



CATHOLIC ARCHDIOCESE
OF MELBOURNE

UPDATE: GENERAL GUIDELINES COVID-19 Implications for the Catholic Archdiocese of Melbourne

As at: Tuesday 12 May 11.59pm

The following Guidelines are approved by Most Rev Peter A Comensoli, Archbishop of Melbourne, to assist Clergy and Faithful with questions pertaining to specific areas of liturgy and ministry in the Archdiocese of Melbourne during this time of the COVID-19 pandemic.

In relation to the latest directives announced by Government, there are **FOUR KEY POINTS** that directly affect churches, places of worship and liturgical celebrations and ceremonies held within.

1. All churches and places of worship may be opened for pre-arranged worship, small religious ceremonies or scheduled private worship times, subject to a number of conditions and to the decision of their Pastor.

2. Multiple liturgical celebrations or ceremonies can be held on the same day and may be determined at the decision of the Pastor and by the capabilities of each individual Parish to meet all the required conditions.

3. Prayer groups can be held in people's homes (and in churches) subject to a number of conditions.

4. Baptisms, Weddings and Funerals can be celebrated with new changes to numbers of attendees, and again subject to a number of conditions.

In general, conditions require:

- No more than 10 attendees in the Church at any one time outside those required to enable the service. (Weddings and Funerals excepted);
- Clear signage around service schedules, social distancing and hygiene requirements;
- Availability of sanitiser and disinfectant wipes, and safe disposal sites;
- Churches to be cleaned after a scheduled service or opening;
- Maintenance of 1.5m of separation and planned entry and exit pathways;
- All attendees to provide contact details.

GENERAL GUIDELINES

Please note most recent updates are marked in red.

An accompanying set of recommendations has been provided to assist in reviewing and determining what your Parish community can manage so as to effectively meet all health and safety requirements – and meet the spiritual and pastoral needs of your people.

It is important to note as we welcome the opening of our churches, what is made available in these early days will be at the discretion of the Parish Priest or Administrator who will best be able to determine the capabilities of each individual Parish to meet all the required conditions and pastoral needs of their people.

Please also consider maintaining your livestreaming where possible. This has been an important point of contact and spiritual resource for people, and will continue to assist the housebound, vulnerable and those who do not feel comfortable in returning to public spaces at the current time.

Masses and Church buildings – Places of Worship	<ul style="list-style-type: none">• All places of worship (including Hospital Chapels) may now open for pre-arranged worship, small religious ceremonies or private worship of up to 10 people as well as the minimum number of people reasonably required for the service. This includes baptisms. [In addition to the ten attendees you may could include the Celebrant, one server, one or two readers, one musician and singer, technical/video persons and two people to supervise hand sanitising/registering].• CONTACT DETAILS are required for all attendees at Masses or ceremonies – and must include: First Name + Contact Number + date and time at which the person attended the place of worship;• Multiple liturgical celebrations or ceremonies can be held on the same day, but cleaning must occur between liturgies or ceremonies. At least an hour must be allowed between liturgies or ceremonies to reduce the risk of crowds at entrances and exits.• The following time limits should apply to allow for a higher frequency in Masses and to ensure that the appropriate hour gap is maintained between celebrations. Sunday Masses – 60 mins. Weekday Masses – 30 mins.• Places of worship can continue to be opened for the purposes of hosting essential public support services such as food banks, help for the homeless or other essential activities, ensuring appropriate physical distancing is maintained by keeping at least 1.5 metres between everyone at all times.• Churches may be opened for scheduled times of Private Prayer. Only 10 members of the public may be present, in addition person/s reasonably required to conduct the service
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	<p>and maintain the space may also be present. All distancing and hygiene measures must be in place.</p> <ul style="list-style-type: none"> • Making Private Worship available will require door monitoring to check how many people are present at any one time, and communicating a workable and nominal length of time that people should spend in prayer (to allow others the opportunity to partake). Contact details must also be taken as per regulations: First Name, contact number, time in attendance. • Clear and frequent signage must be made available regarding distancing and hygiene requirements – and should particularly note the maximum number allowed in the space at any one time for particular celebrations. Floor and outdoor signage should be considered to prevent people congregating or waiting in queues.
<p>Masses, Ceremonies, Liturgies</p>	<ul style="list-style-type: none"> • Multiple liturgical celebrations or ceremonies can be held on the same day, but cleaning must occur between liturgical celebrations or ceremonies. • Each Parish must publicly publish a schedule of Masses and liturgies that will take place until the end of May, and how people may nominate for attendance; • At least an hour must be allowed between liturgical celebrations or ceremonies to reduce the risk of crowds at entrances and exits. • The four square metre rule, which limits the number of people who can be in a building, applies at all times. This is not about distancing between people (which is 1.5m) but is about building capacity. A space can only allow 1 person per 4 square metres. This pertains particularly to a Funeral, but possibly a Wedding or Baptism, where a larger number of attendees and those enabling the liturgy to run may be present. • CONTACT DETAILS are required for all attendees at Masses or ceremonies – and must include: First Name + Contact Number + date and time at which the person attended the place of worship; • Liturgical celebrations and ceremonies can still be recorded or broadcast live from the place of worship for viewing online. You are allowed to have people on site to record and live stream celebrations, however, you must ensure those people maintain physical distancing by keeping at least 1.5 metres between each other at all times. • Places of worship may be opened for the purposes of conducting weddings and funerals, but there are strict limits on the number of people who can attend (see under listing for Weddings and Funerals).

	<ul style="list-style-type: none"> • Priests may celebrate Mass privately in a closed church for the purposes of live streaming. In doing so all precautions such as physical distancing and hygiene measures must be modelled and met. • Masses may be celebrated in Religious Community Chapels (for that household religious community only), and in Hospital Chapels as long as all conditions are met and in co-operation with the particular Health organisation and the Chaplain assigned to that place.
<p>Broadcast and livestreaming of liturgies and ceremonies</p>	<ul style="list-style-type: none"> • As of midnight Monday 13 April permission has been extended for churches to be considered as workplaces for the purposes of broadcasting or live-streaming liturgies. This timeline has been extended until the end of May 2020. This permission pertains only to: <ul style="list-style-type: none"> - “people conducting services” - for the purpose of “broadcasting or live-streaming” <p>While this allows for more people to be involved, churches must abide by the 4 square metre per person rule for the capacity of the space, and adhere to the 1.5m between each person distancing — it does not open the door to in-person attendees unless they fall within the new categories announced 11 May 2020.</p> <p>The following points are to be strictly adhered to in every place of worship in the Archdiocese of Melbourne:</p> <ul style="list-style-type: none"> • Churches will be considered as "workplaces" for the purpose of allowing broadcast or live streaming of key liturgies and ceremonies for the faithful. • Only the minimum required for the proper conduct of the Liturgy and its broadcasting/live-streaming are permitted to be present; for example: <ul style="list-style-type: none"> - Household Clergy - A Server - Up to 2 Readers - A Musician and Singer - Videographers/Technicians • You may not have a choir or music ministry group, or any other group of people, located elsewhere inside the church, even if they are off-camera. • The 4 square metre rule applies in all circumstances. The number of persons present must be adjusted according to the size of the location of the ceremony. • At Communion time, only those physically present (as above and outlined further below) may receive the Holy Eucharist, following all previously shared guidelines for hygiene.

	<p><i>Please note: this may be a difficult time for people online who cannot share in sacramental Communion. Please show discretion and sensitivity in distributing, reminding everyone at home that they may join prayerfully in spiritual Communion.</i></p> <ul style="list-style-type: none"> • Following a liturgy, the church must be cleaned in accordance with the guidance on routine environmental cleaning and disinfection in the community, available at: https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community • Home/household Masses are not permitted. • There are to be no Masses in presbyteries or any location where people are invited to attend.
Priests Daily Mass and obligations	<ul style="list-style-type: none"> • Daily Mass should be offered for all God's people, the faithful in Melbourne, and the wider community. • The Archbishop will be issuing a decreed dispensation to allow Clergy to say extra Masses per day, until the end of May, to assist in providing further opportunities for the faithful to attend. This permission should only be exercised depending on local circumstances and capabilities to manage distancing and hygiene precautionary requirements. The faithful may only attend one Mass per day. • Those who regularly celebrate Mass for in-house religious communities may do so, but no more than 10 attendees may be present.
Prayer Groups	<ul style="list-style-type: none"> • A prayer group held in someone's home can meet as long as there are no more than five visitors at a time. • If the prayer group is being held at a place of worship or another public place, up to 10 people can attend. Physical distancing measures must be adhered to along with the four square metre capacity rule • CONTACT DETAILS are required for all attendees at churches– and must include: First Name + Contact Number + date and time at which the person attended the place of worship;
Home Masses and Home Prayer Groups	<ul style="list-style-type: none"> • Masses in family homes or other such private or domestic locations are not permitted until further notice. • A prayer group held in someone's home can meet as long as there are no more than five visitors at a time.

<p>Baptisms</p>	<p>Baptisms may be celebrated under the following conditions:</p> <ul style="list-style-type: none"> ● Up to 10 people permitted to attend, as well as the minimum number of people reasonably required for the service. ● In addition to the ten attendees you could include the Celebrant, one server, one or two readers, one musician, one technical person and two people to supervise hand sanitising/registering. ● CONTACT DETAILS are required for all attendees– and must include: First Name + Contact Number + date and time at which the person attended the place of worship; ● Baptism by immersion or baptisms using already blessed water is to be avoided. Fresh water is to be used in every individual instance of baptism, and immediately drained afterwards. ● Physical distancing and building capacity limits must be maintained at all times; ● Hygiene precautions must be maintained throughout; ● Doors must remain closed to prevent public access; ● No lingering outside the church following the Baptism; ● Following a wedding, the church must be cleaned in accordance with the guidance on routine environmental cleaning and disinfection in the community, available at: https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community ● In emergency situations priests and deacons must make themselves available for Baptism. In extreme circumstances any lay person can validly baptise using water and the Trinitarian formula. (Can 861 §2)
<p>Weddings</p>	<ul style="list-style-type: none"> ● Weddings may take place allowing 10 people to attend in addition to the couple, the celebrant as well as the minimum number of people reasonably required for the service; ● In addition to the ten attendees you could include the Celebrant, one server, one or two readers, one musician, one technical person and two people to supervise hand sanitising/registering; ● CONTACT DETAILS are required for all attendees– and must include: First Name + Contact Number + date and time at which the person attended the place of worship; ● Physical distancing and building capacity limits must be maintained at all times; ● Hygiene precautions must be maintained throughout; ● Doors must remain closed to prevent public access; ● No lingering outside the church following the wedding;

	<ul style="list-style-type: none"> Following a wedding, the church must be cleaned in accordance with the guidance on routine environmental cleaning and disinfection in the community, available at: https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community
<p>Funerals</p>	<p>All guidelines must be followed regarding:</p> <ul style="list-style-type: none"> Funerals (indoors): no more than 20 mourners may attend in person as well as the people required for the funeral, such as the officiant or funeral company; CONTACT DETAILS are required for all attendees– and must include: First Name + Contact Number + date and time at which the person attended the place of worship; Funerals held outdoors can be attended by a maximum of 30 mourners in attendance. If a funeral is held at a private house then only 5 people, in addition to people who live at the household, can attend; Physical distancing and building capacity limits must be maintained at all times; Hygiene precautions must be maintained throughout; Doors must remain closed to prevent public access. No lingering outside the church following the funeral; Following a funeral, the church must be cleaned in accordance with the guidance on routine environmental cleaning and disinfection in the community, available at: https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community It will not be possible to organise any refreshments in the Parish hall or centre after the funeral is concluded. Permission is granted to hold the funeral Liturgy in a funeral parlour, if the family so wish. Families may wish to arrange a larger Memorial Mass at a later date, and after the public emergency and relevant social restrictions have passed.
<p>Penance</p>	<ul style="list-style-type: none"> Only the First Rite of Penance (individual confession and absolution) can be celebrated, because of the restrictions on numbers. Parishes may give consideration to schedule Reconciliation into their weekly celebrations – following the same rules of attendance and distancing required for other liturgical celebrations and ceremonies; The location for the individual celebration of the Sacrament can be adapted to ensure the required health needs.

	<ul style="list-style-type: none"> ● CONTACT DETAILS are required for all attendees– and must include: First Name + Contact Number + date and time at which the person attended the place of worship; ● All Parishes should purchase a Sneeze-Guard (as seen in retail outlets) to provide protection; ● People who identify within themselves the need for Confession should contact their Parish clergy directly. ● If there arises an urgent need to impart sacramental absolution to several people together out of grave necessity (eg. to a group of persons in a hospital setting who are dying from Coronavirus), then permission is to be sought from the Regional Vicar. The provisions of Can.961 and 962 are to be met and applied for validity.
Confirmations	<ul style="list-style-type: none"> ● All Confirmations are hereby suspended, unless a grave and urgent pastoral need arises. ● Individual application must be sought and directed through the Parish Priest to the Regional Vicar.
Pastoral and Sacramental Visitation. Communion to, and Anointing of, the Sick	<ul style="list-style-type: none"> ● It is important that the Sacrament of Anointing be available to those seriously ill and in danger of death. ● If more Oil of the Sick is required, please make contact with the Cathedral office. ● In general circumstances, if a Priest is requested to visit the home of a sick and dying person, he must take every precaution in relation to those who may be contagious. ● As previously communicated, when Anointing the Sick, priests are given permission to lay on hands by holding them above, rather than upon the head, so as to avoid physical contact. The anointing is to be carried out by dipping a cotton wool ball, cotton bud into the bottle of Oil (do not use an Oil Stock). ● Protective gloves could also be used, which can be disposed of appropriately after a single use. Anointing the head would be sufficient. ● If <i>Viaticum</i> is to be administered, follow the guidelines below: <ul style="list-style-type: none"> - Wash hands or use a hand sanitiser once you enter the home; - Avoid any physical contact with the person or family during the visit; - Use a hand sanitiser again before distributing Communion; - If the communicant usually receives Communion on the tongue, strongly encourage him or her, for your safety as well as his / hers, to receive Communion in the hand; - Wash or sanitise your hands after the visit; - Maintain optimum physical distance with everyone in the room, except the patient; - Do not offer comfort through any physical contact. ● It is encouraged that those Priests who are in a vulnerable age category or with health concerns contact a neighbouring Priest,

	<p>their Regional Vicar, or Fr Dean Mathieson to discuss who might be available to support them.</p> <ul style="list-style-type: none"> Physical distancing to the extent possible, disinfecting hands before and after pastoral encounters, and other current measures must be applied at all times.
Ministering Sacraments to a confirmed COVID-19 Patient	<ul style="list-style-type: none"> Health officials will be able to guide what is possible and permissible. If you have concerns please be in contact with Fr Dean Mathieson who will be able to assist in determining the best course of action.
Religious Communities, Monasteries	<ul style="list-style-type: none"> Request that our religious communities should hold our people in special prayer during this time. 'Household' chapels and oratories of monasteries and religious communities are not to be open for public access. They may continue to hold community prayer and liturgy following the health and precautionary gathering restrictions as directed by government.
Popular Piety	<ul style="list-style-type: none"> Personal piety and devotions are strongly encouraged. People may undertake this in their own homes. They are discouraged from bringing others to physically gather together.
Parish Staff	<ul style="list-style-type: none"> Communications have been sent regarding working arrangements for Parish Staff.
Supporting Families	<ul style="list-style-type: none"> The Mission and Communications Teams are building resources to support families, particularly those with young children, during this time. This should be encouraged as an opportunity for nourishment and formation.
Sacramental Preparation for Children	<ul style="list-style-type: none"> Work is being undertaken to look into online opportunities for Sacramental preparation, encouraging families to take on this responsibility in meaningful ways during this time together at home.
Supporting those isolated	<ul style="list-style-type: none"> A comprehensive list of support and resources is being constantly updated. These are being shared via the Archdiocesan website and Facebook pages and through emails to Parishes. It is encouraged that communities find ways to share this information and to build ready phone or mailbox drop networks to those who may become isolated from regular contact.

	<ul style="list-style-type: none"> • CatholicCare is continuing many of its support and counselling programs now by video and teleconferencing where possible.
Supporting Parishes and Clergy with financial hardship due to COVID_19	The Office for Stewardship and CDF continue to be in regular communication directly with Clergy and Parishes around financial concerns and matters.
Clergy care	<ul style="list-style-type: none"> • For any personal concerns or issues that this time is raising for you, please be in contact with Fr Thang for further support. Be in regular contact with your neighbours. Find digital opportunities to pray together. • Ministry for Priests will keep in touch with you regularly, and have sent out information. <p>Some key points for retired Clergy to note:</p> <ul style="list-style-type: none"> - Restrict your travel at all times to only essential – Pharmacy, Supermarket, GP - Arrange your annual flu vaccinations now - Document your Advanced Care Plan - Contact the Clergy Care Team about your personal health