

VOLUNTEER PROCEDURES – WALK-UP HOLY COMMUNION

SUPPLY ROOM:

Security Vests – one for each person

vests are hanging on the wall

Supplies:

CD player & Speaker in sacristy

white plastic basket

wicker baskets (3) collection & bulletins

Card table (brown)

Bowl for Water

Purificator

Water Bottle

Hand Sanitizer (2)

Crucifix

Glass Candles (2)

Lighter

Tablecloth

clips to keep tablecloth from blowing

Small table (the one we used as people exited the church)

Wicker basket for bulletin (use ¼ of the bulletins)

Collection Basket(s) [Sunday & Second Collection if needed]

Security Collection Bag(s)



BEFORE MASS:

Arrive at 9:45 am

Pickup baskets with supply items and tables from supply rooms

Set up communion table under tent:

tablecloth, use clips to anchor tablecloth

candlesticks (don't light candles)

crucifix

bowl for water (do not put water in bowl)

hand sanitizer

purificator

water bottle, remove lid

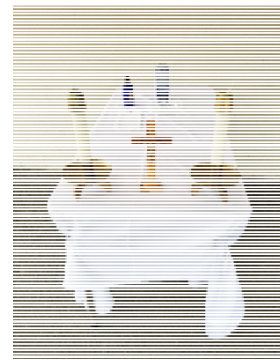
CD player, speaker and cd's (place at the back of table)

set up side table:

place bulletins in basket (get the bulletins from the set-up team)

place collection basket(s)

place security bag(s) under collection baskets



Place cones along walkway with two white lines between each cone.

People will line up using the cone placements for social distancing.

ATTEND MASS:

leave after the sign of peace
Finish set-up if needed

WALK-UP COMMUNION:**PLEASE WEAR SAFETY VEST WHEN OUTSIDE.**

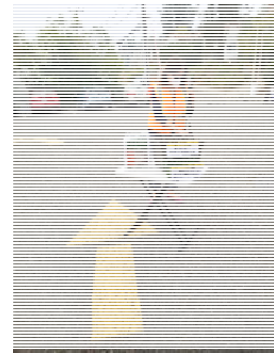
The church is not available for private prayer.

Restrooms are not available.

Handicap parking spots will not be available.

The team will be the last ones to receive communion.

Start cd player. There should be music playing while people are receiving Holy Communion.

**Direct People to Cars & Monitor Parking Lot:**

Stand at the side table with the bulletins and collection baskets.

Once people have received communion they need to return to their cars and depart,
you will direct people to return to their cars.

We want to keep a sense of reverence while people are receiving.

Monitor the activity in the parking lot.

Ask anyone on a bicycle or skateboard to leave, so there are not accidents with vehicles.

Children should not be playing in the parking lot.

Monitor Communion Line:

Masks MUST be worn in the communion line.

Make sure people are maintaining social distancing.

Family Groups may stand together.

A sense of reverence should be maintained by the people in line.

Instruct people how to receive communion.

After the priest offers a person communion in the hand they will step to the side, pull
their mask down, consume the Eucharist, re-mask and return to their car.

Direct People to Communion Stations:

Direct people to one of the two communion stations available.

Have available a bottle of sanitizer so people may sanitize their hands before receiving.

FOLLOWING COMMUNION:

Place cones against wall under the tent.

Return all items to the supply room.

The person who directed people to their cars along with one other team member (*for security purposes*) will place the collection in the security bags, seal them and together will take them to the sacristy a place in the security box.

If the water bowl and purificator were used place them in the sacristy. They will be cleaned by a staff person.

Plug in the cd player and speaker to charge in the sacristy. Use the USB adapter in an outlet.