



## *A Guide to Returning to Parish Operations and Ministry*

| version 5 - August 5, 2020 |

EVENT OR INITIATIVE	PHASE ONE	PHASE TWO	PHASE THREE - No Restrictions
<b>PARISH &amp; SCHOOL OPERATIONS</b>			
PRAYER & SACRAMENTS			
Sunday and Daily Mass	Yes, with attendance limited to 25 percent of occupancy, following Archbishop's Mass Directives. Strict adherence and vigilance with cleaning and sanitizing protocols.	Yes, with attendance limited to 25 percent of occupancy, following Archbishop's Mass Directives. Strict adherence and vigilance with cleaning and sanitizing protocols.	No attendance restrictions.
Face Coverings	Face coverings must be worn in compliance with the Governor's Executive Order or other municipal orders. Priests, Deacons and Eucharistic Ministers should wear face coverings when distributing communion.	The wearing of face coverings for parishioners is strongly encouraged. Priests, Deacons and Eucharistic Ministers should wear face coverings when distributing communion.	Face coverings are optional. Eucharistic Ministers should consider wearing them if it eases anxiety for communicants.
Dispensation from Sunday Mass obligation	Yes, through September 6, 2020.	A determination will be made when entering Phase 2.	No

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Reception of Communion	<p>Reception of Communion is recommended in the hand only.</p> <p>Reception of communion on the tongue is allowed in SPECIAL circumstances, under the priest/deacon/parish director's discretion. If reception on the tongue is allowed, it should be done AFTER those who have received in the hand.</p> <p>One designated distributor is preferred. Alternating distribution between hand and tongue is not allowed. If the number receiving on the tongue is small (less than 5 individuals), distribution could take place after Mass, in the sacristy or other appropriate area.</p>	<p>Reception of Communion is recommended in the hand only.</p> <p>Reception of communion on the tongue is allowed in SPECIAL circumstances, under the priest/deacon/parish director's discretion. If reception on the tongue is allowed, it should be done AFTER those who have received in the hand.</p> <p>One designated distributor is preferred. Alternating distribution between hand and tongue is not allowed. If the number receiving on the tongue is small (less than 5 individuals), distribution could take place after Mass, in the sacristy or other appropriate area.</p>	No Restrictions
Lay Eucharistic Ministers	<p>Yes, beginning June 14, a limited number of Eucharistic Ministers may be used to assist in the distribution of communion at Sunday Mass, following the same Guidelines for Clergy. Guidelines are available <a href="#">here</a>.</p>	<p>Yes, Eucharistic Ministers may be used to distribute communion, following the same Guidelines for Clergy.</p>	Yes
Choir/Singing	<p>Cantor is allowed. Social distancing from musician. No Choirs. Minimize communal singing.</p>	<p>Cantor is allowed. Social distancing from musician. No Choirs. Minimize communal singing.</p>	No Restriction
Special Masses, Quinceaneras, etc.	<p>Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols.</p>	<p>Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols.</p>	Yes, no attendance restrictions

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First Communion Celebrations	Yes, in context of Sunday Mass, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols.	Yes, in context of Sunday Mass, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols..	Yes
Youth Confirmation	Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols, and with delegation from the Chancery Office.	Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols, and with delegation from the Chancery Office.	Yes
Adult Confirmation	Yes, with delegation from the Archbishop and within regular Sunday Mass. See Guidelines <a href="#">here</a> .	Yes, with delegation from the Archbishop and within regular Sunday Mass.	When we get to Phase 3, the celebration returns to its normal time/place, at the Cathedral on Pentecost Sunday.
Weddings	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives.	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives.	Yes
Funerals	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives.	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives.	Yes
Funeral Wakes	Yes, with social distancing protocols and strict adherence to cleaning and sanitizing protocols.	Yes, with social distancing protocols.	Yes

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Reconciliation	Yes, with social distancing and privacy protocols. No confessional use.	Yes, with social distancing and privacy protocols. No confessional use.	Yes
Baptisms	Yes, celebration of communal baptisms, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols.	Yes, celebration of communal baptisms, with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives; maintaining social distancing; and with strict adherence and vigilance with cleaning and sanitizing protocols.	Yes
Anointing of the Sick	Viaticum for those who are actively dying. Yes, for individual requests for anointing, following State guidelines and taking extra hygiene and cleaning precautions.	Viaticum for those who are actively dying. Yes, for individual requests for anointing, following State guidelines and taking extra hygiene and cleaning precautions.	Yes
Anointing of the Sick Services	No public communal celebration of the Sacrament of the Sick.	No public communal celebration of the Sacrament of the Sick.	Yes, taking extra hygiene and cleaning precautions.
Individual Anointing of Non-Covid-19 Parishioners not in a Hospital or Nursing Home	Yes, taking extra caution with hygiene and handwashing and following the guidelines available <a href="#">here</a> .	Yes, taking extra caution with hygiene and handwashing, following the guidelines available <a href="#">here</a> .	Yes, taking extra caution with hygiene and handwashing.
Visiting/Taking Communion to Parishioners who are Homebound	Yes, clergy and limited number of parish-trained lay ministers only, taking extra caution with hygiene and handwashing, following guidelines available <a href="#">here</a> .	Yes, clergy and limited number of parish-trained lay ministers only, taking extra caution with hygiene and handwashing, following guidelines available <a href="#">here</a> .	Yes, taking extra hygiene precautions.
Visiting Parishioners/Taking Communion into Hospitals/Nursing Homes	Only by priest/deacon or parish director, following Hospital/Nursing Home Guidelines.	Yes, following Hospital/Nursing Home Guidelines	Yes, following Hospital/Nursing Home Guidelines
Processions	Yes, practicing social distancing and wearing face coverings.	Yes, practicing social distancing and wearing face coverings.	Yes

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RCIA - for the full initiation of the Elect	August 15, 2020, following the Office for Worship's outline of how the ritual should be celebrated, or on an alternate date within the following two months, notifying the Chancery of the alternate date.	Yes, there will be one date for all candidates throughout the archdiocese on a date TBD by the Archbishop.	When we get to Phase 3, the celebration returns to its normal time/place, at the Easter Vigil
Eucharistic Adoration	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes
Rosary or other Communal Prayer	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes
Children's Liturgy of the Word	No	No	Yes
Distribution of Holy Water	No	No	Yes
Funeral luncheons/receptions or wedding rehearsal receptions, etc.	No	No	Yes
Distribution of paper bulletins	Yes, upon exit only. Distributed by ushers wearing masks and gloves while keeping as much social distance as possible. Avoid Table or Rack distribution	Yes, upon exit only. Distributed by ushers wearing masks and gloves while keeping as much social distance as possible.	Yes
Parish offices open to the public	Yes, with social distancing protocols.	Yes, with social distancing protocols.	No restrictions.
Parish staffs returning to normal operations	Yes, with social distancing protocols.	Yes, with social distancing protocols.	No restrictions.

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Pastoral Council and parish and school committees	Yes, with social distancing protocols. Zoom or similar preferred.	Yes, with social distancing protocols.	No restrictions.
Use of parish and school buildings for parish/school activities	Yes, with social distancing protocols.	Yes, with social distancing protocols.	No restrictions.
Use of parish and school buildings for outside groups	No	No	Yes
Love One Another Capital Campaign	Campaign suspended.	Resume pilot wave, if ready.	Begin second pilot wave, if ready.

## PARISH AND SCHOOL EVENTS

K-12 School		Follow DHS/DPI Directives	Follow DHS/DPI Directives	Follow DHS/DPI Directives
In-person Graduations for 2021		Plan, but wait for further direction and approval from Office for Schools.	Plan, but wait for further direction and approval from Office for Schools.	Yes
Baccalaureate Masses		Yes, in context of Sunday Mass, with attendance limited to 25 percent of capacity, following the Archbishop's Mass Directives.	Yes, in context of Sunday Mass, with attendance limited to 25 percent of capacity, following the Archbishop's Mass Directives.	Yes
Virtual Graduations		Yes	Yes	Yes
Virtual Summer School		Yes	Yes	Yes
Athletics	Elementary (K-8) School	No	No	Yes, with sport-specific precautions in place
	High School	Allowed, in alignment with WIAA Guidelines	Yes, in alignment with WIAA Guidelines	Yes, in alignment with WIAA Guidelines
Before/After School Care		Follow DHS/DPI Directives for Schools	Follow DHS/DPI Directives for Schools	Follow DHS/DPI Directives for Schools

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Day Care Programs Independent from School Operations	Yes, pursuant to the Governor's Emergency Orders, #6 and #28.	Yes, consult with Catholic Mutual	Yes, consult with Catholic Mutual
<b>FORMATION</b>			
First Communion Preparation	Yes, at home prep and small groups may take place with less than 50. Social distancing by household.	Yes, at home prep and small groups may take place with less than 50. Social distancing by household.	Yes, First Communicant and Parent Gathering for prayer, formation and rehearsals.
Archdiocesan Marriage Preparation Conference	Yes, instructions available online: <a href="#">MarriagePreparation</a>	Yes, instructions available online: <a href="#">MarriagePreparation</a>	Yes, completed via in-person conferences and follow-up videos: <a href="#">MarriagePreparation</a>
Religious Education (child and youth, K-5), 2020-2021, Beginning in Fall	Yes, with social distancing and less than 50 in attendance. Small groups encouraged. For family program, social distancing by household. At-home and online formation are options.	Yes, with social distancing and less than 50 in attendance. Small groups encouraged. For family program, social distancing by household. At-home and online formation are options.	Yes, but may still want to supplement with online and take-home components.
RCIA/Adult Confirmation Process	Yes, begin new groups online/virtually.	Yes, online/virtually or in person, with less than 50 people, with social distancing and cleaning protocols.	Yes
Middle/High School Religious Education & Youth Ministry: Sessions at Parish	Yes, with social distancing protocols and <50 people in attendance. Small groups are particularly encouraged. <i>Be ready to offer alternatives &amp; support for families who wish to form their teens at home.</i>	Yes, with social distancing protocols and <50 people in attendance. Small groups are particularly encouraged. <i>Be ready to offer alternatives &amp; support for families who wish to form their teens at home.</i>	Yes <i>Be ready to offer alternatives &amp; support for families who wish to form their teens at home.</i>

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Youth Ministry: Same day retreats and gatherings, etc.	Yes, if all participants are local and less than 50 people in attendance, with social distancing protocols, a parent consent form or permission slip from all participants, and ensuring all Safe Environment requirements are met. <b>No overnight events, no bus transportation, no meetings in private residences, no shared meals.</b> Individually wrapped meals okay (i.e. box lunch).	Yes, if all participants are local and less than <b>100</b> people in attendance, with social distancing protocols, a parent consent form or permission slip from all participants, and ensuring all Safe Environment requirements are met.	Yes
Youth Ministry: Overnight Youth Retreats, Conferences, Mission Trips	No	No	Yes
Youth Ministry: CYM Athletics	No	No	Yes, with caution
Youth Ministry & Confirmation Resources	<a href="https://www.archmil.org/YouthEv/virtual">https://www.archmil.org/YouthEv/virtual</a>	<a href="https://www.archmil.org/YouthEv/virtual">https://www.archmil.org/YouthEv/virtual</a>	<a href="https://www.archmil.org/YouthEv/virtual">https://www.archmil.org/YouthEv/virtual</a>
<b>FORMATION AND EVANGELIZATION IN-PERSON EVENTS</b>			
Young Adult, Brew City and other Gatherings	Yes, outside gatherings allowed. Less than 100 people, practicing social distancing.	Yes, with social distancing.	Yes
Adult Formation, small groups, Bible study, faith-sharing groups, etc.	Yes, with social distancing protocols and less than 50 people.	Yes, with social distancing protocols and less than 50 people.	Yes
Missionary Discipleship Institute: Called & Gifted Workshop	No	No	Yes, please contact Margaret Rhody to schedule at your parish at <a href="mailto:rhodym@archmil.org">rhodym@archmil.org</a> .
Small Group Leaders' Training Workshops	Yes, with limited invitation to host parish. Contact Margaret Rhody to schedule at <a href="mailto:rhodym@archmil.org">rhodym@archmil.org</a>	Yes, with limited invitation to host parish. Contact Margaret Rhody to schedule at <a href="mailto:rhodym@archmil.org">rhodym@archmil.org</a>	Yes, please contact Margaret Rhody to schedule at your parish at <a href="mailto:rhodym@archmil.org">rhodym@archmil.org</a> .

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<b>ACTIVITIES</b>			
Parish Festivals	No, can tentatively plan for festival, but do not sign any contracts.	No, can tentatively plan for festival, but do not sign any contracts.	Yes, but need to take extra cleaning precautions and abide by any state restrictions for large gatherings.
Parish Social Gatherings, such as Fun Runs/Walks, picnics, Coffee and Donut Sundays, etc.	No	No, can tentatively plan, but do not sign any contracts.	Yes, but need to take extra cleaning precautions and abide by any state restrictions for large gatherings.
Parish and School Fundraisers, bake sales, rummage sales, etc.	No	No, can tentatively plan, but do not sign any contracts.	Yes, but need to take extra cleaning precautions and abide by any state restrictions for large gatherings.
Parish/School Fish Fry, Chicken Dinners, etc.	Yes, using extra cleaning and safety precautions. Limited number of volunteers. Workers wearing gloves and face coverings. Outdoor drive-through or curbside pick-up only. No inside pick up.	Yes, using extra cleaning and safety precautions. Limited number of volunteers. Workers wearing gloves and face coverings. Outdoor drive-through or curbside pick-up only. No inside pick up.	Yes, with extra cleaning and safety precautions.
Parish Support Groups, AA meetings, etc.	Yes, 10 or less, with social distancing and cleaning protocols.	Yes, 50 or less, with social distancing and cleaning protocols	Yes
Parish Sports, Adult Athletic Programs, Open Gyms, T-ball, etc.	No	No	Yes
Meal Programs, Food Pantries and other social outreach	Yes, following State guidelines and taking extra hygiene and cleaning precautions, with social distancing protocols.	Yes, following state guidelines and taking extra hygiene and cleaning precautions, with social distancing protocols.	Yes

EVENT OR INITIATIVE

PHASE ONE

PHASE TWO

PHASE THREE –  
No Restrictions

RETURNING TO PARISH AND SCHOOL OFFICES			
Wash hands often	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes
Cleaning objects and surfaces	Yes	Yes	Yes
Physical distancing to six feet when possible	Yes	Yes	Yes
Face coverings	Face coverings must be worn in compliance with the Governor's Executive Order or other municipal orders. Wear coverings in public areas of offices.	Strongly recommended in hallways and public areas.	Optional
Meetings	Yes, with social distancing	Yes, with social distancing	Yes
Food for sharing	No, with no shared coffee service.	No, with no shared coffee service.	Yes
Visitors to the Parish and School Offices	Yes, with social distancing protocols.	Yes, with social distancing protocols.	Yes
FOOD SERVICE			
Coffee and Donut Sunday	No	No	Yes, served by volunteers wearing face coverings and gloves, following food safety procedures.
In person events such as Dances, Auctions, Casino Nights, Run/Walks, etc., serving food.	No	No	Plated meals or Cafeteria Style Buffet line served by volunteers wearing face coverings and gloves, following food safety procedures.

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Parish Fundraisers where food is prepared by parish members	No	No	Yes, prepared and served by volunteers wearing face coverings and gloves, following food safety procedures.
Funeral or Wedding/Anniversary Receptions with Food	No	No	Yes, served by volunteers wearing face coverings and gloves, following food safety procedures.