



CATHOLIC ARCHDIOCESE
OF MELBOURNE

#24 UPDATE: GENERAL LITURGICAL GUIDELINES

COVID-19 Implications for the Catholic Archdiocese of Melbourne Information Updated: Wednesday 13 January 5:00pm

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 response to the **latest directives announced by Government as part of its Roadmap for the reopening of the State of Victoria**, the following is operational **from 11.59pm Sunday 6 December 2020, with additional updates brought in from 5:00pm 31 December 2020 regarding face coverings and the number of people allowed at home social gatherings.**

Information is now to be understood as **Statewide and we are in a “COVIDSafe Summer” phase.**

The restrictions in place are compulsory as issued under lawful direction of the Chief Health Officer of Victoria.

As of 5:00pm, 31 December 2021:

- All people must carry a face covering when leaving home unless they have a lawful reason not to.
- It is mandatory to wear fitted face coverings in all indoor public spaces unless you have a lawful reason not to do so, or are a child under 12 years of age.
- Wearing a face covering is strongly recommended outdoors if a distance of 1.5 metres from other people cannot be maintained.
- Up to 15 people can visit an individual’s home per day. There is no limit on the number of households those people come from. Front and backyards are considered part of the home.
- Weddings, funerals and religious gatherings can occur with no limits on the number of guests or attendees. To ensure people can keep 1.5 metres distance the ‘venue’ must apply the two square metre rule. Anything conducted in a private home must apply the gathering limits for private homes of 15 people.
- Record keeping remains an important and critical tool for keeping all in the community safe.

Under no circumstances should anyone awaiting a COVID-19 test verification, including Clergy (even without presenting symptoms) attend a church or parish setting until a

diagnosis is confirmed. Additionally, under no circumstances should anyone attend who is closely connected to people who are awaiting test results or who have tested positive.

VICTORIA

COVIDsafe SUMMER as of 11.59pm Sunday 6 December 2020

We welcome the further opening up of our places of worship and opportunities for gathering, but remain mindful and respectful that many in our community will be feeling cautious and anxious in coming weeks.

For the time being, all Catholics in Melbourne continue to be dispensed from the obligation to attend Sunday Mass until further directed by the Archbishop. We continue to carry the happy obligation to keep Sunday holy, whether we can attend Mass or not, and can do so by any kind of prayer with members of our household and parish, reading holy scripture, and encouraging one another in our faith. Prayerfully watching an online Mass continues to be a great source of comfort on Sundays.

<p>Places of Worship and Religious Gatherings</p>	<p>All places of worship including churches, adoration chapels and other church buildings used for public prayer and religious services may open for permitted religious ceremonies.</p> <ul style="list-style-type: none"> • Religious gatherings can be held indoors or outdoors. Venues must apply the 1 person per two square metre rule to ensure people have enough room to maintain 1.5 metres distance between them. There are no group limits; • The two square metre rule can be used only if electronic record keeping is used, otherwise, the four square metre rule must apply. The square metre rule doesn't include babies under 12 months of age; • Record Keeping is required for all attendees beyond a 15-minute visit – and must include: First Name + Contact Number + date and time at which the person attended the place of worship. Records must be kept for 28 days; • People must carry a face covering at all times. Fitted face coverings must be worn indoors by all participants unless they have a lawful exemption or are children under 12 years of age. It is advised that face coverings be worn outdoors if a distance of 1.5m cannot be maintained. Those with a lawful exemption for not wearing a face covering (over 12 years of age) must maintain the 1.5m distancing at all times and must be recorded as being exempt and attending without a face covering; • Hygiene precautions must continue to be maintained throughout; • Doors must remain closed to prevent public access if there is no-one available to ensure that particular number limits are maintained; • A place of worship can have indoor or outdoor religious gatherings at the same time. Ceremonial participants other than faith leaders are included in the two square metre
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	<p>rule only if electronic record keeping is used. Otherwise, the four square metre rule applies;</p> <ul style="list-style-type: none"> • Places of worship can continue to be open for essential public support services. Essential public support services include food banks, help for people experiencing homelessness or other essential activities. A distance of at least 1.5 metres must be kept between people. <p>OUTDOOR RELIGIOUS GATHERINGS</p> <ul style="list-style-type: none"> • Places of worship may hold religious ceremonies outdoors; The two square metre rule must be applied to ensure everyone has enough room to maintain 1.5 metres distance from each other; • It is recommended that face coverings be worn outdoors if a distance of 1.5m between persons cannot be maintained; • Outdoor religious gatherings must be held in an outdoor space that is near to the place of worship hosting the service. This means: <ul style="list-style-type: none"> - a service could be held on the grounds of a place of worship or in the car park; - a public outdoor space, like a park, close to the place of worship. You may need a permit from your local council. You can find your local council using Know Your Council; - schools that want to host an outdoor religious ceremony should do so near their place of worship. For many schools this could be the school’s oval or sports grounds (if, for example the school assembly hall is used for religious activities and is therefore a place of worship). Schools can find further information on advice for schools and through Catholic Education Melbourne;
<p>General Liturgical Guidelines</p>	<p>These Liturgical Guidelines are intended to assist Clergy and faithful in the reverent and joyful celebration of Holy Mass while maintaining the health and safety precautions offered through health and government authorities. It is by carefully observing the directives and precautions outlined in this document that the celebration of Mass, even with continued limitations of restrictions can take place prudently. We look forward to gathering together with all our people to safely celebrate the Eucharistic Sacrifice, but in the meantime we will follow these guidelines with diligence, using common sense and respect for others.</p> <p>As noted above, we welcome the further opening up of our places of worship and opportunities for gathering, but remain mindful and respectful that many in our community will be cautious and anxious in coming weeks.</p> <p>For the time being, all Catholics in Melbourne continue to be</p>

dispensed from the obligation to attend Sunday Mass until further directed by the Archbishop. We continue to carry the happy obligation to keep Sunday holy, whether we can attend Mass or not, and can do so by any kind of prayer with members of our household and parish, reading holy scripture, and encouraging one another in our faith. Prayerfully watching an online Mass continues to be a great source of comfort on Sundays.

FACE COVERINGS and SANITISING

- It is mandatory to wear fitted face coverings in all indoor public spaces unless you have a lawful reason not to do so, or are a child under 12 years of age.
- If you have a lawful exemption, you must declare that on your entry recording, and maintain 1.5m distancing from other participants at all times.
- Wearing a face covering is strongly recommended outdoors if a distance of 1.5 metres from other people cannot be maintained.
- Sanitiser must continue to be used regularly throughout the Liturgy and celebrants must visibly sanitise before and after the distribution of Holy Communion.

SINGING (see reference further below)

LITURGY OF THE WORD

- Face coverings may be removed by readers and replaced when they have finished.

LITURGY OF THE EUCHARIST

- The hosts to be consecrated for the faithful should be placed on a separate Paten (or Ciborium) to the Paten holding the host that the priest will consume.

HOLY COMMUNION

The following information is designed to allow for the distribution of Holy Communion at Mass in a safe manner for both ministers and communicants. All liturgical norms that govern the ordinary distribution of Holy Communion are observed in these norms, preserving the integrity of the celebration and distribution of the Eucharist.

With the movement for Victoria into the COVIDSafe Summer planning phase we are now able to gather in greater numbers and to again receive Holy Communion. Receiving Our Lord in this way is a moment of great significance and of personal intimacy with Jesus, and the Church wants to ensure it is done with dignity and respect.

With the latest announcements, the Archbishop has reviewed the measure that has been in place for the safe distribution of Holy

	<p>Communion, and is now pleased to be able to lift the provisional requirement so that the Sacrament may be received without restriction both on the tongue and in the hand at the decision of the person who is distributing Holy Communion. The Archbishop leaves it to each minister distributing the sacrament to determine whether they feel comfortable doing so on the tongue at this stage. Everyone is asked to be patient – we have a number of clergy and people who are in a high risk category for their health due to age or other factors, so the lifting of this provision is subject to the minister in each circumstance. Ministers are asked to show care and regard for communicants, most of whom have not been at Mass in any regular way for most of the year.</p> <p>Face coverings are to be worn throughout the celebration of Mass and the reception of Holy Communion. The following directions are recommended:</p> <p>The Priest or (minister):</p> <ul style="list-style-type: none"> - Sanitises hands before beginning distribution. - Wears a face covering throughout distribution. - Exchanges the dialogue, while both wearing face coverings. - Places the host slightly above the outstretched and flat hands of the communicant. - Waits until the communicant has moved away before calling forth the next person. - Sanities hands after completing distribution. - Those receiving Holy Communion on the tongue should be requested to present last. It is advised that sanitation take place between each communicant in this instance. <p>The Communicant:</p> <ul style="list-style-type: none"> - Wears a face covering. - Required distancing between communicants is maintained in the queue. - Sanitises hands at a dispensing station before coming to receive Communion. - Engages in the dialogue and receives the host in the hand while wearing the face covering. - Steps several metres to the side, and away from the priest. - Repositions the face covering. - Returns to their seat via a different pathway.
Singing	Singing is permitted. Group singing is safest when the following measures are applied:

	<ul style="list-style-type: none"> - singing outside or in a well-ventilated room (with windows open); - physical distancing of at least 2 metres between each person while singing; - short performances (of less than an hour); - maintain the wearing of face coverings when singing indoor – cantors and choirs may remove their face coverings, but must maintain the required distancing; - singing softly. <p>Fans, free standing or ceiling, are not recommended for use in enclosed indoor spaces for singing. Performers should be 5 meters from the audience where practical.</p>
<p>Private Worship</p>	<p>Places of worship are open for private worship, for example individual prayer.</p> <ul style="list-style-type: none"> • There is no specific limit on numbers or time for private prayer, but all distancing, hygiene and density quotients must be met and face coverings must be worn. This should form part of the COVIDsafe plan.
<p>Record Keeping</p>	<p>Faith organisations must keep a record of all attendees and visitors who attend the place of worship for longer than 15 minutes, including first name, contact number, date and time of visit and areas of the workplace or place of worship visited. These records must be kept for at least 28 days.</p> <p>Faith organisations must keep records to show compliance with directions in force including all logs created during the time of directions being in force such as work premises rosters, time and attendance records and payroll data.</p> <p>A place of worship hosting a wedding, funeral or religious gathering that is applying the two square metre rule must use electronic record keeping. Otherwise, the four square metre rule applies.</p> <p>The Victorian Government has a free QR code service available or please be in contact with CAM IT for other solutions.</p> <p>If not using electronic record keeping, manual record keeping is required.</p>
<p>Signage</p>	<p>Where a place of worship has a publicly accessible space, faith organisations must display signage at each public entry to each indoor and outdoor space, indicating maximum capacity, face mask restrictions, COVIDSafe hygiene and physical distancing requirements.</p>

Cleaning	<p>Faith organisations should ensure shared spaces and public spaces are cleaned with disinfectant regularly, with high touch surfaces cleaned twice each day. Shared equipment should be cleaned between uses.</p> <ul style="list-style-type: none"> • Reusable and communal resources such as service sheets, religious texts, etc. may be used but must be cleaned between uses. It is recommended that single use print outs be used, or people should be encouraged to bring their own items of significance. • Devotional items may be left in place but must be venerated in ways that do not involve touching or kissing them (such as by bowing or other faith appropriate action).
Weddings	<p>Weddings can be held indoors or outdoors. A place of worship must apply the two square metre rule to ensure people have enough room to maintain 1.5 metres distance between them. There are no group limits. The square metre rule includes the couple and the celebrant, and the photographer. Children under babies 12 months of age are not included.</p> <p>The two square metre rule can be used only if electronic record keeping is used. Otherwise, the four square metre rule applies.</p> <ul style="list-style-type: none"> • Hygiene precautions must be maintained throughout; • Face coverings must be worn by guests indoors and it is strongly recommended that face coverings be worn outdoors when a distance of 1.5 metres from other people cannot be maintained. • The couple getting married do not need to wear a face coverings during the ceremony. • Face coverings can be removed for photos, but people must be encouraged to stay 1.5m away from others. • A photographer is not counted as a guest under the wedding gathering limits. There is no limit on the number of photographers or videographers for each wedding. When taking photos, a photographer should always stay 1.5 metres away from others. • No lingering outside the church following the wedding; • 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
Funerals	<p>Funerals can be held indoors or outdoors. The place of worship must apply the two square metre rule to ensure people have enough room to maintain 1.5 metres distance between them. There are no limits on the size of groups.</p>

	<p>The two square metre rule is the only limit on the number of people who can attend, only if electronic record keeping is used. Otherwise, the four square metre rule applies.</p> <ul style="list-style-type: none"> • The square metre rule doesn't include the people required to conduct the funeral; • Hygiene precautions must be maintained throughout; • Face coverings must be worn indoors and it is strongly recommended that face coverings be worn outdoors when a distance of 1.5 metres from other people cannot be maintained. • It is possible to have minimal refreshments in the Parish hall or centre after the funeral is concluded, please note below the section on Social Gatherings. The hall or space must also be assessed for its capacity using the 2 sq metre rule or 4 sq metre rule; • Permission is granted to hold the funeral Liturgy in a funeral parlour, if the family so wish; • 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
<p>Baptisms</p>	<p>Baptisms may be celebrated under the latest outdoor and indoor religious gathering limits and record keeping protocols. Note specific hygiene precautions must still be maintained around use of oils and water. Face coverings may be removed for photos but distancing requirements must be met.</p> <ul style="list-style-type: none"> • Face coverings must be worn indoors. • Baptism by immersion or baptisms using already blessed water are to be avoided. Fresh water is to be used in every individual instance of baptism, and immediately drained afterwards. • Fresh water is blessed and used for each baptism. • The child to be baptised is held by the parents throughout. • The welcoming blessing of the child is done by the priest without physical contact with the child. • The two anointings are done using single-use cotton buds. • The water is poured by the priest on the head of the child from above. • The dressing of the child in a white garment is done by the parents. • The lighting of the candle is done by the person holding the candle. • Hygiene precautions must be maintained throughout;

	<ul style="list-style-type: none"> Following a Baptism indoors, 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
Penance	<p>First and Second Rite of Reconciliation may be celebrated. All hygiene and distancing measures must be met at all times. Face coverings must be worn indoors.</p> <p>Record keeping is not mandatory if confidentiality is required and people are present for no more than 15 minutes. NOTE: This applies also to the Sacrament of Reconciliation.</p> <p>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.</p>
Confirmations	<p>In accordance with the Archbishop's Decree of 10 November 2020 granting the faculty to administer the Sacrament of Confirmation to Parish Priests and Administrators of Parishes within the Archdiocese of Melbourne during this time of emergency until 31 December 2020. Confirmation celebrations may now take place in accordance with that Decree and the following guidelines for communal parish or school celebration of the Sacrament. Delegation for the confirmation of single individuals is still to be requested from the Office of the Vicar General. Should an extension of the faculty be required, permission must be obtained through the Regional Bishop or Episcopal Vicar.</p> <p>A. Preparing for the Celebration:</p> <ul style="list-style-type: none"> - In dialogue with families, catechists and school leadership, Parish Priests are delegated to determine locally whether Confirmation will be conferred within Mass or without Mass. - Locations for consideration include: inside the parish church (according to permitted numbers); outside the parish church (provided due reverence can be observed); or in a suitably prepared and decorated school hall according to the permitted single-class numbers (parents would not be permitted). - Each local community can determine the days and times most suitable for their celebrations. The Office of the Vicar General is to be kept informed of the schedule. - Keep in mind the current guides around the wearing of face coverings indoors, numbers, density and hygiene precautions to determine the numbers of people allowed to be present in a church.

- In parishes with large numbers of candidates, a parish priest may enlist another parish priest from a neighbouring parish to assist with some sessions.

- When possible, pastors should provide live-streaming services of the celebration of the Order of Confirmation. This will offer the Confirmandi and families happy memories about this important celebration.

B. The Celebration

- The Sacrament is to be celebrated using the approved Rite of Confirmation (within Mass or Outside of Mass)

- Conduct all standard protocols for preparing and sanitising the liturgical space before and after the celebration.

- The Priest is to follow the health and safety guidelines enumerated in the Archdiocesan guidelines for the celebration of the Mass.

- Prior to the start of the liturgy, a small table should be placed appropriately that would hold the Sacred Chrism, a purificator, sufficient cotton swabs (1 for each candidate), and an empty container (with a lid) to act as a receptacle for the disposal of the swabs.

- The Priest, the candidate for Confirmation (if over the age of 12), and the proxy sponsor/sponsor are to wear a face covering throughout the sacramental action.

C. Gestures during Confirmation

The Laying on of Hands:

This is to take place by a gesture of extending your hands over and above the heads of the group of candidates to be confirmed, as the Prayer of Confirmation is said. There is to be no physical contact with anyone to be confirmed.

Anointing with Chrism:

- The Sacred Chrism to be used during the Sacrament should be poured into a separate vessel than the one in which the Chrism is kept. The vessel must be sanitised properly before use.

- The Priest is to sanitise his hands prior to the anointing with Chrism.

- A single-use cotton swab, dipped into the Chrism, must be used to anoint. There is to be no physical contact with the one being anointed. The tip of the cotton swab is used to anoint on the forehead. The cotton bud is to be immediately disposed of after each single use in the container provided. A new cotton bud is to be used for each person to be anointed.

- The Priest should use sanitiser as often as needed.

- Any leftover Chrism in the vessel should be disposed of in the liturgically proper manner. It should not be returned to the container in which the Chrism is usually stored.

- If needed, more Chrism can be obtained from the Cathedral in the usual way.

	<p><i>Gesture of Peace:</i> The gesture of peace (eg. hand shake, the touching of the cheek), no longer envisaged in the current Ritual, is to be dispensed with entirely. The gesture is not to take place. The words of the exchange of peace, however, are still to be said.</p> <p><i>Other Actions:</i> All other gestures or symbolic actions involving physical contact or sharing are not permitted (e.g. lighting of candles; presenting of symbols for confirmation; issuing of certificates; etc).</p> <p><i>Sponsor/s:</i> If the density quotient for a church does not allow large enough numbers to be present, it is encouraged that one proxy sponsor stand in the place of the sponsors for all the candidates to be confirmed in a single Liturgy. If adequate spacing and capacity allows, each candidate may have their individual sponsor present along with family. The sponsor is to remain near to the one to be confirmed, but no physical contact is to be made. The sponsor is not to place their hand upon the shoulder of the one to be confirmed, and must wear their face covering at all times unless they are a member of the household.</p> <p><i>Other Considerations</i></p> <ul style="list-style-type: none"> - If pictures are requested by the Confirmandi for their families, it should be taken in a planned and orderly manner so as to observe physical distancing at all times. - Simple gatherings after the celebration of Confirmation may take place and must follow the directives under Social Gatherings. - When recording in the Register the name of the priest who has confirmed, note is to be made of the delegation granted by the Archbishop ('Delegation received from Most Rev Peter A Comensoli, Archbishop of Melbourne, on 10 November 2020'). The same applies in notifying the Parish of Baptism of the one confirmed. It is the Sponsor's name, not the name of the proxy sponsor that should be registered.
Livestreaming	Follows the indoor limits for gathering (see above for the rules on spacing). Technicians must be included in this limit.
Social Gathering on Church Sites	Food or drink can be served for the purpose of hospitality before or after a religious gathering, for example providing congregants with tea, coffee and refreshments. It is recommended that single use items are used to serve food or drink, and that only designated people serve or distribute food or drinks. (For example, one designated person uses the urn to dispense hot water for tea, or one person serves food using tongs and gloves). No self-serve buffet-style set ups should be used. Density capacity on any church premises must also be met (1 per 2sqmetre ruc or 1 per 4 sq metre rule depending on record keeping capabilities).

	Use/hire of church facilities for social functions is not possible at present due to restrictions and management of the service of food and drink.
Public Gatherings in Public Spaces	Permitted up to 100 people from across multiple households, friends and/or family, outdoors. Infants under 12 months not included in the cap. A public place means an area that everyone can access, for example a local park or the beach. Face coverings should be worn if the 1.5m distancing between people cannot be maintained.
Home Visits	<p>Each day, a household can receive up to 15 different visitors per day, including dependents, either together or separately. Infants under 12 months are excluded from the visitor cap.</p> <ul style="list-style-type: none"> • Religious gatherings and prayer groups held at a private residence are subject to the private gathering limit. • Participants must wear a face covering unless they live with each other, are under 12 years of age, or have a lawful reason not to. • Contact details must be recorded. • Faith leaders and pastoral ministers may visit someone in their home to provide religious guidance, to perform rituals or for care and compassionate reasons. All hygiene and distancing measures should be observed.
Hospitals or Care Facilities	<p>There are no longer any restrictions on purpose, number or time limits for visitors. Visitors may be limited by rules of the care facility. This means that the number of visits, the length of the visit and the purpose of the visit are limited by the visiting rules set by the hospital. Rules may vary between hospitals to reflect different risks. For further information please visit: https://www.coronavirus.vic.gov.au/visiting-hospitals</p> <p>Visitors to any hospital or Care Facility across Victoria must wear a face covering. Contact should be made with the hospital or facility before visiting as they may have additional requirements, conditions or restrictions for visitors.</p> <ul style="list-style-type: none"> • As previously communicated, when Anointing the Sick, permission is given 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).

	<ul style="list-style-type: none"> • Protective gloves could also be used, which can be disposed of appropriately after a single use. Anointing the head would be sufficient. • If Holy Communion is given, follow the guidelines below: <ul style="list-style-type: none"> - Instructions from the health or care facility regarding sanitising and PPE; Wash hands or use a hand sanitiser once you enter a home (if applicable) must be met; - 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. <p>Physical distancing to the extent possible, disinfecting hands before and after pastoral encounters, and other current measures must be applied at all times.</p>
Ministering to COVID-19 Patients	Health officials will be able to guide what is possible and permissible.
Work	Continue to work from home where possible.