

Name of Parish: Saint Teresa of Calcutta Parish City: Collingswood/Westmont

What is the Seating Capacity of the Church?	Full Capacity	At 30%
St John Church, Collingswood	<u>790</u>	<u>237</u>
Holy Saviour	<u>340</u>	<u>102</u>

How will the parish office communicate its plan for re-opening to the faithful (instructing them of the continued dispensation; providing a reminder for those who should stay at home; procedures for arrival/departure in the parking lot; the limit on the number who may participate; the designation of entrances/exits; what to expect inside church; how Mass will be conducted and Holy Communion distributed; use of restroom facilities; reminding them about social distancing; other particular issues)?

St Teresa of Calcutta Parish has established a communication sub-committee of the re-opening committee to specifically deal with communicating with the parish members. Communication will include:

- Saint Teresa of Calcutta Parish web site
- e-blast of information concerning the re-opening (we have a large database of e-mail addresses)
- Announcements at the live Sunday and weekly Masses that are broadcast on the internet
- Direct contact by the Parish Council to the many ministries within the parish. The leadership of these ministries will then be asked to contact and discuss with their ministries.
- Aids (handouts and signs) to help the Parishioners through the changes.

Checklist (*If a parish can't meet these expectations, public Masses cannot be celebrated.*)

- ☒ A map of the church building has been prepared indicating entrances/exits, planned seating for the maximum occupancy at 30% of capacity; and distribution flow for Holy Communion? **(Please attach a copy)**
- ☒ Measurements have been made inside/outside of the church to ensure social distancing and the parish has prepared a system for clearly marking these distances?
- ☒ Hand sanitizer has been purchased and is available at entrances and restrooms (but restroom will not be available for the first phase of the re-opening?
- ☒ Painter's tape and/or caution tape has been purchased?
- ☒ A maintenance schedule and team for disinfecting between Masses has been prepared?
- ☒ Hymnals, missalettes, other materials normally kept in the pew have been removed?
- ☒ Holy water fonts have been emptied?

- ☒ A plan for providing access to Mass for those who wish to attend considering limited capacity has been developed and communicated to parishioners? How will volunteers deal with those who arrive at Mass after the church is filled to capacity? **(Please attach a copy)**
- ☒ A notice has been placed at the entrances reminding people to keep social distancing protocols in mind; to use hand sanitizer; and to wear a face covering?
- ☒ A plan for access, monitoring social distancing and disinfecting the restroom facilities has been made and is posted near the facilities?
- ☒ A notice has been placed at the exits reminding people to keep social distancing protocols in mind while accessing their cars or departing the parish plant?
- ☒ A procedure for receiving the Sunday Collection has been developed and volunteers have been instructed on how to safeguard the collection?
- ☒ Volunteers have been identified and trained for assisting at the entrances/exits, for seating, for collection procedures and for providing directions during the distribution of Holy Communion?
- ☒ Procedures for the distribution of Holy Communion have been discussed/reviewed with clergy and Extraordinary ministers?
- ☒ A face covering for each minister and a table with corporal and hand sanitizer has been prepared for each station where Holy Communion will be distributed?

Please describe any other plans or procedures that the parish has decided to employ:

ORGANIZATION OF THE CHURCH

1. Installation of signalization (markings on the floor, and walls) which provides information and instructions as is mentioned on the notices at the Entry and Exit doors.
2. Provide suitable circulation (through the entry / exit circuit) in the building allowing people to respect the social distance and to avoid people crossing each other.
3. The maximum number of participants allowed is displayed at doors to the church and communicated through the usual communication channels.
4. The wearing of a mask will be highly recommended to all those entering the church for the celebration of the mass.
5. All the suitable places will be disinfected after each mass (pews, chairs, door handles, piano, microphones, ambo, cantor stand etc.)
6. Hand sanitizers are available for all mass participants at the entrance and exit doors in the Church and at the communion station.
7. Song sheet: if possible, it can be made available and be distributed by email, for people to print out at home and bring to Church. Remind everyone not to leave anything in the Church such as song sheets, bottles, etc. Song sheets can be placed beforehand on the chairs. Any sheets left will be thrown in a disposal bin and will then be destroyed.

Possible adaptation for the reopening

- The celebrant will use hand sanitizers during mass, if necessary.
- The rites are adapted to the imperative of minimizing physical contact between people, and with surfaces, materials, and objects (water, books, ritual objects, etc.)
- If the celebration is led by several people, they respect each other's distancing rules. The number of simultaneous officiants is reduced in proportion as much as possible to protect the people and the priest himself.
- The team in charge of welcoming and helping seat people will have a training prior to the reopening to learn to comply so as to help everyone who attends our celebration to comply to all the CDC and diocesan guidelines.
- During the distribution of communion, the deacon or an EM will put on his or her mask, sanitize his or her hands, and then proceed to the communion station.

Everyone who attends our celebration should be informed of the new guidelines, hygiene measures, social distancing, and the adaptation of the new temporary rules. We will add information to our website and will have a copy of all the information on the bulletin board at the entrances to each church. Before each mass someone will give a small talk to remind people about all the guidelines. A talk will be given at each phase when necessary.

Sacristy

Sacristan's role

The sacristan will light the candles for mass, fix the book and make sure the book is on the proper page for the reader. However, there will be no gathering in the sacristy. Only one person at a time is allowed. The priest will be responsible for setting up his own chalice. The sacristan will help cleaning afterward (all these rules are temporary until we get over the covid-19 situation). There will be no Holy Water and no altar servers until further notice.

PREPARATION OF CELEBRATIONS (SACRISTY)

The sacristans will take care of the preparation of the celebrations by carefully respecting the general instructions and, more particularly, those necessary depending on the nature of the celebration of the mass. It will be necessary to limit the number of people with access to the sacristy so as not to risk close crossings of people. Appropriate equipment must be provided: mask and sanitizer while in the sacristy, etc.

1. Respect each other's social distance as much as possible.
2. Organize the maintenance and disinfection of the places of celebration (door handles, credenzas, etc.) with a designated team.
3. Cleaning of the sacred vessels (paten, chalices, ciboria, communion cups) with proper soap and water, then dry them with a purificator. If there is a different priest for each celebration, the sacred linens will be replaced after each celebration, washed at 60° C and ironed.
4. The preparation of the objects necessary for each celebration will be carried out after hand disinfection and compliance with hygiene measures. Certain stations for regular use can be disinfected after each celebration (lectern and ambo, credence table, celebrant chairs, microphone etc.)
5. All microphones will be sanitized or exchanged for each priest after each celebration.
6. Candles and devotional votives will be deposited after hand disinfection.
7. For the first phase there will be no Altar Servers.
8. The collective use of the vestments will be prohibited. Each celebrant must bring his own liturgical vestments. It will be the same for the altar servers when we have passed the first phase. Two Roman Missals will be available at each Church.
9. Money will be counted after 3 days in sealed bags before being opened.

PROCEDURES FOR LECTORS AND EUCHARIST MINISTERS
REOPENING PHASE 1

LECTORS:

- There will be only one lector during this time.
- Follow procedure we have been using to remain in the sanctuary between the readings. Return to your seat after the second reading. Come back for petitions when you hear the words in the creed “I believe in the Holy Spirit...”.
- Please try to sit near the front of church.
- Masks and gloves should be removed before coming to the altar.

Eucharistic Ministers: Directives and Information

- Those who are high risk in any way are encouraged not to serve at this time.
- Holy Communion will be distributed after mass.
- Ushers will lead those receiving communion and will keep social distance.
- Masks may not be worn when distributing or receiving Communion.
- Gloves may not be worn when distributing or receiving Communion.
- A small table will have been placed at each communion station, with an unfolded corporal and a bottle of hand sanitizer.
- The EM should use hand sanitizer as soon as they enter the sanctuary.
- Please try to sit near the front of church.

Eucharistic Ministers: Procedure

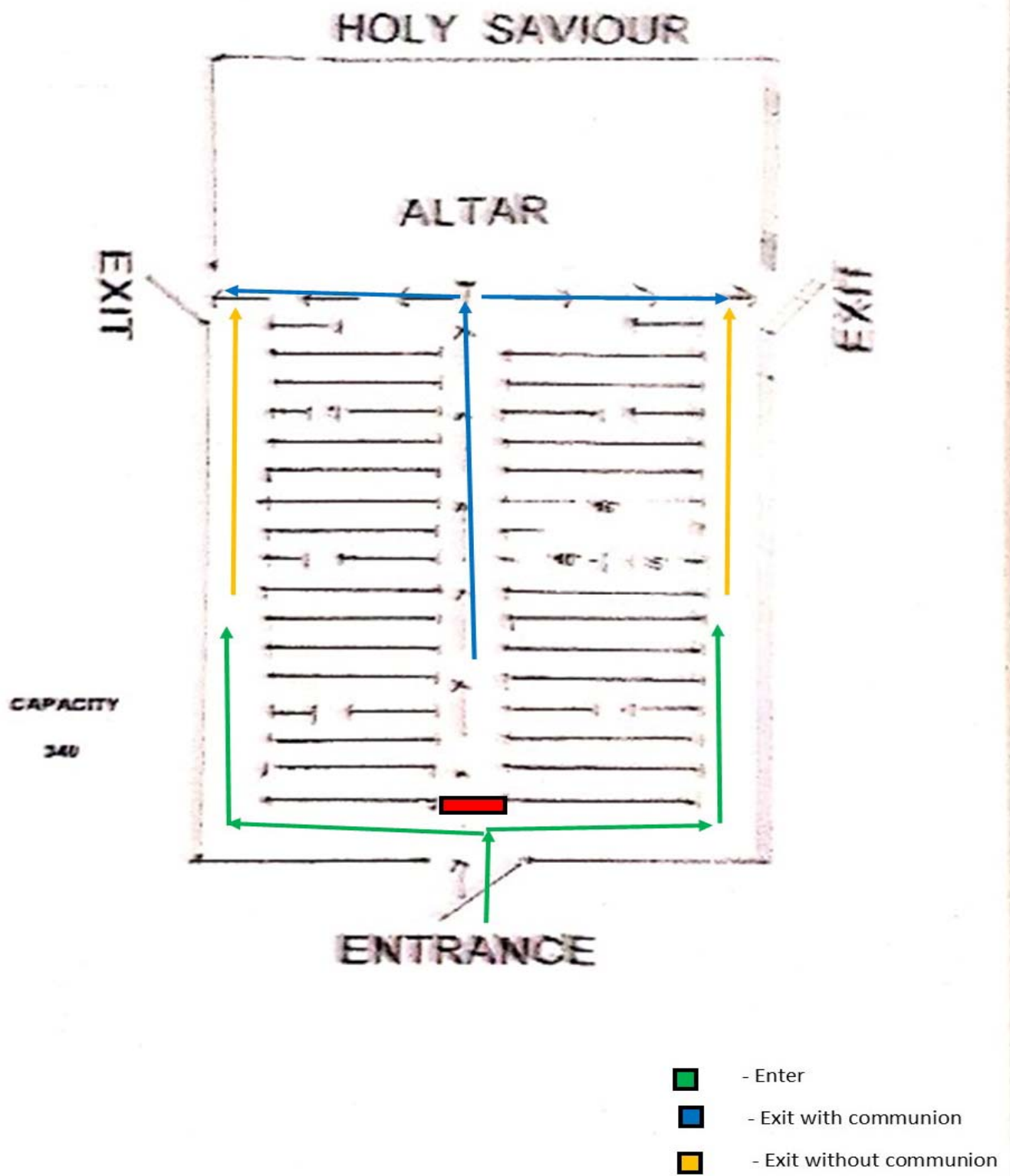
- After the concluding blessing and dismissal, the priest (and deacon, if present) removes his chasuble/dalmatic. The priest returns to the altar and leads the people, “Behold the lamb of God...” He then proceeds to the communion station.
- After the dismissal, the EM should proceed to the altar steps as was done before to get the ciborium with the Body of Christ.
- The priest and EM then proceed to the communion stations. Each stands next to a table with the corporal and hand sanitizer in order to distribute communion.
- Those coming to communion need to have their hands out flat. If a person comes with a cupped hand, please ask him/her to flatten it.
- If the priest, deacon or EM touches the hand or tongue of the person receiving Holy Communion, they should place the ciborium on the corporal and proceed to sanitize their hands before distributing Holy Communion to the next individual.
- At the conclusion of the distribution of Holy Communion, the priest (and any other ministers) return the remaining hosts to the tabernacle.
- The congregation may depart right after receiving communion using only the EXIT doors and maintaining physical distancing.

- We have organized 5 sub-committees to help with different aspects of the re-opening
 - Logistics – having enough help at the Masses to direct and guide the parishioners attending Mass
 - Cleaning and Sanitation – To assist maintenance staff in cleaning and sanitizing churches after each use
 - Liturgical – To assist with maintaining a proper environment in this difficult time. Includes the building of Communion Stations where the Priest or Minister will be partially shielded by plexiglass.
 - Communication and Signage – this group will develop communications that will go out to the Parish both before phase 1 starts and after. Will also develop signage which will help guide people and will be used by the Logistic sub-committee
 - Technology – This subcommittee will be responsible for the live streaming and recording of our Sunday Masses.
- We have enlisted the Men’s Club to provide additional hands and feet for the sub-committees.
- We will move to a Summer Mass schedule as we have done in prior years. This will provide additional time between Masses to properly clean and sanitize.
- We have asked the deaf community to adjust their Mass time to allow enough time for Cleaning and Sanitizing.
- We have designed and built communion stations to offer some protection to both the parish members and the Priest or minister.
- We will live stream and record All of the Masses both for the use in our overflow locations (once the church reaches 30% capacity) and for posting for people not in attendance at a time that works for them.
- Hand sanitizers will be available in the communion line before taking communion and then again at the exit doors immediately after communion.

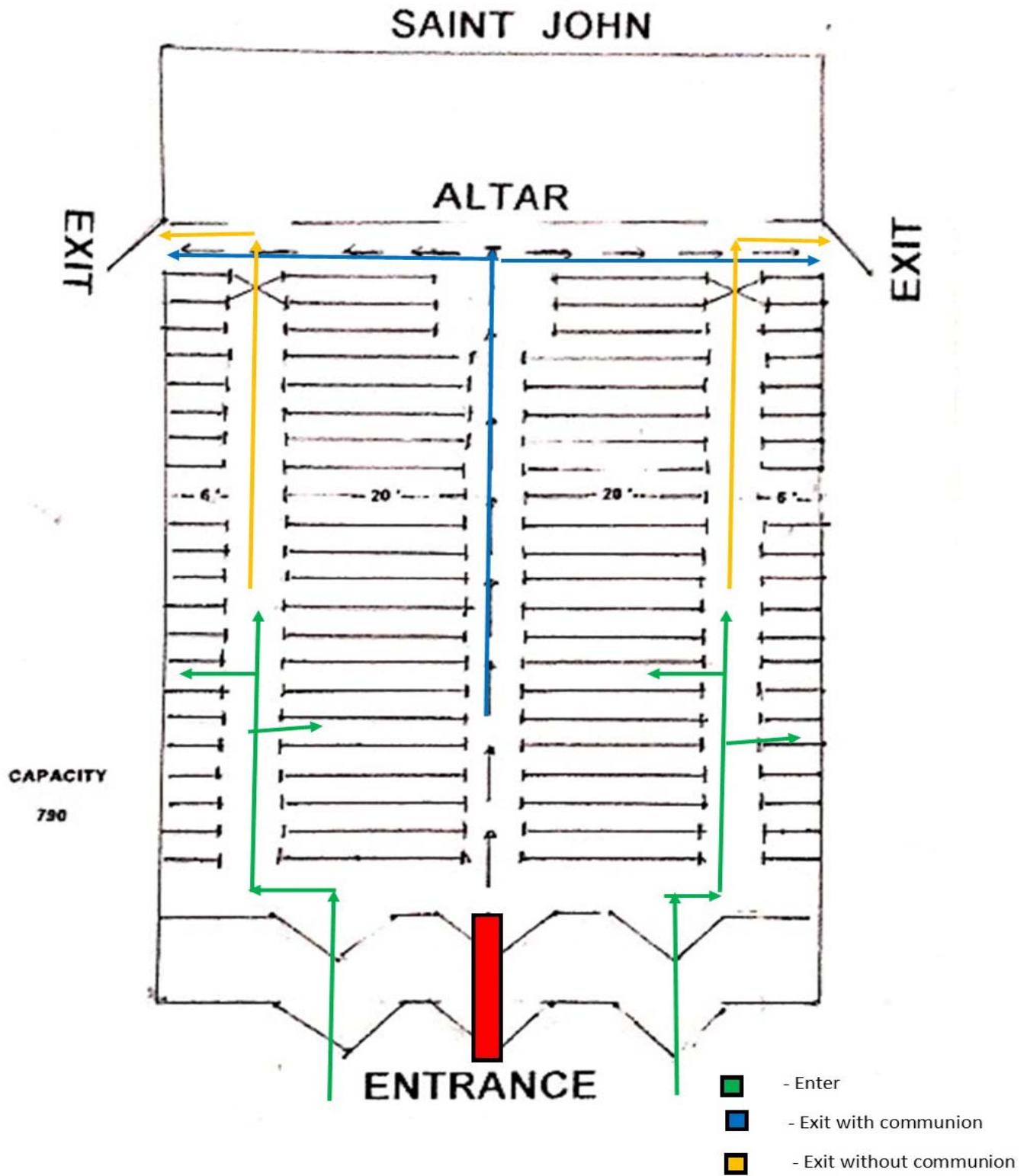
We will keep restrooms closed at this time. The parish will be told prior to coming to the first Mass. Is there any way that the Diocese can assist your parish in meeting these requirements so that your parish can begin to celebrate public Masses?

Signature of Pastor

Date



St Teresa of Calcutta Parish – Holy Saviour Church – People Flow



St. Teresa of Calcutta Parish, Holy Saviour Church



Saint Teresa of Calcutta Parish, St. John Church

