



## Diocese of Joliet Phased Re-opening of Our Churches

### Parish Re-opening Plan Certification Form/May 2020

Phase 1 allows parishes to reopen for Baptism, Reconciliation, Weddings and Funerals with a limit of 10 attendees when they complete Sections 1-5.

Phase 1A is optional and allows parishes to reopen for private prayer and Eucharistic Adoration (in church only, not chapels or outdoors) with a limit of 10 attendees when they complete Phase 1 Action Steps on page 4.

During Phases 1 and 1A, parishes are **NOT** allowed to offer daily or Sunday Mass, even with 10 or fewer attendees. The resumption of public Mass, regardless of the number of attendees is a more complex process. We will inform and improve that process by gathering the lessons learned in Phase 1 before we move to Phase 2.

Parish Name: \_\_\_\_\_  
Parish Address: \_\_\_\_\_  
Pastor: \_\_\_\_\_  
Pastor's Email: \_\_\_\_\_ Pastor's Cell: \_\_\_\_\_

***If a parish intends to use multiple sites (gymnasiums, etc.) a plan for the safe use of each site must be submitted.***

**Diocesan review of parish submission**

Existing Capacity of Church \_\_\_\_\_ Proposed capacity \_\_\_\_\_

Date submitted to Diocese \_\_\_\_\_

Date returned to Parish \_\_\_\_\_

Accepted  Returned for Revision

Provide sketch or drawing of facility floor plan with location of doors and rough dimensions. (Attach separate sheets as needed).

Show pew lengths and aisle widths. Since most aisles are less than 6 feet wide, communion lines and exiting at the end of Mass will likely need to be single file.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe or show how parishioners will be directed into the church. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Altar servers and deacons are not required at the altar. They can serve other duties. How will you setup the altar to be self-contained and eliminate unnecessary traffic? I.e. use of the credence table or other furniture by the altar.

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Describe or show how communion will be dispensed. Communion stations should be arranged to minimize communicants crossing near one another. \_\_\_\_\_

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Describe or show how parishioners will be able to leave the church. \_\_\_\_\_

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Describe how you are notifying the parishioners of the new procedures. \_\_\_\_\_

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Describe how parishioners will "sign up" for services. \_\_\_\_\_

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Describe procedures for disinfecting after services. \_\_\_\_\_

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Sunday Collection requires tamper proof evident bags. Since many money counters are in the 60+ "at risk group" describe how collections will be safely counted. \_\_\_\_\_

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## Action Steps

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### SECTION 1 – IDENTIFY PASTOR’S CO-LEADERSHIP TEAM RESPONSIBLE FOR REOPENING

Co-Leader 1 – Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Co-Leader 2 – Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Business Manager/Compliance Manager – Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Greeter Captain – Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Cleaning Captain – Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Set-Up Captain – Name: \_\_\_\_\_

Email: \_\_\_\_\_

Description of responsibilities for each position located on separate attachment.

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### SECTION 2 – CONFIRM CO-LEADERSHIP TEAM TRAINING AND WORKING NORMS

*Initials Required*

Prior to initial reopening, confirm attendance:

- **Sacramental Preparation Webinar – Priests/Deacons only** \_\_\_\_\_
- **General Overview of Re-Opening Procedures Webinar – Entire Leadership Team** \_\_\_\_\_

*We recommend that the co-leadership team meet regularly to review and assess implementation plan on an ongoing basis through the summer.*

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### SECTION 3 – PARISH CLEANING PLAN - UNDER LEADERSHIP OF SET-UP CAPTAIN

*Initials Required*

The following actions items are required to reopen and remain open on an ongoing basis:

- Sufficient volunteers identified and trained to clean church between services \_\_\_\_\_
- Ensure all volunteer teams ( Set-up, Greeter & Clean-up teams) review guidelines \_\_\_\_\_
- For cleaning and disinfecting between services determine number of volunteers' \_\_\_\_\_
- **assistance needed** \_\_\_\_\_
- Purchase necessary cleaning and disinfectant supplies to maintain 30- to 60-day supplies of cleaning/disinfectant and masks \_\_\_\_\_



**SECTION 4 – PARISH SET-UP PLAN - UNDER LEADERSHIP OF SET-UP CAPTAIN**

The following actions items are required to reopen and remain open on an ongoing basis:

- Remove hymnals, missalettes and any other materials from pews \_\_\_\_\_
- Remove bulletins and all paper-based materials from narthex/gathering space \_\_\_\_\_
- Remove holy water from stoups and baptismal fonts, wipe clean with disinfectant, remain empty \_\_\_\_\_
- Post safety signs prominently in lobby and outside front entrance \_\_\_\_\_

The following actions items are required on an ongoing basis. Confirm that your team understands and is prepared to execute for each celebration/service. Prior to every celebration/service, please remember to do the following:

- Open windows and maximize circulation \_\_\_\_\_
- Open all main entryway doors into the church and sanctuary so that attendees do not need to use handles \_\_\_\_\_
- Place single entrance to Mass while leaving emergency exits unimpeded \_\_\_\_\_
- Station filled hand sanitizer spray bottles at entrance \_\_\_\_\_
- Allow for multiple exit locations to de-densify \_\_\_\_\_

*Note: Depending on capacity limits, certain sections of the church should be closed off to limit cleaning afterwards to occupied areas only.*

**Where applicable, please initial the lines above when actions are completed.**

**SECTION 5 – PARISH GREETING PLAN - UNDER LEADERSHIP OF GREETER CAPTAIN**

The following action items are required on an ongoing basis. Confirm that your team understands and is prepared to execute for each celebration/service. Prior to celebrations/services:

- Confirm all greeters and ushers are not in vulnerable population \_\_\_\_\_
- Recruit sufficient number of greeters and train them \_\_\_\_\_
- Check online reservation confirmations \_\_\_\_\_

**During celebrations/services:**

- Welcome attendees, note the safety protocols in place, provide instructions \_\_\_\_\_
- Politely / firmly turn away people who are symptomatic, are unwilling to follow required safety precautions or are not properly registered or would exceed capacity This requires diplomacy and strong direction before services to register \_\_\_\_\_
- Ensure parishioners are wearing masks \_\_\_\_\_
- Spray hand sanitizer into hands of incoming attendees \_\_\_\_\_
- Direct attendees to open, designated pews per social distancing \_\_\_\_\_
- Ensure no crowds gather outside church \_\_\_\_\_

**At conclusion of celebrations /services:**

- Work with priest to help dismiss parishioners through different doors \_\_\_\_\_
- Work with Cleaning team to coordinate cleaning/disinfecting before next celebration/service \_\_\_\_\_

**Where applicable, please initial the lines above when actions are completed.**



**Phase 1A Action Steps**

As a reminder, Phase 1A allows parishes to reopen for private prayer and Eucharistic Adoration in church only with a limit of 10 attendees.

No parish is required to offer private prayer and Eucharistic Adoration; however, all parishes will need to plan and test an online reservation system in anticipation of Phase 2.

**PRIVATE PRAYER AND EUCHARISTIC ADORATION**

**Prior to approval of offering Private Prayer/Eucharistic Adoration Hours, confirm that you have:**

Created scheduled times for private prayer and Eucharistic Adoration. In addition, recruited volunteers to be responsible for:

Managing the parishioners to observe social distancing guidelines at all times

- Ensuring parishioners enter through front/designated door(s) only, are not symptomatic, are wearing masks and sanitize their hands with hand sanitizer. \_\_\_\_\_
- Allowing only 10 parishioners in church at one time for 20 minutes each \_\_\_\_\_
- Instructing parishioners to depart from designated doors to minimize crowds \_\_\_\_\_
- Remain in church throughout the period the church is open to manage parishioners and enforce social distancing \_\_\_\_\_
- Wiping down pews with disinfectant between usage \_\_\_\_\_
- Arrange for maintenance to clean and disinfect pews and common areas between private prayer and Adoration sessions throughout the week. \_\_\_\_\_

**PLAN/TEST ONLINE ATTENDEE RESERVATION SYSTEM USING SIGN-UP SYSTEM**

A very important dimension of communication with parishioners is the reservation system for the attendance at Mass since capacity will be limited.

It is highly suggested that a technology team be assembled for this critical role.

For instance, a parish could create an account at sign-upgenius.com (or similar reservation system) and ensure appropriate parish staff, leadership team/captain(s) have access to the account to test the system.

This system or another should help to moderate attendance/traffic in the church for private prayer and Eucharistic Adoration, as well as provide parish teams an understanding of how to use the system for Mass attendance during Phase II.

***Where applicable, please initial the lines above when actions are completed.***



**SIGNATURE PAGE**

1. In signing below, the Pastor and Co-Leadership Team are certifying the following:
2. You feel adequately prepared to proceed after attending the training and working through the action steps;
3. You are committed to maintaining all of the safety measures outlined on an ongoing basis;
4. You are committed to ensuring vulnerable members of the population are not staffing celebrations/services.
5. You agree to respond to any requests for input and feedback so we can learn together. If the team could provide insight on the following, we would be most appreciative:

a. What parts of the plan are you most confident about?

\_\_\_\_\_

\_\_\_\_\_

b. What parts of the plan are you least confident about?

\_\_\_\_\_

\_\_\_\_\_

Please have every member of the Co-Leadership Team sign and date below. Please submit this completed form to [Reopen@dioceseofjoliet.org](mailto:Reopen@dioceseofjoliet.org) Upon receipt, the Diocesan Task Force members will review and send you confirmation of certification.

Pastor – Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Leader 1 – Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Leader 2 – Signature \_\_\_\_\_ Date \_\_\_\_\_

Business /Compliance Manager – Signature \_\_\_\_\_ Date \_\_\_\_\_

Greeter Captain – Signature \_\_\_\_\_ Date \_\_\_\_\_

Cleaning Captain – Signature \_\_\_\_\_ Date \_\_\_\_\_

Set-Up Captain – Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send inquiries to [reopen@dioceseofjoliet.org](mailto:reopen@dioceseofjoliet.org)**