

Volunteer Checklist for Greeter (During “Back in His Presence”)

- ✓ Make sure to wear a mask.
- ✓ Arrive for Mass 30 minutes early (e.g. arrive at 7:30 a.m. for an 8 a.m. Mass).
- ✓ Before Mass, leave the front entrance door of the church propped open for those arriving for Mass.
- ✓ Before Mass, remain at the “Greeter Station” (table or podium) in the narthex or back of church to greet Mass attendees as they enter the narthex.
- ✓ Encourage those arriving for Mass to use the hand sanitizer near the entrance door of the church or at the “Greeter Station.”
- ✓ Make sure that those arriving for Mass are on the Mass reservation list. If those arriving are not on the reservation list, kindly ask them to leave and contact the Parish Office to ask to be put on the reservation list: (815) 857-2315 or (815) 857-2670; saintpatrickamboym@gmail.com.
- ✓ Make sure that those entering the church are themselves wearing masks. If Mass attendees arrive without a mask, please give them a disposable mask (available at the “Greeter Station”) to wear during the Mass.
- ✓ When Mass begins, close the front entrance door of the church and remain in one of the back pews.
- ✓ When Mass concludes (after the final blessing), leave the front entrance door of the church propped open for those exiting after Mass. After Mass attendees have exited (minus the volunteer cleaners), close the front entrance door of the church.
- ✓ *After Mass on the weekend*, put on gloves (found on the back table in the narthex or back of church) and assist the **Usher** in placing the collection envelopes/money (found in the collection basket on the table in the center aisle) in the tamper evident bag (which can be found on the back table in the narthex or back of church). Seal the tamper evident bag and leave it in the collection basket on the table in the center aisle. Dispose of your gloves in the trash can in the narthex or back of church.

Volunteer Checklist for Usher (During “Back in His Presence”)

- ✓ Make sure to wear a mask.
- ✓ Arrive for Mass 30 minutes early (e.g. arrive at 7:30 a.m. for an 8 a.m. Mass).
- ✓ Lead those arriving for Mass down the center aisle to the designated pews and direct them to an open seat. Remind those attending Mass to exit by using the side aisles (not the center aisle). Those attending Mass from the same household can sit in the same pew and do not need to practice social distancing among themselves.
- ✓ During Mass, sit in one of the back pews.
- ✓ At the time of Holy Communion, walk down the center aisle and invite those in their pews to come forward for Holy Communion (or a blessing) in a single file line. Those in the Communion line should remain six feet apart from each other by standing at the spots in the center aisle marked by tape. When ushering, start with the front pew on the St. Mary side and welcome the Mass attendees to come forward one pew at a time, until you have reached the last pew on that side. Then, start with the front pew on the St. Joseph side and welcome the Mass attendees to come forward one pew at a time, until you have reached the last pew on that side. Finally, come forward yourself to receive Holy Communion (or a blessing). Note: As you invite the Mass attendees to come forward for Communion, remind them to lower or remove their face masks as they come forward for Communion.
- ✓ *After Mass on the weekend*, put on gloves (found on the back table in the narthex or back of church) and assist the **Greeter** in placing the collection envelopes/money (found in the collection basket on the table in the center aisle) in the tamper evident bag (which can be found on the back table in the narthex or back of church). Seal the tamper evident bag and leave it in the collection basket on the table in the center aisle. Dispose of your gloves in the trash can in the narthex or back of church.