



A Guide to Returning to Parish Operations and Ministry

ACCOMMODATING MASS-GOERS for CHRISTMAS EVE and CHRISTMAS DAY, 2020

The Archdiocese of Milwaukee remains in Phase 2 of the Catholic Comeback Plan. Following the Archbishop's Mass directives, attendance is limited by the ability to maintain social distancing in the church space, rather than by a percentage of capacity. Strict adherence and vigilance with cleaning and sanitizing protocols are required. Below are some suggestions on how your community might accommodate worshippers this Christmas.

Mass Times and Spaces

- Offer Masses mid-evening on Christmas Eve (i.e., at 4 p.m., 6 p.m. and 10 p.m.)
- Offer Mass on the evening of Christmas Day
- Offer simultaneous Masses on church grounds, utilizing a help-out priest and musician
- For parishes with multiple worship sites, offer additional Masses at all sites, staggering times
- Livestream Masses to overflow seating if the space is contiguous to the church proper

Invitations and Announcements

- Utilize robocalls, invitational videos on social media, emails and push notifications to communicate Mass times, inform of any procedures (i.e. registration) and communicate safety measures
- Hang a banner on your building or property to highlight Mass times
- Post your Advent and Christmas Mass times on the homepage of your parish website
- Update your Advent and Christmas Mass times on the archdiocesan website
- Coordinate Mass times with the parishes in your cluster, municipality or deanery, and publish a joint schedule several weeks before Christmas

Registration and Staffing

- Utilize a registration process (https://www.archmil.org/ArchMil/attachments/Advent_regprograms.pdf)
- If your parish uses a registration process, offer registration up to 90% of the social-distancing capacity to allow for some walk-ins
- Ask your staff and key leaders to be present for Christmas Eve and Christmas Day Masses, to assist with coordination and welcoming. Pastors, administrators and parish directors are also asked to consider providing staff with additional time off during Christmas week for their efforts during Christmas Eve and Christmas Day Masses.

Help-Out Priests and Musicians

- Archbishop ListECKI has set aside funds to assist parishes in need with help-out fees. The deadline to apply for these funds is December 15, 2020.
(Link: <https://archmil.regfox.com/christmas-2020-financial-assistance-for-help-out-request-form>).
- For a list of retired, religious or special assignment priests who are available as help-outs, please contact Jodi Bowers at bowersj@archmil.org.
- For a list of musicians who may be available for Christmas Eve and Christmas Day Masses, please contact Susan McNeil at mcneils@archmil.org.