Developing and Communicating an Emergency Mass Plan

Sudden changes in the availability of Mass, due to illness, weather, or the availability of a presider, can occur at any time. It is important for parishes to develop a plan for such occasions, and to be prepared to communicate those changes quickly should the need arise. Below are questions for Pastors/Parochial Administrators/Pastoral Administrators and Pastoral and Finance Councils to consider before an emergency presents itself.

Name of Parish:
Pastor/Parochial Administrator/Pastoral Administrator:

A. Identify accurate measurements of church / worship space (including Cry Room, Family Room, choir loft, etc.) capacity numbers based on 22” per person.

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<th>Name of Church Site</th>
<th>Seating Capacity</th>
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B. Re-visit the Parish weekend Mass schedule in light of possible future emergencies
   a. List the day, times and location of weekend Masses in the parish.

   b. Based on geographical proximity, where might parishioners travel for weekend Mass if there was an emergency in the parish?
c. What, if any, adjustments are needed in the parish’s Mass times to allow parishioners to travel to an alternate location for Mass if there is an unexpected situation?

d. What, if any, adjustments are needed in the parish’s Mass times if the priest is needed to assist in an emergency at a neighboring parish?

e. Do we need to refocus our attitudes on commitment to Eucharist and not convenience of times? How do we re-focus that preference?

C. Determine method of communication for sudden changes.

a. What do we currently use in the parish to communicate sudden changes for such events?

b. What other methods of electronic communication should be used?

D. Consider the adoption or expansion of online giving to reduce the financial impact of unexpected changes.

a. How many parishioners currently give online?

b. What would be needed to increase the percentage who give online?