



MASS DURING COVID19 RESTRICTIONS: PRIMARY VOLUNTEER CHECKLIST

CHECKLIST

BEFORE THE MASS—SET UP & SIGN IN

- Please arrive at least half an hour before the Mass is due to begin. The Friar who is celebrating the Mass will open the church for you and give you the folder containing the attendance sheets.
- Please sanitise your hands upon entry to the church and put on your name tag.
- Only one door should be used for those exiting and entering the Church. This is the side door at St Francis and the front door at St Joseph.
- Please open the entry door **at least** twenty minutes before the Mass is scheduled to begin.
- You will have two registration/data collection lists—one for people who have **reserved a spot** at the Mass and a list with **spaces still available**.
- The list with **spaces still available** will be numbered with the specific spaces available at the Mass. **Once these spaces are filled on this sheet no one else can enter the church.**
- We recommend that one volunteer manage signing in those who have pre-booked and another manage signing in those who have come without a booking.
- As people enter the church they are asked if they have booked to attend this Mass and then direct them to the correct person to sign in with.
- If they have pre-booked:** Check the attendees off your list. (If they are not on the list provided they can attend if there is still room on the no booking sheet). Please check the information we have for them is correct and correct it if it is incomplete or erroneous. We must at least have a name and phone number for all entering the church..
- If they have not booked:** Add them to the “no booking sheet/spaces available sheet”. Please record their name and phone number at a minimum. If they are not willing to have that information recorded they cannot attend the Mass. Once all spaces are filled no one can enter the church without a reservation. If this occurs please give the parishioner a flyer which explains how to book for next week (and why they need to book).—these will be in your boxes.
- Each attendee should be asked to confirm they are not suffering any symptoms of illness at the present time and have no reason to believe they have been in contact with COVID-19.
- Please ask each attendee to wear a mask while in the church.** Offer them a disposable mask if they did not bring one themselves.
- Ensure each person entering the Church sanitises their hands. It is preferable if the primary volunteer is the only one who touches the sanitiser bottle.
- Let each attendee know that the Priest will come to each pew to offer communion. They do not need to move from their seat.
- Hand each person a copy of the bulletin. Ask they please take this home with them and do not leave in the church after the Mass.
- Direct each attendee to sit in an available pew (note: every second pew will be marked NO seating) and ask they maintain the 1.5m distance between themselves and those not in their family.
- Once capacity to the church has been reached (both registration lists are full) **please close the door.**
- If any parishioner complains about the process required to attend Mass please give them the flyer about Mass booking and encourage them to contact Fr Paul or the Parish Office to discuss.

If you experience any difficulties with a parishioner please Fr Paul know of the incident by phone or email after the Mass has concluded. If you need support or clarification on the day please call Ruth on 0410 470 678.

CHECKLIST

DURING THE MASS

- Please remain seated at the entry/exit door during the Mass unless you need to direct parishioners during Holy Communion.
- Please wear your name tag at all times you are in the church to designate you as an essential volunteer.

DISTRIBUTION OF HOLY COMMUNION

- Holy Communion will be distributed by the priest only.
- The Priest will come to each pew to distribute Holy Communion.
- If a parishioner does not want to receive Holy Communion they can cross their arms over their chest to receive a blessing instead.

END OF MASS

- We will ask each pew to leave one at a time to reduce the bottle neck on exit.
- Request all attendees sanitise their hands as they are leaving the church, ensure they maintain appropriate social distancing.

Suggestions? Please email Ruth at office@stf-stj.com

AFTER THE MASS

- Close the door after all attendees have left the church.
- Please sign the bottom of the attendance sheet.
- Get the collection bag from the Priest.
- Please put any collections received & the sign in sheet in the collection bag and return to the priest so they can put in the safe. Please return the attendance sheet folder to the priest.
- Please wipe down the chairs/pews that people have been seated in with the disinfectant spray & cloth provided. It would be appreciated if you could also wipe down any light switches & door knobs that will have been used. Gloves have been provided.
- Please also spray and wipe down any items that have been used in the box and return to the box when finished. Leave the box on the volunteer table for the next Mass.
- Place the cloth you have used in a ziplock bag, seal it and put a sticker on it and leave in sacristy so it will be returned to the Parish Office for cleaning.
- Please ensure you wash your hands after finishing the cleaning process.

Additional Parishioners means additional cleaning is required after the Mass is concluded. A notice will be in the bulletin asking for parishioners at the Mass to let you know if they can help with the task of wiping down pews after the Mass.

ADDITIONAL INFORMATION

- We will not pass around a collection plate however a collection plate will be on the volunteer table for those who would like to contribute. Contributions will be divided between the first and second collection with the exception of envelopes that will only go the second collection.
- Please do not open toilets unless specifically requested. If toilets are opened they will need to be wiped down after the Mass is finished.
- Due to the sensitive nature of the data on the attendance sheets the sheets cannot be left out. Please ensure these sheets are included in the collection bag once used and the folder returned to the priest celebrating the Mass.
- If there are any issues during the Mass please let Fr Paul know after the Mass has concluded either by calling the Parish Office on 9331 4043 or via email at parishpriest@stfrancis-stjoseph.com. If you need assistance or support during the Mass please contact Ruth on 0410 470 678.

THE VOLUNTEER BOX SHOULD CONTAIN

Hand sanitiser (500ml) x 3

Disinfectant Spray x 3

Tissues x 1

Glen 20 Spray has been removed as is causing damage to pews/chairs

Pens

Disposable Gloves

Ziplock bags

Envelope containing **To Wash** stickers

Cotton Cloths for cleaning

Weekly Bulletins

How and Why to Book for Mass leaflets'

Disposable Masks for Volunteers

Disposable Masks (Individually Wrapped) for Parishioners

If anything is missing from the volunteer box or supplies are running low please let the Parish Office know as soon as possible.

QUESTIONS OR ISSUES:

Please call Ruth on 0410 470 678

*Thank you for volunteering to help us celebrate Mass in person in our community.
Without your support these Mass times would not have been possible.*

**Please leave this information sheet in the
box for the next volunteer.**

