minister check-in table needs to be put away (do the reverse of the setup instructions below).
- The check-in table and a metal chair are stored in the closet underneath the balcony stairs. The table is setup in the entrance area in front of the main doors (the center south double doors).  
The check-in table supplies are in a labeled bin in the sacristy (by the sink).  
This check-in table bin has in it:
  - Binder with this guidebook in it & a binder
  - Binder with schedule of all ministers for the weekend Masses
  - Laser Thermometer
  - Pens & disinfectant wipes (for after pens are used)
  - Masks (to be given out if a liturgical minister does not bring their own)
- Check to see if there is a second collection by referencing the sheet on the wall in the sacristy closet or by listening to the opening announcements at the start of Mass.
- **Take over running the check-in table from the previous Mass's hospitality minister and begin to check-in all liturgical ministers for the upcoming Mass.**
  - First have the hospitality minister running the table from the previous Mass screen you. If no one is at the table. Screen yourself.
- Find the person's name on the schedule.
- **Ask the 4 questions on the table:**
  - Have you traveled outside of the country in the last 14 days?
  - Have you had contact with anyone with confirmed Covid-19 in the last 14 days?
  - Have you had in the last 14 days any of these symptoms:
    - Fever greater than 100 degrees
    - Difficulty breathing
    - Cough
  - Are you currently experiencing difficulty breathing or a cough?
- Use the thermometer to take everyone's temperature (including your own).
  - First, flip the switch on the side of the thermometer to the image of the adult head. Not the other option, which is the baby bottle image.
  - Hold the thermometer about an inch away from the person's forehead and then press the "scan" button.

- **If the minister answered “No” to all of the 4 questions and registers a temperature lower than 100 degrees, then they may serve.** Ask the person to sign their name next to their printed name on the schedule, testifying that their answers to the questions are truthful. Sanitize the pen with a disinfecting wipe after its use.
- **If the minister answered “Yes” to any of the 4 questions or registers a temperature of 100 degrees or above, ask the person to leave immediately,** letting them know that they should also not stay and attend the Mass. Instruct them to contact their healthcare provider for directions on how to proceed with their specific symptoms. Tell them that they should only return to the Church after they are feeling better and it is confirmed that they do not have Covid-19.
- If the minister did not bring their own mask, give them one. Tell them to take this mask home with them. It is now their permanent mask. They should bring it and use it during all future occasions when they serve. Tell them that the mask can be sanitized between uses by applying water and soap to it or any disinfectant product they have at home.
- **Ministers #3 / #4 :**
  - Check to see if there is a second collection by referencing the sheet on the wall in the sacristy closet or by listening to the opening announcements at the start of Mass.
  - **Man the east and west doors.**
    - **Keep the door closed until the disinfecting from the previous Mass is finished.** Help people line up for the reopening of the doors by standing on the taped markings that are 6 feet apart.
    - **Let into the church any liturgical ministers who identify themselves to you at the door.** They need to be let in so that they can have time to be screened and prepare for the Mass.
    - **When disinfecting is finished, open the door, invite people to disinfect their hands at the sanitation station, and then proceed to minister #5/ #6 to be seated.**
  - Keep the door either propped open or hold it open constantly so that all those who enter do not have to touch it.

- When all the pews of the church and balcony are full or 175 people have entered (whichever comes first), close the door and invite anyone who comes to:
  - If the Sat. 5pm, Sun. 7am, or Sun. 6pm Mass: return home and return for a later Mass or watch the live-streamed version of the Mass via our website. Remind the person that the bishop has given dispensation from the Sunday obligation.
  - If the Sun. 9am, 11am, or 1pm Mass: proceed to the gymnasium of St. Rita's Activity Center for the overflow Mass. You may have to describe where this building is to them.
- **Ministers #5 / #6 :**
  - Seat people as they are directed to you from minister #3/#4.
  - **Seat from the diagonal aisle. Start in the front pews of the church and work your way backwards.**
    - Two or more members of the same household can sit together.
    - One person attending by themselves has to sit maintaining social distancing from other parishioners.
  - When all the pews of the church and balcony are full or 175 people have entered (whichever comes first), tell minister #3/#4 so that they can direct people to go home or to the overflow Mass in SRAC.

### During Mass

- **Ministers #1 / #2 :**
  - Monitor narthex area during the Mass. No one should be congregating here. Parents who need to calm their children should use the east or west entrances to exit and calm their child outside. When they are calm, let them back inside to be reseated. They should not congregate at the back of the church.
  - There is no procession of gifts, no children's collection, and no collection (this will take place at the end of Mass).
  - **At communion, minister #2 goes up to the balcony and dismisses pews one at a time, indicating that they should go downstairs and use the far side aisles for communion (not the center aisle). Wait until most of the people in sitting in the right and left side of church have gone to communion (to limit people standing in line together).**

- **At communion, minister #1 stays in the narthex and directs people coming down the stairs to use the far side aisles for communion (not the center aisle).**
- **Ministers #3 / #4 :**
  - **Continue to man the east and west doors. Directing people to watch the Mass at home (Sat. 5pm, Sun. 7am, Sun. 6pm) or to our overflow Mass in SRAC (Sun. 9am, 11am, 1pm) if the church is full.**
  - Parents who need to calm their children should use the east or west entrances to exit and calm their child outside. When they are calm, let them back inside to be reseated. They should not congregate at the back of the church.
  - At communion, move to the center aisle and **dismiss pews one at a time**, alternating sides and moving backwards from the front. **There should only be one line in the center aisle.**
- **Ministers #5 / #6 :**
  - **At communion, move to outside aisle (against the wall) and dismiss pews one at a time, moving backwards from the front.**

### **At the end of Mass**

- **Ministers #5 / #6 :**
  - **When the concluding song ends, dismiss pews from the diagonal aisle. Start in the back of the church and work your way forwards.**
    - **If parishioners want to stay and pray or chat with people around them, kindly tell them that because the church needs to be disinfected that they will need to leave.**
  - **When all have left the church, disinfect the pews on your side of the church with gloves and cleaning solution in the bin by the east/west door.**
    - Wipe down the full pew where people sat and the handrail in front of where people sat.
    - Return the rags to the bucket and the bucket to the bin by the door.
    - You do not need to rinse the pews.
  - You may then leave.
- **Ministers #3 / #4 :**

- **Hold the collection baskets at the door as people leave (make sure to hold the second collection basket if there is a second collect).** These baskets can be found in the bin by the east/west door.
- **When all have left the church, carry the full collection baskets to the sacristy to be combined into the bags** and placed in the safe. Return the collection baskets to the bin by the east/west door.
- **Return to the east/west door and stand outside, not allowing anyone to enter (except liturgical ministers for the next Mass) until the disinfecting of the church is finished.** Help those who are waiting for the church to reopen to form a line on the marked indicators on the ground that are 6 feet apart.
- **Do not leave until you are relieved by the hospitality minister who will be running your door at the next Mass.**
  
- **Minister #2 :**
  - **When the concluding song ends, minister #2 goes to the balcony and dismisses pews one at a time. Indicate to individuals that they should exit via the main entrance door that is propped open.**
  - **Hold the collection baskets as you dismiss the balcony pews (make sure to hold the second collection basket if there is a second collect).** These baskets can be found in the hospitality bin in the balcony.
  - **When all have exited the balcony, carry the full collection baskets to the sacristy to be combined into the bags** and placed in the safe. Return the collection baskets to the bin in the balcony.
  - **Disinfect the pews of the balcony with the gloves and cleaning solution in the bin.**
    - Wipe down the full pew where people sat and the handrail in front of where people sat.
    - Return the rags to the bucket and the bucket to the bin.
    - You do not need to rinse the pews.
  - **Then man the liturgical minister check-in table for the next Mass until you are relieved by the hospital minister who will be running the table at the next Mass.**
  
- **Minister #1 :**
  - **When the concluding song ends, minister #1 props the west-most entrance door open** (the two in the middle will be blocked by the check-in table).

- **When all the people from the balcony have exited, close the propped open door.**
- **Then move to the sacristy closet and combine the money from all the collection baskets in the appropriate collection bag. Slide the bags into the sacristy closet safe.**
- **Then man the liturgical minister check-in table for the next Mass until you are relieved by the hospital minister who will be running the table at the next Mass.**

### SRAC Hospitality Ministers

- **Check-in and be screened at the church before walking over to SRAC.**

#### At the start of Mass

- **Minister #1 :**
  - **Prop the main entrance doors of SRAC** (west side) open so those who enter don't need to touch the door handle.
  - Check to see if there is a second collection by referencing the sheet in the hospitality minister bin at the gym entrance or by listening to the opening announcements at the start of Mass.
  - **Man the gym entrance.**
    - **Keep the door closed until the disinfecting from the previous Mass is finished.** Help people line up for the reopening of the doors by standing on the taped markings that are 6 feet apart in the hallway.
    - **When disinfecting is finished, prop open the gym doors, invite people to disinfect their hands at the sanitation station, and then proceed to minister #2 to be seated.**
  - **When all the chairs in the gym of SRAC are full, close the gym doors, close the main entrance doors of SRAC and move the sign outside the entrance doors.** This sign informs anyone who comes that:
    - The church and SRAC overflow Masses are at capacity. Please return home and return for a later Mass or watch the live-streamed version of the Mass via our website. As a reminder, the bishop has given dispensation from the Sunday obligation.

- **Minister #2 :**
  - **Seat people as they are directed to you from minister #1**
  - **Seat beginning from the front (by the altar), moving backwards.**
    - Two or more members of the same household can sit together.
    - One person attending by themselves has to sit maintaining social distancing from other parishioners.
  - **When all the chairs in the gym of SRAC are full, tell minister #1 so that they can close the gym and main entrance doors and put out the sign.**

### During Mass

- **Ministers #1 / #2 :**
  - Monitor all those at Mass. Parents who need to calm their children should take them outside into the SRAC hallway. When they are calm, let them back inside to be reseated.
  - There is no procession of gifts, no children's collection, and no collection (this will take place at the end of Mass).
  - **At communion, the ministers should dismiss each row of chairs towards the outside aisles, beginning with the front (by the altar) and moving backwards.**

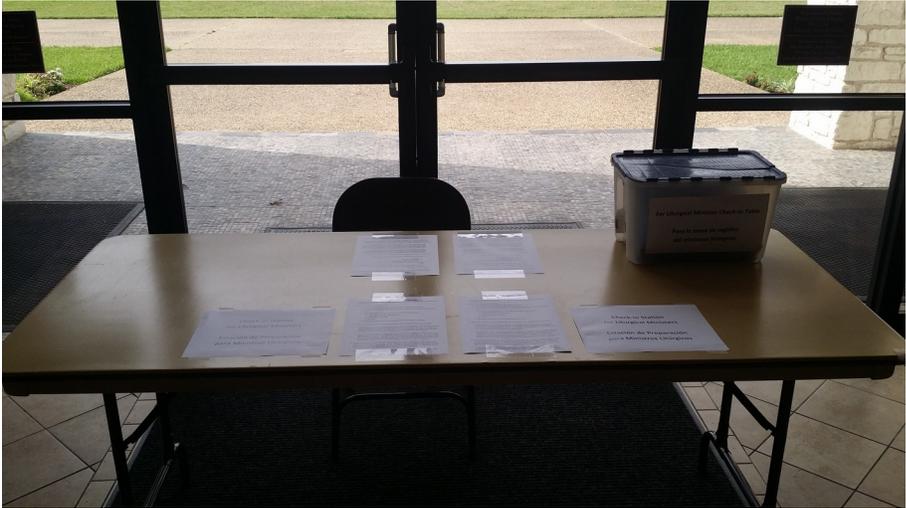
### At the end of Mass

- **Minister #2 :**
  - **When the concluding song ends, dismiss each row of chairs one at a time, starting from the back and moving forwards (towards the altar).**
    - **If parishioners want to stay and pray or chat with people around them, kindly tell them that because the church needs to be disinfected that they will need to leave.**
- **Minister #1 :**
  - **When the closing prayer begins, prop open the gym doors and the main entrance doors of SRAC. Move the sign from outside to inside and put it to the side.**
  - **When the concluding song ends, stand by the entrance of the gym holding the collection baskets (which can be found in the bin by the gym entrance) (look at the sheet inside the bin to see if there is a second collection).**

- **After all have exited the gym, put the money in the appropriate collection bag that is in the bin and place the full collection bag in the SRAC sacristy closet (behind the stage).** The seminarian should be there to receive the bag. Return the collection baskets to the bin at the gym entrance.
- **Ministers # 1 & #2 :**
  - **When all have left the gym, close the gym doors and disinfect all the chairs with gloves and cleaning solution in the bin.**
    - Wipe down the entire seating area of each chair.
    - Return the rags to the bucket and the bucket to the bin.
    - You do not need to rinse the seats.
  - **Return to gym doors and close outside, not allowing anyone to enter (except liturgical ministers for the next Mass) until the disinfecting of the church is finished and you are relieved by the hospitality minister who will be running your door at the next Mass.** Help those who are waiting for the church to reopen to form a line on the marked indicators on the ground that are 6 feet apart.
  - **Do not leave until you are relieved by the hospitality ministers who will be covering SRAC at the next Mass.**

**Images**

Check-in table



Supply bin



Sanitation station by East and West entrances



Thermometer

