

*****Please note that these guidelines will change as we continue to learn what will work best for our parish. Thank you for your flexibility and willingness to serve the faithful at Sacred Heart.*****

Guidelines for Ushers

Must have a minimum of 2 ushers in the church and 1 additional usher as a “float” to assist where necessary (in the social hall, should we have people there). The role of the usher has been modified greatly and will include greeting congregants, directing everyone to and from their seats EVERY TIME they must move, enforcing protocols (specifically the wearing of masks and the capacity limitations in both buildings), passing out bulletins or other handouts (in gloved hands) after Mass. These guidelines are subject to change at any time, based on protocols provided by the Diocese of Gaylord and as we gain experience and knowledge in what works best for our parish.

Ushers will be assigned to different places in the church/hall, as follows: Main Door 1, Church Side Door, Float (assists in the church or in the social hall). Each of these assignments will have different responsibilities. Please realize that these responsibilities might change as we move through this process, but as we begin, here is that list.

Responsibilities for all ushers:

- Check that everyone who enters has a mask on, and gently remind people that they must wear a mask to enter the church. There are a limited number of paper masks available for people who do not have one, but we cannot provide masks for everyone always.
- Once the capacity of 50 people is reached in the church (this number may vary if there are too many people in the church and not enough space to socially distance between households), you can offer that people/families can attend the livestream in the social hall where they will receive the Eucharist, or suggest that they attend another Mass. Attendance at any weekday Mass or via the livestream from their home will also fulfill the Sunday obligation.
- Be able to answer peoples’ questions, as there are many changes. We want to make everyone feel as comfortable as possible. This might mean providing the letter that was sent to all parishioners (via email or the website, so some might not have received it) or pointing out the signs posted at all of the doors. It might mean suggesting that they not remain in the church because they are not

comfortable with the protocols that we have in place. Whatever it means, though, please do it pastorally. This is a challenging time for everyone, and everyone has different ideas about what is the right thing to do.

- There will be baskets at each entrance to the church and hall for people to place their offerings and envelopes. There will be no collection during the Mass.
- **ABSOLUTELY NO ONE IS ALLOWED TO GO INTO THE CHOIR LOFT!** We do not want to have to figure out how to disinfect upstairs as well between each mass, so it will remain off limits for the time being.
- If someone needs to be seated in the chairs at the back of the church, please do your best to help seat them 6' apart and as far from the aisle as possible to begin, or better yet, suggest that the social hall is a better place as seating is more ample and much more flexible. There is likely only room for about 4 people in the chairs at the back.
- We will only seat every other pew, and family units must remain 6' apart. This is about the length of one of the kneelers. It will be easiest if we start at the front of the church and work our way toward the back. If someone enters a pew, they must remain in that pew. It will be preferable if everyone enters from the main aisle and moves down to the end. Then the next family unit can sit at the opposite end of the pew. If the family is larger than 2-3 people, that family might need the entire pew. There is room for approximately two couples in each pew, but might be additional room for a third person or a child. Please just use your best judgement. This means that some people will not be able to sit in "their regular seats", but this is a time of sacrifice for all of us.
- In the social hall chairs are set up mostly in various group sizes. We are trying to not have to move chairs, if possible. Again, please use your best judgement when it comes to the 6' spacing.
- There will be nothing to hand out to people as they enter the church. Please do not make bulletins or handouts available until after the Mass has completed and people are dismissed. We do not need paper materials floating around the church during and after the Mass, as that will add to the clean up time and provide more "touched" spaces. All handouts will be made available **ONLY** as people are dismissed.
- **USHERS WILL ALL WEAR MASKS!** You will likely be in reasonably close contact with people as they enter the church. Please do your best to maintain social distancing, but this might be a little challenging because of the layout of the church. Just do the best you can and be as safe as you are able.
- Guidelines for each assignment will follow. Please note that if you are handing out materials at the end of mass, you are asked to don gloves just before and remove them directly into the trash can when you have completed the exit process. Just before you put the gloves on, please use the sanitizer available to

you. Immediately upon removing the gloves, again, please use the sanitizer. Gloves get pretty dirty on the outside, and can give a false sense of safety and cleanliness.

Usher - Church Main Door:

- This usher will be stationed at the main entrance and will be mostly responsible for helping individuals and families find seats in the church spaced apart properly. Please try to keep people moving so they do not gather at the entrance of the church.
- While you will not be able to keep an exact count of the number of people in the church, as the last rows fill up and there is no longer the option to keep 6' distance, please begin sending people to the social hall for seating.
- As we near time for the communion procession (at approximately the same time the communion ministers approach the sanctuary), this usher will near the front of the church to help coordinate the ONE communion line. Please gesture one family unit at a time to approach the communion minister. Alternate sides of the church, and then proceed to the next row. If someone does not want to receive communion, that is absolutely fine, however, it will be important that everyone leaves the pew so no one is climbing over someone else. Once the pew is empty, the person not going to communion can return to their seat.
- You may follow the last person in the communion line in order to receive yourself.
- Please sanitize your hands and put on gloves after you return from receiving communion. Then take a handful of bulletins to give to those who ask. The bulletins will always be available online, so it is not necessary for anyone to take/touch them if they prefer not. This part of the process might need some honing, but these are the thoughts to begin.
- After the Mass is completed (after Fr. Bob says, "The Mass is ended, let us go forth"! and we respond, "Thanks be to God!" - during the recessional song), this usher will proceed approximately halfway down the main aisle with handouts to direct the dismissal of the congregation. Dismiss one family unit at a time out the main door of the church (the front half of the congregation will be dismissed out the side door). There may be a handful of people who wanted to receive communion on the tongue, and they have been asked to form a line, 6' apart, in the aisle closest to the tabernacle.
- Once the church is empty, please replace any handouts that remain, remove your gloves into the trash, and exit the church.

Usher - Church Side Door:

- This usher will be responsible for aiding those who enter through the side door of the church in finding seating. Again, proper spacing is absolutely essential.

- While you will not be able to keep an exact count of the number of people in the church, as the last rows fill up and there is no longer the option to keep 6' distance, please begin sending people to the social hall for seating.
- As Mass is ending, please sanitize your hands, put on gloves, and take a handful of bulletins to give to those who ask. The bulletins will always be available online, so it is not necessary for anyone to take/touch them if they prefer not. This part of the process might need some honing, but these are the thoughts to begin.
- After the Mass is completed (after Fr. Bob says, "The Mass is ended, let us go forth!" and we respond, "Thanks be to God!" - during the recessional song), this usher will proceed to the front of the church with handouts to direct the dismissal of the congregation. Dismiss one family unit at a time out the side door of the church (the back half of the congregation will be dismissed out the main door). There may be a handful of people who wanted to receive communion on the tongue, and they have been asked to form a line, 6' apart, in the aisle closest to the tabernacle.
- Once the church is empty, please replace any handouts that remain, remove your gloves into the trash, and exit the church.

Usher - Float:

- This usher will be available to help keep an accurate count in the church. As we approach the 50 mark, this usher will then need to move to the social hall and will be mostly responsible for helping individuals and families find seats in the social hall spaced apart properly.
- If there is no one in the social hall, your work is done. If there are people in the hall (this will remain an option on the weekends that incense is used, including Pentecost), please proceed with the additional following guidelines.
- As we near time for the communion procession (you will see the communion ministers leave the church to head to the hall), this usher will near the front of the hall to help coordinate the communion line. Please gesture one family unit at a time to approach the communion minister. Alternate sides of the hall, and then proceed to the next row. If someone does not want to receive communion, that is absolutely fine. You may follow the last person in the communion line in order to receive yourself.
- Please sanitize your hands and put on gloves after you return from receiving communion. Then take a handful of bulletins to give to those who ask. The bulletins will always be available online, so it is not necessary for anyone to take/touch them if they prefer not. This part of the process might need some honing, but these are the thoughts to begin.
- After the Mass is completed (after Fr. Bob says, "The Mass is ended, let us go forth!" and we respond, "Thanks be to God!" - during the recessional song), this

usher will proceed down the main aisle with handouts to direct the dismissal of the congregation. Dismiss one family unit at a time toward the aisle closest to the kitchen and out the door to the gathering space (the other half of the congregation will be dismissed out the side door).

- Once the hall is empty, please replace any handouts that remain, bring the offering baskets to the church, remove your gloves into the trash, and exit the church.

Guidelines for Lectors

- There will only be one lector at each Mass, so as to avoid many people touching the same spaces. This lector will be responsible for announcements (if there are any) as the bells ring, both readings, and the universal prayer (general intercessions).
- You are asked to wear a mask for the duration of the Mass, except when you approach for any of the 4 parts that you are reading. At those times that you enter the sanctuary, you are asked to remove your mask so that you can be heard clearly.
- Please either bring your own sanitizer or use what is provided by the parish and sanitize your hands before each time you approach the lectern or ambo.

Guidelines for Extraordinary Ministers of Holy Communion

- YOU MUST WEAR A MASK WHILE DISTRIBUTING THE EUCHARIST!
- You must not wear gloves while distributing communion.
- At the end of the Agnus Dei (Lamb of God), you are asked to sanitize your hands in the pew, if possible, or wherever is going to be most convenient, then approach the sanctuary, but to **stop at the bottom of the stairs and not actually step up into the sanctuary.**
- If the church is full, Fr. Bob will appreciate having a second minister to distribute communion on the right (ambo) side. If you are distributing in the church, please move the stand holding the sanitizer bottle to the middle of the two ministers in the church.
- Just after the Agnus Dei, but before he brings communion to each of you, Fr. Bob will say to everyone, “The Body of Christ”, to which we will all respond, “Amen.” Then there will be absolutely no need for spoken word between the communion minister and communicant. That will be done in silence.
- Fr. Bob will bring communion to you. As he approaches, please make a profound bow, pull your mask below your chin and hold out your hands toward him. Once you have placed the Eucharist in your mouth, immediately replace your mask. You are also modeling to the congregation what to do. Father will then provide you with a ciborium.
- If there are people in the social hall, Fr. Bob will distribute communion in the church, and you will proceed to the hall after you have received communion and been given the ciborium. Please leave through the side door to the hall. You may take your place near the screen with the sanitizer (in front of the screen) and begin distributing communion there.
- Please make every effort not to actually touch the communicant, but if you inadvertently do, the sanitizer is there so that you can immediately sanitize your hand before you reach into the ciborium to distribute to the next person.
- Once communion has been distributed to all of the faithful, please return the ciborium to the credence table in the church.
- No one wishing to receive communion on the tongue should approach in the main communion line. They have been asked to form a line in the church after the Mass and receive then. However, if someone does approach and insists, IF YOU ARE COMFORTABLE, please provide them the Eucharist. If you are not comfortable, you may suggest that they may receive in the church in the aisle nearest the tabernacle after the Mass.

- If one minister would be willing to remain after Mass to provide the Eucharist to those who wish to receive on the tongue, that would be most appreciated. This may be very uncomfortable for some, and we might not have anyone ask, but we want to be prepared. Thank you for your flexibility.

Schedule for May 30-31 - Pentecost Sunday

5PM - Saturday, May 30

Ushers

Church Main Door 1 - G. Hannah

Church Side Door - B. Hefty

Float - M. Halek

EMHC

Church - Fr. Bob

Church 2 or Hall - L. Spayth

Lector - M. Hefty

8AM - Sunday, May 31

Ushers

Church Main Door 1 - B. Spencer

Church Side Door - L. Schmidt

Float - J. Yuchasz

EMHC

Church - Fr. Bob

Church 2 or Hall - P. Viall

Lector - J. Spencer

10AM - Sunday, May 31

Ushers

Church Main Door 1 - L. Burdo

Church Side Door - J. Mischel

Float - B. Baldwin

EMHC

Church - Fr. Bob

Church 2 or Hall - M. Fosdick

Lector - K. Burdo