

Training Session for Volunteers

(including clergy & volunteers)

Second meeting: **Thursday, July 9, 2020**

NOTE: There are many new rules needed to allow us to open for mass. It is our Christian responsibility to follow the rules according to our faith and our desire to share the Eucharist.

TEAMS OF 7 WILL BE NEEDED FOR EACH MASS, except 3 for the 10:30 Family Catechesis Mass.

- All volunteers will be at the church **no later** than 25 minutes before mass
- At the 9am only, Mass passes (the rules sheet) will be required at all doors at least for this week, so as to ensure parishioners have first call on the space. At 5 five minutes to mass time, through the front doors only all others (up to capacity) will be allowed entry
- 1 Person will be stationed at each side door until mass time. At mass time place large sign directing people to main doors.
- 2 Persons will be at the main door

- Pews will be marked with coloured ribbons. Pews with additional WHITE ribbon are for couples and families, and should not be used by singles until just before mass time if there is a space shortage for them
- Communion will be brought to pews
- No access to Sacristy or Sanctuary except for authorized persons. (Clergy, sacristan and music technician)

DUTIES:

All must wear masks or be seated in rear seats

- ❖ Prior to doors opening:
 - a. Read, mark, learn and inwardly digest the “rules” sheet
 - b. Place the “Masks” signs around the 4 back rows of pews
 - c. Tack the appropriately coloured ribbon to the pictogram sign at each entrance
 - d. volunteers must be stationed at the doors
 - e. Take a bottle of sanitizer and do not allow anyone else to touch it. After mass, it goes off to the side
- ❖ Ask each person if they understood the pictogram as they entered.
- ❖ Dispense copious hand sanitizer (only volunteers handle the sanitizer dispenser, and only the one assigned to

them) and dispense a mask to each person who needs one but doesn't have one. There are children's masks for the 10:30 – stress that it is a Christian work and responsibility to protect all others by wearing masks. Those who cannot or will not wear a mask must sit in the designated area at the back of the church.

- ❖ Remind each person or family group to maintain 2-meter distance by using the floor markings. (Note: the only times parishioners will be moving is on the way in and on the way out)
- ❖ Direct each person to one end of the appropriate coloured pew for their mass. Couples and Families will be directed to the pews with the WHITE ribbons as well as the **Appropriate Colour**. **Families must remain together**. Everyone must sit at the ends of the pews closest to the isle.
- ❖ At the pew ends they will find a coloured mass response card where they can sit. No one else will have handled this within 3 days. Upon departure after mass, it is to be left where it was found.
- ❖
- ❖ People who are not wearing masks must sit in the areas designated at the back of the church.

- ❖ Instruct them: no singing, no responses if not wearing a mask, re: the reception of communion to remain in their pews and only respond with “AMEN” after the minister of communion has moved on to the next person.
- ❖ Use of sacristy bathroom only (Emergency use only),
- ❖ Absolutely no touching anything, except their own pew, communicating with “neighbours” in pews ahead, behind or to the sides.
- ❖ Remind them that they must not be congregating with friends in or near the church before, during or after mass.
- ❖ Exit control...Following mass ensure that people leave the church without gathering or socializing. Not to leave until indicated by a volunteer (Beginning from the rear)

DISTRIBUTION OF VOLUNTEERS:

- ❖ One at each side door until mass time when they will redirect to main door. (Put signs)
- ❖ Two at main door who will also direct people to the interior entrances on the right and left side of main doors.
- ❖ Two will be “floaters” who will maintain the rules throughout the church during the mass and watch for full compliance with rules

- ❖ One on bathroom detail to follow anyone who heads to the sacristy, sanitizing bathroom and sink faucets and door handles after each use
- ❖ At mass time the side doors will not close, and should be left open if it's hot inside. The greeter will put up signs blocking entrance and directing to front doors.
- ❖ One volunteer will remain at the main door until 10 minutes after mass time, or throughout the mass if max persons is reached.