



## **GUIDE**

### **TO IMPLEMENT SUCCESSFULLY THE PLAN FOR “DECONFINEMENT” WITHIN THE ARCHDIOCESE OF MONTREAL**

**– To all parishes, missions and related groups –**

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## INTRODUCTION

In order to implement successfully a plan for progressive “deconfinement,” each organization (parish, mission, oratory, chapel, etc.) should proceed as follows:

1. Establish a “deconfinement” committee.
2. Collect the necessary information.
3. Complete the tables below to assess your particular situation.
4. Draw up your “deconfinement” plan, submit it to the Diocesan Committee and include what anticipated or perceived difficulties you might encounter.
5. Inform your parishioners about the new procedures in place and the changes that have been made.
6. Purchase the necessary materials.
7. Make training available to your volunteers.
8. Implement the necessary changes: organize the physical space, materials, celebrations.
9. Open the doors to your church and offer activities, on a gradual basis, permissible under each phase of “deconfinement.”
10. Evaluate the ongoing “deconfinement” process.

**1. Establish a “deconfinement” committee to assist with brainstorming, organizing, implementing and evaluating the necessary procedures to be put in place.**

### COMPOSITION OF THE COMMITTEE

The pastor or his representative (assistant pastor, permanent deacon, pastoral agent, etc.) presides.

It is recommended that the members of the committee (contributing in an advisory capacity) represent the different services and activities offered in the parish:

- Parish Fabrique
- Pastoral team
- Liturgical committee
- Faith education
- Baptism, marriage, funeral teams
- Bible study or other groups
- Volunteers.

Limit the number of members (7 or 8) to establish a functional working committee.

### THE COMMITTEE’S MANDATE

- **Assist in developing a protocol** to implement the public-health directives;
- **Make decisions** regarding procedures, ensuring that they are in place and respected to assure that “deconfinement” occurs under the best possible conditions;
- **Provide the required training** to the various groups involved: committees, volunteers, parishioners, etc.;

- **Ensure** that the necessary **human, material and financial resources** are available to achieve successful “deconfinement.”

## 2. Collect information about your organization

In order to fulfill its mandate, the committee needs accurate information about life within the parish (mission or other concerned organization) and its committees and active groups. For example:

- The number of parishioners who participate in the various activities and services that are offered by the parish: Sunday and weekday masses; the Sacrament of Reconciliation; upcoming baptisms and marriages; children in the Faith First/catechetical program, those preparing for First Communion, for Confirmation; youth ministry; RCIA; Bible study groups and other groups; etc.
- Precise information about volunteers in general and about those in each parish activity and service: ages (>70; 45-70; 20-44; 10-19), their availability, etc.
- The overall physical area: in the church, the number of pews; in the parish hall, the number of rooms used for meetings and catechetical instruction; etc.
- The social media or online services (Zoom, Facebook, etc.) that could be offered by the parish or neighbouring parishes; number of parishioners utilizing these services;
- Ongoing collaboration with neighbouring or other parishes;
- Availability of parish employees: caretaker, secretary, other.

The above information is necessary in order to implement measures that will allow the services offered by the parish to resume under the best possible conditions regarding liturgy and public health.

## 3. Complete the tables below to determine precise information about parish life, various committees and active groups.

On the pages that follow, tables have been drawn up regarding the various areas where the committee should, according to their particular situation, resources and practices:

- **Make decisions**, depending on the event, regarding the interventions required, methods and procedures, the number of participants, etc.;
- **Plan training sessions** for each group (committees, volunteers, parishioners): the human and material resources required, organizing these sessions, etc.;
- **Obtain the necessary material resources**: from the parish budget, contributions from parishioner, diocesan support, etc.

**TABLE LEGEND**

**Decision:**.....proposed choice accepted, not accepted, other suggestion

**Formation offered to:**.....committee members, volunteers, parishioners

**Material resources:**.....available, not available, concern regarding costs

AREAS FOR ASSESSMENT AND ADJUSTMENT	Decision	Formation to be offered	Resources
<b>2.1 GENERAL CONDITIONS FOR ALL ACTIVITIES TAKING PLACE IN THE CHURCH</b>			
• Recourse to social media or online services: Zoom, Facebook, etc. (maintain, develop, collaborate, etc.)			
• Celebrations that will be offered (type, number, etc.)			
• Collaborate with a local parish to increase the number of celebrations...			
• Calculate the number of participants for each celebration (take into account members of the same family)			
• Arrangements associated with welcoming the faithful to celebrations (1 <sup>st</sup> come-1 <sup>st</sup> served basis; by alphabetical order, by rotation, by requesting tickets, etc.)			
• Establishing alternate areas for celebrations (outside main entrance, parking lot, other)			
• Keeping the time limit for the gathering to a minimum			
• Keeping the number of participants to no more that 50 percent capacity or less if necessary, in order to maintain a safe distance between the participants.			
<b>a. PREPARING THE PREMISES</b>			
• Post notices clearly at church entrances, stating the maximum capacity permitted, the procedures to follow once inside, and the hygienic regulations in effect.			
• Prepare and display information panels on how to maintain physical distancing and follow hygienic procedures while in church.			
• Regularly clean all surfaces that people habitually touch in church: pews, railings and all other surfaces that could spread the virus.			

<ul style="list-style-type: none"> <li>Remove all booklets for communal use and rely upon single-use documents, screens or other solutions that do not require physically sharing documents.</li> </ul>			
<ul style="list-style-type: none"> <li>Disposable items: disposable gloves, masks, disinfecting wipes</li> </ul>			
<ul style="list-style-type: none"> <li>Make disposable tissues available; provide pedal-activated closed waste baskets for tissue disposal.</li> </ul>			
<ul style="list-style-type: none"> <li>Hand sanitizer:</li> </ul>			
<ul style="list-style-type: none"> <li>Place at each entrance to the church, the hall and to any room used by parishioners or groups.</li> </ul>			
<ul style="list-style-type: none"> <li>Encourage people to use the hand sanitizer upon entering and exiting.</li> </ul>			
<ul style="list-style-type: none"> <li>Recommend that parishioners purchase hand sanitizer for themselves and for their families.</li> </ul>			
<ul style="list-style-type: none"> <li>Empty the holy water and baptismal fonts.</li> </ul>			
<ul style="list-style-type: none"> <li>If there is more than one Mass: disinfect the areas where people were seated and the surfaces usually touched (door handles, etc.). Be aware that disinfection might require up to 24 hours of ventilation.</li> </ul>			
<ul style="list-style-type: none"> <li>Aisles and hallways: clearly indicate on the ground the two-metre safety distance to be maintained:</li> </ul>			
<ul style="list-style-type: none"> <li>Outside and inside the church, indicate the paths for arriving and departing (with arrows),</li> </ul>			
<ul style="list-style-type: none"> <li>Indoors where parishioners might be standing in line (ex: confessional, Communion, washrooms).</li> </ul>			
<ul style="list-style-type: none"> <li>Clearly indicate where people can sit in the church so as to keep a safe distance.</li> </ul>			
<ul style="list-style-type: none"> <li>Clearly indicate or block off (with ribbon or tape) the pews that must remain unoccupied.</li> </ul>			
<b>PROVIDE A CLEAR ROUTE FOR PEOPLE TO MAINTAIN PHYSICAL DISTANCING:</b>			
<ul style="list-style-type: none"> <li>At the church entrance,</li> </ul>			
<ul style="list-style-type: none"> <li>For receiving Communion,</li> </ul>			
<ul style="list-style-type: none"> <li>Clearly indicate a different path for going to receive Communion and another for returning to the pews, so that parishioners remain at least two-metres apart. This system is necessary at each Communion station.</li> </ul>			
<ul style="list-style-type: none"> <li>It is forbidden to have two lines in the same aisle: neither parallel in the same direction nor in the opposite direction.</li> </ul>			

<ul style="list-style-type: none"> <li>• At the church exit,</li> </ul>			
<ul style="list-style-type: none"> <li>• To access the washrooms.</li> </ul>			
<b>b. MATERIAL PREPARATIONS</b>			
<ul style="list-style-type: none"> <li>• No missals or hymnals can be shared by parishioners: only single-use documents may be used.</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide a lectern and microphone to be used only by the lector.</li> </ul>			
<ul style="list-style-type: none"> <li>• Each lector must use his or her own book.</li> </ul>			
<ul style="list-style-type: none"> <li>• Handling the microphone: disinfectant after each usage.</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide a lectern and microphone to be used only by the cantor or choir director if he or she is in the sanctuary. This set-up must be two meters from both the ambo and the altar. It must be disinfected after each celebration.</li> </ul>			
<ul style="list-style-type: none"> <li>• The holy water fonts and reservoirs must remain empty.</li> </ul>			
<ul style="list-style-type: none"> <li>• Use disposable gloves when preparing the chalice and hosts for the Eucharistic celebrations.</li> </ul>			
<b>TAKING UP THE COLLECTION</b>			
<ul style="list-style-type: none"> <li>• Do not pass baskets down the rows.</li> </ul>			
<ul style="list-style-type: none"> <li>• Baskets with long handles may be used if the ushers (volunteers) are able to remain at a safe distance from others.</li> </ul>			
<ul style="list-style-type: none"> <li>• Place the baskets at the exits, guarded by volunteers.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>ESTABLISH AN ONLINE COLLECTION OPTION</b> (e.g. using an online donation platform)</li> </ul>			
<ul style="list-style-type: none"> <li>• Money that is collected during mass must be counted in a location other than the sacristy. Those charged with this task must wear gloves, and once the count is complete, they must deposit the sorted and counted money into an airtight sealed bag. The gloves must be discarded and their hands must be thoroughly washed with soap and water.</li> </ul>			
<b>AFTER MASS</b>			
<ul style="list-style-type: none"> <li>• Wash thoroughly with soap and water: chalice, ciboria, paten and all containers (wine, water) used during the celebration; dry with a disposable towel.</li> </ul>			
<ul style="list-style-type: none"> <li>• Linen used for the celebration: clean carefully.</li> </ul>			

c. THE CELEBRANTS			
• The parish priest is responsible for guaranteeing that the instructions and directives given by the Archbishop are observed.			
• The parish priest is encouraged to work with the episcopal vicar and/or the dean so that all parishes of a given region adopt a common pastoral approach to meet the needs resulting from restricted church capacity.			
• The Mass is filled with sacramental and liturgical symbolism. <u>Wearing a mask and gloves</u> may seem contradictory in this context since maintaining physical distance should be enough to provide a safe environment. A comparison can be made with public-health officials who do not wear masks during press conferences, because of the nature of these public appearances and the physical distance between these officials and the audience/press. However, they do wear masks during private meetings.			
• A priest who is suffering from any type of respiratory infection must avoid liturgical celebrations with the public or administering the sacraments during that period.			
• Any celebrant who has been in contact with someone infected with COVID-19 must self-isolate for 14 days.			
• The same applies to other ministers who serve during liturgical celebrations (deacons, altar servers, lectors) as well as sacristans and ushers/greeters.			
• Wear gloves and a mask when physical distancing is not possible.			
• The celebrating priest and other ministers are not obliged to wear gloves and masks during the entire Mass. Keeping a safe distance at all times substantially reduces the risk of infection.			
• All Eucharistic ministers must wash their hands or use hand sanitizer before and after distributing Communion.			
<b>A momentary interaction presents an acceptable risk, particularly if other precautions have been taken.</b>			
• Whenever possible, other ministers (deacon, altar servers, lectors) should maintain a two-metre distance from the priest and from each other.			
• During the celebration, the church sanctuary is off limits to anyone who does not have a liturgical function.			
ACTIONS RELATED TO LITURGICAL SERVICES			
• For the time being, because of the risk of touching the tongue, of respiratory droplets and proximity of breath, Communion will be given in the hand.			

• Only the celebrant consumes the consecrated wine.			
• No choir for as long as necessary.			
<b>d. THE FAITHFUL</b>			
• In cases where people have any type of health concerns, they are exempt from the obligation to assist at Sunday Mass during this period, as are all those over the age of 65 at all times.			
• Anyone who has been in contact with a person infected with COVID-19 must self-isolate for 14 days.			
• Must not have flu symptoms; anyone who is not feeling well must remain at home.			
• FAMILIES AND COUPLES			
• Exempt from physical distancing measures among themselves,			
• Counted individually (upon arrival) toward the authorized total,			
• Must respect physical distancing in their movements in and around the church and meeting rooms at all times,			
• Should be aware that, if they live with a vulnerable person, they risk bringing the virus home.			
• Respect the guidelines determining the number of faithful per celebration.			
• People may choose to sign up in advance to attend Mass in order to avoid having too many people in the church.			
• Alphabetical order might be used to determine church attendance.			
• Arrive 10-15 minutes before Mass to avoid too many people entering the church at the same time.			
• The faithful who arrive after the church reaches capacity will not be allowed to enter the church: they could be redirected to their cars or to a room where they can participate in the Mass online.			
• Be vigilant and respect the parish physical-distancing rules at all times.			
• The sign of peace will be exchanged without physical contact.			
• At the end of Mass, invite the people who are nearest to the doors to exit first, one pew at a time, respecting physical distancing.			

• Avoid all social gatherings after Mass during this time.			
<b>BEFORE AND DURING LITURGICAL CELEBRATIONS</b>			
• Just prior to beginning the celebration, explain all the instructions to the faithful, especially those regarding the distribution of Communion.			
• Avoid singing at full volume in the assembly.			
• Children who have not made their First Communion will be blessed without being touched.			
• Touch surfaces as little as possible in the church.			
• Try to avoid using the washrooms in the church, unless it is an emergency. (If used, respect the hygienic and physical distancing instructions.)			
• Disinfect hands at the church entrance upon arriving and leaving.			
• Let an usher lead you to a seat in the church or in the meeting rooms.			
• Wearing masks and gloves is up to the discretion of individuals, taking into account compliance with the rules of hygiene and physical distancing. If wearing a mask, make sure that mouth and nose are well covered.			
<b>e. VOLUNTEERS</b>			
• Volunteers who do not feel well must stay home.			
• Anyone who has been in contact with a person infected with COVID-19 must self-isolate for 14 days.			
• Choirs are forbidden, particularly if choir members stand closely together; recorded music can be used (singing at full volume, especially in close proximity, can increase the risk of viral infection).			
<ul style="list-style-type: none"> <li>• If several musicians are to lead the assembly, they must maintain the required two-meter distance from one another and from the assembly; singers can wear a protective visor as an alternative to a mask.</li> </ul>			
• The priest must co-ordinate the effort by volunteers to disinfect the church after each celebration; especially between consecutive celebrations. This includes: pews, doors, door handles, washrooms and all other generally used surfaces.			
• If volunteers handle the microphone, they must disinfect their hands each time they use it.			
• <b>THE USHERS/GREETERS MUST</b>			

<ul style="list-style-type: none"> <li>• Wear gloves while taking up the collection, at the arrival, departure and after Communion.</li> </ul>			
<ul style="list-style-type: none"> <li>• Position oneself behind the door he/she will be opening for the faithful.</li> </ul>			
<ul style="list-style-type: none"> <li>• Remain vigilant about maintaining physical distance and wearing a mask in public.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>POSITION USHERS/GREETERS AT VARIOUS CHURCH ENTRANCES TO:</b></li> </ul>			
<ul style="list-style-type: none"> <li>• Ensure that people respect physical distancing;</li> </ul>			
<ul style="list-style-type: none"> <li>• Direct circulation of people when entering and especially when leaving the church: one pew at a time, beginning with the pews that are closest to the exit in order to avoid crowds;</li> </ul>			
<ul style="list-style-type: none"> <li>• Facilitate seating arrangements in the pews;</li> </ul>			
<ul style="list-style-type: none"> <li>• Invite the faithful to disinfect their hands when arriving and leaving;</li> </ul>			
<ul style="list-style-type: none"> <li>• Prevent people from entering the church once it has reached the set capacity;</li> </ul>			
<ul style="list-style-type: none"> <li>• Encourage the faithful to observe a two-metre distance everywhere inside and outside the church.</li> </ul>			

**2.2 SPECIFIC CONDITIONS FOR VARIOUS ACTIVITIES TAKING PLACE IN THE PARISHES**

**a. MASSES**

<ul style="list-style-type: none"> <li>• Social distance must be maintained in the sacristy as well as during entrance and departure processions</li> </ul>			
<ul style="list-style-type: none"> <li>• The priest must place the Missal on a stand in front of the presiding seat and or the altar when he recites the presiding prayers (no server holding the books)</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide hand sanitizer near the altar for the presider and Eucharistic ministers</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide two corporals: one in front of the presider with the chalice and paten, and the other a bit further away on the side, with the ciboria and other chalices, if necessary. The one in front of the presider will be ready at the beginning of the celebration</li> </ul>			
<ul style="list-style-type: none"> <li>• Con-celebrations are to be avoided. If it does take place, provide a chalice for Communion for each minister. Never allow more than one person to drink from the same chalice, even by intinction</li> </ul>			
<ul style="list-style-type: none"> <li>• Omit the offertory procession</li> </ul>			
<ul style="list-style-type: none"> <li>• Social distancing and hygiene measures must be applied at all times</li> </ul>			
<ul style="list-style-type: none"> <li>• Used hand sanitizer before the offertory</li> </ul>			
<b>PROCESSION AND BEGINNING THE CELEBRATION</b>			
<ul style="list-style-type: none"> <li>• If necessary, and depending on the configuration of the church, consider modifying the path of the procession so as to maintain a 6-foot distance from the congregation</li> </ul>			
<ul style="list-style-type: none"> <li>• The presider bows to the altar and venerates it by kissing the corporal</li> </ul>			
<ul style="list-style-type: none"> <li>• He goes to his seat or remains at the altar for the introductory rites, according to custom</li> </ul>			

<b>HOMILY AND PREACHING</b>			
• The presider proclaims the Gospel and gives the homily from the ambo			
• Avoid preaching in the aisle, near people, unless a space has been prepared that guarantees a distance of 2 meters between the preacher and the faithful			
<b>CONSECRATION</b>			
• A deacon (if present) or altar server brings the Missal, chalice, paten/ciborium, wine and water cruets to the altar, while the priest waits at the presidential seat (the priest may do it himself if he is alone). Once the deacon or altar server is away from the altar, the priest may advance toward the altar and organize the items on the altar			
• The presider does not place the host that is reserved for him with the other hosts that are for the faithful, but on a paten that is exclusively for his use			
• The presider places the chalice and paten on the corporal that is in front of him and places the ciboria to be consecrated on a second corporal that is off to the side of the altar			
• The lavabo must be made by the priest without assistance, at the credence table near the altar or at the side of the altar itself			
• Once the presider is at the center of the altar, an altar server may put away the lavabo items			
• If the hosts need to be consecrated for the Communion of the faithful, they must be placed in a special corporal to the side of the altar: this will allow the priest to pronounce the words of consecration directly on the hosts that he will consume himself, while the other hosts are on the altar but not directly in front of the priest while he is saying the Eucharistic prayer			
<b>ELEVATION</b>			
• For the elevation of the sacred species when pronouncing “Through Him, With Him and In Him”, if a deacon is present, he may briefly approach the priest to take the chalice in his hands, then step 2 meters away to elevate it, then quickly return it to its place			
• The sign of peace is exchanged without contact			

<b>DISTRIBUTING HOLY COMMUNION</b>			
• The presider consumes the entire host intended for him at the time of Communion without sharing it with anyone			
• Only the presider drinks from the chalice. If there is concelebration, prepare a second chalice for the concelebrant			
• If there is a deacon, he will only receive the Body of Christ, or prepare a chalice for him			
• The presider disinfects his hands after receiving Communion and before distributing Communion			
• If there are Eucharistic ministers or extraordinary Eucharistic ministers, they must disinfect their hands immediately before the presider hands them a ciborium: extraordinary Eucharistic ministers do not take the ciboria from the altar themselves			
• All Eucharistic ministers must wear masks while distributing Communion			
• Since Communion will be made in silence, before the distribution of Communion begins, the presider says, "the Body of Christ" and the congregation replies, "amen".			
• It is forbidden to receive Communion for another person, whether they are in the church or at home			
• It is possible to offer Mass without distributing Holy Communion to the faithful or to offer Holy Communion during Mass			
• Before beginning the distribution of Communion, clearly repeat the new instructions for lining up for Communion. The first time, it is preferable to have volunteers in the nave to facilitate circulation that respects the new rules			
<b>ONE OPTION: OFFER HOLY COMMUNION IMMEDIATELY AFTER MASS WITH ADDITIONAL PRECAUTIONS AND THE FOLLOWING CONDITIONS</b>			
• Hosts that will be distributed to the faithful should be consecrated during the Mass			

<ul style="list-style-type: none"> <li>The priest (and deacon if present) consumes the Eucharist normally, but do not immediately distribute Communion to the altar servers or the faithful. The consecrated hosts can be placed in the tabernacle until the end of Mass</li> </ul>			
<ul style="list-style-type: none"> <li>After the conclusion of Mass and the dismissal, the priest (and deacon if present) remains in the sanctuary. The priest removes his chasuble at the presiding seat and the deacon removes his dalmatic</li> </ul>			
<ul style="list-style-type: none"> <li>A table is placed at each Communion post with an open corporal and a bottle of hand sanitizer</li> </ul>			
<ul style="list-style-type: none"> <li>The priest (and all other Eucharistic ministers) must use hand sanitizer immediately before approaching the tabernacle. Masks or other face coverings may also be used</li> </ul>			
<ul style="list-style-type: none"> <li>Wearing an alb and stole, the priest removes the newly consecrated hosts from the tabernacle and returns to the altar</li> </ul>			
<ul style="list-style-type: none"> <li>The priest (and all other Eucharistic ministers present) position themselves at the places prepared for distributing Communion. Each one remains at one of the tables with the corporal and hand sanitizer to distribute Communion</li> </ul>			
<ul style="list-style-type: none"> <li>At the Communion procession, the faithful advance, one row at a time; ushers assist to ensure the 2 meter distance is kept between people</li> </ul>			
<ul style="list-style-type: none"> <li>The faithful must remove their masks (if wearing one) before advancing to receive Communion</li> </ul>			
<ul style="list-style-type: none"> <li>Holy Communion may not be distributed with gloves nor received on the hands of the faithful wearing gloves (hand sanitizer is effective against the virus: gloves are of no use if the priest disinfects his hands)</li> </ul>			
<b>COMMUNION IN THE HANDS</b>			
<ul style="list-style-type: none"> <li>If the priest (or other minister) thinks that his fingers have been in contact with the hands of one of the faithful, he must stop, place the ciborium on the corporal and use hand sanitizer (he may even place a bowl on a table and wash his hands before using hand sanitizer). He should repeat this process as often as he deems necessary during the distribution of Communion. It is not necessary to use hand sanitizer between each Communicant unless he has made direct contact</li> </ul>			
<ul style="list-style-type: none"> <li>After distributing Holy Communion, the priest (and all other ministers) return all non-consumed hosts to the tabernacle</li> </ul>			

<ul style="list-style-type: none"> <li>• The faithful may leave after making a prayer of thanksgiving</li> </ul>			
<b>NOTE CONCERNING MASS AND COMMUNION WITH THE FAITHFUL IN THEIR CARS</b>			
<ul style="list-style-type: none"> <li>• If ever the faithful are in their cars (for a Mass while in their cars or for receiving Communion in their cars), the communicants should exit their cars to receive Communion, one car at a time.</li> </ul>			
<b>b. FUNERALS</b>			
<ul style="list-style-type: none"> <li>• When celebrations take place in the church, the parishioners will be advised that it is necessary to limit the number of participants to that of people corresponding to the church's capacity for offering Mass</li> </ul>			
<ul style="list-style-type: none"> <li>• The rules of hygiene and social distancing remain the same regarding: preparing the church, the celebrants, the volunteers, the faithful</li> </ul>			
<ul style="list-style-type: none"> <li>• For funerals where the remains are present, the arrival and departure of the hearse must be done in a way that respects social distancing measures for the funeral home employees themselves and with the members of the participating assembly</li> </ul>			
<ul style="list-style-type: none"> <li>• Funerals with ashes in an urn must follow the general conditions for a celebration in the church</li> </ul>			
<ul style="list-style-type: none"> <li>• Family members are not required to sign the register and will not be asked to participate in liturgical gestures such as sprinkling or incensing the coffin</li> </ul>			
<ul style="list-style-type: none"> <li>• If a Mass is celebrated with Communion, the corresponding conditions must apply</li> </ul>			
<ul style="list-style-type: none"> <li>• No communal gatherings are allowed on parish property afterwards</li> </ul>			
<b>SPECIAL ARRANGEMENTS</b>			
<ul style="list-style-type: none"> <li>• Before and after the ceremony: disinfect the cross and the Pascal candle, as well as the trolley used to carry the casket or the table and cloth where the urn was placed</li> </ul>			
<ul style="list-style-type: none"> <li>• Before and after the ceremony: Disinfect the censor and it's stand, the container holding the incense and the water font and sprinkler (or water jar)</li> </ul>			

<ul style="list-style-type: none"> <li>• The censor and it's stand, the container holding the incense and the water font and sprinkler (or water jar) are to be placed by the altar</li> </ul>			
<ul style="list-style-type: none"> <li>• The cross and/or Pascal candle, according to local custom, the coffin or the table with cloth where the urn was placed are to be placed at the front of the nave, in front of the sanctuary</li> </ul>			
<b>PROCEDURE</b>			
<ul style="list-style-type: none"> <li>• Omit the rite of receiving the body or the ashes at the door of the church</li> </ul>			
<ul style="list-style-type: none"> <li>• Omit the entrance procession</li> </ul>			
<ul style="list-style-type: none"> <li>• The presider waits in the sanctuary, once the people are in their seats, for the porters to bring the coffin or urn of the deceased</li> </ul>			
<ul style="list-style-type: none"> <li>• The presider will attend to the welcoming rites from his presiding seat</li> </ul>			
<ul style="list-style-type: none"> <li>• There is to be no eulogy out of concern for safety measures. But a text may be prepared by the family and given to the presider. The presider integrate this: in the welcome, homily, departing words <ul style="list-style-type: none"> <li>• If members of the family would like to say a word of farewell to their loved one, they are to do so from their seat, without a microphone; if a microphone is necessary, it must be disinfected after the celebration</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• If the funeral is celebrated with the Eucharist, apply the general conditions and specific conditions for celebrating Mass</li> </ul>			
<b>THE FINAL GOODBYE</b>			
<ul style="list-style-type: none"> <li>• The presider sprinkles Holy water and incenses while keeping 2 meters distance from the assembly. In close spaces, do not circle the coffin but stand in front of it to sprinkle Holy water and to incense <ul style="list-style-type: none"> <li>• All announcements are to be made by the presider</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• The departing procession will lead directly to the sacristy</li> </ul>			
<ul style="list-style-type: none"> <li>• The bearers will return alone to the doors of the church, followed by the participating assembly</li> </ul>			

<b>c. BAPTISING CHILDREN</b>			
• In addition to the general conditions, specific conditions must be applied			
• It is preferable to have one baptism at a time			
• The child must be held by the parent or godparent			
• The priest guides the parent/godparent to say the correct words when giving the sacrament			
<b>d. WEDDINGS</b>			
• In addition to the general conditions, specific conditions must be applied			
• The bride and groom may make their procession while respecting the proper distance from the assembly; between the two of them, there is no need for distancing			
• The ceremony does not require additional considerations			
• If the celebration includes a Mass, follow the general conditions and rules applying to Masses			
• If the parish register was not signed before the ceremony, the bride and groom and their witnesses must each sign with their own pen, wearing gloves if need be, since the signatures must all be on the same page			
<b>e. FIRST COMMUNION AND CONFIRMATION</b>			
• During this period, there will be no Confirmations with the bishop (specific guidelines must be prepared)			
• For the ceremony itself, each child or catechumen may be seated with the members of his or her family, on a single bench (the number of participants limited to the number authorized for all celebrations)			
• The children and their families are to be seated one or two benches apart from other families			

<ul style="list-style-type: none"> <li>• The families must arrive in alphabetical order to be admitted and seated in the benches, respecting distancing measures</li> </ul>			
<ul style="list-style-type: none"> <li>• When the time comes to receive Holy Communion, the children will advance in turn, respecting distancing; catechists facilitate circulation</li> </ul>			
<ul style="list-style-type: none"> <li>• The priest will stand behind a table where the hosts and hand sanitizer are placed; behavior for receiving Communion is the same as that which has been laid out for other Masses (see above)</li> </ul>			
<ul style="list-style-type: none"> <li>• The child returns to their bench by a side aisle and sits at the end of the bench he or she has been assigned; in this way the child will facilitate circulation for the members of their family receiving communion</li> </ul>			
<ul style="list-style-type: none"> <li>• It is possible to choose to give Communion only to those who are receiving their First Communion, which will make the process easier; if so, after receiving Communion, the child will return to their seat from the side aisle</li> </ul>			
<ul style="list-style-type: none"> <li>• He or she can return to their original seat by means of their own bench or</li> </ul>			
<ul style="list-style-type: none"> <li>• They can enter the next bench, which should be empty, looking forward during the entire Communion procession; he or she returns to their seat when all of the children have received Holy Communion and have returned to their families</li> </ul>			
<ul style="list-style-type: none"> <li>• Exiting the church takes place in the same way as after Mass; the occupants of the last benches exit first, guided by the catechists who will ensure distancing and hygiene measures</li> </ul>			
<b>f. SACRAMENT OF RECONCILIATION</b>			
<ul style="list-style-type: none"> <li>• Because this sacrament is offered individually, various arrangements may be made at the parish level</li> </ul>			
<ul style="list-style-type: none"> <li>• A day or time slots during the week may be given to make an appointment to receive the sacrament. In this case, the priest and the faithful must respect distancing and hygiene measures</li> </ul>			
<ul style="list-style-type: none"> <li>• The meeting may take place in the priest's office, the sacristy, or the confessional if it is large enough for distancing, otherwise a mask must be worn</li> </ul>			
<ul style="list-style-type: none"> <li>• If a time before Mass is set aside, the faithful must</li> </ul>			
<ul style="list-style-type: none"> <li>• Wait near the confessional</li> </ul>			

<ul style="list-style-type: none"> <li>• Respect the lines on the floor that indicate distances to be respected and the route to take to return to their seat in the church</li> </ul>			
<ul style="list-style-type: none"> <li>• Wearing a mask is necessary when physical distancing is not possible</li> </ul>			
<b>g. CATECHESIS</b>			
<ul style="list-style-type: none"> <li>• Some parishes have resumed catechetical activities online (Zoom, Teams, Skype, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Social distancing and hygiene measures must be in place as with all activities and celebrations taking place in the parish and on church premises</li> </ul>			
<ul style="list-style-type: none"> <li>• In order to resume activities in the parish, adjustments must be prepared and applied</li> </ul>			
<ul style="list-style-type: none"> <li>• The path to the hall must be prepared to facilitate the movements of the children:</li> </ul>			
<ul style="list-style-type: none"> <li>• Signs on the floor from the church to the hall</li> </ul>			
<ul style="list-style-type: none"> <li>• If there are many of them, they should be numbered</li> </ul>			
<ul style="list-style-type: none"> <li>• The signs indicating the paths to be taken to get to each hall or room and for leaving them must be clearly marked</li> </ul>			
<ul style="list-style-type: none"> <li>• Signs for accessing the washrooms must also be marked (to be used only in case of emergency)</li> </ul>			
<ul style="list-style-type: none"> <li>• The hall or room being used for catechesis:</li> </ul>			
<ul style="list-style-type: none"> <li>• Calculate capacity of each room where children will be hosted; organize meetings accordingly</li> </ul>			
<ul style="list-style-type: none"> <li>• The rooms must be cleaned after each meeting and especially between two meetings</li> </ul>			
<ul style="list-style-type: none"> <li>• Seats will be assigned and spaced out</li> </ul>			

<ul style="list-style-type: none"> <li>• The catechist's seat must be distanced from all the children</li> </ul>			
<ul style="list-style-type: none"> <li>• Arrival and departure:</li> </ul>			
<ul style="list-style-type: none"> <li>• The children are to be brought to the class and picked up again by only one parent</li> </ul>			
<ul style="list-style-type: none"> <li>• The parent will accompany their child to the meeting room door while respecting the line-up, distancing rules, and the specific place assigned to their child</li> </ul>			
<ul style="list-style-type: none"> <li>• The parent leave their child with the catechist without approaching and pick him up at the meeting room door</li> </ul>			
<ul style="list-style-type: none"> <li>• The materials needed for catechism: the goal is to avoid sharing materials</li> </ul>			
<ul style="list-style-type: none"> <li>• Each child must use their own materials without sharing with their neighbor</li> </ul>			
<ul style="list-style-type: none"> <li>• Ideally, the number of tools used should be limited so that they can be disinfected before and after the event</li> </ul>			
<ul style="list-style-type: none"> <li>• It would be best not to use physical materials, but instead use other educational materials: slideshows; videos; music and songs; skits, if they keep their distance; projects to complete at home and show to the class at the end of the meeting</li> </ul>			
<b>g. BIBLE STUDY GROUPS AND OTHER GROUPS (FABRIQUE, PASTORAL TEAM, YOUTH MINISTRY, RCIA, ETC.)</b>			
<ul style="list-style-type: none"> <li>• Resuming these types of pastoral activities may progressively begin, relying on online tools: Zoom, Teams, Skype, etc.</li> </ul>			
<ul style="list-style-type: none"> <li>• In the event that these meetings take place on parish premises, the social distancing and hygiene measures must be strictly respected</li> </ul>			

#### **4. Draw up your plan for “deconfinement” based on the data collected in the tables above**

The goal is to present to the Diocesan “Deconfinement” Committee the conditions under which your community plans to resume its liturgical and pastoral activities. It is an occasion to present any difficulties you foresee and support you might need.

In order to do this, once you have completed the tables above to the best of your abilities, your report should include:

1. The areas of focus, regulations and other choices you plan to adopt for your parish/mission (1<sup>st</sup> column);
2. The elements chosen in point 1 (“Decisions” column) for which formation/training is necessary. List these elements (“Formation” column) according to the groups the training should target: committee members, celebrants, volunteers, faithful;
3. The resources – human, material, financial (“Resources” column) – necessary to put the various elements into place before resuming liturgical and pastoral activities in your parish/mission.

If you have any difficulties, please identify options or solutions that you think are relevant and sources from which you expect to receive support.

#### **5. Follow the other steps of the implementation process for your particular “deconfinement” plan.**

In short, in order to complete the implementation of your “deconfinement” plan, you are invited to proceed to the final steps:

5. Inform your parishioners about the new procedures in place and the changes that have been made.
6. Purchase the necessary materials.
7. Offer training to volunteers.
8. Make the necessary changes: organize the physical spaces, materials, celebrations.
9. Open the doors to your church and offer activities, on a gradual basis, permissible under each phase of “deconfinement.”
10. Evaluate the ongoing “deconfinement” process.

## CONCLUSION

Throughout the process of implementing your “deconfinement” plan, you can contact the Diocesan Committee for any and all questions or difficulties that may arise.

The Diocesan Committee will invite you to online meetings to clarify the proposed conditions and procedures.

It must be stated that, the sooner this task is completed, the sooner you will be ready to resume your parish activities.

We wish you a good start and every success in your preparations for resuming liturgical activities and pastoral life, respecting liturgical principles on the one hand and public-health and safety measures on the other.

## **ANNEXE**

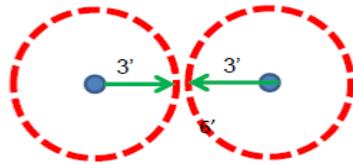
*Catholic Diocese of Fort Worth, Texas: Physical distancing at Mass*

## Social Distancing at Mass

- CDC Guideline: 6 feet of separation between any two persons

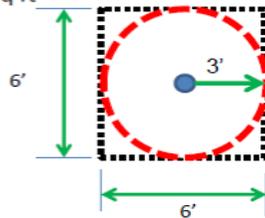
- Illustration:

- ● = person



- Estimate Social Distancing Area per person as:

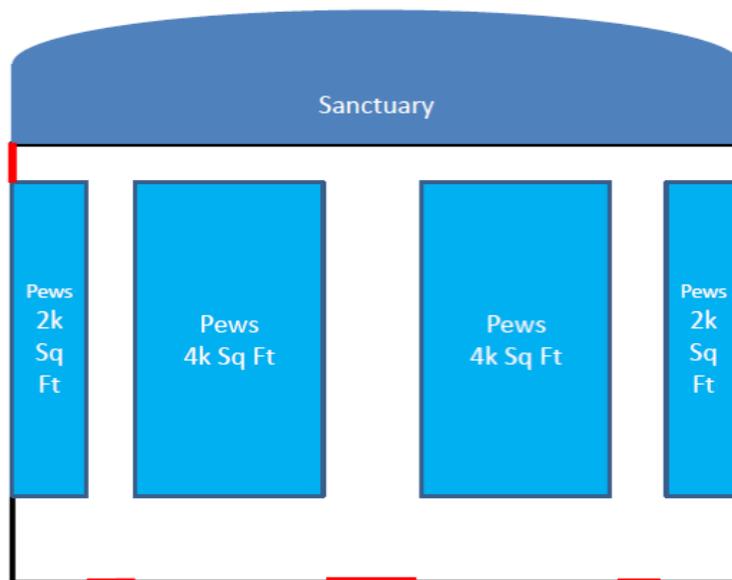
- $6' \times 6' = 36 \text{ sq ft}$



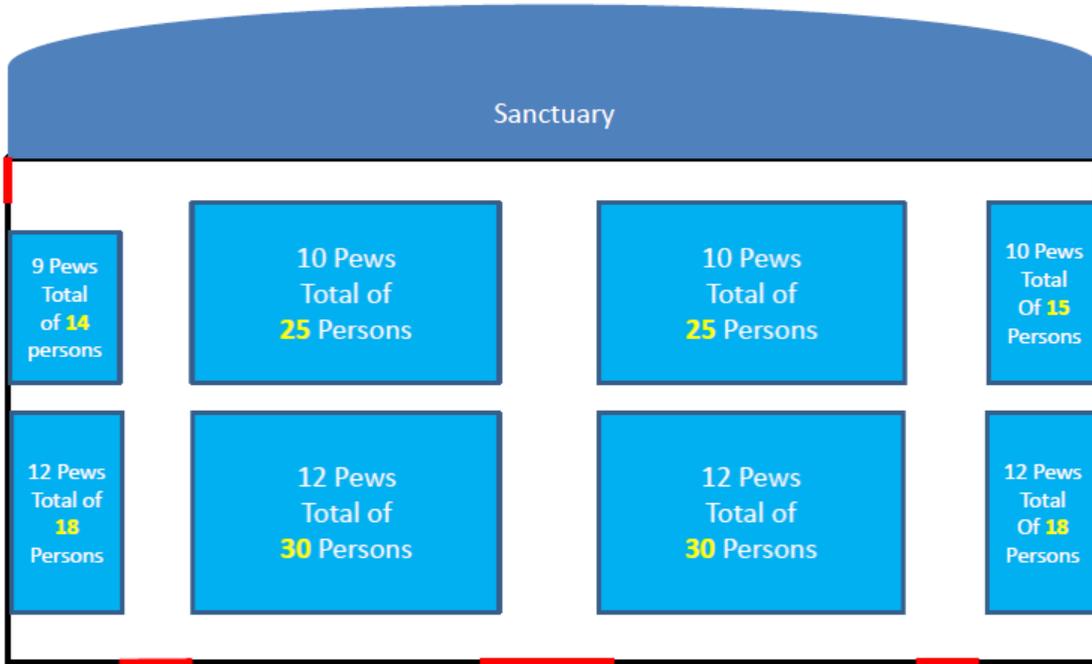
## Social Distancing at Mass

(example – measurements do **NOT** reflect any bldg)

- Bldg Total Area
  - 20k Sq Ft
- Pew Total Area
  - 12k Sq Ft
- Apply Formula
  - 36 Sq Ft / Person
  - Bldg Occupancy
    - $20k / 36 =$
    - 555 Persons
  - Pew Only Occupancy
    - $12k / 36 =$
    - 333 Persons



## Social Distancing at Mass (St Patrick Cathedral can Safely Seat 165 Persons)



## Social Distancing at Mass

- How this translates into a side and center pew at St Patrick Cathedral:
  - 6+’ between any two persons

