

GREETER/USHER TEAM

All attendees are to be greeted outside of the physical church building by a greeter.

Greeter responsibilities include:

- Welcoming attendees back to the church
- Ensuring each attendee is on the attendee list
- Asking each attendee the COVID-19 screening questions
- Ensuring all attendees are wearing masks or face covers
- Providing masks to attendees who do not already have a mask or face covering
- Sending each attendee to a predesignated point where he or she will be queued to be seated by an usher
- Sending those who pass into the vestibule
- Managing any issues that may arise from the attendee's lack being on the attendee list

Ushers are stationed within the church to assist attendees in finding social-distance appropriate seats and for leading a careful, socially distant exit from the church after the rite has concluded.

Usher responsibilities include:

- Disinfecting all attendees' hands prior to entering the church.
- Escorting each attendee/party to the next appropriate open pew (while following social distancing standards)
- Explaining where to sit in the pew to the attendees
- Ensuring that social distancing guidelines are being followed throughout the rite
- At the end of the rite, coordinating a careful, controlled exit from the church, following all social distancing standards

DISINFECTING TEAM

Cleaners are the people who disinfect the church and surrounding areas following completion of the rite. Masks, gloves, approved cleaning/disinfecting supplies and guidance on proper cleaning procedures will be provided.

SET-UP TEAM

- Ensure all supplies needed for each sacramental celebration/gathering are ready for use
- Check that entrances and exits are marked and propped physically open prior to attendees' arrival/departure, windows are opened and restrooms are stocked and managed
- Ensure hand sanitizer is available and pews are marked off according to social distancing guidelines

Sign me up for (Please check all that apply):

____ Greeter ____ Usher ____ Cleaner ____ Set-up

Name: _____ **Phone:** _____