

Private Prayer and Devotion

Job Aid

(Target Audience: Cleaner/Usher/Priest)

ARCHDIOCESE OF CHICAGO



In conjunction with:

Diocese of Rockford

Diocese of Joliet

Diocese of Peoria

Diocese of Springfield

Diocese of Belleville



Please check with your local Diocese for any changes to this document

These guidelines for Private Prayer and Devotion in a Church reflect the updated guidance by government officials, healthcare professionals, and Church authorities.

These guidelines are based on current requirements for groups no greater than 10 in the church at any time. This is exclusive of all ministers and an usher or greeter.

Parishes should adapt only as necessary, *however, being careful not to violate social distancing, face covering, and disinfecting practices.*

Parishes or pastors may **NOT** alter number of allowed worshippers, social distancing, face covering, or disinfecting guidelines contained here.

Step by Step

Private Prayer and Devotion

General Notes:

- Private prayer should take place in the main church and not a side chapel because of social distancing and spacing requirements.
- The total number of worshipers allowed in the church is not to exceed 10.
- A greeter is to meet participants in the narthex or vestibule and be on duty for the entire time the church is open for prayer.
- Masks or face coverings should be worn for the entire time parishioners are in the church. Per IDPH and CDC guidelines, those with breathing difficulties can be exempted from this requirement, but those individuals must observe the strictest of social distancing from anyone not living in their domicile.

Scheduling Private Prayer and Devotion

TASK #1

Scheduling Private Prayer and Devotion

Step 1: Determine the schedule for opening the church for private prayer and devotion.

Note: The church may not be left unattended at any point during this time. To maintain appropriate health and safety precautions, there must be a greeter or usher on duty at all times.

Step 2: Provide clear guidelines to parishioners when announcing private prayer and devotion, including:

- The exact times the church will be open for prayer.
- No more than 10 worshipers will be allowed into the church at any given time.
- Each worshiper should limit their prayer time to 20 minutes. After waiting 20 minutes, a greeter may respectfully remind them that others are waiting and ask them to exit.
- Worshipers should bring their own masks or facial coverings which will need to be worn throughout their time in adoration.
- Worshipers may not sit together unless they are domiciled together.
- A Greeter will guide worshippers to seating that will be clearly marked.
- Once seated, worshippers are asked not to change seats or move around the church.

Preparing for Private Prayer and Devotion

TASK #1

Placing Church Markers

Step 1: Place markers on the floor (and in pews if being used) to indicate where parishioners are to wait for their private prayer and devotion.

Note: Social distancing guidelines must be followed, and all worshipers must wear a mask or face covering through the entire time of their prayer.



Conducting Private Prayer and Devotion

TASK #1

Escorting the Worshiper to a Seat

Step 1: A greeter/usher is to meet worshipers in the narthex or vestibule and be on duty for the entire time the church is open for prayer.

Note: If all available seating is taken for Private Prayer, the usher/greeter will instruct the worshipers to remain outside the church until space becomes available. Remind the worshipers to maintain proper social distancing while waiting.

Step 2: Greeter/Usher ensures proper safety precautions:

- Each parishioner is wearing a mask or face covering
- Each parishioner is screened for illness or temperature
- Each parishioner's hands are disinfected
- Instructs each parishioner to remain seated until prompted to move forward for Private Prayer and Devotion
- Each parishioner maintains proper social distancing at all times



TASK #2

Leading Private Prayer and Devotion

Step 1: Usher directs first worshiper to be seated and reminds worshiper that private prayer and devotion is limited to 20 minutes and to not move from their designated seat.



Step 2: If necessary, after 20 minutes, usher respectfully reminds worshiper that others are waiting and asks him/her to exit.

Step 3: Usher escorts worshiper from the church

Step 4: Usher directs next worshiper to be seated and reminds him/her that private prayer and devotion is limited to 20 minutes.

Step 5: Usher will warn worshipers five minutes prior to the scheduled end of the private prayer and devotion time.

Post-Private Prayer and Devotion Activities

TASK #1

Disinfect the Church

Step 1: Disinfect any pews and kneelers that were used, following the process outlined in the Disinfecting Job Aid

Step 2: Disinfect Church doors using the process outlined in the Disinfecting Job Aid

Step 3: Disinfect chairs used, following the process outlined in the Disinfecting Job Aid

Step 4: After all attendees have left the building, disinfect the restrooms using the process outlined in the Disinfecting Job Aid

Checklist

Private Prayer and Devotion

Scheduling Private Prayer and Adoration

TASK	Complete	DESCRIPTION
Determine times when church will be open for private prayer and adoration	Completed: <input type="checkbox"/>	
Notify parishioners of schedule and guidelines for private prayer and adoration	Completed: <input type="checkbox"/>	

Preparing for Private Prayer and Adoration

TASK	Complete	DESCRIPTION
Place markers on the floor to indicate proper social distancing	Completed: <input type="checkbox"/>	
Place markers in pews to indicate proper social distancing	Completed: <input type="checkbox"/>	

Conducting Private Prayer and Adoration

TASK	Complete	DESCRIPTION
Usher greets worshipers	Completed: <input type="checkbox"/>	Must maintain 6ft social distance
Usher ensures proper safety precautions <ul style="list-style-type: none">Masks/face coveringIllness/symptom screeningHand disinfecting	Completed: <input type="checkbox"/>	
Usher informs worshipers of need to remain in seats and observe social distancing at all times	Completed: <input type="checkbox"/>	
Usher escorts worshipers to pre-marked seats in pews	Completed: <input type="checkbox"/>	
Usher leads first worshiper to seat and reminds him/her of 20 minute limit for private prayer and adoration	Completed: <input type="checkbox"/>	
If necessary, after 20 minutes, usher respectfully reminds worshiper of time limit and asks him/her to exit	Completed: <input type="checkbox"/>	Must maintain 6 ft social distance
Usher directs worshiper to exit the church	Completed: <input type="checkbox"/>	
Process is repeated for each remaining worshiper	Completed: <input type="checkbox"/>	
Five minutes before scheduled closing time, usher provides a warning to remaining worshipers	Completed: <input type="checkbox"/>	

Usher directs any remaining worshipers to exit the church

Completed:

Post- Private Prayer and Adoration Activities

TASK	Complete	DESCRIPTION
Disinfect pews and kneelers	Completed: <input type="checkbox"/>	Follow procedures outlined in the Disinfecting Job Aid
Disinfect church doors	Completed: <input type="checkbox"/>	Follow procedures outlined in the Disinfecting Job Aid
After all attendees have left the building, disinfect the restrooms	Completed: <input type="checkbox"/>	Follow procedures outlined in the Disinfecting Job Aid