All Volunteers: Thank you for volunteering your time and making it possible for the faithful to attend Mass. Please arrive 45 minutes prior to Mass & work together as a team, helping wherever necessary.

Before Mass/Greeting Parishioners

* Prop open outer two doors in vestibule only (30 minutes before Mass)
* Prop open inner two doors inside vestibule (closest to usher closet and cleaning closet)
* Make sure black collection box is facing the arriving parishioners
* Spray Hand Sanitizer on hands of faithful (2 volunteers)
* Make sure parishioners are on checklist, check them off (1 volunteer)
* Make sure parishioners are wearing masks (offer only if one does not have their own mask to wear)
* Close doors when Mass begins
* Place the black collection box on the other side of the holy water font facing departing parishioners
* Volunteers may be seated in last rows of the church
* Prop open two doors in vestibule before dismissal
* Hand out Bulletins outside of church
* Have SVDP lists/paper bags available outside of church after third Sunday Mass
* Assist with cleaning the church after Mass

Usher Volunteers

* Look over attendee list prior to Mass to determine seating pattern
* Make sure to seat First Communicant families in front row (office will let team know if we have a First Communion planned)
* Assist parishioners to pews starting with front pews in any section
* If a family isn’t all present, they should wait until entire party is there
* Dismiss parishioners by row for Communion (begin with sections A & C, then B & D)
* Spray hand sanitizer on each parishioners hands as you dismiss them from pews
* At the end of Mass, dismiss parishioners by section and rows by way of the vestibule doors only
* Assist with cleaning the church after Mass

Cleaning Checklist

* Open all windows and keep all doors propped open
* Make sure all kneelers are put up and no debris in pews
* Two commercial chemical sprayers are to be used to spray pews, tables in vestibule, bathrooms, all door handles and commonly touched surfaces (gloves and N95 masks are available)
	+ Batteries are in the Mary Sacristy by the sink on the charger
	+ Do not dilute the cleaning solution
	+ More solution is in the Mary Sacristy
	+ Spray FAST but only the pews that are used
	+ Refill the sprayers
	+ Put battery packs back on chargers
* Refill hand sanitizer bottles including the one by Fr.’s chair
* Make sure the tape is secure on pews or replace as needed
* Let the office know if you need more of any cleaning or PPE products
* Wipe off face shields for clergy and EMs (in the sanctuary)
* Put out new checklist for registered parishioners (2 copies on vestibule table)
* Put out new checklist for volunteers (on vestibule tables)
* Close doors and windows
* Make sure all doors are locked