



Volunteer Guidelines, Roles & Responsibilities

Updated Mar. 15, 2021

General Safety Protocols

- Wear your face mask at all times. If you forget to bring your face mask, one will be provided.
- If you are coughing, not feeling well or have a temperature of 100° F or higher, please do not come to church. Inform Marco or Maureen that you will not be able to come in for your shift.
- Wash or sanitize your hands as necessary (e.g., after touching your face or mask, after contact with another person, etc.). If you prefer to wear gloves, use the gloves we will provide.

Eucharistic Ministers for Post-Mass Communion (Sundays, 1 – 2 pm)

- Location: In front of the church - white zone and sidewalk
- There will be a Communion Station in front of the church where the ciboria (or any container for the hosts) will be placed. There will be one ciborium and a pair of tongs for each eucharistic minister (EM). Do not touch or use another EM's ciborium and tongs. We recommend you use the tongs when handing the host to the parishioner. But, if using the tongs is difficult, you can use your fingers.
- Communion should only be given on the hand, and not on the mouth. However, when a parishioner is unable to accept the host in their hands, an accommodation can be made to place the host on the parishioner's tongue. Wash the tongs immediately before using it again.
- Whenever a parishioner arrives, the EM uncovers a ciborium, walks over to the car and hands the Eucharist to the parishioner. If there are multiple



cars, the EM may take the ciborium with him/her to the next car. When there are no more cars, the EM returns the ciborium to the station.

- There will be touchless hand sanitizer nearby. Sanitize your hands when needed, especially if your finger(s) makes contact with the parishioner's hand.
- Use of gloves – We recommend that you use gloves when distributing the Eucharist. If the gloves become a hindrance, you may remove them but try to hand the host using the tongs.
- Drive-ups
 - As much as possible, distribute the Eucharist to the parishioner(s) at the front passenger side window of the car. For your safety, avoid approaching the driver side window because that's the side that faces the Masonic Ave. traffic.
 - You should be able to reach into the front passenger window to hand the Eucharist to the parishioner, and he/she should also be able to receive the Eucharist from you.
- Walk-ups
 - If a line of people forms, ask them to stand six feet apart. If a group of people belong to the same household, they can stand next to each other.
 - Ask the parishioner if they wish to sanitize their hands before receiving the host. There will be a touchless hand sanitizer nearby.
 - Remind parishioners that they need to wear their face mask while waiting to receive the Eucharist, after they receive the host on their hand they need to move to the side, pull down their mask, consume the host, and pull up their mask.
- Giving a Blessing instead of the Host
 - You may place your hand over the person's head. But at no point should your hand touch the person's head/hair. Otherwise, you can simply say a blessing and sign the cross to them.
 - Sample blessing: God's blessing be with you.
- Pyxes



- If a parishioner wishes to bring home the Eucharist and has brought his/her own pyx, you may do any of the following (depending on the situation and what's convenient):
 - Hand the host(s) to the parishioner so he/she can place it(them) into the pyx.
 - Have the parishioner hold and open the pyx, and you can place the host(s) into the pyx trying not to touch the pyx as much as possible.
 - Use a purificator to take the pyx (without touching it), head back to the Communion station, use the purificator to open it, place the host(s) inside the pyx, use the purificator to close it, and return the pyx to the parishioner using the purificator.
- Recommendations on how to de-escalate any disruptions from passers-by.
 - Don't react, don't engage.
 - If people ask what we're doing, you can tell them that we're giving communion or 'the body of Christ' to people who wish to receive it.

Line Managers

- **Entrance Line**
 - Location: Side entrance of the church
 - Inform people where the start and the end of the line are.
 - Ensure people maintain 6 feet social distancing while in line.
 - Ensure people are wearing their face masks. If somebody has forgotten to bring his/her face mask, give him/her a disposal mask. Ensure face masks cover the nose and mouth of the individual.
- **Restroom Line** (before and during Mass)
 - Location: Inside the church, by the restrooms
 - Inform people where the start and the end of the line are.
 - Ensure people maintain 6 feet social distancing while in line.
- **Exit Line** (after Communion)
 - Location: Inside the church, by the exit



- Once a person or group of people have consumed their hosts, make sure they proceed to the exit and leave the church. Discourage any chatting with other parties while still inside the church.

Check-In and Temperature Checkers

- Location: Vestibule of the church's front entrance.
- Check the list if the person(s) has/have a reservation.
 - If their name is not on the list, but they say they registered in the last 24 hours, ask them to fill out the Sign-In sheet.
 - If their name is not on the list because they did not make a reservation and there are less than 50 people who are registered and, in the church, ask them to fill out the Sign-In sheet.
 - If their name is not on the list because they did not make a reservation but there are already 50 people in the church, explain to them that we cannot allow any more people inside the church because we have reached the maximum allowed. Hand them a flyer with the reservation instructions.
- For reservations with multiple people, make sure the number of people checking in match the number of people indicated in the reservation. If there are more people checking in than what's indicated in the reservation, make the necessary adjustment to the check-in sheet.
- Take the temperature of every person in the party. Aim the thermometer at the person's forehead no more than 1 inch away.
 - If the temperature is below 100.3° F, you can let them through.
 - If the temperature is 100.4° F or higher, inform them that they cannot be allowed into the church and they should head immediately go home.

Ushers

- Location: Inside the church
- **Escort People to Their Pew**
 - Refer to the seating configuration diagram for reference.



- Fill in the pews starting with the front rows first and work your way back.
- The wide pews can have the following configurations:
 - 1 person, 1 person
 - 1 person, a couple
 - Group of 3 or more
- If the person(s) mentions any preferences or needs that are reasonable regarding where they sit, try to accommodate them.
- Remind party-of-one parishioners that if they need to use the restroom before Mass, they should leave something on their seat so that you don't unintentionally assign it to somebody else.
- **Communion Line**
 - Immediately after the Mass, the priest and/or EM will walk to the communion station(s) to distribute communion. At this point, you can direct people to form the communion line. Start with the front pews, and work your way towards the back of the church pew by pew.
 - There will be markers on the floor indicating where people should stand. Make sure people maintain 6 feet of social distance while in the line.
 - Keep an eye on the communion line and make sure you don't send too many people. Coordinate this with the other usher.