



CATHOLIC ARCHDIOCESE
OF MELBOURNE

#10 UPDATE: GENERAL GUIDELINES
COVID-19 Implications for the Catholic Archdiocese of Melbourne
Information Updated: Wednesday 01 July 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 relation to the **latest directives announced by Government (Tuesday 30 June 2020)**, there are now two separate areas of information:

- **New directives** for Suburbs (at this stage 30 suburbs) designated as ‘hotspot’ Postcode areas across Greater Melbourne, and
- Directives for areas **OUTSIDE** the ‘hotspot’ Postcode areas. Essentially, there will be no further changes across these ‘outside’ Parishes for places of worship, with numbers remaining the same as outlined in **Archdiocesan Guidelines #7 and #9 until 12 July 2020** (or as otherwise directed).

For all Parishes that fall under the designated Hotspot Postcodes as listed:

3038 - Keilor Downs | Kealba
3021 - Kingspark | St Albans | St Albans South
3012 - Maidstone | Brooklyn | Kingsville
3042 - Airport West | Niddrie
3064 - Craigieburn
3047 - Broadmeadows | Dallas
3060 - Fawkner | Fawkner North
3032 - Ascot Vale | Marybynong
3046 - Glenroy | Hadfield | Oak Park
3055 - Brunswick West

NOTE: Part of the Moreland Parish boundary is in a hotspot zone, but church and presbytery are outside.

As of **11.59pm Wednesday 01 July 2020** the following will apply for places of worship until **29 July 2020** or otherwise directed.

Stage 3 Stay at Home restrictions will be applied to impacted areas.

People may leave their home for four reasons:

- **Shopping** for food or other essential items
- **To provide care giving**, for compassionate reasons or to seek medical treatment
- **For exercise** (outdoor exercise only, with only one other person or members)

of your household)

- **Work or study**, only if you cannot work or study from home

PLEASE NOTE: The Government has indicated that police patrols will be present in the Hotspot Postcode areas to restrict travel to the four reasons listed above

Additional restrictions have also been put in place:

- **Weddings in a restricted Postcode will be restricted to 5 people (the couple, two witnesses and the celebrant). People can travel to a wedding outside an impacted area.**
- **Baptism in a restricted Postcode will be restricted to 5 people (the couple, godparents and the celebrant).**
- **Funerals held in a restricted Postcode will be restricted to 10 people plus those required to conduct the funeral. People can travel to a funeral outside a hotspot.**
- **A wedding or funeral held in a private residence outside of a restricted postcode will be limited to five visitors, plus the celebrant.**
- **Religious services and private worship will need to be streamed online as places of worship will be closed in restricted postcodes except to hold weddings, funerals or public services such as foodbanks.**
- **For those liturgies permitted above, all density, number and hygiene regulations must be adhered to, including the recording of participant contact details (first name and phone number).**

Except for the exemptions noted regarding Weddings, Baptisms and Funerals, all public Masses, Liturgies and communal devotions (whether indoors or outdoors) are temporarily suspended until further notice.

Also affected by this closure are church buildings, adoration chapels and other church buildings used for public prayer and religious services. Buildings may not be opened for Private Prayer.

Priests may celebrate Mass privately in a closed church, including for the purposes of live streaming. In doing so all precautions such as physical distancing and hygiene measures must be modelled and met.

Masses in family homes or other such private or domestic locations are not permitted until further notice.

All other requirements for density, numbers and hygiene may be found in the General Guidelines as listed below. It is recommended that you keep informed through the Department of Health and Human Services website for varying updates: <https://www.dhhs.vic.gov.au/new-restrictions-melbournes-hot-zones-covid-19>

FOR ALL AREAS OUTSIDE the Hotspot Postcodes:

As of 11.59pm 01 July 2020, the following directives are given for places of worship, ceremonies and Prayer Groups:

<https://www.dhhs.vic.gov.au/religion-and-ceremony-restrictions-covid-19#>

- **Places of worship** can open for private worship or small religious ceremonies for **up to 20 people in a single undivided indoor space**, subject to the **four square metre rule** plus the minimum number of people reasonably required to perform the service or ceremony.
- **Contact details are to still be obtained if visits extend beyond 15 minutes, and must be retained for 28 days.**
- **There are no changes to numbers for Weddings (20), Baptisms (20), or Funerals (50) held in places of worship.**
- Up to ten (10) people can gather for a Prayer Group if it is held in a place of worship or another public space. A prayer group can meet if it is held in someone's home as long as there are no more than five visitors in addition to the normal residents of the household.
- At all times consideration must be given to:
NUMBERS – DENSITY – HYGIENE

GENERAL GUIDELINES

It is important to note what is made available 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 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, Aged Care and School Chapels) may now open for pre-arranged worship, small religious ceremonies or private worship. As of 22 June 2020 the number remains up to 20 people as well as the minimum number of people reasonably required for the service – in a single undivided indoor space – are permitted.• CONTACT DETAILS are required for all attendees at Masses and Ceremonies (if attending for longer than 15 minutes) – and must include: First Name + Contact Number + date and time at which the person attended the place of
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	<p>worship. Records must be kept for 28 days, and all endeavours made to protect personal informal from use or disclosure;</p> <ul style="list-style-type: none"> • CONTACT DETAILS for Private Worship: an exemption is given to private worship and where confidentiality is ‘typically required.’ Also noting it is not required if a person is in the venue for under 15 minutes. • Multiple liturgical celebrations or ceremonies can be held on the same day, but cleaning must occur between liturgies or ceremonies. Consider at least an hour 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 20 members of the public may be present, in addition person/s reasonably required to conduct the service and maintain the space may also be present. All distancing and hygiene measures must be in place. • 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 if visits extend beyond 15 minutes: First Name, contact number, time in attendance (note: this should not be merely leaving a clipboard and pen out, which is unhygienic. Consider online registration or a volunteer who actively records these details). • 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.
Masses, Ceremonies, Liturgies	<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, and how people may nominate

	<p>for attendance;</p> <ul style="list-style-type: none"> • Adequate time 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). • 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 and School Chapels as long as all conditions are met and in co-operation with the particular Health or Educational organizational guidelines and the Chaplain assigned to that place.
Broadcast and livestreaming of liturgies and ceremonies	<ul style="list-style-type: none"> • Churches are now considered as workplaces for the purposes of broadcasting or live-streaming liturgies. 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.</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; 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 if they exceed the limits allowed. The 4 square metre rule applies in all circumstances to building capacity. 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. <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> 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 has decreed dispensation to allow Clergy to say extra Masses per day 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 and up to 20 attendees may be present.
Prayer Groups	<ul style="list-style-type: none"> Prayer Groups may be held at a place of worship or another public place, up to 10 people can attend. A prayer group held in someone's home can meet as long as there are no more than 5 visitors in addition to the normal residents of the household. CONTACT DETAILS are required for all attendees at

	<p>churches– and must include: First Name + Contact Number + date and time at which the person attended the place of worship;</p> <ul style="list-style-type: none"> Physical distancing measures must be adhered to.
Home Masses	<ul style="list-style-type: none"> Masses in family homes or other such private or domestic locations are not permitted until further notice.
Baptisms	<ul style="list-style-type: none"> Up to 20 people permitted to attend, as well as the minimum number of people reasonably required for the service. 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 Baptism, 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)
Weddings	<ul style="list-style-type: none"> Up to 20 people may attend a wedding in addition to the couple, the celebrant as well as the minimum number of people reasonably required for the service; 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; 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	<ul style="list-style-type: none"> Up to 50 mourners may attend funeral in a place of worship 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 50 mourners in attendance. If a funeral is held at a private house then only 20 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.
Penance	<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. CONTACT DETAILS: an exemption is given to private worship if people are not in attendance beyond 15 minutes and where confidentiality is ‘typically required.’ This would pertain to Penance. All Parishes should purchase a Sneeze-Guard if possible (as seen

	<p>in retail outlets) to provide protection;</p> <ul style="list-style-type: none"> • 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. • Holy Communion is not to be given to anyone, including the sick and Homebound, except as Viaticum for the dying. • Only Priests are to offer Anointing to the sick and dying, with Priests and Deacons to offer Viaticum, and complying with the protocols of the relevant hospitals or aged-care facilities (washing hands, etc.) 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: - 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, their Regional Vicar, or Fr Dean Mathieson to discuss who

	<p>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. CatholicCare is continuing many of its support and counselling

	programs now by video and teleconferencing where possible.
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