



A Guide to Returning to Parish Operations and Ministry

GIVING TREE

TAG RETRIEVAL

Multiple Trees will be needed:

- One tree for each organization that is the recipients of the gifts.
- Trees are labeled so people know which tree belongs to which organization.
- Tags are placed on each tree by masked, gloved volunteers.
- Trees are spaced apart in the sanctuary, gathering area, etc. in a place at the parish that parish members are able to access all sides of a tree.

Parish members are invited to select a tag from the tree before and after Masses on weekends convenient to the parish.

- Each tree should have a volunteer monitor the number of individuals allowed to pick a tag off the tree at a time. Two people at the tree at a time is the ideal maximum.
- Individuals must sanitize their hands before picking a tag.
 - Once a tag is picked, the individual goes back to their pew or exits the worship space

Other options of selecting tags:

Electronic Selection of Tags via an online registration page that the parish sets up.

- *Gift Return can be the same as above.*

Tags are handed out before and after Mass by Human Concerns Committee Members or other volunteers to people in pews. What you get, is what you get.

- *Gift Return can be the same as above.*

GIFT RETURN

Parish Members are reminded to wear gloves and masks when wrapping items that will be donated.

Option 1

Gifts are returned to the parish on a self-selected date. Items are brought to the organization's tree location and given to masked, gloved volunteers who then place the gifts near the tree.

Option 2

Gifts are collected at the parish entrance by masked, gloved volunteers who take the gifts to locations specific for each organization represented.

- *This option eliminates the need to sort gifts at the end, as all gifts have been sorted as they are returned.*

No matter what way you decide to do a Giving Tree, COMMUNICATION IS KEY.

The list of organizations being helped, as well as any details, need to be communicated to parish members via email, bulletins, etc. for many weeks before the Giving Trees are up and ready to be used.



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OPLATKI SALES

- Envelopes are set up where the distribution can be monitored by a staff member or volunteer.
- Social-distanced line.
- People use hand sanitizer right before they select the envelopes, but after they have given their money.
 1. Pay
 2. Sanitize hands
 3. Select envelope

SCRIP/ WREATH SALES

- Set up sales table so that a socially-distanced line can be formed.
- Masks must be worn by sales person/people, as well as those that are making purchase.
- Hand sanitizer must be used before each sale and after each sale.
- Sales table must be cleaned in between customers.
- If pens are to be used, sales table should have a “clean pen cup” and “dirty pen cup.” Dirty pens should either be disposed of or sanitized after use.
- Having a way to pre-pay for an order would be ideal, then all that would happen at the sales table is pick up.