

St. Paul Parish Pastoral Council

Meeting Minutes (Final)

Monday, May 20, 2020

Meeting Via ZOOM

1.0 Call to Order (6 PM)

2.0 Faith Formation (Father Andrew)

3.0 Re-Opening the Church (Father Andrew)

- The Archbishop has given us permission to reopen churches in a limited way on May 25, 2020. See attached *Guidelines for the Resumption of Public Worship*, Archdiocese of Cincinnati. The document details mandatory and recommended safety/hygiene practices.
- We will start public masses in our region on Tuesday May 26, 2020. The faithful have been dispensed from the obligation to attend Sunday Mass. Thus, those who wish to participate in Mass and receive Holy Communion can do so by attending any Mass any day of the week. Appropriate social distancing and the regulations put forth by public health authorities must be observed. No choir; rather, organist and cantor. See attached draft letter to the parish region.
- Father seeks PPC input.
- Discussion (**Sanitization, Usher Responsibilities, Mask Protocol, Seating, Communion, Canopy**)
 - Mary Fisher, Kathy Sanders, Heather Ayers, Vickie Hoomes, Patty Alexander, Dan Marion, Heather Ayers, Brad Wilson, Karen McKee general discussion:
 - Sanitize all pews. Rope off every other row. Consider sections for families and singles.
 - Strongly encourage mask wear. Father: cannot turn those away who will not/cannot wear a mask. So, provide safe/separate seating.
 - Increased responsibility for ushers. Greet parishioners at the door and escort them to their pew. Strongly encourage mask wear. Provide a mask if required. Need to provide segregated seating for those who will not wear a mask. Guide all (singles, families, non-mask wearers) to their seats.
 - Location of hand sanitizers: Locate one in the entry and once upstairs near the elevator. The church received only one stand to be located in the street-level entryway. The other sanitizer will be mounted on the wall near the elevator. One sanitizer to be located in the sanctuary.
 - Heather and Kathy have extra sanitizer and will bring to church.
 - Doors to remain open during Mass with fans on. **Inform YSPD.**
 - Masks: **Order masks now** for distribution as required. (Heather)
 - Canopy: **Order canopy now** to be placed outside church entrance to enable efficient, safe, and dry queuing. Provides extra space for distribution of masks and bulletins. (Dan)
 - Collection: Cannot “pass the hat.” Place the collection basket on the credence table.
 - Communion: If just Father distributing, then the congregation can form a single well-spaced line. Usher’s guidance will be critical.

- Father - Good points raised. Mark Breza to sanitize pews during the week. Potential for sacristans to sanitize pews before Saturday/Sunday Mass.

4.0 Building & Grounds

- Installation of dehumidifier ongoing. Undercroft wall still in disrepair.
- Book holders installed:-) No books in church because of the virus:-)
- Re-visit the decision to defer installation of an awning in the front of church

5.0 Education (Heather Ayers)

- First Communion delayed. Planned for 19 June. Father: prefers public First Communion for the benefit of the congregation (rather than separate, family-only celebration).
- Enrollment: 10 families. 19 children. K – HS. No HS youth group meeting.
- 3 Families at parish sessions. Very important when the Priest comes...makes a great connection. Father: please send a reminder!
- Families are very committed. They come prepared.
- Thanks for helping Vickie!
- Plans to meet with Kathy, Tami, Patty to plan for First Communion and May Crowning on Heather is prepared to help children who may have missed sacraments (Communion, Confirmation)

6.0 Finance (Brad Wilson)

- Father/Brad - Overall the parish is in good shape financially. Collections are ahead of expectations. For example, collections: \$3,500 mail; \$1,700 online. Can meet payroll.
- Did not submit a loan application under the CARES Act as the parish could not certify extreme financial need. Would be required to repay the loan in full.
- Father: People are unbelievably generous!
- Kathy [to Brad]: Do you need help processing the checks? Brad: yes. Kathy, Vickie, and Patty will help once Mass starts.

7.0 Adjournment and Closing Prayer

8.0 Council Attendees

Parish Council Members	Role	Attendance
Fr. Andrew Cordonnier, pastor@stpaulyellowsprings.org , 937-372-3193	Pastor	X
Fr. John Madanu, associate@stpaulyellowsprings.org	Parochial Vicar	X
Dan Marion, dmarionjr@icloud.com , 937-901-4520	President	X
Kathy Sanders, Kathysanders4@gmail.com , 937-272-0413	Vice President	X
Patty Alexander, Trish320@aol.com , 937-767-1844	Member-at-Large	X
Velda Martin, veldamart@gmail.com , 937-371-1226	Member-at-Large	
Vickie Hoomes, ybhoomes@aol.com , 937-360-4569	Member-at-Large	X
Karen McKee, caseym1200@yahoo.com , 937-767-4641	Member-at-Large	X
Commission Representatives		
Mike Breza, Michael.breza@prodigy.net , 937-931-5015	Building/Grounds	
Ken Struewing, kenandbetheen@yahoo.com , 937-767-1388	Cemetery	
	Education	
Tami Whalen	Finance	
Mary Fisher	Finance	X
Fr Andrew Cordonnier	Liturgy	
Patty Alexander, Karen McKee, Kathy Sanders, Dan Marion	Parish Life & Outreach	
Parish Staff		
Brad Wilson, finance@stpaulyellowsprings.org ,	Business Manager	x
Heather Ayers, cre@stpaulyellowsprings.org , 937-561-8646	Coordinator of Religious Education	x

9.0 Action Items

What	When	Who	Status
Order Masks	Order to arrive in-time for resumption of Mass)	Kathy Sanders	In work
Order Canopy	Order to arrive in-time for resumption of Saturday/Sunday Mass)	Dan Marion	Ordered 10'x10' canopy thru Amazon. Delivery 3 June.
Inform YSPD that church doors will be open during Mass	Before first St. Paul Mass on 26 May	?	?
Add church awning to next PPC meeting agenda	Next PPC meeting	Dan Marion	In work
Define/confirm new responsibilities of ushers, sacristans, and eucharistic ministers	Before Mass resumes at St. Paul	Father Andrew	In work

10.0 Attachments

Letter from Fr. Andrew Cordonnier, May 17, 2020

What unique times we live in! The Archbishop has given us permission to reopen churches in a limited way on May 25, 2020. We will start public masses in our region on Tuesday May 26, 2020. There are many regulations and suggestions for reopening church provided by the Archdiocese of Cincinnati and they are included in this mailing for your convenience. The restrictions in place are very similar to what we did before church was cancelled. For instance, we will be not distributing the Precious Blood, we cannot exchange a physical sign of peace, and we cannot hold hands during the Our Father. Basically, the Archdiocese wants to limit physical contact at Mass.

You might notice some new things around our campus at St. Paul!

-The mural in the sanctuary has been restored!

-The pews now have book holders attached to them!

-Some much needed masonry work was done on the parish office!

Some things to remember:

+All Catholics of the Archdiocese of Cincinnati are still dispensed from attending Sunday mass until further notice. The Archbishop has suggested that we might attend a daily mass if we are unable to go to mass on Sunday.

+The best tool to fight Covid-19 is common sense. If you are sick, please stay home out of charity for your neighbor. Please remember that during all of this that we are called to charity toward our neighbor more now than ever.

+It is strongly suggested to wear a mask when you are at church. Wearing a mask is an act of charity for others.

+Please look to the ushers for directions about where to sit and when to come forward for Holy Communion. We are committed to sanitizing the church after every mass, and you will help us out a lot by following the directions of the ushers.

+We will have a **unique and temporary schedule** until we can fully reopen. Temporarily, we will have a Tuesday evening mass at St. Brigid at 6pm. **We intend to resume our normal schedule in the future.**

Unique and Temporary Mass Schedule beginning May 26, 2020:

Sunday:

8:00am Mass at St. Brigid
8:30am Mass at St. Augustine
9:30am Mass at St. Brigid
11:15am Mass at St. Paul

Monday:

9:00am Latin Mass at St. Brigid

Tuesday:

6:00pm Mass at St. Augustine
6:00pm Mass at St. Brigid (unique and temporary)

Wednesday:

8:00am Mass at St. Brigid
5:45pm Confessions at St. Paul
6:00pm Mass at St. Paul

Thursday:

8:00am Mass at St. Brigid
8:30am Mass at St. Paul

Friday:

8:00am Mass at St Brigid with Confessions and Adoration after mass
8:30am Mass at St. Paul

Saturday:

9:00am Latin Mass at St. Brigid
3:00pm Confessions at St. Paul
4:00pm Mass at St. Paul
3:30pm Confessions at St. Brigid
4:30pm Mass at St. Brigid

Please call us if you have any questions, comments, or concerns at (937) 372-3193

In Christ,
Fr. Andrew Cordonnier
Sixth Sunday of Easter May 17, 2020
Guidelines for the Resumption of Public Worship from the Archdiocese
of Cincinnati

Effective immediately, and until further notice:

- The Catholic faithful who reside in the Archdiocese of Cincinnati and all other Catholics in the archdiocese continue to be dispensed from the obligation of attending Sunday Mass. Those who are at risk or fearful that they or their family might become sick are encouraged to stay home and join the Church by viewing live-streamed Masses.
- Public worship may begin in the Archdiocese of Cincinnati on Monday, May 25. Each parish/region should offer at least one public Mass daily. Pastors may determine whether it is necessary and prudent to celebrate more than one Mass on Saturday and Sunday. Here it should be remembered that the faithful have been dispensed from the obligation to attend Sunday Mass. Thus, those who wish to participate in Mass and receive Holy Communion can do so by attending any Mass any day of the week. For the benefit of the faithful, the live-streaming of liturgies should continue if at all possible. The health and safety of vulnerable priests should also be considered in this regard.
- In all circumstances, appropriate social distancing and the regulations put forth by public health authorities must be observed. Pastors are to creatively regulate the number of people in the church at one time, space people around the nave to ensure appropriate distancing, and -- if possible -- pre-register to gauge expected attendance. The faithful should be made aware of these measures.

Guidelines to be observed:

- The guidelines of safety and hygiene already in place will continue, including:
 - Water should be removed from baptismal and holy water fonts.
 - The gifts of bread and wine should be kept from public areas, brought directly from the credence table to the altar.
 - No physical contact at the Our Father or Sign of Peace.
 - Discreet use of hand sanitizer by ministers of Holy Communion.
 - No Holy Communion from the chalice by the faithful; concelebrating priests should Communicate by intinction.
 - Holy Communion on the tongue is strongly discouraged.

- Vessels should be cleansed after each Mass with hot, soapy water
- Additional guidelines for safety and hygiene include:
 - Hymnals, missalettes, and other materials should be removed from the pews. Consider using a disposable worship aid or the use of familiar hymns, songs, antiphons, and acclamations.
 - The faithful should be encouraged to wear a face mask; ministers of Holy Communion may wear a face mask; priest celebrant is discouraged from wearing a mask.
 - With respect for the liturgical norms, the number and placement of ministers may be reduced:
 - § A deacon may fulfill the roles of lector and server.
 - § If servers are ministering, consider using adults.
 - § Ministers may be seated further apart than normal.
 - § Evaluate the necessity of Extraordinary Ministers of Holy Communion and the number needed for each Mass.
 - § As permitted by the missal, presidential prayers may take place at the altar, or a podium may be setup at the chair, reducing the need for servers.
 - Consideration should be given to reducing the role of choirs and ensembles in light of social distancing and public health regulations.
 - Ensuring proper reverence, Mass should not be unnecessarily long; homilies should be brief.
 - No collection baskets may be passed from hand to hand; consider a monitored collection point (i.e. an usher monitoring a single basket near the main doors of the church) to minimize contact.
 - The bread to be consecrated for the Communion of the faithful should be placed on a corporal at the edge of the altar, not directly in front of the priest celebrant. Alternatively, the use of covered ciboria would likewise be appropriate.
- Other than as Viaticum to the critically ill, Holy Communion should, whenever possible, be given in the context of Mass. If however this is not possible, Holy Communion may be given outside of Mass, according to the approved rites. The distribution of Holy Communion immediately after Mass (rather than during) is to be avoided.
- The Elect may be baptized at any Mass, preferably on Sunday. Non-Catholic Christians may also be received into full communion at any Mass, or outside of Mass following the approved rites. As always, pastors should seek faculties to confirm Catholic adults by writing to the Chancellor (sangi@catholiccincinnati.org).

- First Communion may be celebrated at any time; consider smaller groups of candidates at multiple celebrations.
- If necessary to ensure social distancing and conform to public health regulations, Mass (including a nuptial or funeral Mass) may be celebrated outside of the parish church, but preferably on parish grounds. Specific permission must be sought in advance from the Vicar General (sangi@catholiccincinnati.org).

Suggested Strategies to Consider for Implementation:

SOCIAL DISTANCING

- Remind the faithful that they have been dispensed from their Sunday obligation, and thus their desire to participate in Mass could be fulfilled on any day of the week.
- Determine the maximum capacity of your church based on the 6-foot rule, and plan for ways to regulate the number of people inside at any one time.
- Deliberately use every other or every third pew/row; mark off other pews/rows.
- Mark pews/rows with different colors and use only certain colored pews/rows at certain liturgies (e.g. red pews/rows at one Mass, blue pews/rows at the next Mass) to reduce the need for cleaning in between Masses.
- Reduce the number of possible entrances into the church to better regulate attendance and preserve one-way traffic patterns.
- Count the number of attendees at Mass to anticipate future crowds.
- Utilize auxiliary but connected spaces like choir lofts, transepts, etc. to maximize capacity.
- Consider designating one side of the church for families (entire pews would be set aside) and the other side of the church for Individuals or couples (observing social distancing, a single pew could likely accommodate more than one station).
- With perhaps the assistance of ushers, consider seating in the front pews first and then working to the back of the church.
- Invite people to RSVP in advance of coming to Mass using services such as SignupGenius, Eventbrite, etc.

- Consider the routes of the Communion procession to avoid two-way traffic.
- If long-handled collection baskets are not available, setup monitored collection points around the church for offering envelopes. Remind parishioners about opportunities for online giving.
- Suspend Children's Liturgy of the Word unless this can be done with appropriate social distancing.
- Instruct hospitality ministers (if their presence is absolutely necessary) in ways of greeting the faithful with appropriate social distancing, if this can be done.
- Avoid ministers greeting the faithful after Mass unless this can be done with proper social distancing.
- Avoid social activities (e.g. coffee and donuts) unless this can be done with proper social distancing and food safety protocols.
- Ensure that the reception of disposable worship aids can be done safely and with appropriate social distancing; either place new ones in each pew before Mass, and/or make it available online for viewing on tablets or smartphones during Mass.
- Ensure that the giving of bulletins after Mass can be done safely and with appropriate social distancing; perhaps emphasize online access to bulletins and other important publications.
- If more space is needed for the Sacrament of Reconciliation, use a larger room rather than the usual confessional, and emphasize the use of a screen.

HEALTH SAFETY

- Make hand sanitizer available at each entrance.
- Clean all possible surfaces frequently, especially those touched frequently by multiple people, even between liturgies.
- Reduce the number of touchpoints as people enter by propping open doors or having one person open doors.
- Wipe down books, vessels, and other materials.
- Clean liturgical vestments regularly and avoid sharing albs among ministers.
- The use of the larger-sized congregational altar breads (i.e. 1 3/8") will reduce the hand-to-hand contact between minister and Communicant.

- Use wood soap and water to clean pews, chairs and other wooden surfaces; test this on unseen surfaces to avoid damaging the finish.
- Clean restrooms frequently, even between Sunday liturgies.
- Ensure proper ventilation in public spaces.
- An instrument (e.g. cotton swab) may be used for the Sacrament of the Anointing of the Sick. (N.B. this is not possible for Chrismation; anointing with Oil of Catechumens is always optional)

Resources:

[U.S. Centers for Disease Control and Prevention \(CDC\): Guidance for Faith-Based Organizations](#)

[Ohio Dept of Health Checklist for Faith-Based Organizations](#)

With questions or concerns, please [contact the Office for Divine Worship & Sacraments](#).