



CATHOLIC ARCHDIOCESE
OF MELBOURNE

What can my Parish do?

Points to consider in determining in how your Parish might be able to move into new Stages of re-opening.

With churches being permitted to open for Masses and liturgies (under strict number and hygiene limitations), Parishes must clearly assess whether they have the resources available to move forward. Each Parish situation will differ as they determine their capabilities to meet the needs of their people in their own locality.

Please also consider maintaining your livestreaming where possible. This has been an important point of contact and spiritual resource for people, and will continue to assist the housebound, vulnerable and those who do not feel comfortable in returning to public spaces at the current time.

The major points for consideration are:

- **Ability to determine limited numbers – booking attendance:**
 - How will your parish determine the 10 permissible attendees;
 - How will you capture the contact details required of every person that enters the building under the specific guidelines which require First Name + Contact Number + date and time at which the person attended the place of worship;
 - How will you store and keep that information;
 - Parishes will need to determine how they take in bookings for the 10 allocated attendees per Mass. This will be very difficult especially for larger communities;
 - Some suggestions have been put forward: Use TryBooking or Calendly;
 - As an example – the booking for weekday Masses might open 9am-6pm the day before. By closing off the booking the night before, you or your team will know who to expect;
 - All requirements regarding collecting names and details can be managed through a booking system like Trybooking or Calendly;
- **Pre-arranged/scheduled Masses and liturgies:**
 - The Archbishop will be issuing a decreed dispensation to allow Clergy to say extra Masses per day, until the end of May, to assist in providing further opportunities for the faithful to attend. This permission should only be exercised depending on local circumstances and capabilities to manage distancing and hygiene precautionary requirements. The faithful may only attend one Mass per day.

- Smaller Parishes who can accommodate their faithful easily may wish to be in conversation with neighbouring larger parishes to see how they can support their communities;
- Scheduling extra Masses needs to be carefully worked out to meet the hour cleaning gap between liturgical celebrations– and allowing windows for weekday funerals;
- **Liturgical options:**
You may wish to consider the following as options for the faithful to attend:
 - *Adoration of the Blessed Sacrament* - perhaps held in conjunction with Confession and with monitored time-limits for those present (meeting the 10 people per attendance) and maintaining an hour space between other ceremonies to enable cleaning of all pews and other surfaces;
 - *First Rite of Reconciliation*;
 - *Liturgy of the Word*
- **Individual Private Prayer:**
 - Churches may be opened for scheduled times of Individual Private Prayer. Only 10 members of the public may be present, in addition person/s reasonably required to conduct the space may also be present. All distancing and hygiene measures must be in place including floor and outdoor signage to prevent people congregating or waiting in queues.
 - Making Private Prayer available will require door monitoring to check how many people are present at any one time, and communicating a workable and nominal length of time that people should spend in prayer (to allow others the opportunity to partake).
 - Contact details must be taken as per regulations: First Name, contact number, time in attendance.
- **Hygiene precautionary measures - resources and capability to monitor and guide worship behaviours:**
 - Clear and frequent signage must be visible at all times and should include the limit of permissible numbers in attendance, social distancing reminders, hygiene, where people can sit, how they enter and exit the building, and where they may wait for communion etc.
 - An attendance register needs to record: first name, contact number, date and time of attendance (this is to ensure contact can be tracked).
 - Opening a venue requires attention to detail to prevent people gathering closely and avoiding face-to-face confrontation of less than 1.5m. (3m if they are singing). Marking of distance in aisles and seating points in pews. (households can sit together but all others must be spaced);
 - There is a need to sanitise all touchpoints between liturgical celebrations. This means disinfectant wiping of door handles, hand rails, light switches, Lectionary, Missal, Cruets, Sacred Vessels, pens and attendance register, top and front edges of seats or pews. Between every celebration;
 - At least 60 mins space between liturgical celebrations to enable cleaning and to ensure the next group don't run into the last group;

- Collection plates cannot be passed. (suggest collection baskets on a table and people approach (suitably distanced) and return to their seat as would be done for communion);
- One only entry and separate exits, with traffic flow clearly defined. Clear arrows on floor denoting direction of travel. Markings stating no entry at the exits and no exit at the entrance. Opportunity for hand sanitising if possible;
- All Parishes should purchase a Sneeze-Guard (as seen in retail outlets) to provide hygiene protection in Confessionals;
- No hymn books but bulletins would be fine if they are 'one use.' Signage must clearly indicate that they should be taken home;
- Must be highly visible sanitising stations and disposal areas, and a monitored supply of sanitising supplies.