

Saturday Evening / Sunday Mass Volunteer Responsibilities
Coordinator of Volunteers

Please arrive 40 minutes prior to the Mass time.

Before Mass

1. Thermometer and 'clicker' should be in the Narthex on the desk 30 minutes before Mass time. If those items are not there, go to the Sacristy and ask for them.
2. The sacristan should open the gate between the Narthex and the Daily Mass Chapel.
3. Make sure the plastic tamper evident bag labeled for that mass is opened in the large basket labeled "Offering" in front of the altar. Place the 4 long-handled baskets for the collection at the back of the church. Spray/wipe down the handles before and after use. Gloves and wipes will be in the desk drawer; give a pair of gloves to each of the 4 ushers.
4. Visit sign up genius (<https://www.signupgenius.com/go/9040c4ea5a62fa4f85-volunteers1>) to view the names of the volunteers at this Mass time.
5. As volunteers come in, ask them their name and what assignment they signed up for. Give them a copy of their responsibilities to refresh their memories if they need it. There are extra copies in the left bottom drawer of the desk.
6. Go through the responsibilities that are outlined for that assignment.
7. Emphasize what the instructions and directions are for Communion. Use the map provided on the desk. Emphasize only ONE line to Communion.

Communion Ushers are

1. Volunteer #4 – left transept to the Extraordinary Minister (begin ushering people to the EM from the row closest to the EM)
2. Volunteer #5 – front center aisle to the Priest
3. Volunteer #6 - back center aisle to the Deacon
4. Volunteer #7 – right transept to the Extraordinary Minister (begin ushering people to the EM from the row closest to the EM)

If you reach the 150-person capacity

- a. Volunteer #2 (The Counter) will notify you when the number of persons allowed in the Church has been met (150 total people including clergy, volunteers, etc.) You will make the decision to direct parishioners to the Parish Hall based on the seating in the Church of open seating options. If you decide that the Church is too full to safely seat any more persons, you will need to notify Volunteer #1 (Taking Temperatures) and Volunteer #2 (Counter) to put out the sign (Church has reached its capacity. Please go to the Parish Hall.) directing people to the Parish Hall.
- b. If this happens, Volunteers #1 & #2 will remain in the Parish Hall for the duration of the Mass. Their additional role will be to usher during Communion, retaining ONLY ONE LINE TO COMMUNION.

If you don't reach the 150-person capacity

During Mass

Check on the ushers ensuring correct procession to Communion

After Mass

8. Stand outside in the walkway and continue to repeat: "Thank you for not congregating." "Thank you for social distancing." "Have a great day."

Saturday Evening / Sunday Mass Volunteer Responsibilities Volunteer #1 (Taking Temperatures)

Before Mass

1. Thermometer and 'clicker' should be in the Narthex on the desk 30 minutes before Mass time. If those items are not there, go to the Sacristy and ask for them.
2. Stand just inside the Narthex by the outside door.
 - a. Open the door for everyone without touching the door with your hands. (Use your back to push the door open. We do not want anyone to touch the door handles. You can also use the automatic door opener. Please wipe down after Mass.)
 - b. Take temperatures with the infrared thermometer. The cut off temperature is 100.0 degrees. **Please do not let anyone else touch the thermometer. This is the responsibility of Volunteer #1.**

If you reach the 150-person capacity

3. Volunteer #2 will notify you when the number of persons allowed in the Church has been met (150 total people including clergy, volunteers, etc.) Inform the Coordinator of Volunteers so s/he can make the decision based on the seating of the layout of where the parishioners are seating. If the Coordinator decides that the Church is too full to safely seat any more persons, you will be informed when to proceed with #4.
4. Put out the stand that reads (Church has reached its capacity. Please go to the Parish Hall.) Go to the door leading to the Parish Hall.
 - a. Open the door for everyone without touching the door with your hands. (Use your back to push the door open. We do not want anyone to touch the door handles.)
 - b. Take temperatures with the infrared thermometer. The cut off temperature is 100.0 degrees. **Please do not let anyone else touch the thermometer. This is the responsibility of Volunteer #1.**

If you don't reach the 150-person capacity

During Mass

5. Stay in the Narthex to monitor the Narthex:
 - a. someone coming in late to Mass
 - b. mother / father bringing crying baby into the Narthex
 - c. several people going to the bathroom (remind them kindly that women's restroom: only 2 at a time; men's restroom: only 1 at a time.)
 - d. If someone walks out feeling ill

(All these unforeseen circumstances will be handled by the Coordinator of Volunteers & Volunteer #1. Please use your discretion as you see appropriate, following the guidelines set in place.)

After Mass

6. Stand outside right outside of the exit door and continue to repeat: "Thank you for not congregating." "Thank you for social distancing."

Saturday Evening / Sunday Mass Volunteer Responsibilities Volunteer #2 (Counting # people in the Church)

Before Mass

1. As persons walk in, remind them to use the hand sanitizer. Inform them that there are Volunteers that will seat them. They can stand on the 'stickers' that mark the 6 ft distance. Thank them for remembering to social distance.
2. Keep count of the total number of people during Mass by using the clicker. Look down at the clicker often to make sure you are not double clicking ☺.

If you reach the 150-person capacity

3. Once the total count hits 150 persons (which includes clergy, volunteers, sacristans, everyone) notify Volunteer #1 and the Coordinator of Volunteers.
4. Volunteer #1 will put out the stand that reads (Church has reached its capacity. Please go to the Parish Hall.) Go inside the Parish Hall (Volunteer #1 will go with you.) Begin to count the # of persons in the Parish Hall, starting with zero.
5. Volunteers #1 & #2 will stay in the Parish Hall for the duration of the Mass. You will then be responsible for ushering people for Communion. Ensure that there is only ONE Communion line.

If you don't reach the 150-person capacity

During Mass

6. Stay in the Narthex throughout the Mass. (All these unforeseen circumstances will be handled by the Coordinator of Volunteers & Volunteer #1.) Volunteer #2 will continue to stay in the Narthex.

After Mass

7. Stand inside the Narthex, by the exit door to the outside and continue to repeat: "Thank you for not congregating." "Thank you for social distancing." "Have a great day / evening."

Saturday Evening / Sunday Mass Volunteer Responsibilities
Volunteer #3

(This position will be the first to be eliminated if not enough volunteers show up)

Stationed by "Volunteer #2 – the Counter"
(in between the Narthex and Church)

Before Mass

1. The task of this volunteer is to ask the parishioners on which side of the Church they would like to sit.
2. Direct them to:
 - a. Left transept: Far left entrance door - 1 usher
 - b. Center aisles: there are 2 ushers at the center entrance door from the Narthex to the Church.
 - c. Right transept: Far right entrance door - 1 usher
3. If there is a line to that section, ask them to wait until the usher comes to get them.

During Mass

No responsibilities during Communion

After Mass

4. **As Father walks down the aisle, stand close** by the collection basket near the altar. Wait for Usher #4 to join you. As soon as everyone leaves the Church, close the plastic bag, **seal it**. Put the plastic bag inside the cloth bag (which is in the basket). Replace with the new cloth and plastic bags. **If there are not enough cloth bags, proceed without them.**
5. With Usher #4, take the bag to the Sacristy. **Verify the bag number and sign the bag log in the Sacristy. Then drop the bag in the safe.**

Saturday Evening / Sunday Mass Volunteer Responsibilities
Volunteer #4 (Left Transept Volunteer)
MARY SIDE
Stationed at the left entrance door
(in between the Narthex and Church)

Before Mass

1. Have the far left-hand door from the Narthex to the Church propped open so no one touches the handle. This is where you will stand waiting for parishioners who want to be seated in the left transept.
2. Before seating anyone, ask them: "Are you in the same household?" If yes, they can sit together. They do not have to be 6 ft apart in the pews. If no, ask them to sit where the white round dots are in the pews. These are the 6 ft markers.
3. Usher them to the left transept pews and chairs. If they don't mind, sit them at the front, then fill up towards the back. There are round white stickers on all the pews. There are no markers on the chairs. In the first pew of every section, only 3 persons can sit if they are not in the same households. In all the other pews, only 4 persons can sit if they are not in the same households. Use your discretion as to where to sit people. We have never been here before in seating people 6ft apart. Don't worry about making this perfect seating!! Just seat them where you think appropriate. It's all good!! :)

During Communion

4. You are responsible for ushering only the **left-transept aisles** (All the rows on both sides in the left transept center aisles) to Communion. After the EM walks to their place in distributing Holy Communion, begin ushering the row closest to the EM (see map attached) to receive Communion from the EM. Only one (center) side at a time may go in order to keep only ONE Communion line. In other words, do not allow both sides to go at the same time. **ONLY** one side can go, then the other side. **ONE LINE TO COMMUNION.**

After Mass

5. Usher the attendants (saying "Thank you for social distancing." "Thank you for your patience."). The process for exiting the Church:
 - a. The Right-Center aisles will exit first, **starting from the back aisle.**
 - b. The Left-Center aisles will exit next, **starting from the back aisle.**
 - c. The Right Transept aisles will exit next, **starting from the front aisle.**
 - d. **Your aisles, the Left Transept aisles will exit last, starting from the front aisle.**
6. After ushering everyone out of the Church, join Usher #3 at the collection basket. Walk with Usher #3 to the safe in the Sacristy to deposit any collections received during Mass. Verify the bag number and sign the bag log in the sacristy and make sure the bag is dropped in the safe.

Saturday Evening / Sunday Mass Volunteer Responsibilities
Volunteer #5 (Left Center Aisle Volunteer)
Stationed at the left-center entrance door
(in between the Narthex and Church)

Before Mass

1. Have the center aisle doors from the Narthex to the Church propped open so no one touches the handle. This is where you will stand waiting for parishioners who want to be seated in the left center aisles.
2. Before seating anyone, ask them: "Are you in the same household?" If yes, they can sit together. They do not have to be 6 ft apart in the pews. If no, ask them to sit where the white round dots are in the pews. These are the 6 ft markers.
3. Usher them to the left center aisle. If they don't mind, sit them at the front, then fill up towards the back. There are round white stickers on all the pews. In the first pew of every section, only 3 persons can sit if they are not in the same households. In all the other pews, only 4 persons can sit if they are not in the same households. Use your discretion as to where to sit people. We have never been here before in seating people 6ft apart. Don't worry about making this perfect seating!! Just seat them where you think appropriate. It's all good!! 😊

During Communion

4. You are responsible for ushering the **front-center aisles** (Rows 2, 4, & 6 on both sides of the center aisles) to Communion. After the Priest walks to his place in distributing Holy Communion, begin ushering row 2 (see map attached) to receive Communion to the Priest. Only one (center) side at a time may go in order to keep only ONE Communion line.

After Mass

5. Usher the attendants (saying "Thank you for social distancing." "Thank you for your patience." The process for exiting the Church:
 - a. The Right-Center aisles will exit first, **starting from the back aisle.**
 - b. **Your aisles, the Left-Center aisles will exit next, starting from the back aisle.**
 - c. The Right Transept aisles will exit next, **starting from the front aisle.**
 - d. The Left Transept aisles will exit last, **starting from the front aisle.**

Saturday Evening / Sunday Mass Volunteer Responsibilities
Volunteer #6 (Right Center Aisle Volunteer)
Stationed at the center - right entrance door
(in between the Narthex and Church)

Before Mass

1. Have the center aisle doors from the Narthex to the Church propped open so no one touches the handle. This is where you will stand waiting for parishioners who want to be seated in the right center aisle.
2. Before seating anyone, ask them: "Are you in the same household?" If yes, they can sit together. They do not have to be 6 ft apart in the pews. If no, ask them to sit where the white round dots are in the pews. These are the 6 ft markers.
3. Usher them to the right center aisle. If they don't mind, sit them at the front, then fill up towards the back. There are round white stickers on all the pews. In the first pew of every section, only 3 persons can sit if they are not in the same households. In all the other pews, only 4 persons can sit if they are not in the same households. Use your discretion as to where to sit people. We have never been here before in seating people 6ft apart. Don't worry about making this perfect seating!! Just seat them where you think appropriate. It's all good!! :)

During Communion

4. You are responsible for ushering the **back-center aisles** (Rows 8, 10 & 12 on both sides of the center aisles) to Communion. After the deacon walks to his place in distributing Holy Communion, begin ushering row 12 (see map attached) to receive Communion from the Deacon. Only one (center) side at a time may go in order to keep only ONE Communion line.

After Mass

5. Usher the attendants (saying "Thank you for social distancing." "Thank you for your patience." The process for exiting the Church:
 - a. **Your aisles, the Right-Center aisles will exit first, starting from the back aisle.**
 - b. The Left-Center aisles will exit next, **starting from the back aisle.**
 - c. The Right Transept aisles will exit next, **starting from the front aisle.**
 - d. The Left Transept aisles will exit last, **starting from the front aisle.**

Saturday Evening / Sunday Mass Volunteer Responsibilities
Volunteer #7 (Right-Transept Volunteer)
JOSEPH SIDE
Stationed at the far-right entrance door
(in between the Narthex and Church)

Before Mass

1. Have the far right-hand door from the Narthex to the Church propped open so no one touches the handle. This is where you will stand waiting for parishioners who want to be seated in the right transept.
2. Before seating anyone, ask them: "Are you in the same household?" If yes, they can sit together. They do not have to be 6 ft apart in the pews. If no, ask them to sit where the white round dots are in the pews. These are the 6 ft markers.
3. Usher them to the right transept pews. If they don't mind, sit them at the front, then fill up towards the back. There are round white stickers on all the pews. In the first pew of every section, only 3 persons can sit if they are not in the same households. In all the other pews, only 4 persons can sit if they are not in the same households. Use your discretion as to where to sit people. We have never been here before in seating people 6ft apart. Don't worry about making this perfect seating!! Just seat them where you think appropriate. It's all good!! :)

During Communion

4. You are responsible for ushering only the **right-transept aisles** (All the rows on both sides in the right-transept center aisles) to Communion. After the EM walks to their place in distributing Holy Communion, begin ushering the row closest to the EM (see map attached) to receive Communion from the EM. Only one (center) side at a time may go in order to keep only ONE Communion line. In other words, do not allow both sides to go at the same time. ONLY one side can go, then the other side. ONE LINE TO COMMUNION.

After Mass

5. Usher the attendants (saying "Thank you for social distancing." "Thank you for your patience." The process for exiting the Church:
 - e. The Right-Center aisles will exit first, **starting from the back aisle.**
 - f. The Left-Center aisles will exit next, **starting from the back aisle.**
 - g. Your aisles, the Right Transept aisles will exit next, starting from the front aisle.**
 - h. The Left Transept aisles will exit last, **starting from the front aisle.**

Communion & Collection Ushers are:

1. Volunteer #4 – left transept aisles to the Extraordinary Minister
(begin ushering people to the EM from the row closest to the EM)
2. Volunteer #5 – front center aisles to the Priest
3. Volunteer #6 - back center aisles to the Deacon
4. Volunteer #7 – right transept aisles to the Extraordinary Minister
(begin ushering people to the EM from the row closest to the EM)

They will need to go on both sides of the pews during the Offertory.