

# SAINT JOSEPH CHURCH

## LITURGICAL MINISTERS SERVING GUIDELINES

### **PHASE THREE** – SUNDAY MASS – beginning June 21<sup>st</sup>

- Please **ARRIVE 20 MINUTES PRIOR** to the start of Mass.
- All liturgical ministers/volunteers **MUST WEAR FACIAL MASKS** and **MAINTAIN 6-FOOT SAFE SOCIAL DISTANCING AT ALL TIMES THROUGHOUT THE CELEBRATION OF THE MASS** (except brief moment consuming Holy Communion).
  - All ministers must hand sanitize upon arrival and leaving church.
  - Gloves are available for use by ministers/volunteers if requested.
- **ENTRY TO CHURCH:** may be via the Elm St. or Harrison St. door only (Grand St. restricted for handicapped access only).
- Ministers of Hospitality (and Ministers/Volunteers) will **WELCOME** and **SEAT** parishioners in alternating pews (w pews marked in thirds to space out seating with proper **SOCIAL DISTANCING**).
  - Arriving parishioners will be asked to wait in queue at coned entrance areas until Ministers of Hospitality assist with entry and seating.
  - Masses follow our regular weekend schedule and MC will be available for overflow if needed for all Mass times except 7:30am. All parishioners will be directed to the UC (MC will be closed off and not opened until needed). Counts will be kept by “clickers” and the lead Minister of Hospitality should keep a running total and advise Sacristan and Fr. Anthony in order that Msgr./Fr. Anthony can make the decision whether to open up MC to seating).
  - Parishioners may be seated anywhere available – but should be instructed that they may not be able to choose their preferred seating.
  - Individuals requiring special seating (i.e. wheelchair, walker) will be assisted by the Ministers of Hospitality – to the specified seating area near the accessible entrance.
  - Assist parishioners with maintaining proper social distancing (6 feet between individuals/households); wearing facial masks in the Church at all

**times** (except for the moment of consuming Holy Communion) **and in the use of hand sanitizer before/after Mass.**

- **Holy Water Fonts** must remain **empty** until further notice.
- **Should anyone inquire, music hymnals in the pews are not allowed.**
- **PUBLIC RESTROOM ACCESS IS RESTRICTED** except in the case of emergency.
- **In order to maintain SAFE SOCIAL DISTANCING, access to the Sacristy in both UC and MC is **RESTRICTED** to the Priests and Sacristan.**
  - **The Credence table will be set before Mass by the Sacristan with the following:**

Presider Chalice & Paten with medium presider host

Purificator and Corporal

Ciborium with communion hosts for congregation

Bowl and pitcher w/hand towel (towel should not be reused)

2 small cruets with wine and water for chalice

- **ENTRANCE PROCESSION: Gathering for the Procession will be by the baptismal font inside the church – NOT in the Narthex – please be respectful with talking as are gathering inside the church. The Procession should SINGLE FILE and maintain SAFE SOCIAL DISTANCING.**

Altar Server (if available) w/Processional Cross

EMHoC 1

EMHoC 2

Lector 2

Lector 1 w/Gospel

Presider

- **All reverence the altar immediately upon approaching and proceed directly to assigned seating. (Altar Server and Lectors to the left of the**

altar and the EMOHC to the right). Priest genuflects at the foot of the altar genuflect, proceeds to reverence the altar with a kiss before going to presider chair.

- **Maintain social distancing within the assigned seating areas.**
- **Altar server does NOT HOLD THE BOOK at the presider chair.**
- **Lectors approach the ambo, lower mask, if you wish, to proclaim the Word and then reposition your mask before returning to your seat (Sanitizer wipes will be in ambo if you wish to utilize). Personal items such as eyeglasses should not be placed in the ambo but carried with you.**
- **The COLLECTION will NOT be taken at the Offertory – parishioners will be asked to place their donations in the BASKETS AT THE DOORS of the church when entering/exiting. At the immediate conclusion of the Mass, Sacristan will collect and bring to the rectory to be deposited in the safe.**
  - **The GIFTS will also NOT be brought forward at the Offertory but will be brought over by the Altar server from the credence table.**
  - **The Altar should be set by the server or assisting EMOHC with the presider chalice/paten in the center of the altar on the corporal, but with the ciborium with communion hosts to the right where the cups are traditionally placed.**
- **There must be NO PHYSICAL CONTACT DURING THE SIGN OF PEACE – a simple gesture such as a bow/wave or nod is recommended.**
- **COMMUNION:**
  - **Up to 3 Communion stations will be used – Priest and 2 EMOHC (or another of our priests) – placement is marked by blue-tape crosses on the floor in front of the altar (left – center – right).**
    - **EMOHC MUST hand sanitize immediately prior and after distribution of communion (in addition to sanitizing before/after Mass).**
  - **6-foot distancing (marked out with blue-tape lines) must be maintained in a SINGLE FILE COMMUNION LINE.**
  - **2 Ministers of Hospitality should come forward to assist with the flow of the communion line:**

- 1 minister should assist leading one pew row at a time – alternating sides – in order to form the communion line.
- 1 minister should remain by the front pews at the solid blue-tape line – directing parishioners to either of the 3 communion stations as they become free.
- **Communion ministers must be masked and sanitize their hands immediately before and after distributing Communion.**
- **HOLY COMMUNION IS ONLY PERMITTED IN THE HAND.** Ministers should avoid physical contact when placing the host in the communicant's hands. If any contact occurs – immediately cease and use hand sanitizer located near the communion stations before resuming.
- **The communicant should approach STILL WEARING FACE MASK:** They receive the consecrated host in the hand, step to the side, and then lift their mask and consume the host, repositioning the mask before returning to their seat.
- **NO BULLETINS or other materials may be handed out – they may be picked-up as people leave the church.**
- **RECESSION: Ministers/Volunteers will NOT process out (only Altar server w/Cross and the Presider).**
  - **Parishioners will be instructed to REMAIN SEATED AT THE END OF MASS to allow the Ministers of Hospitality (and Ministers/Volunteers) to assist everyone in exiting in an organized manner while continuing to wear masks and observing 6-foot distance feet between individuals/households.**
- **EXITING CHURCH: may be through either the Elm St. or Harrison St. doors only (Grand St. restricted for handicapped access only).**
  - **Parishioners must exit completely out of the church when directed – NO GATHERING IN ANY PART OF THE CHURCH.**
  - **Once all parishioners have exited, the Ministers of Hospitality should lock the doors so that the church can be cleaned by the maintenance crew before the next Mass.**

- **Priests and Ministers/Volunteers may only greet parishioners after they exit the church if they can maintain social distancing, wearing facial mask and avoid physical contact** (Presider in the Recession will continue and exit out the Elm Street entrance and **proceed immediately to the lower landing** so as not to block the exit).