



A Guide to Returning to Parish Operations and Ministry

ONLINE REGISTRATION PROGRAMS *for Mass Attendance*

BROWN PAPER: www.brownpapertickets.com

ETIX: www.etix.com

EVENTBRIGHT: www.eventbrite.com

FLOCKNOTE – SIGNUPS: <https://help.flocknote.com/article/260-how-to-use-the-signups-feature-how-your-members-can-register-for-sunday-attendance>

HOMETOWN TICKETS – *If your parish is trying to manage capacity of churchgoers this fall/winter due to Covid-19, Hometown Tickets can help. Hometown Tickets recently worked with Holy Family Parish in Fond du Lac to allow parishioners to secure their seat by reserving a space online. Parishioners simply went to a website, secured their seats for the Mass that fit their schedule, and then showed their “MASS PASS” when they arrived for the liturgy. Mass Passes were free to the parishioner. Hometown Tickets can provide you with real time updates and capacity management tools to keep your church site safe for those who attend. For more information, visit info@hometowntickets.com*

PLANNING CENTER: <https://www.planningcenter.com/registrations>

SIGN UP GENIUS: www.signupgenius.com

Helpful Tips to Get You Started

Before beginning any registration program, you will need you to know how many seats you have to offer per Mass. How many seats you have depends on how you set up your seating.

Allow for at least 6 feet of distance between individuals/households (6 feet of distance is not only side to side, but also front to back).

- If you have traditional pews, you will need to rope off 1 to 2 vacant pews in between each used pew.
- Make sure there is ample room in a pew for people to sit comfortably and safely.

- Some of your pews may only be able to accommodate 1 to 2 people, or a small family. Other pews may be able to accommodate a larger family.
- It may be helpful to indicate on the end of a pew what the capacity is for that pew.
- If the pew is very long, tape off the middle six feet of the pew and have individuals/households sit on either side of the taped-off portion.
- If you have moveable chairs, we suggest you arrange them for individuals, couples and families.

Ushers/Hospitality Ministers are going to be key in helping to maintain the seating limits and capacities.

- Ushers/Hospitality Ministers need to be trained on which pews are for how many people, as well as what to do if pews for specifically-sized households run out.
- No matter how well a parish communicates the registration process, you will have those who do not register.
- A parish needs to decide how they handle these situations:
 - Do you have a “waiting area” for those who did not register, and they can be seated at a certain time in seats that people did not take?
 - Do you have a section reserved for those who did not register?
 - Do you turn people away (not the best idea)?

Communication is key:

- Emails
- Mailings
- Phone calls
- Website
- Text Messages
- Outdoor signage