

Ministry Policies

The following are some policies necessary to provide parishioners the best access to our parish facilities:

1) Access to Space:

- a. All meetings on parish grounds must appear on the parish schedule. This allows people the freedom to plan on the use of a particular space. Some parish ministries and organizations have traditionally used a certain space with a certain regularity; this space will only be reserved if it appears on the official parish schedule. Please also note that funerals sometimes pre-empt even appropriately-made reservations.
- b. Please contact the appropriate staff person to approve your reservation. For adult faith formation, see the list below my signature for the appropriate person.
- c. Official St. Luke ministries get first shot at making room reservations. These ministries, however, must plan ahead. St. Luke has a calendar planning meeting every year to enter the room reservations dates for the official St. Luke ministries. Please get the dates you wish to reserve for the year to your staff contact person before the calendar planning meeting.

If you do not provide your staff contact person with your reservation dates before the calendar planning meeting, you may still be able to reserve rooms, but you will be competing with other organizations for this space. In the time following the calendar planning meeting, your ministry will be given no preference over other organizations that also wish to use space at St. Luke.

- d. If you are a parishioner and want to check out a key to one of our parish facilities (that you have reserved), please visit the parish' main office prior to your meeting and during the office's business hours. These office hours are:

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| Monday – Thursday: | 9:00 a.m. - 8:00 p.m. |
| Friday: | 9:00 a.m. - 5:00 p.m. |

- e. If you are a parishioner who has a key, you may use parish space on the main campus for parish ministries even when no staff person is present. If you are not a parishioner, a staff person must be present for you to use our facilities.
- f. Due to state regulations for child care centers (such as St. Luke's ECC) regarding cleaning and sanitation, no one may use the Cenacle on days the parish office is closed for holidays or holy days. These days on the 2016 calendar are listed below.

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|-----------------|--|------------------------|
| January 1 | Friday | New Year's Day |
| January 18 | Monday | Martin Luther King |
| March 24 | Thursday Afternoon (offices close at 12:30 pm) | Holy Thursday |
| March 25 | Friday | Good Friday |
| March 28 | Monday | Easter Monday |
| May 30 | Monday | Memorial Day |
| July 4 | Monday | Independence Day |
| August 15 | Monday | Feast of Assumption |
| September 5 | Monday | Labor Day |
| November 1 | Tuesday | All Saints Day |
| November 24, 25 | Thursday and Friday | Thanksgiving |
| December 8 | Thursday | Immaculate Conception |
| December 23 | Friday (1/2 day) | Christmas Eve Observed |
| December 26, 27 | Monday-Tuesday | Christmas Observed |

These are the holidays and holy days on the chancery calendar for 2016; St. Luke's typically follows the chancery schedule, with some adaptations.

- 2) **Virtus:** Archdiocesan policies specify that any group that involves one or more minors must have all of its reoccurring members Virtus certified (in the case of a class, this applies only to the team members, not the adult students). Such adult groups, then, need to either have all of their members Virtus trained, or need to be exclusive to adults.
- 3) **Finances:** Please contact the appropriate staff person to approve expenditures of parish monies. For adult faith formation, see the list below my signature for the appropriate person.

For those whose staff contact person is the Director of Adult Faith Formation: If you are spending money from your parish-allotted budget, take all requests for expenditures to Ray Hertel. If you are spending money that belongs to your group, not budgeted from general parish funds, take all requests for checks to the business manager, Donna Viramontes.

Money that you collect for your organization should be handed in at the main office, typically to the receptionist, Dora Salazar. The money should be sealed in an envelope or plastic bag (the main office has tamperproof plastic bags that are ideal for this). On the outside of the envelope or bag make sure to write: the amount enclosed, the ministry account the money is to go into (i.e. Adult Faith Formation: Bible Study), and the date. Finally, add your signature.