# **ADMINISTRATIVE** guide

### Cathedral of the Holy Spirit, Penang Attending Mass during Recovery of Movement Control Order ("RMCO") period

### **Pre-registration**

### 1st step: Eligibility

Check your eligibility

- between age 13 to 69 years old.
- good health condition (those exhibiting symptoms like fever, cough, sore throat, respiratory issues, flu or cold are not permitted. Those who have diabetes, cancer and other issues that may put you in the "high-risk groups", are not encouraged to attend.)
- not under investigation or home quarantine (if there are members in your household that are under home quarantine or investigation, you are not allowed to attend).

### 2<sup>nd</sup> step: Pre-Registration

Register with Zone Leader/BEC Coordinators or Parish office. Please get in touch with your BEC Coordinator or the parish office if you are residing outside the parish boundary. Due to the limited space, allotment for attending mass shall be on rotational basis.

### **3rd step : Confirmation**

Your slot will be confirmed through messages, email or via Zone leader/BEC coordinator. if you are feeling unwell, do inform early so another person can be accorded your slot.

# **Attending Mass**

## 1st step: What you need to know

- Please enter through the gate next to parish office.
  Registration counter is located at the back entrance (next to chapel).
- Mask must be worn at all times,
- You will be disallowed entry if you display symptoms of fever, sore throat, respiratory issues, cough etc.
- The toilets are not accessible unless in the case of an extreme emergency.
- Avoid hugging, hand shake or mingling before or after mass. No eating or drinking in the premises.
- Visit <u>www.mkn.gov.my</u> for the latest update. All attendees are to abide with the current regulations at all times.

### 2<sup>nd</sup> step: Before leaving your house

- Bring your own mask
- Refrain from attending mass if you have health issues.
- Plan your time to arrive at least 45 minutes before mass.

### 3rd step: Arriving at CHS

Mass time: 9.00 a.m.

- Registration will **start from 7.30 a.m. until 9.00 am** (**Gate will be closed at 9.00 am**).
- Temperature screening will be conducted upon entering (at gate entrance) and/or registration counter.
- You are required to register with MySejahtera /PG Care apps. At the registration counter. Confirm your attendance and you will be given your assigned seat. Maintain 1 meter apart when in queue.
- Sanitise before entering the church and proceed directly to your assigned seat.
- Congregational singing during mass is discouraged.
  Silent contemplation during these moments in place of singing is encouraged.
- There will not be collection during mass. A collection box will be placed at the extance and exits where you can drop your offerings when leaving the church at the end of Mass. Online offerings are encouraged (Cathedral of the Holy Spirit, Public Bank Account no. 3093049812)

### 4<sup>th</sup> step: Receiving Eucharist

- Follow instruction of hospitality ministers in receiving the Eucharist. Maintain 1-meter distance when queuing for the Eucharist.
- You can remove your mask briefly as you receive the Eucharist.

#### 5<sup>th</sup> step : After Mass

Please leave the premise immediately after mass.

#### **ENOUIRY**

General: Parish office at 04 658 4909

Zone A - Anthony Dennis (0164265175)

Zone B - Roger Gadong (019 381 5212)

Zone C - Joseph Loh (012 463 6933)

Zone D - Christine Ho (012 402 5292)

Zone E - Iruthaya Das (019 288 2202)

Zone F - Christabelle Augustin (012 481 8842)

Zone G - Alice Khor (016 402 7442)

Zone H - Roselyn Tan (016 521 5027)

Zone I - Patricia De Souza (012 405 5900)

FOCHS – Friends of CHS

Tess (0125088798) Pedro (0164882650)