

**Safety Guidelines for Resuming Daily and Weekend Masses in Midst of Ongoing Pandemic
Effective May 18, 2020**

Introduction:

As governmental agencies begin to ease certain restrictions placed on movement and public gatherings, the health crisis nonetheless continues to be very serious. While resuming some semblance of social, religious and economic normalcy involves some risks, the Church desires to prudently manage those risks so as to create an environment that will minimize the adverse impact of the virus on society. In a spirit of charity and with a concern for the common good, Catholics should not take unnecessary risks with their health or engage in behaviors that place the health of others at unnecessary risk. The risks associated with COVID-19 will persist for some time and there may be an upsurge in cases at certain times of the year. **Catholics should continue to observe social distancing recommendations of six-feet between persons living in separate households, practice frequent hand washing, sanitize frequently-touched surfaces often and wear a face mask when out in public.**

Safety Guidelines:

We have received guidelines from the Archdiocese regarding the gradual return to public Mass, baptisms, and devotions. Adaptations specific for Holy Trinity follow.

1. Pandemic Advisory Body:

- a. The Archdiocese has established a Pandemic Advisory Group which includes physicians and infection control specialists familiar with Catholic practices
- b. The Advisory Group serves to advise the Archbishop on best practices for safely conducting religious services while minimizing the spread of the virus.

2. Continue to Dispense from the Sunday Obligation

- a. **So that Catholics do not feel compelled to attend Mass during the ongoing pandemic, the dispensation given by the Archbishop from the obligation for Catholics to attend Sunday Mass will remain in effect until it is safe to revoke it.**
- b. Persons with higher vulnerability to the virus, for personal safety reasons, are strongly encouraged to take advantage of the dispensation and refrain from attending public Mass.
- c. **Anyone of any age with any kind of acute symptoms, a fever, or recent exposure to an infected person should not attend religious services,** out of charity and concern for the welfare of others.
- d. If parishioners attend Mass, they should attend Mass at the parish in which they are registered or which they normally attend. Parish "hopping" should be avoided.
- e. Holy Trinity's current plan is to continue livestreaming 4pm Saturday, 9:30am and 5pm Sunday Masses so that those who opt not to attend in person can still participate online.
- f. Pastors should make provisions, to the extent possible and in accord with all the prescribed safety guidelines, to make occasional pastoral visits to those who cannot or elect not to attend Mass. Visits should be limited to greeting at the door and offering Confession and Holy Communion at the door of the residence observing all the safety recommendations stated below.
- g. Dismissal of children for Children's Liturgy of the Word at 9:30 am Masses will be suspended until further notice.
- h. Youth Mass on Sundays at 5:00 pm – the gathering of our students at the foot of the Altar during Consecration will be suspended for the foreseeable future.

3. **Limit Density at Gatherings:** Local governments may impose phased-in density restrictions for gatherings. Public worship gatherings should observe the following density restrictions:
- a. Adhere to density restrictions imposed by local or state public health orders and if those orders are not specific, comply with the parameters listed in this section.
 - b. Based on local governmental density restrictions, the Archdiocese will provide parishes with examples of how to calculate the proper congregant density in a worship space, if needed. Generally, to allow the proper distancing required, church attendance should be limited to no more than 25% of the maximum seating capacity of the main church. Our limit at Holy Trinity will be approximately 220.
 - c. Our seating capacity has been greatly reduced due our adherence to the 6' physical distancing measures. Because of that, it will be necessary that you sign up online in advance for the weekend Mass that you hope to attend.
We will be using a program called **EVENT BRITE** for ticket reservations.
The link to EVENT BRITE is <https://www.eventbrite.com/e/105195267878>.
Use access code: **htlenexa** to be able to view the tickets.
 - d. If you don't have access to the internet, call the Parish Office (913-888-2770) during the week. We'll check availability and sign you up, if space permits. Please trust that we'll do our best to accommodate as many requests as possible.
 - e. Except for those who live in the same house, individuals must observe a minimum of six-foot spacing from other individuals or household groups.
 - f. Only every other row of pews should be occupied to ensure safe distances. At Holy Trinity we will mark off pews/seats that are unavailable to ensure safe distancing.
 - g. Parishioners coming for Mass will enter through the front doors of the church, and check in by name with a Greeter, maintaining six-foot distancing if a line forms.
 - h. All front doors will be propped open. Hand sanitizer dispensers will be available in the Lobby for all to use. To the extent possible, everyone should refrain from touching surfaces once inside the church.
 - i. With the utmost care and concern for all our parishioners and in keeping with the new guidelines we will be implementing, we ask each family to prayerfully evaluate all aspects of returning to Mass safely. We recognize that most of these guidelines are contrary to typical child behavior, so we ask you to consider whether your children will be able to follow social distancing restrictions, wear a mask and avoid touching surfaces as they join us for Mass. (Masks are not recommended for children 2 and younger.)
 - j. Ushers will direct Communion lines in an effort to eliminate side-by-side standing, and to maintain six-foot distancing.
 - k. Departure from Mass - At the end of Mass, exit doors will be propped open, including the emergency side doors. After the priest's dismissal, Ushers will dismiss parishioners by section, beginning with back rows dismissed first **(see map on page 6 titled: DEPARTURE from MASS)**.
4. **Video Tutorials:**
- a. Fr. Mike has produced a video tutorial on how to properly arrive at church, sanitize hands, observe the prescribed social distancing, use face masks, approach for Holy Communion, etc. You will find his video on our website – www.htlenexa.org

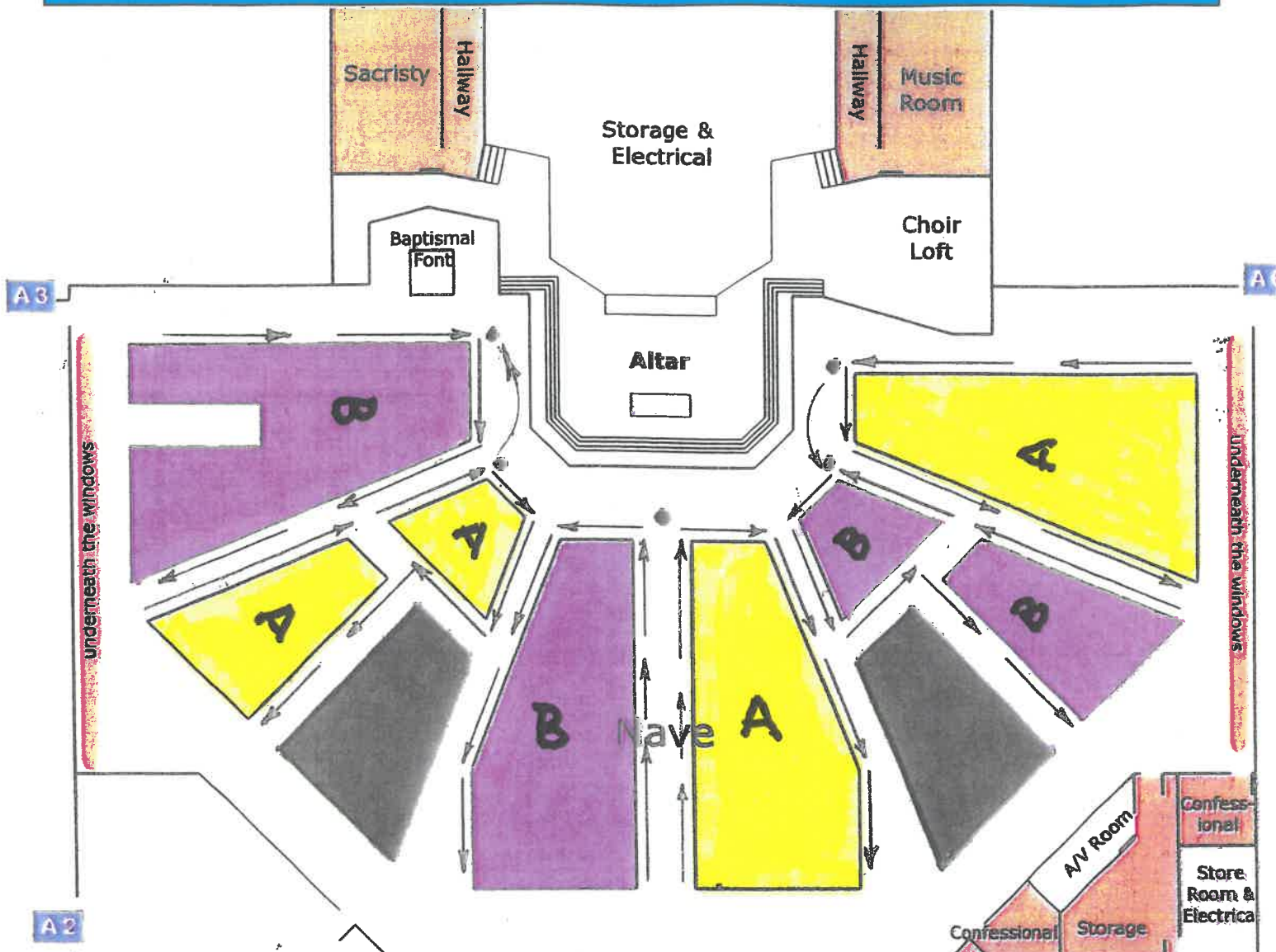
5. **Behaviors of Those Attending:** Those who attend Masses and other religious services in parish churches should observe the following:
- a. Observe the six-foot minimum distancing requirements described above.
 - b. Purify hands with sanitizer before entering the church.
 - c. Wear a mask, covering the mouth and nose, prior to entering the church until after leaving the church.
 - d. Avoid shaking hands, hugging or other close contact with individuals who are not members of one's household.
6. **Liturgical Practices to be Observed by Ministers and Pastors:**
- a. Weekend Masses will be limited to 45 minutes to reduce exposure time between persons.
 - b. Effective air circulation will be accomplished via HVAC system.
 - c. Use of shared hymnals or prayer books in the church is discontinued.
 - d. Holy water is removed from entry fonts and stoups.
 - e. Collection baskets will be placed at all exits. Attendees may drop offerings into baskets on their way out. **Parishioners may also contribute via the WeShare button on the Home Page of the Holy Trinity website or complete an online giving enrollment form that can be mailed to the Parish Office (9150 Pflumm Road / Lenexa, Kansas / 66215). The enrollment form can be found on page 7 of this document.**
 - f. The practice of the offertory procession continues to be suspended. The elements of bread and wine should be covered with a purificator or pall while on the altar.
 - g. For those opting to receive Holy Communion, approach the minister only one pew at a time, always observing six-foot minimum distancing between individuals who are not members of the same household and observing the mask usage practices described in the tutorials. **Ushers will guide the Communion line (see map on page 5 titled: REVISED COMMUNION PATTERN).**
 - h. Distribution of the Sacred Host should be carefully "dropped" into the cupped hand of the communicant, avoiding skin to skin contact between minister and communicant.
 - i. Reception of Holy Communion from the chalice (except for the priest) continues to be prohibited.
 - j. The number of Mass servers and other liturgical ministers will be kept to the minimum required to effectively celebrate the Liturgy.
 - k. Music should be minimal enough to meet the time parameters for Mass.
 - l. Congregational and clergy singing (including clergy--assembly dialogues, and clergy singing along with the cantor), will be suspended until further notice, to limit dispersion of breath droplets.
 - m. Music ministry will be limited to a solo vocalist and accompanist. While NOT NORMATIVE for Catholic liturgy, this TEMPORARY pastoral adaptation provides some variance from spoken Mass texts, and offers attendees the opportunity for INTERIOR PARTICIPATION in the few texts that will sung by the vocalist (esp. Entrance and Communion music) here at Holy Trinity. Spoken and sung texts will still be provided on the live-streamed Masses for home participants.
 - n. Proper sanitizing of sacred vessels will be ensured after each service.
 - o. Provisions will be made to sanitize church door handles and commonly touched surfaces (bathroom fixtures, etc.), several times per day.
 - p. The above guidelines for Sunday Mass should be adapted for daily Masses

7. **Extraordinary Ministers of Holy Communion:**
 - a. Ministers of Holy Communion should wear masks.
 - b. They should sanitize hands before and after distribution and avoid touching the hands of communicants.
 - c. If ministers do accidentally touch a communicant's hand, they will stop and sanitize their own hands before moving on to the next communicant.
 - d. A tray table with hand sanitizer will be placed at each Communion station.
 - e. Hands should always be re-sanitized after touching or removing the face mask.

8. **Guidelines for Adoration:**
 - a. The Holy Trinity perpetual adoration chapel will remain closed.
 - b. Pastors may opt to offer specified times for adoration in the church proper, observing all the prescribed social distancing, personal safety and occupancy density parameters listed above. Adoration opportunities will be announced via email/text, and posted (especially) on the parish website.

9. **Guidelines for the Sacrament of Reconciliation:** The following practices should be employed by confessors:
 - a. The practice of not using reconciliation rooms will be continued.
 - b. Minimum distance of 6 feet between confessor and penitent will be ensured.
 - c. An option for anonymous confessions will be provided.
 - d. Arrangements for reconciliation will avoid the need for the penitent to have to touch door handles or other surfaces.
 - e. Confessors and penitents are encouraged to wear a mask over the mouth and nose.

REVISED COMMUNION PATTERN (May 15, 2020)

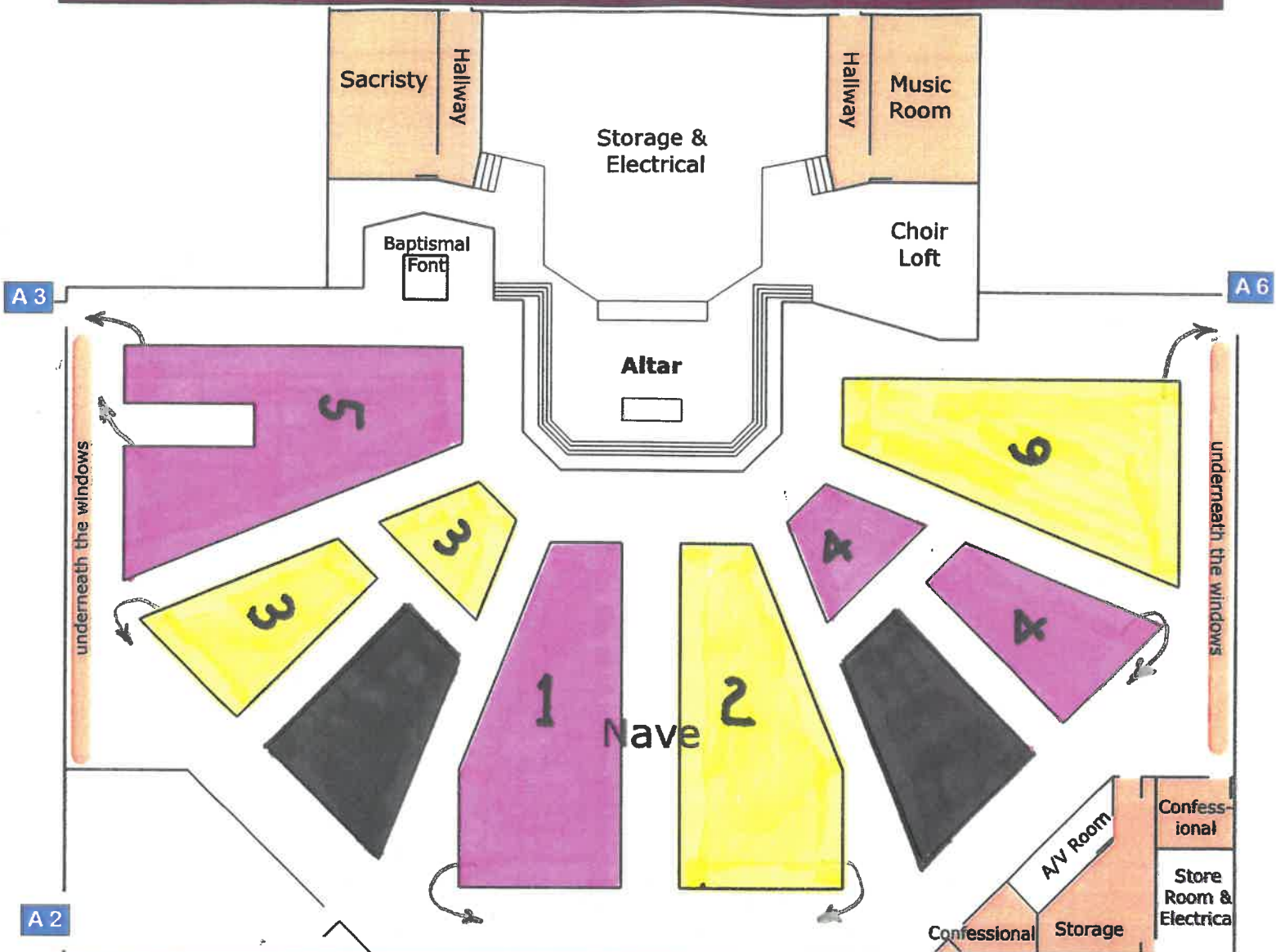


NEW COMMUNION PATTERN DESIGNED TO

ADHERE TO SOCIAL DISTANCING RESTRICTIONS:

1. Ushers will release Section(s) "A" to proceed to Communion first.
2. After all "A" sections have finished Communion, Section(s) "B" will be released for Communion.
3. This pattern will require a total of 3 Communion Ministers who will serve both A & B Sections.

DEPARTURE from MASS (May 15, 2020)



DEPARTURE from MASS GUIDELINES FROM DAILY & WEEKEND MASSES

1. Ushers will release parishioners by sections - beginning with the back rows first - in an orderly fashion - adhering to 6' Distancing.
2. Sections 1 & 2 will be released first, exiting to the outside, avoiding the middle aisle—back rows first.
3. Sections 3 & 4 will be released, exiting to the outside as shown—back rows first
4. These Sections should proceed to the Main Exit at the front of church.
5. Sections 5 & 6 should exit through the side Emergency Doors—back rows first.

WESHARE ONLINE GIVING ENROLLMENT FORM



Don't want to go online?

Fill out this form and return it to your parish office

Name of Church: _____

Parishioner Name(s): _____ Church Envelope #: _____

Street Address: _____ City/State/ZIP: _____

Telephone: _____ E-mail: _____

I would like to use a checking account to make my contribution.

Please bring this completed form, along with a **voided check**, to the church office.

I would like to use a credit card to make my contribution. VISA MasterCard American Express Discover

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____

Billing Address (if different from above): _____

Funds & Amounts

Weekly*

Monthly*

Bi-Monthly*

Quarterly*

Semiannually*

General/Offertory \$ _____

***Weekly Donations:** Please indicate day (Sun/Mon/Tues/Wed/Thurs/
Fri/Sat)

***Quarterly Donations:** Donations debit on Mar 31st, June 30th, Sept 30th,
and Dec 31st

***Monthly Donations:** Please indicate the day of the month

***Semiannual Donations:** Please indicate month and date. Second
donation will automatically occur 6 months from that date.

***Bi-Monthly Donations:** Donations debit on the 1st and 15th of the month

Annual Contributions

Easter Offering: \$ _____ (One-time transfer on April 1st)

Christmas Offering: \$ _____ (One-time transfer on December 15th)

I understand that I am enrolling in the WeShare Online Giving program. I authorize that my contribution amount will deduct directly from my checking account or credit card as stated above, and a record of my contribution will appear on my bank or credit card statement. I understand that I can increase, decrease, change the frequency, or suspend my online giving contribution at anytime by contacting WeShare at (800) 950-9952 x2007.

Signature: X _____ Date: _____

This form will be shredded after the account is set up.