



# ASSEMBLE YOUR PARISH REOPENING LEADERSHIP TEAM

For any parish to move forward with reopening, the pastor must create a Parish Reopening Leadership Team and recruit volunteers to support the reopening efforts. The entire Parish Reopening Leadership Team is required to attend reopening training sessions and submit the requisite certification plan for Phase 1/1A (details below and attached). Please move forward with the tasks below as soon as possible.

Please also remember that these roles for volunteers will be with us for some time. The need will continue for the foreseeable future. Look for individuals who can make a commitment to your parish.

## 1. Select Your Leadership Team

Each pastor/administrator must recruit a **Parish Reopening Leadership Team**. The team must include two lay co-leaders who will be responsible, with the pastor, for providing oversight on meeting the requirements and preparations for reopening and signing off on the certification request and ensuring that ongoing processes and operations comply with these guidelines. Co-leaders must be respected, experienced members of the parish. Additionally, they should be:

- Able to lead groups of individuals and effectively problem solve
- Highly organized with incredible attention to detail
- Available with the time to dedicate to overseeing the parish preparations

With the expectation that Parish Reopening Leadership Team members will regularly be at the Parish and may be interacting with the public, it is important that any selected leadership team member **must not be part of a “vulnerable population”** (not over the age of 65; no underlying medical condition such as diabetes; lung disease; undergoing cancer treatment, etc.). This also applies to Volunteer Captains and Volunteers, per below.

## 2. Select Volunteer Team Captains

Each Pastor/Parish Reopening Leadership Team must recruit **three additional team captains** who will oversee and manage specific tasks related to re-opening and ongoing operations during the pandemic. These three roles are:

- Set-up captain,
- Greeting captain and
- Cleaning captain.

Each of these captains will need to identify and recruit additional volunteers to assist at every gathering. The role of the captains will be ongoing throughout the crisis. Captains should be respected members of the parish with an understanding of the parish and its people. Additionally, they should be skilled at

- Organizing and assigning work
- Explaining and demonstrating tasks clearly to others
- Assuring that standards and guidelines are understood and followed consistently

- Keeping teams focused and motivated
- Providing respectful and helpful feedback
- Identifying and addressing details

Team captains will ensure that their volunteers are scheduled, ready for their shift, and confirm that volunteers have completed any requisite training on roles and procedures. Like the Leadership Team members, captains must attend webinar training as well.

### 3. Recruit Teams of Volunteers

The scale of support needed to implement the requirements for reopening necessitate teams of volunteers available to execute three elements of reopening management and maintenance:

- **Set-up team:** Volunteers will ensure that: all supplies needed for each sacramental celebration/gathering are ready for use, entrances and exits are marked and propped physically open prior to attendees' arrival/departure, windows are opened, restrooms are stocked and managed, etc. They will ensure hand sanitizer is available and that pews are marked off according to social distancing guidelines.
- **Greeting team:** Greeters will assist in managing the flow of congregants as they enter the church, participate in the liturgy/sacrament, and exit the church. Team members will combine some of the functions of an usher, such as directing participants to appropriate seating/waiting areas, but will include additional responsibilities, including, but not limited to, making sure attendees use hand sanitizer upon entering, are wearing a mask, and are reminded not to enter if ill. Given the circumstances, greeters will need to be tactful and firm paying careful attention to all people on-site. To support parish greeter teams, rudimentary training tips on handling difficult situations will be provided.
- **Disinfecting team:** These volunteers will help maintain and sanitize essential and trafficked areas of the church before and after the church has been used. Masks and gloves will be provided, if necessary, in addition to approved cleaning/disinfecting supplies. Per the certification process, parishes will need to develop appropriate schedules and verification methods to ensure cleaning occurs at the proper times relative to when congregants arrive and leave the church building. To support the cleaning team, guidance on proper cleaning procedures will be provided in the webinar training as well as in the Supply Starter Kit.

## Requirements

### Health and Age:

- It is recommended that parishes focus on finding and recruiting captains or volunteers that are not older than 65 and without underlying medical conditions such as diabetes, lung disease, undergoing cancer treatment, etc.; however, if individuals in those groups choose to volunteer understanding the inherent risks, they may do so at the discretion of the Parish Reopening Leadership Team.
- For greeter teams those from 18 years or older to 65 are welcome.

**Scope of work:** High school students who wish to volunteer may do so for set-up teams or cleaning teams, provided they have permission from their parent or guardian.

### Training:

- All members of the Parish Reopening Leadership Team will need to view webinar training. Information and links to attend/view the recorded training session will be sent to you separately.
- Other volunteers must review the guidelines and checklists associated with their team and tasks assigned.