

## **Ushering Duties During Pandemic**

### **(Updated June 28, 2020)**

1. Ushers must wear masks, as required by the archdiocese. If you do not have a mask, we have disposable masks in the usher room.
2. Bulletins must remain in the usher room until the end of Mass. Leftovers cannot be put in the racks. When handing out bulletins, gloves must be worn. There are disposable gloves in the usher room.
3. If you hand out music sheets, gloves must be worn. Otherwise, let people grab their own. At the end of each Mass, congregants should place the sheets in a brown grocery bag which will be on the floor by the collection basket in the Center Street entrance.
4. Only the Center Street doors will be open for people to enter the church. The doors should be propped open until a few minutes after Mass starts. If it's really hot, only open two of the four doors so we don't send all the air conditioned air outside.
  1. Count people immediately. We need to let Fr. Dennis know the count before Mass starts, so he has enough communion wafers ready for consecration.
  2. We are limited to about 175 people in the church. We do not anticipate this presenting a problem, as people in higher-risk demographics are encouraged to stay home, and Mass attendance at this point is optional.
  3. We have some leeway in the numbers, especially if there are whole families taking up a pew, and if non-family groups remain appropriately distant. So don't turn away the 176th person. (This has not been a problem at all so far.)
  4. If people opt to remain outside of church during Mass due to capacity limits or due to people's anxiety, count them also, but keep the number separate from the number of people in church. Just make sure Father knows the total number so he's ready for Communion.
5. People of the same household can sit together in a single pew.
6. Only one of every three rows of pews will be available for seating. The ones that can't be used will be taped off.
7. Any individual chairs that are currently in church will be spaced to allow distance-seating.
8. The balcony will be open for all three Masses.
9. Ushers should assist people in finding seating, ensuring that people not of the same household are
10. There will be no procession of the gifts.
11. Fr. Dennis will enter church from the east side.
12. Communion will be distributed by Fr. Dennis on the main level and a distributor on the second level. The assisting distributor will help on the main level once he or she is done in the balcony.
  1. People can approach Father or the other distributor in two lines.
  2. The hand sanitizer table in the Center Street entrance should be moved to the entry of the church proper right before communion.
  3. In the balcony, the distributor should stand at the top of the balcony. The hand sanitizer table will be on the bottom step. People should be directed from the front of the balcony, passed the hand sanitizers and up to the distributor.
  4. On the main level, people in the side sections will be called to Communion, going to the back and then to the center aisle. Release them from the front row first. See the drawing.
  5. The people in the center sections will then be called to Communion, exiting the pews from the far side of the pews, moving to the back of church and then to the center aisle.

14. Do not leave the collection baskets unattended in the Center Street lobby. After Mass starts, put what is collected so far into a bag in the usher room, but do not seal the bag. People will drop more contributions into the basket as they leave church. Add that money to the bag.
15. After Mass, people can leave church from any door.
16. Remember, the Saturday Mass starts at 4 p.m.
17. A separate cleaning crew will sanitize the church after each Mass.