

Protocols and Roles for Masses – 6th/7th June, 2020
St Luke the Evangelist Parish
Blackburn South

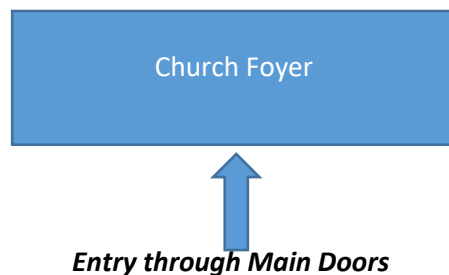
The **Exterior Usher, Registrar, Interior Usher and Church Cleaners** are required to meet 30 mins. prior to Mass. **Fr Gerard** (or his delegate) will issue the **registrar** with the details of the attendees. The **exterior usher** will be required to set up the “distancing cones” outside prior to Mass.

The **Registrar** will be issued with a list of attendees – maximum of 20 parishioners **excluding**:

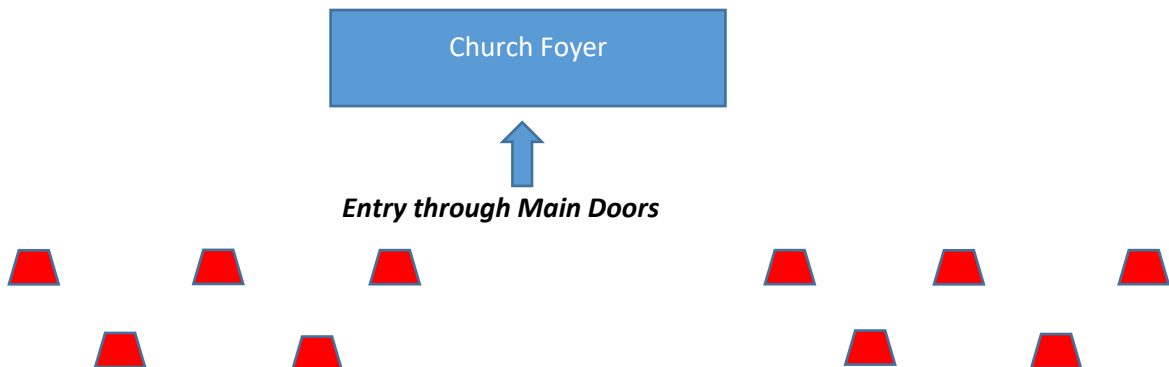
1. The Celebrant
2. Server – if attending
3. Organist – if music is provided
4. Lector
5. Leader of Song – if required
6. PowerPoint Operator – if required
7. Videographer – if required
8. Exterior Usher
9. Interior Usher
10. Cleaner 1
11. Cleaner 2
12. Cleaner 3
13. Cleaner 4

N.B. Diocesan and State Guidelines DO NOT set a maximum number of “people required for the celebration.”

Attendees will enter the Church through the main doors and be organised to ensure social distancing is maintained.



Near the main doors and leading to them from the left and right, coloured cones will be placed by the **exterior usher** 1.5 meters apart (10 on each side):



The **exterior usher** invites the first parishioner/family to enter the Church Foyer. The **registrar** records their attendance as per the list provided.

N.B. If, at the time of gathering, the weather is inclement, the exterior usher will ask attendees to wait in their cars until it is safe for them to enter the Church.

N.B. If a family attends they are assigned an entire pew.

Attendees will be instructed to enter the Church and meet with the **interior usher** who will ask them to sanitise their hands and, if required, collect a Parish Bulletin. **N.B. The interior usher will distribute the hand sanitiser – this controls the number of people handling the container.**

Cleaner 1 then ushers the parishioner/family to a designated seat and, *en route*, explains that:

- i. they must wait in their pew until instructed to receive Holy Communion later in Mass and,
- ii. if they choose, monies for the collection can be left in the box provided at the exit **after Mass.**

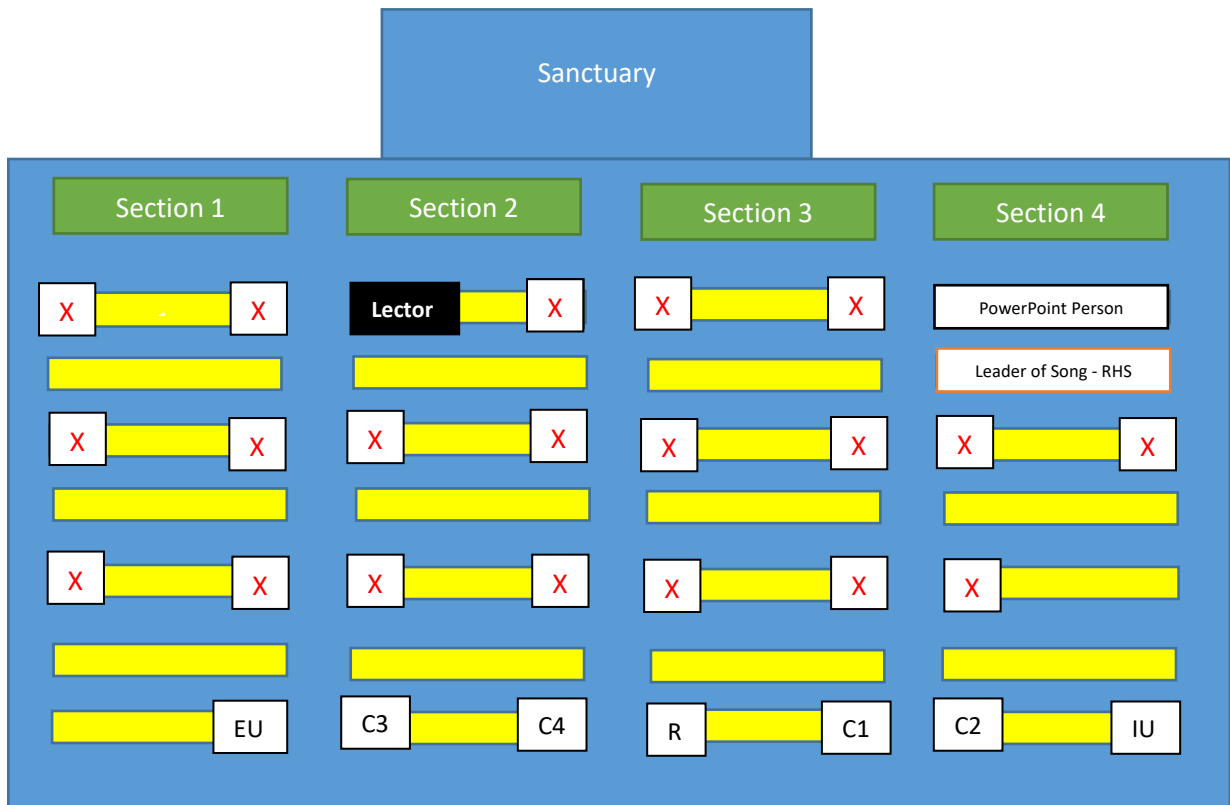
Additionally, at the conclusion of Mass they must wait to be ushered to the exit.

Cleaners 2-4 and all other participants are to be seated in their designated pew on arrival. This reduces closeness and unnecessary movement.

Once **cleaner 1** ushers the first parishioner/family to their pew, the **exterior usher** invites the second parishioner/family to move to the **registrar** and the process repeats until all parishioners are seated in their designated pew.

When the last parishioner has been ushered to their pew, the exterior usher shuts and locks the main doors of the Church and moves to his/her seat.

Seating Plan for Sunday Masses:



The Diagram above illustrates the seating plan for Masses.

- a) **Red X** designates parishioner/family seating
- b) C1, C2, C3, C4 = Cleaners 1-4
- c) EU = Exterior Usher
- d) IU = Interior Usher
- e) R = Registrar
- f) Lector is seated in the first pew in Section 2 on the left hand side – more or less opposite the Ambo

Parts of the Mass:

1. LITURGY OF THE WORD

The Lector, at the usual times (for Readings and Prayers of the Faithful) moves to the Ambo and returns to designated seat.

2. LITURGY OF THE EUCHARIST

a. Procession of the Offerings:

At the three Masses the **exterior** and **interior ushers** are also responsible for the Procession of the Offerings to the Celebrant at the appropriate time.

b. Rite of Peace:

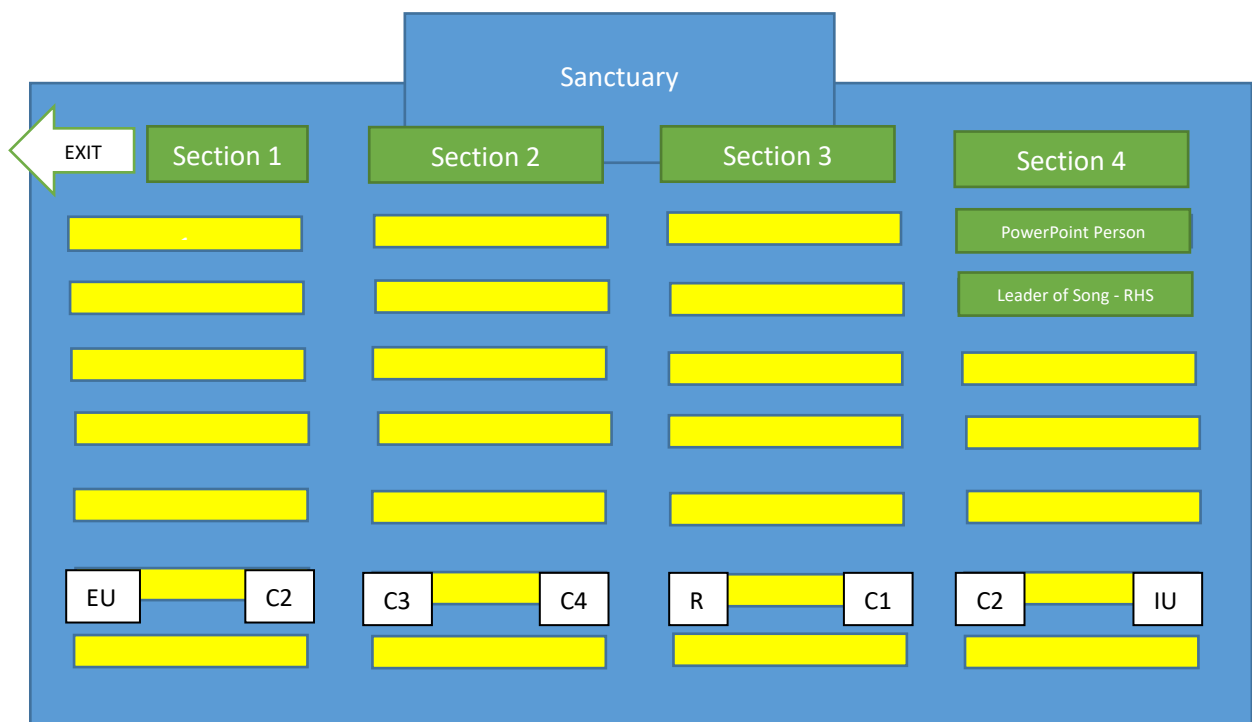
No contact is permitted during this time unless it is given to members of one's immediate family. A wave or bow or some other non-contact recognition will suffice.

c. Distribution of Holy Communion:

At the appropriate time the Organist, PowerPoint Operator and Leader of Song receive Holy Communion first and then the **interior usher** ushers all those sitting in **Section 1**, then **Section 2** etc. (as indicated in the diagram above). Once the last person from **Section 4** has received Holy Communion, the **interior usher** receives Holy Communion and resumes his/her seat.

3. DISMISSAL

At the conclusion of the Recessional Hymn all Parishioners are asked to remain in their seats until the following has occurred:



- a) The **Registrar** locates him/herself at the **East Door** (i.e. the door nearest the first pew in Section 1)
- b) When the **Registrar** is in place, the **interior usher** invites the parishioners in Section 4 to move to the **Registrar** – maintaining a distance of 1.5 metres – names will be checked again and then the process is repeated for Sections 3, 2 and 1.
- c) Parishioners who wish to make the usual monetary contribution may do so as they leave the Church after Mass. A Collection Box will be in place at the Exit Door.
- d) Beginning with Section 4, as each section is vacated and it is safe to do so, **Cleaners 2-4** begin to wipe down the pews used during Mass.
- e) At the same time, **Cleaner 1** will sanitise the Ambo. **Cleaner 1 will also be required to clean and stack the “distancing cones” outside the Church and replace in the Church Foyer.**
- f) **For the Sunday 8.30 Mass – The Server will sanitise the cruets and any other Sacred Vessels touched by those other than Fr Gerard.**
- g) When all the Parishioners have exited the Church, the **registrar** returns the list of attendees to **Fr Gerard** (or his delegate) for filing. The **registrar** then exits the Church via the Sacristy.
- h) **Cleaners 1-4** will replace the cleaning products in the Church Foyer and exit the Church through the same door as the Parishioners.
- i) All others who have played essential roles (except the Celebrant, Server and Registrar) will exit the Church through the same door as the Parishioners.
- j) The Server, Celebrant and Registrar will exit the Church from the Sacristy.
- k) **Fr Gerard** will secure the building as appropriate.

N.B. A copy of these Protocols will be placed in the **Sacristy** and **Foyer of the Church**, as per the Archdiocesan Guidelines, lest we receive a visit from the Police.

N.B. In some instances (if assistance is limited) the **exterior** and **interior ushers** may also assume the roles of **cleaners**.

Requirements:

1. Signage on pews to indicate where participants may be seated.
2. Signage on entry regarding distancing and hygiene requirements.
3. Sanitising products.
4. Collection Box.

FAQs

1. At this stage the Parish will only be Celebrating weekend Sunday Masses **not** Weekday Masses.
2. The Church, for the time-being, will not be open for private prayer during the week.
3. The parish will supply the necessary sanitising products and equipment.
4. Via *Trybooking* and phone calls to the Parish Office the necessary contact details will be collected and recorded.

Roles	6.00 p.m. Mass – 6 th June	8.30 a.m. Mass – 7 th June	10.30 a.m. Mass – 7 th June
Exterior Usher			John Rhynehart
Interior Usher		Teresa Rhynehart	
Cleaner 1			
Cleaner 2			
Cleaner 3			
Cleaner 4			
Celebrant	Fr Gerard	Fr Gerard	Fr Gerard
Server			
Lector			
PowerPoint			
Organist			
Leader of Song			
Videographer	N/A	N/A	Dean Stone