

Christ the Redeemer Parish

CTR WORSHIP COVID-19 SAFETY PROTOCOLS *for all sacramental celebrations as applicable*

I. PREPARATION AND PROMOTION PLAN

- a. Preparations to re-open the parish for worship are an ongoing process. Essential items such as cleaning supplies, hand sanitizer, gloves (non-latex), masks, and marking tape, etc. have been obtained. These will be monitored and maintained on an ongoing basis by parish staff. A team comprised heavily of parish staff and suitable volunteers have been identified.
- b. In consultation with the pastor, Chuck Hatch (Supervisor of Buildings, Maintenance and Grounds) will lead the team overall, and Ed Rosney (Parish Janitor) will head up the sanitation crew between Masses.
- c. Diagrams, which are attached, have been drafted to facilitate ingress, Holy Communion and egress in view of DOC instructions. Lt. Dan Chiumento from Waterford Township Police Department was consulted for further guidance in implementing our local plan, which was formed with his professional insights.
- d. Signs with reminders about social distancing, donning of masks, and other information have been fabricated and will be posted in due course. Social distances will be marked off when startup is imminent. All clergy will familiarize themselves with the modified liturgical practices. All other elements of setting up will be carried out when advisable.
- e. Information concerning the reopening will be conveyed by all means available, such as REMIND TEXT, email, ChristTheRedeemer.us, Facebook, public signs, verbal announcement at our daily Holy Hour and live streamed Masses. Parishioners will be asked to spread the word.
- f. Included in the information will be how to RSVP for particular Masses through Eventbrite and the protocols to be strictly followed.

- g.** Parishioners will be advised to bring their own masks. CTR will only provide masks for staff and ushers.
- h.** We normally have six Sunday Masses, which will all be celebrated in Assumption Church (AVM) because it is our largest worship site. We will also be following a provisional Mass schedule, as follows: Saturday (Vigil) at 4 pm (live-streamed) and 6 pm; and Sunday at 8 am, 10 am (live-streamed), 12 pm and 2 pm. This will allow for ample space at all the Masses, but may be adjusted if it would be reasonable.

II. TRAINING

- a.** All staff and volunteers will be fully instructed on the protocols issued by DOC. We will conduct a “drill” as a dry run when it is safe and advisable, with due regard for social distancing. The date and time are TBD.
- b.** Liturgical ministers will be briefed as a matter of courtesy and added coordination. Use of ministers will be limited as we will NOT use EMHC or a choir. Only Readers, Cantors, Accompanist (see V.d below) and Tech will be used along with clergy. **ONLY CLERGY WILL BE ADMINISTERING HOLY COMMUNION** at two designated stations (See Diagram 2).
- c.** Every effort will be made to apprise the congregants of our protocols and procedures, first in the promotion and preparatory stage and then at Mass. We will try to explain things slowly, clearly and concisely.
- d.** It may happen that we have parishioners show up in excess of our 25% allowance of 184 folks. Ushers will be advised as follows:
 - d.i.** Make parishioners feel welcomed;
 - d.ii.** Advise them that we’d love for them to stay but that we are bound to adhere to the 25% occupancy standard for the time being;
 - d.iii.** Further advise them of the Eventbrite process and of other Mass times; and,
 - d.iv.** Remind them again that they are very welcome at CTR and if they cannot make one of the other Mass times that the dispensation from the obligation remains temporarily still in effect and that the Mass is live-streamed at 4 pm Saturday and 10 am Sunday. The stream may be accessed via ChristTheRedeemer.us, Facebook, or YouTube.
- e.** After our first week, we will debrief and adjust as may be needed.

III. ARRIVAL

- a. All required preparations will be completed at least 30 minutes before Mass.
- b. Parishioners will be asked to arrive thirty minutes before Mass is scheduled to begin. The outer perimeter of the church's main and only entrance will be clearly marked for six feet social distancing. (Cf. Diagram 1)
- c. A seven-member usher squad (mostly paid staff) will be strategically deployed at critical points outside the building, in the church foyer and in nave to allow for a controlled entrance to AVM. The team leader for all Masses is Chuck Hatch (CTR Supervisor of Buildings, Maintenance and Grounds). He will remain mobile to supervise and direct as necessary, both inside and outside AVM.
- d. Parishioners will be directed line up on the demarcated area outside. This will be an opportune time to remind them of our safety protocols.

IV. INGRESS

- a. The doors of the church will be open in order to avoid having to touch the door.
- b. As parishioners enter, they will be offered the opportunity to sanitize their hands at the four stations provided in the foyer of the church, which are eight feet apart. An usher will squirt sanitizer for those who choose to sanitize upon entry. This cannot be imposed since some people may suffer from skin sensitives that preclude it.
- c. Parishioners will also be asked to leave their RSVP confirmation on the table (we don't want them left in the pews). In the event someone does not have their RSVP, we have a spreadsheet of all confirmations per each Mass.
- d. When it is safe to do so, families, couples and individuals will be invited to the next available seating, preceding from the very front of the nave working backward. Families and couples are not required to to maintain social distancing with each other. There will be no preferential seating. All seating sections can accommodate one to four adults.
- e. People will not be allowed to congregate in the aisles.
- f. We will know ahead of each scheduled Mass precisely how many congregants to expect as per the Eventbrite RSVP spreadsheet. Walk-ins will be allowed on a space available basis. There should be no need to postpone walk-in arrivals entry. Walk-ins will be advised to sign up, if possible, for future attendance and offered simple instructions. They will also be given details about viewing the live-streamed Masses.

- g.** We do not expect to reach the maximum number of the faithful since our best attended Sunday Masses normally float under the 25% ceiling.
- h.** In the unlikely event that we max out a Mass at 184 parishioners (<25% maximum allowance due to social distancing norms), ushers will be trained to respond with kindness. Specifically, they will be asked to remind parishioners that they are most welcome in CTR parish, that all churches are obligated to observe the prescribed norms for social distancing, and that we invite them to RSVP to another Mass time if they can make it. We will explain how. Finally, we will remind them that the dispensation remains temporarily in effect if they will not be attending a later Mass. (Cf. II.d.i-iv above)

V. MASSES AND SACRAMENTAL CELEBRATIONS

- a.** During liturgies, signs will be strategically placed to remind congregants to maintain social distancing at all times except for families and couples, to wear masks and such.
- b.** Clergy will enter the sanctuary proceeding from the door near the baptistry, which is proximate to the adjacent back door to the sacristy. This is to allow social distancing clearance in the center aisle (See Diagram 1).
- c.** No bathrooms will be available for public use due to social distancing restraints and the very small corridor and bathrooms in AVM church (See Diagram 1). Also, this will eliminate the problem of controlling movement during celebrations.
- d.** Singing will not be encouraged during Phase I and for as long as directed by the diocese. We will use antiphons and recite the Mass parts, led by a cantor. The only singing will be a subdued Responsorial Psalm and the Alleluia. There will be no choir whatsoever, and our instrumentalist, when available, will play music as parishioners gather and at other appropriate times as appropriate.
- e.** The sanctuary will be situated for social distancing, and the provisional practices provided by the diocese for clergy will be observed.
- f.** Readers will sit in assigned seats in the nave. There will typically be only one reader per Mass. There are a few couples and parent-child scenarios also. Our elder Readers express some reservations about returning before they feel safe, so we may experience a shortage. Accordingly, I am prepared to “depute” suitable parishioners as may be practicable.
- g.** There will be no offertory. Collection baskets will be situated near the exits to receive envelopes as congregants depart. The baskets will be strictly monitored as usual (See Diagram 2).

- h. Since there will be no altar servers during Phase I, cantors will be instructed as to when to ring the Sanctus bells.
- i. We will continue to live stream two Masses each weekend: one at 4 pm on Saturday evening, and the other at 10 am on Sunday morning.

VI. HOLY COMMUNION

- a. Holy Communion will not take place as normal; rather, it will be after the final blessing.
- b. During Phase I, only our assigned clergy and our acolyte will distribute Holy Communion. EMHC will be worked in when (1) they feel safe and (2) it is appropriate to employ their assistance.
- c. There will be three stations, one in the front near the designated exit, and the other in the rear by the second exit, **and one in the front center** (See Diagram 2). The location of the exits has been determined in consultation with Lt. Dan Chimento of the Waterford Township Police Department, in view of the hazardous terrain outside the baptistry exit. There really is no other way to safely exit.
- d. Communicants **choosing to receive Holy Communion in their hand** will be directed by an usher when to exit their respective pews and proceed to the station. Sections 1 and 2 will receive at the station in the back of the church and depart via the adjacent exit. Sections 3 and 4 will receive in the front station and exit through the nearby exit. Sections 2 and 4 will receive first, proceeding from the pew nearest the station backwards. Sections 1 and 3 will receive after 2 and 4 have been cleared.
- e. **Communicants choosing to receive Holy Communion on their tongue will likewise be directed by an usher when to exit their respective pews. There will be a station dedicated ONLY for such parishioners. They will simply bypass the other stations and proceed to the station situated in the front and center of the church, just in front of the altar.**
- f. Only the Precious Body will be offered.
- g. The preferred manner of reception will be on the hand—without physical contact.
- h. Those who choose to receive directly on their tongue will be able to do so.
- i. Hand sanitizer will be at each Holy Communion station, which will be used as need (1) always before any Hosts are distributed, and (2) in the event of any physical contact while administering the Sacrament.

VII. EGRESS

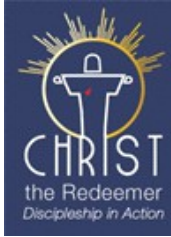
- a.** Immediately after Holy Communion is received, parishioners will be directed by the ushers to leave. They will be advised to maintain social distancing as they depart and while in the parking area. Lingering will be discouraged.
- b.** First and second collections should be deposited in the appropriate baskets en route.
- c.** Those parishioners not wanting to receive will be able to leave when directed. They will line up with those who will receive and simply bypass the Communion station as they depart.
- d.** After the final departures, the collections will be handled according to our normal practice of placing the contents of each basket in a marked, lockable security bag and then deposited in our secure vault in the sacristy.

VIII. BETWEEN EACH MASS

- a.** Ed Rosney, our parish janitor, will be present to lead our sanitation crew to thoroughly and efficiently sanitize all pew and door handles.
- b.** Cantors and musicians will be responsible to sanitize their area and microphones. They will also be responsible to sanitize the pulpit and pulpit microphone.
- c.** Sacred vessels will also be sanitized as necessary.
- d.** Sanitization stations will be replenished as needed.
- e.** Bathrooms, although technically not open to the public, will be sanitized as necessary if used in an emergency situation.
- f.** Any other preparations that need to be made will be done.
- g.** Checklists (see appendices 1) will be used to ensure compliance with all sanitization protocols. These will be signed and kept on file for as long as needed. There will be four-part checklists, as follows:
 - g.i.** for the nave;
 - g.ii.** for the sacred vessels and credence table, etc.;

g.iii. choir and tech area; and,

g.iv. for the foyer, bathrooms and outside perimeter.



Checklist for All Sanitization Protocols

i. The Nave: Two designated ushers

	All Pews
	All Door Handles
	Votive Candles

ii. Sacred Vessels: Clergy and Acolyte (Sacristan)

	Credence Table and Surrounding Area
	Chalice & Purificator
	Ciboria
	Lavabo & Towel

iii. Choir & Tech Area: Sacred Music Ministers

	Instruments & Surrounding Area
	Cantor Microphone
	Pulpit Area & Microphone
	Tech Area

iv. Foyer, Bathrooms & Outside Perimeter: Designated ushers

	Foyer Area
	All Door Handles
	Collection Baskets
	Bathrooms as needed
	Inspect Outside Tape Marks, etc