

St. Patrick's Parish
COVID-19 Parish Transition to Liturgy
Task Force Meeting
Tuesday, May 19, 2020
6:30 p.m.

Present:

Fr. John Evans, Deacon Bob, Katie McCabe, Mary Mell, Mary Joyce, Debi Shuda, Bill Fitzpatrick, Jean Meyer

1. Prayer and Introductions: Fr. Evans
2. Purpose of Task Force and ranking of documents for other sources
 - a. Purpose of Task Force is to meet the protocols provided to our parish and to Fr. Evans. St. Patrick's needs to be ready to move forward and greet parishioners.
 - b. Ranking of documents: Primary document(s) released by Winona-Rochester Diocese. Acknowledged were documents from Archdiocese of St. Paul & Mpls, Diocese of La Crosse, and Federation of Diocesan Liturgical Commissions, and the Thomistic Institute (April 28,2020).
3. General Principles:
 - Our first consideration continues to be for the spiritual and physical health of the parishioners, especially the most vulnerable. We will continue to rely on our Diocese, medical professionals and governmental standards to inform these directives.
 - The Task Force is looking at dates to transition to Phase II (limited re-opening of churches for public liturgy once protocols are in place. A checklist will be developed on what needs to be completed prior to our first Mass with no more than 35-40 parishioners, including Fr., Deacon, 2 Ushers, one Lector, one Eucharistic Minister, and one Instrumental.
 - A letter to each parishioner from Fr. Evans will be sent out on Tuesday, May 26, 2020 providing them with protocols for resuming Mass. There will be Mass on Sunday's at 8:00 am and one weekday Mass at 5:30 pm. The weekday Mass will fulfill the Sunday obligation. Attached to the letter will be the Protocols for Celebration of Public Masses from the Diocese of Winona-Rochester.
 - The Dispensation from the obligation to attend Sunday Mass and Holy Days of Obligation remains in effect until further notice.

Preparations of Church and Hall:

- All tables and chairs in the Hall will be stored and not for use
- Every third pew will be for parishioners, with pews in between roped off
- Signs will be at the Church entrance (Adams Street) and the Sacristy door for no entrance/exit
- Hall will not be used for parishioners during Mass; this is a staging area only. Ushers will remain in Hall during Mass, however.
- Parishioners will enter the doors in the Hall (from outside) and exit the Hall Kitchen door.
- Arrows with tape will be placed on the Hall floor for entrance and exit
- X's with tape will be placed on the Hall floor for 6 feet distancing.
- Hand sanitizer will be available in the Hall for use, if parishioners do not have own
- Choir loft will not be used by parishioners during Mass
- Gatherings on church grounds before or after Mass is not allowed during Phase II
- Sacristans will not prepare the Altar for Masses
- Church will be thoroughly sanitized before and after each service, including the entryways and doors. Carmen B. has agreed to complete this task weekly. A cleaning/sanitizing schedule will be created for signature and date of each cycle.
- Holy water fonts will be emptied and hymnals removed.
- Collection basket handles will be sanitized when Church is cleaned
- Use of Restrooms: restroom use will be limited to the Ladies Room only. Parishioners will need to knock first before entering. Waiting 6 feet from door and next in line.

Protocol for signing up to attend a Mass

- Due to the limited number of people allowed in the building during Phase II, the task force agreed that having parishioners call in each week is the best method at this point. This method will be evaluated as we move into Phase III and beyond.
- On May 31 the Task Force and their families will attend a Mass to practice the protocol and determine what adjustments may be needed. The first Mass will follow either the next Sunday or during the weekday. Final determination will be made by Fr.
- Parishioners will call the church office to leave a message on their request to attend Mass on either Sunday or the weekday. All calls must be made by Thursday at 4 pm. for the next week.
- Debi S. will confirm with parishioners on the day they are assigned to attend Mass. No walk-ins will be allowed to attend Mass. If there is an overflow in numbers to attend, the parishioner will be moved to the next week and will be notified.
- Debi S. will leave attendance roster on the Hall Kitchen counter for Ushers to pick up and check off attendance.
- All parishioners must wear a face mask/covering at all times while in the Church. Parishioners are responsible for bringing their own face mask/covering and hand sanitizer

Mass Protocol

- Entrance only at the double Doors for the Hall. Floor will be marked for parishioners to stand 6 feet apart.
- Ushers will greet parishioners and take them to their assigned seating area in the Church
- Hall will be used as a staging area so that ushers have time to get all parishioners to their assigned area
- Parishioners will not shake hands, except own family members, nor will parishioners sing during Mass. An instrumentalist will be at Mass, but no Choir
- **Communion** will be distributed by section and pew. Parishioners will come up one person or family at a time, will receive host in hand, will step aside, move mask/covering and place host in mouth. Parishioner must be away from Deacon Bob and/or the Eucharist Minister prior to placing own host in their mouth. The next pew occupant will come up after previous parishioner has returned to their pew.
- Ushers will sit in the Hall by Church entrance to assist in maintaining the protocols in place during Mass
- **Collection** will be taken as usual by Ushers. St. Patrick's uses baskets with long handles and will be able to maintain proper distancing while collecting
- **Dismissal** will be provided by Ushers on a pew by pew basis. Parishioners are asked to remain seated until an Usher signals their time
- **Bulletin** will be placed on the counter in the Hall Kitchen for parishioners to pick up while exiting the Hall
- **Exit** – Parishioners will leave from the Hall Kitchen door only. Arrows will be on the floor

Communication

- Jean will place all information, including these minutes in the Bulletin, on the webpage and on the face book page. In addition, a letter will go to each parishioner.
- A meeting with the Ushers will take place next week to go over their protocol and provide them with an outline

Prepared and Recorded by Jean Meyer

Signed

Fr. John L. Evans, II