

Pandemic Procedures for Liturgical Ministries

All ministers should arrive at least 30 minutes before mass begins.

All ministers will follow the same admittance protocols as everyone else:

1. If you have any virus symptoms, STAY AT HOME! (Symptoms of COVID-19 include cough, shortness of breath, difficulty breathing, or at least two of the following symptoms: chills, shaking with chills, fever, muscle pain, headache, sore throat, and loss of taste or smell. Symptoms can range from mild to severe and may appear up to two weeks after exposure to the virus, according to the CDC.) **If you cannot find someone to substitute for you, call Deacon Patrick at 831-840-3750.**

2. When parking your car, leave a full parking space between your car and other cars.

3. Put on your mask as you leave your car and keep it on at all times until you return to your car.

4. Before you enter the building, we will take your temperature using a contactless scanning thermometer. If your temperature is higher than 99 degrees, you may not enter the building. (We recommend that you take your temperature before leaving your home as well.)

5. Once inside the door, a volunteer will dispense sanitizer into your hand so that you may sanitize. In the course of your duties, sanitize your hands again if you come into contact with a surface that may have been contaminated. (see specific duties for details)

6. At all times from arrival to departure, maintain at least 6 feet of distance from all others who are not in your household. If you must come closer than 6 feet to someone in the course of your duties, move by as quickly as possible.

7. The restrooms are officially closed except for emergency use. What this means is that we urge people to take this into account before leaving home, but if you must use the restroom at the church, you must, but a volunteer will have to spray all contact surfaces with disinfectant after each use, and only one person may be in the restroom at a time unless needing assistance from another household member.

Attendance Greeter

Attendance sheet will be on a clipboard on the ministries table when you arrive. Maintaining a 6-ft. distance, go outside and check in those waiting in line. If there is someone in line who is not on the list, write their name in one of the open spots. If there are no open spots, let the person know that we are at capacity and that they can try a later mass or join online (search resurrection-aptos.org).

Screener Greeter

Get a thermometer from the ministries table and the clipboard with the list of COVID-19 symptoms. Go outside and ask each person in line if they have any of the listed symptoms, then take their temperature, keeping as much distance as possible. If someone's temperature is over 99, kindly inform them that they cannot enter the building and should go home and seek medical advice from a healthcare provider.

Door Greeter

Stand six feet inside the entry door on the designated spot and welcome people inside to the hand-sanitizing stations. If one is not, ask them to wait at the decal outside the door until one is available.

Hand Sanitizer Greeter

Take one of the bottles of hand sanitizer from the stone in the narthex and stand on one of the designated spots on the floor so that you may dispense sanitizer into the hands of those who pass by. If the contactless dispensers are in place, see that everyone sanitizes their hands as you greet them, prompting them to do so as needed. You may need to ask people to wait at the sanitizing station in order to maintain the 6-ft distance from people waiting with the Seating Chart Greeter.

Seating Chart Greeter

Get a seating chart from the ministry table and stand in front of the narthex stone. As people enter and sanitize their hands, direct them to an usher on the side where their seats are located. You may need to ask people to wait at the floor markers just inside the glass doors until an usher is available

Usher Greeter

Get a seating chart from the ministry table and stand six feet inside the double glass doors (beside the baptismal pool). The Seating Chart Greeter will send people to you who are sitting on your side. Maintaining a 6-ft distance, lead the people to their designated seats. Return to your station as quickly as possible. At the end of mass you will invite the people on your side of the church to exit their pews, starting with the last row and encouraging them to maintain the social distancing as they depart.

Restroom Greeter

Everyone has been informed that the restrooms are closed except for emergencies (ie, "Can't wait!"), so if someone approaches, welcome them to use the restroom if it is available (only one person may be admitted at a time). After the person leaves the restroom, put the "Restroom Closed for Sanitation" sign in front of the door and spray all contact surfaces with the disinfectant spray. If someone approaches while a restroom is occupied, ask them if they can

wait until the occupant leaves and the restroom is sanitized. If they can't invite them to use the restroom.

Acolyte

(see separate sheet)

Lector

Do your usual check-in procedures. You may wait in your seat until just before mass begins, or you may wait in the narthex as long as you maintain a 6-ft distance from others there. When it is time for the procession to begin, get the book and stand 6-ft behind the acolyte and follow the acolyte down the aisle to the altar platform. Wait at the foot of the altar platform until the acolyte has placed the cross in its stand behind the altar and has left the altar platform. Go around the left side of the altar and place the book in the holder, and return to the foot of the altar by the same route. Wait at the foot of the altar and bow to the altar with the priest, then go to your seat. As you approach the ambo for the First Reading, sanitize your hands, using the bottle on the ambo platform. At the ambo, avoid as much as possible any contact with the ambo and the lectionary and microphone (you should have adjusted the angle of the microphone to your height before mass). Get no closer than 6 inches from the microphone (a music minister will adjust the volume as needed). After completing your reading and leaving the ambo, sanitize your hands again before returning to your seat. Follow the same procedures before and after the Second Reading. After mass, leave all the books on the ambo as is (do not touch), so that others may sanitize them.

Eucharistic Minister

Before mass ask the priest which side and other areas he will be serving at communion time. During the Lamb of God, take your usual position at the foot of the altar platform after sanitizing your hands. At the usual time, the priest will approach you with your plate and give you communion, then hand you the plate. When the priest has his plate and is moving to distribute communion, do the same. Go through the empty rows in your sections to communion (go to the music ministers first if you are doing that side). Do not make physical contact with anyone, but reverently drop the host into their outstretched hands. If you do accidentally make contact, summon the Communion Hand Sanitizer and receive sanitizer in your free hand, then hand your plate to the Sanitizer and sanitize your hands. If a communicant wishes to receive on the tongue, place the host carefully on their tongue without making contact (you may need to prompt the communicant to stick out their tongue). **Whether or not you have made contact, summon the Sanitizer and sanitize.** If someone indicates that they would like a blessing, do not touch them while blessing them. When the distribution of communion is completed, place your plate on the altar (as long as no one else is on the platform) and wait at the foot of the altar. After the priest has brought his plate to the altar and consolidated any remaining hosts into one plate along with the two pyx containing the gluten-free hosts and has left the altar platform, return to the altar platform and take the plate with the pyx and any remaining hosts to the tabernacle. Return the empty plate to the new credence table near the altar. After mass, bring the vessels and linens into the sacristy. Sanitize your hands, then sanitize all the vessels, cleaning them in the usual manner and finishing by wiping them with a sanitizing wipe, then drying them with paper towels. Place them back in the cabinet (except after the 8:15 mass). Sanitize your hands when finished.

Communion Hand Sanitizer

During the Lamb of God, go to the altar platform, sanitize your hands, and keep the bottle of sanitizer. Stand at the foot of the altar platform at least 6 feet away from the Eucharistic Minister. When the Eucharistic Minister goes to distribute communion, follow her/him, maintaining the 6-ft distance from everyone. Keep your eyes on the EM so that you will be ready to approach when summoned. Put some sanitizer in the EM's hand, then receive the plate from her/him. When the EM has sanitized, hand the plate back and return to the 6-ft distance. When communion is completed, return the sanitizer to its place.

Exit Greeter

After communion, stand near the exit door to the right of the collection box (6 feet away). As people approach the exit, greet them. Your presence there also ensures the security of the collection box. When "everyone" has left, put the collection box on top of the safe in the vesting sacristy. Ask someone to help if the box is too heavy. (It weighs over 15 lbs when empty!)