

Braintree Catholic Collaborative – Church Re-Open Volunteer Training
St. Francis of Assisi & St. Clare
May 28, 30, 2020

Mass Volunteer Manual

This guide is intended to provide the roles and responsibilities of Phase 1 Mass Volunteers. The guide will assist in making the Phase 1, in person, Mass experience both safe and spiritually rewarding.

Socially Distanced seating has been labeled with WHITE TAPE in each church. Choir lofts and Crying Room/Chapel are off-limits to parishioners.

GREETER

The greeter is located at the entry doors of the church and is usually the first person a parishioner sees upon entering the church. Smile and say Hello! A minimum of one greeter is required at each entry door. More than one may be needed if the Mass is sold out. Much like in a restaurant, the greeter will check in parishioners from the reservation list and direct them to the Ushers.

Tools – Mask, gloves (optional), pens, writing stand or clipboard, click counter, Mass Reservation Check-in List, Blank sign-in sheet for walk ups

Responsibilities

- Arrive 30 minutes prior to the start of Mass
- Obtain and review the Mass Reservation List and booked total – do we have available seats?
- Setup check-in area at the Main Doors; ensure the push bars are unlocked
 - St Clare – Front Double Doors and Single Handicap Ramp doors are to be unlocked
 - St. Francis – Front Double Doors and Rectory (Elevator Annex) side doors are to be un-locked
- Welcome and Check off parishioners as they enter the church. Everyone must be checked using the reservation lists in an orderly fashion and must maintain 6' Social Distancing while waiting to enter the church.
- Ensure they are wearing face covering; question why if-not; gently encourage for everyone's safety that masks are required. Escalate to Father or a Committee Leader if needed.
- Remind them they are to sit behind a WHITE TAPED location in the available benches.
- Point out the offertory collection basket in the center aisle and the ushers who will assist parishioners in seating.
- While greeting at the SFA Elevator Entry, ensure that only two people at a time use the elevator.

NOTE: ONGOING – offer a personal hymnal to take as their own if they wish; they take it with them after Mass and keep it. Do not leave in the bench.

USHER

The Usher facilitates the orderly flow of parishioners to seats when they enter the church, when receiving communion and when exiting the church. The usher ensures 6' Social Distancing is maintained for all in attendance when both seated and moving about the church.

During Mass the Usher is a 'troubleshooter', who watches for and responds to unique needs, medical situations, security anomalies, etc. that may occur during Mass. They should be familiar with the location of Fire Exits, Fire Extinguishers and Pull Boxes, Defibrillator, and 911 Hotline (SFA).

Responsibilities

- Arrive 30 minutes prior to the start of Mass
- Get the expected count of attendees from reservation list summary
- Check in with the Greeter and other Ushers
- Be familiar with the socially distanced seating plan of the church.

- Be familiar with the Communion and Exit flow – See separate Flow Maps
- Place the Offertory collection table, basket and money bag in the center aisle. Just before Mass starts remove table and basket. Tie off the money bag and carry it to its designated safe location.
- Assist parishioners with locating empty WHITE TAPE locations. Parishioners sit behind the tape. Couples and/or household members do not have to sit 6' apart. Use judgement in keeping household members and single parishioners socially distanced in the pew.
- Plan with other ushers who will take what sections to guide parishioners with the Communion flow. See Communion Flow map. Ask people not receiving to step out of the pew so no one has to climb over another person.
- At the end of Mass direct parishioners in an orderly staggered Exit of the church again by sections using the side/corner exit doors – not the Main Doors. See Exit Flow map.
- Remind people not to delay in exiting and not to gather outside in the parking lot.
- Assist elderly, elevator required and handicapped parishioner with exiting the church after all other sections are vacated. Stagger this exit as needed. No more than two people in the elevator at one time.

LECTOR

- Lectors should arrive 15 minutes prior to the start of Mass.
- Wear a mask except when proclaiming the readings and Prayers of the Faithful
- Sit in the Sanctuary bench to the left when facing the altar for the entire Mass, maintaining proper distance from the priest.
- Must bring with them their own copy of the Mass readings – Lector Workbook, Mass Hymnal, or Downloaded/Printed Copy
- Prayers of the Faithful will be provided and should be taken and/or disposed of by the lector after Mass.

DISINFECTING

The state mandates that church pews, all touch points, and bathrooms be disinfected after each Mass. We will supply gloves, wipes and disinfecting sprays to accomplish this task. This process can begin once the church is completely vacated. Volunteers must wear masks and non-latex gloves. Disinfecting after the last Mass of the day may be done prior to the next Mass. That will be determined week by week based on staffing.

In the absence of a reported exposure or sick attendee, a simple disinfecting will be done between Masses. Should a parishioner become ill while in church or in the case of report of a parishioner testing positive or being exposed to a person that tested positive a cleaning and disinfecting process must be completed.

Gloves and supplies will be stored as follows:

- SFA – work sacristy on the right facing the altar
- St. Clare – candle room to the left facing the altar.

Disinfect Surfaces Wipe Down - A minimum of (2) volunteers will wipe the tops and upper one foot on each bench with a damp disinfectant wipe. One volunteer on each side of the church proceeding front to back. The tops of each bench end post should also be wiped down to the top foot. After benches are wiped, proceed to entry and exit areas and wipe down all touch points, including door handles, push bars, brass hand plates, light switch covers and hand rails. Let all wiped down areas air dry.

Spray/Mist Disinfecting – A minimum of (2) volunteers will use aerosol based disinfecting spray to lightly mist all open benches. The spray should be positioned 6-8" above the bench and lightly sprayed moving through the bench. Let the disinfectant mist settle and air dry on the bench. This should be started once the Wiping Team is ~10 benches into that process.

Volunteers need to spray lector and priest lecterns and microphones between Masses.

Bathrooms – Volunteers or staff will disinfectant bathroom touch points and surfaces using spray/wipes as appropriate. Thorough cleaning and further disinfecting of bathrooms will be completed by staff on Mondays.