



A Guide to Returning to Parish Operations and Ministry

| version 4 - July 1, 2020 |

EVENT OR INITIATIVE	PHASE ONE	PHASE TWO	PHASE THREE – No Restrictions
PARISH & SCHOOL OPERATIONS			
PRAYER & SACRAMENTS			
Sunday Mass	Yes, with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives. The wearing of Facemasks is strongly recommended.	Yes, with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives.	No attendance restrictions.
Dispensation from Sunday Mass obligation	Yes, through September 6, 2020.	A determination will be made when entering Phase 2.	No
Daily Mass	For parishes who have successfully celebrated a Sunday Mass, Daily Mass is allowed at the pastor/parish director’s discretion, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives, and only if cleaning and sanitizing protocols can be followed.	For parishes who have successfully celebrated a Sunday Mass, Daily Mass is allowed at the pastor/parish director’s discretion, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives, and only if cleaning and sanitizing protocols can be followed.	No attendance restrictions.

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Reception of Communion	Reception of Communion is recommended in the hand only. Reception of communion on the tongue is allowed in SPECIAL circumstances, under the priest/deacon/parish director’s discretion. If reception on the tongue is allowed, it should be done AFTER those who have received in the hand. One designated distributor is preferred. Alternating distribution between hand and tongue is not allowed. If the number receiving on the tongue is small (less than 5 individuals), distribution could take place after Mass, in the sacristy or other appropriate area.	Reception of Communion is recommended in the hand only. Reception of communion on the tongue is allowed in SPECIAL circumstances, under the priest/deacon/parish director’s discretion. If reception on the tongue is allowed, it should be done AFTER those who have received in the hand. One designated distributor is preferred. Alternating distribution between hand and tongue is not allowed. If the number receiving on the tongue is small (less than 5 individuals), distribution could take place after Mass, in the sacristy or other appropriate area.	No Restrictions
Lay Eucharistic Ministers	Yes, beginning June 14, a limited number of Eucharistic Ministers may be used to assist in the distribution of communion at Sunday Mass, following the same Guidelines for Clergy. Guidelines are available here .	Yes, Eucharistic Ministers may be used to distribute communion, following the same Guidelines for Clergy.	Yes
Choir/Singing	Cantor is allowed. Social distancing from musician. No Choirs. Minimize communal singing.	Cantor is allowed. Social distancing from musician. No Choirs. Minimize communal singing.	No Restriction
Special Masses, Quinceaneras, etc.	No, not to be considered until July 1, and then with fewer than 50 people.	Yes, with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives	Yes, no attendance restrictions
First Communion Celebrations	Not to be considered until after June 15, 2020, and then, only in context of Sunday Mass, with attendance limited to 25 percent of capacity, following the Archbishop’s Mass Directives.	Yes, with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives.	Yes

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Youth Confirmation	After June 28, yes, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives, and with delegation from the Chancery Office.	Yes, with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives.	Yes
Adult Confirmation	Yes, with delegation from the Archbishop and within regular Sunday Mass. See Guidelines here .	Yes, with delegation from the Archbishop and within regular Sunday Mass.	When we get to Phase 3, the celebration returns to its normal time/place, at the Cathedral on Pentecost Sunday.
Weddings	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives.	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives.	Yes
Funerals	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives.	For parishes who have successfully celebrated a Sunday Mass, Yes, with attendance limited to 25 percent of occupancy, following the Archbishop’s Mass Directives.	Yes
Funeral Wakes	No	Yes, with social distancing protocols.	Yes
Reconciliation	Yes, with social distancing and privacy protocols. No confessional use.	Yes, with social distancing and privacy protocols. No confessional use.	Yes
Baptisms	For parishes who have successfully celebrated a Sunday Mass, Yes, celebration of communal baptisms with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives.	For parishes who have successfully celebrated a Sunday Mass, Yes, celebration of communal baptisms with attendance limited to 25 percent of occupancy, following Archbishop’s Mass Directives.	Yes

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Anointing of the Sick Services	No. Viaticum only, limited to those actively dying.	No public celebration of the Sacrament of the Sick. Yes, for individual requests for anointing, following State guidelines and taking extra hygiene and cleaning precautions.	Yes, taking extra hygiene and cleaning precautions.
Individual Anointing of Non-Covid-19 Parishioners not in a Hospital or Nursing Home	Yes, taking extra caution with hygiene and handwashing and following the guidelines available here .	Yes, taking extra caution with hygiene and handwashing, following the guidelines available here .	Yes, taking extra caution with hygiene and handwashing.
Visiting/Taking Communion to Parishioners who are Homebound	Yes, only by clergy and/or parish director, taking extra caution with hygiene and handwashing, following the guidelines available here .	Yes, clergy and limited number of parish-trained lay ministers only, taking extra caution with hygiene and handwashing, following guidelines available here .	Yes, taking extra hygiene precautions.
Visiting Parishioners/Taking Communion into Hospitals/Nursing Homes	Only by priest/deacon or parish director, following Hospital/Nursing Home Guidelines.	Yes, following Hospital/Nursing Home Guidelines	Yes, following Hospital/Nursing Home Guidelines
Processions	Yes, only priest/deacon-led with social distancing. No crowd-gathering or other participants.	Yes, less than 50 in attendance. Only priest/deacon-led with social distancing.	Yes
RCIA - for the full initiation of the Elect	August 15, 2020, following the Office for Worship's outline of how the ritual should be celebrated, or on an alternate date within the following two months, notifying the Chancery of the alternate date.	Yes, there will be one date for all candidates throughout the archdiocese on a date TBD by the Archbishop.	When we get to Phase 3, the celebration returns to its normal time/place, at the Easter Vigil
Eucharistic Adoration	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes

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Rosary or other Communal Prayer	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes, at the pastor/parish director's discretion, with attendance of 50 or less, following social distancing and cleaning protocols.	Yes
Children's Liturgy of the Word	No	No	Yes
Distribution of Holy Water	No	No	Yes
Funeral luncheons/receptions or wedding rehearsal receptions, etc.	No	No	Yes
Distribution of paper bulletins	Yes, upon exit only. Distributed by ushers wearing masks and gloves while keeping as much social distance as possible. Avoid Table or Rack distribution	Yes, upon exit only. Distributed by ushers wearing masks and gloves while keeping as much social distance as possible.	Yes
Parish offices open to the public	No. Limited staff, less than 10 people in office, with social distancing protocols.	Yes, with social distancing protocols.	No restrictions.
Parish staffs returning to normal operations	Limited staff, less than 10 people in office, with social distancing protocols.	Yes, with social distancing protocols.	No restrictions.
Pastoral Council and parish and school committees	Yes, via Zoom or similar.	Yes, with social distancing protocols.	No restrictions.
Use of parish and school buildings for parish/school activities	No	Yes, with social distancing protocols.	No restrictions.
Use of parish and school buildings for outside groups	No	No	Yes
Love One Another Capital Campaign	Campaign suspended.	Resume pilot wave, if ready.	Begin second pilot wave, if ready.

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PARISH AND SCHOOL EVENTS				
K-12 School		Follow DHS/DPI Directives	Follow DHS/DPI Directives	Follow DHS/DPI Directives
In-Person Graduations		No	Not to be considered until July 1, if DHS / DPI Directives permit	Yes
Virtual Graduations		Yes	Yes	Yes
Virtual Summer School		Yes	Yes	Yes
Athletics	Elementary (K-8) School	No	No	Yes, with sport-specific precautions in place
	High School	Allowed, in alignment with WIAA Guidelines	Yes, in alignment with WIAA Guidelines	Yes, in alignment with WIAA Guidelines
Before/After School Care		Follow DHS/DPI Directives for Schools	Follow DHS/DPI Directives for Schools	Follow DHS/DPI Directives for Schools
Day Care Programs Independent from School Operations		Yes, pursuant to the Governor’s Emergency Orders, #6 and #28.	Yes, consult with Catholic Mutual	Yes, consult with Catholic Mutual
Baccalaureate Masses		Not to be considered until after June 15, 2020, and then, only in context of Sunday Mass, with attendance limited to 25 percent of capacity, following the Archbishop’s Mass Directives.	Not to be considered until after June 15, 2020, and then, only in context of Sunday Mass, with attendance limited to 25 percent of capacity, following the Archbishop’s Mass Directives.	Yes
Summer School, Sports Camps and Summer Camps		No	No	Yes
Catholic Schools Soles Walk		No, virtual walk in 2020. Details coming.	No, virtual walk in 2020. Details coming.	No, virtual walk in 2020. Details coming.

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FORMATION			
First Communion Preparation	Yes, at home prep may take place.	Yes, at home prep and small groups may take place with less than 50. Social distancing by household.	Yes, First Communicant and Parent Gathering for prayer, formation and rehearsal.
Online First Communion Instructions and Video	Yes, instructions available online: First Communion Instructions	Yes, instructions available online: First Communion Instructions	Yes, instructions available online: First Communion Instructions
Archdiocesan Marriage Preparation Conference	Yes, instructions available online: MarriagePreparation	Yes, instructions available online: MarriagePreparation	Yes, completed via in-person conferences and follow-up videos: MarriagePreparation
Summer Vacation Bible School (VBS) or Catholic Kid Camps	No	No	Yes, with consideration of alternative options.
Religious Education (child and youth, K-5), 2020-2021, Beginning in Fall	No in-person classes. Yes, creating online and take-home components of curriculum. Yes, offering registration and planning.	Yes, with social distancing and less than 50 in attendance. Small groups encouraged. For family program, social distancing by household. At-home and online formation are options.	Yes, but may still want to supplement with online and take-home components.
RCIA/Adult Confirmation Process	Yes, begin new groups online/virtually.	Yes, online/virtually or in person, with less than 50 people, with social distancing and cleaning protocols.	Yes
Catechetical Resources During the Pandemic	Yes, available online: Catechetical Resources	Yes, available online: Catechetical Resources	Yes, available online: Catechetical Resources
Archdiocesan Catechetical Conference (scheduled for August 28-29)	No Conference August 28-29. Yes, creating online gatherings.	No, Conference August 28-29. Yes, creating online gatherings.	Yes

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Middle/High School Religious Education & Youth Ministry: Sessions at Parish	No in-person meetings. Encouragement to meet online with leaders (teen & adult) for deeper formation. <i>Be ready to offer alternatives & support for families who wish to form their teens at home.</i>	Yes, with social distancing protocols and <50 people in attendance. Small groups are particularly encouraged. <i>Be ready to offer alternatives & support for families who wish to form their teens at home.</i>	Yes <i>Be ready to offer alternatives & support for families who wish to form their teens at home.</i>
Youth Ministry: Same day retreats, outings, gatherings, etc.	Yes, OUTSIDE gatherings only, if all participants are local and less than 50 people in attendance, with social distancing protocols, a parent consent form or permission slip from all participants, and ensuring all Safe Environment requirements are met.	Yes, OUTSIDE gatherings only, if all participants are local and less than 50 people in attendance, with social distancing protocols, a parent consent form or permission slip from all participants, and ensuring all Safe Environment requirements are met.	Yes
Youth Ministry: Overnight Youth Retreats, Conferences, Mission Trips	No	No	Yes
Youth Ministry: CYM Athletics	No	No	Yes, with caution
Youth Ministry & Confirmation Resources	https://www.archmil.org/YouthEv/virtual	https://www.archmil.org/YouthEv/virtual	https://www.archmil.org/YouthEv/virtual
FORMATION AND EVANGELIZATION IN-PERSON EVENTS			
Young Adult Leaders' Summits	No in-person. Yes, through virtual: http://www.brewcitycatholic.com	Yes, with limited invitation: http://www.brewcitycatholic.com	Yes, with information at: http://www.brewcitycatholic.com
Missionary Discipleship Institute: Called & Gifted Workshop	No	No	Yes, please contact Margaret Rhody to schedule at your parish at rhodym@archmil.org .

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Small Group Leaders’ Training Workshops	No in-person. Yes, Virtual training. Margaret Rhody at rhodym@archmil.org	Yes, with limited invitation to host parish. Contact Margaret Rhody to schedule at rhodym@archmil.org	Yes, please contact Margaret Rhody to schedule at your parish at rhodym@archmil.org .
EVANGELIZATION			
Courageous Communion – Resources on Daily Living for Quarantined Catholics	Yes, will be available online: Courageous Communion	Yes, will be available online: Courageous Communion	Yes, will be available online: Courageous Communion
Daily Reflection Videos by our Bishops	Yes, will be available online: Daily Reflection	Yes, will be available online: Daily Reflection	Yes, will be available online: Daily Reflection
Pastoral Care Guide for Parishes: Caring for parishioners during this transition time.	Yes, will be available in English and Spanish. Contact Susan McNeil at mcneils@archmil.org .	Yes, will be available in English and Spanish. Contact Susan McNeil at mcneils@archmil.org	Yes, will be available in English and Spanish. Contact Susan McNeil at mcneils@archmil.org .
Synod Anniversary Event – December 5, 2020	No in-person. Yes, will be live streamed.	Yes, via limited invitation to Pastoral Center and live streamed.	Yes, will be held at Pastoral and live streamed.
Virtue Groups for Moms	Yes, will be available online: Virtue Groups	Yes, will be available online: Virtue Groups	Yes, will be available online: Virtue Groups
ACTIVITIES			
Parish Festivals	No, can tentatively plan for festival, but do not sign any contracts.	No, can tentatively plan for festival, but do not sign any contracts.	Yes, but need to take extra cleaning precautions and abide by any state restrictions for large gatherings.
Parish Social Gatherings, such as Fun Runs/Walks, picnics, Coffee and Donut Sundays, etc.	No	No, can tentatively plan, but do not sign any contracts.	Yes, but need to take extra cleaning precautions and abide by any state restrictions for large gatherings.

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Parish and School Fundraisers, including Fish Frys, Bake Sales, Rummage Sales, etc.	No	No, can tentatively plan, but do not sign any contracts.	Yes, but need to take extra cleaning precautions and abide by any state restrictions for large gatherings.
Parish Support Groups, AA meetings, etc.	Yes, 10 or less, with social distancing and cleaning protocols.	Yes, 50 or less, with social distancing and cleaning protocols	Yes
Parish Sports, Adult Athletic Programs, Open Gyms, T-ball, etc.	No	No	Yes
Meal Programs, Food Pantries and other social outreach	Yes, following State guidelines and taking extra hygiene and cleaning precautions, with social distancing protocols.	Yes, following state guidelines and taking extra hygiene and cleaning precautions, with social distancing protocols.	Yes
RETURNING TO PARISH AND SCHOOL OFFICES			
Returning to the offices	Employees whose work cannot be done full-time from home. For flexibility, talk with supervisor.	Flexible work hours.	Normal office operations.
Wash hands often	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes
Cleaning objects and surfaces	Yes	Yes	Yes
Physical distancing to six feet when possible	Yes	Yes	Yes
Wearing facemasks	Strongly recommended in public hallways and public areas of the offices.	Recommended in hallways and public areas.	Optional
Meetings in Office	No more than two, with social-distancing protocols.	No more than five, social-distancing protocols.	Yes

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Meetings of less than 10	Via Zoom.	Via Zoom or in-person, with social distancing protocols.	Meeting Rooms
Meetings of 10 or more	Via Zoom.	Via Zoom or in-person, with social distancing protocols.	Yes
Lunch	At desk.	Social distancing protocols enforced in lunch room.	Yes
Food for sharing	No, with no shared coffee service.	No, with no shared coffee service.	Yes
Visitors to the Parish and School Offices	No	Yes, with social distancing protocols.	Yes