



**St. Joseph Parish  
Use Guidelines for Parish Facilities and Ministries  
Adopted November 2013**

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## Introduction

At St. Joseph, we are certainly blessed with an active and involved parish with over 2,600 households and over 70 ministries. As such, it becomes important for all ministries to work together.

It is important to remember that when using our parish facilities, more often than not, your room scheduling and these facilities impacts people and groups – before, after, and even, at the same time – that you are scheduled to use our communal facility. And while you may leave after an event, it is not all that uncommon for another group, who follows you, to experience some frustration with the condition in which they received a room. Meanwhile, as you use a room, our paid employees – usually maintenance or the office staff – are often involved in tasks that might prevent them from being able to immediately assist everyone who may ask their help.

With the hope of shared responsibility, vision, and stewardship of our communal resources, these guidelines have been developed as a manner of providing for the best use of our parish facilities with a consideration for all those involved in their use. In all things and at all times, planning ahead is the best course of action and will help to ease frustration on everyone's part.

## To Reserve the Use of a Parish Facility

- Please, first, check with Judy, in the Parish Office, for the availability of a meeting space. Given the numerous activities in our parish, do not assume access to a given room without checking, so we suggest that you check before you commit to anything!
- As soon as you are aware of the need for a meeting space, you will need to fill out a Facility Request Form. This will ensure your reservation for the given space. If all you need is the room and no further setup, this is all you will have to return to us.
- However, if you require your own setup or use of any equipment, **no later than one week before the event**, we need to receive that information from you, in written form. Unless we receive this from you, you will receive no special setup, should not assume access to any equipment, and should not expect to receive the room in any other setup than its usual setup or as requested by another group. Our staff plans their work and allocation of equipment, so it is quite possible that equipment that has not been reserved will not be available and you should not expect staff to be able to access it without proper, prior notice.
- While our Staff will ordinarily assure you access to your original room, some circumstances may change and warrant a change in your reserved room. We will notify you as soon (at least 24-hours before, except in the case of an emergency) as we become aware of the situation and would ask your understanding and cooperation in the adjustment.

- **For requests to use the Church Gathering Area:**
  - Due to safety and accessibility concerns, tables may only be placed in line with the white columns. Tables may not be placed on both sides of the Gathering Area, so as to impede access to the church.
  - **No more than two groups – each using only one table** – may use the Gathering Area at any time.
  - The Gathering Area is scheduled on a first-come, first-reserved basis.
  - No one may change the assignment of tables. When tables are marked, they are designated for a specific reason and that must be respected.
  - **No one may be approached, nor should signs be carried as advertisements.** Groups must be respectful of people preparing themselves for prayer and those who chose not to participate in the sales.
  - **Sale of tickets may only be conducted after Mass.**
  - With the exception of ticket sales or collections of items, no sales may occur in the Gathering Area. All other sales are to occur only in the Holy Family Center, using a round table or a long table which the group is responsible for obtaining – either by the submission of a maintenance request or by its own efforts. Such sales may not block exits of the Holy Family Center. Exceptions to this rule may be granted only with the explicit permission of the Pastor and usually, only in cases where the Holy Family Center is booked for a large-scale use.
  - Should a group desire an announcement to be made at Mass, it must be requested according to announcement procedure laid out later in this document.
- **For groups conducting sales in the Holy Family Center:**
  - Entrance and exits to the Holy Family Center must be kept clear at all times.
  - **No more than two groups may sell items in the Holy Family Center at any time.**
  - The preference is to use a round table for your sales, yet you may request a special set-up from maintenance, or bring in a rectangular table from the lobby.
  - As with all our facilities, please return the Holy Family Center to the manner in which it was arranged when you arrived.
- **For groups intending to serve alcoholic beverages:** Diocesan insurance regulations state that **any service of alcohol must have written pre-approval by the Pastor. Failure to do so may result not only in your inability to use parish facilities, but also personal civil or criminal penalties, in the event of an incident.** Unapproved service of alcohol is strictly prohibited and therefore, becomes the responsibility and liability of the person serving it.

## To cancel a reservation

- Aware that circumstances change and you may need to cancel a room, we would appreciate 24-hours' notice that you will be cancelling an event.
- Often times, other groups will use your room after you, with a different setup, and notifying us of a cancellation can save unnecessary setups and tear-downs of a room.
- You may cancel by notifying the Parish Office.
- It is also very helpful to ensure you inform your group, to the best of your ability, of the cancellation, as many times, the Office Staff encounters frustrated group members.

## The care of facilities

- As we have a common concern for the condition of these facilities, we ask that you assist the staff in treating your parish facilities with the utmost care. People will be in these rooms both before and after you, so we hope that you will assist in the care of the facility. You are responsible to make sure these rules are followed.
- In the event of an emergency – **that is something impacting either the health or well-being of a person or the building itself** – you should contact the Parish Office or Dennis Crose immediately. The lack of a proper setup, because you did not submit a form in time, should not warrant a phone call to anyone, nor should it presume the availability of an immediate response to assist you.
- Without prior permission, nothing should be attached to any wall, door, or window.
- **Please return the room to the condition, set-up, and arrangement that you found it. It is always possible that someone is coming after you to use the room. Please be considerate and return the room to the way in which you found it.**
- Failure to follow these guidelines may result in your group no longer being able to use the facility.

## Unavailable Dates for Facility Use

- Ordinarily, our facilities are available for scheduling throughout the week.
- However, on certain days, parish facilities are unavailable and the parish, outside of parish liturgical functions and emergency anointing calls, is closed.
- **You may not schedule parish facilities on: New Year's Day, January 2, Holy Thursday, Good Friday, Holy Saturday, Easter Sunday, the Monday after Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and December 26<sup>th</sup>.**

## Facility Hours

- **From Labor Day until Memorial Day, access to the church building** is available from Monday-Thursday until 9pm and Fridays until 5pm.
- **From Memorial Day until Labor Day**, access to the church building is provided only on Monday evenings until 8pm.
- Out of respect for their time, when it is time for the evening staff to depart for the evening, they will ensure that the building is locked and depart the facilities. They will not wait until you and/or your group are finished.
- As they are leaving, they will inform any groups remaining that you have the responsibility to ensure that lights are turned out and doors are locked behind you, when you leave the building. Once you leave, you will not be able to re-enter the building.
- Failure to follow these guidelines, may not only result in an unsecured building, but also result in your group no longer being able to use the facility.

## Requests for reimbursement/payment for your ministry

- Our Parish Finance Office pays bills once a week, on Wednesdays. As such, in order to be considered for payment, all receipts are due by the end of the business day on Tuesday. Receipts arriving after this will be included in the following week's batch of payments.
- **No one may sign a contract on behalf of the parish. Diocesan legal guidelines prohibit anyone other than the Pastor to sign these documents.**
- Ministry leaders/chairpersons may purchase items for their respective ministry up to \$100 without pre-approval.
- Members of the Parish Pastoral Staff are to adhere to the established Pastoral Staff Purchasing Policy and are not subject to these financial guidelines.
- All purchases exceeding \$100 must be pre-approved, by your staff liaison (the staff member working with the commission within which your ministry operates), on the proper Purchase Order Form. These forms are available in the Parish Office **or on our parish website at [www.sjohio.org/facilities](http://www.sjohio.org/facilities).**
- Requests for reimbursement, without the proper approval, may be refused payment and returned to you.
- Questions regarding our financial policies may be directed to your staff liaison or our Parish Business Manager.

## Copy Requests

- **Only Parish Staff members may use the copy machine.**
- Since the copy machine and workload can often times be variable and unpredictable, materials needed to be copied must be submitted to the office at least one day before they are needed. **We regret that we cannot guarantee that we can honor a last-minute request to make copies.**

**Since all of the following involve the use of a public communication tool/avenue of our parish, all requests are subject to the approval and discretion of the Parish Staff.**

## To request a flyer in the bulletin

- Our Sunday bulletin remains the primary communication vehicle of the parish. While other mediums, such as the website, the front electronic sign, and announcements are available; the vast majority of the parish still relies upon the bulletin for their information and these two sections are meant to assist in the best-use of this medium.
- **No flyers may be attached to any of the doors of parish buildings, with the exception of flyers of events happening that weekend, such as coffee sales, breakfasts, dinners, or food collections. These flyers may be posted on Friday and should be removed on Sunday.**
- While flyers containing tears-offs (such as registration blanks) are preferred, other flyers may be submitted. However, only two flyers, at most, on any given weekend can be accommodated.
- Flyers should be attractive, proofread, and not simply reproduce an article from the bulletin.

- Call or email Judy as soon as you know you want a flyer placed in the bulletin so she can put this on the calendar.
- If your group does its own fund-raising, you must provide your own copies; otherwise, the Parish Office will run the copies on its own choice of paper.
- Since the copy machine and workload can often times be variable and unpredictable, your master copy needs to be to the church office by Tuesday of the week that it will appear in the bulletin.

## **To place an article/item in the bulletin**

- Again, given the size and activity level of our parish, all articles are subject to editing for accuracy, style, grammar, and length. Ordinarily, articles/items in the bulletin will appear for only two weeks.
- In addition, the number of weeks that an item might appear is subject to the demand for articles and space from other groups.
- In order to be published in the bulletin, **all articles must be submitted by the Ministry Leader or have his/her approval before being submitted to Judy.**
- Articles must be submitted to Judy by **Friday at 5pm.**
- Articles can be emailed to Judy as an attachment to [jrawlins@sjohio.org](mailto:jrawlins@sjohio.org).

## **To place an item on the Parish Website**

- Information can be emailed to Judy as an attachment to [jrawlins@sjohio.org](mailto:jrawlins@sjohio.org).
- **Please be specific as to where this information may be located on the website.**
- If it is time-sensitive, please provide a start and stop date.

## **To have an item placed on Twitter/Facebook**

- If you are a Facebook user, you may certainly place your own information. Thus, these instructions are for any requests that are to be posted as “St. Joseph Parish” to either Facebook or Twitter.
- Information can be emailed to Judy at [jrawlins@sjohio.org](mailto:jrawlins@sjohio.org).
- **A tweet is limited to 140 characters!**
- If it is time-sensitive, please let us know.

## **To have a notification sent through our mobile app**

- Your event must be open for all parishioners to participate in it! For example, a breakfast or a car wash is permissible for a push notification, but a high-school event, youth choir, or Men/Women’s Group would not be.
- Out of respect for the users of the app, no more than two notifications will be sent in any given week!
- Any notification is sent only at Fr. Andy’s discretion and should be emailed directly to him at [agonzalez@sjohio.org](mailto:agonzalez@sjohio.org).

## **To place an item on the LCD Monitors**

- Information can be emailed to Moira at [mcohen@sjohio.org](mailto:mcohen@sjohio.org).
- You may use the PowerPoint template for your information, or it will be subject to the design of the Parish Staff.
- Length of display is subject to the amount of other information requested at any given time, and is at the discretion of the Parish Staff.

## **To place an announcement on the Front Electronic Sign**

- Please provide a start and stop date.
- We will do our best to adapt your message to the constraints of the sign.
- Announcements should be emailed to Moira at [mcohen@sjohio.org](mailto:mcohen@sjohio.org).

## **To have an announcement made at Weekend Masses**

- We only announce events occurring immediately following a given Mass (for example, events such as: food collections, Fair Trade Coffee Sales, and sign-ups) or events occurring on Monday. No other announcements will be made!
- Rare exceptions, in exceptional circumstances, may be sought from the Pastor.
- Materials for consideration should be submitted to Judy by Thursday at 5pm [jrawlins@sjohio.org](mailto:jrawlins@sjohio.org).

## **To speak after Communion at Weekend Masses**

- After discussion with both the Parish Pastoral Staff and Pastoral Council, we continue to permit ministry leaders to ask permission to speak after Communion.
- As this is not a “right” but a permission extended, these bodies concurred in setting a time limit out of respect for both speakers and the assembly.
- All talks must be 500 words or less.
- Given that normal speech is approximately 125 words a minute, which means your overall length should be about 4 minutes.
- After four minutes or so have been exceeded, the accompanist will begin to play.
- Any questions concerning this or to permission requests to speak after Communion, should be directed to Fr. Andy at [agonzalez@sjohio.org](mailto:agonzalez@sjohio.org).



## Guidelines for the Use of the Holy Family Center Kitchen

Overall, it is the expectation of St. Joseph Parish that our kitchen practices shall be in compliance with local, state and federal standards and codes. Every group that uses our HFC kitchen facility will want to be able to use things quickly and efficiently. As such, an important task is putting things back where they can be reused immediately by the next organization. Food is often a catalyst that makes friendship and the building of a community possible. When food is served as a part of a function, it serves to represent our parish. As such, all groups much strive to keep food free of germs and contamination.

### 1. Preparing and handling food:

- 1.1. Hands are to be washed regularly and cleaned with hand sanitizer
- 1.2. Gloves are to be worn when directly handling food with fingers.
- 1.3. Kitchen work table surfaces are to be cleaned before sorting food and regularly during work sessions.

### 2. Serving food

- 2.1. Food codes require that hot foods are to be reheated to 160 degrees F. Check temperatures often with a thermometer (not fingers or hands).
- 2.2. Although not required by code, wearing preparation gloves when serving food on a serving line may protect our visitors from possible contamination and is a good practice.
- 2.3. Food must not be served at a parish function if it has passed the “use before” expiration date. (Note: some food items have a “sell by” date. That is not the same as the “use before” date. Decisions in such cases are to be made by the person in charge of the kitchen for the event.)

### 3. Dish and utensil cleaning

- 3.1. The kitchen dishwasher is the most effective at cleaning and sterilizing utensils. When possible, wash items in the dishwasher.
- 3.2. When washing food handling items by hand, it is not possible to rinse at 160 F, so a chemical sanitization is required. Be sure to rinse the items in the sanitizing solution, final rinse tub.

### 4. Put away and close up

- 4.1. Put all items away where the shelves and storage areas are marked.
- 4.2. **Any food to be left in the refrigerator or freezer must be appropriately marked as to both the date of storage and to whom it belongs. Labels are available for this purpose.**
- 4.3. If you are unable to determine the correct location, put the item on the area designated as ***“I DON’T KNOW WHERE IT IS STORED”*** which is on the stainless steel table between the microwave oven and the coffee maker. That action also tells our Kitchen Manager, that better markings are needed.
- 4.4. Items out of stock and broken equipment: In critical situations, have a staff member call the Kitchen Manager for help. Many items are kept in bulk in other storage locations. Otherwise, please fill out a “HELP” form which the Kitchen Manager should handle within a week. If you leave your email or phone number, the Kitchen Manager will contact you to let you know if it was corrected.

5. **Changes and enhancements:** will be posted on a bulletin board in the HFC Kitchen.

## Raffle and Gambling Summary Updated December 2023

1. Since we have a bingo license for only three times a year, additional bingo cannot be played unless **all** of these are met:
  - a. There is no charge for the game, and
  - b. There are no more than 50 participants, and
  - c. All prizes must be non-monetary and cannot exceed \$100 total.
2. There are **several** very specific qualifications necessary to award alcohol or liquor as prizes, and that includes obtaining them from a licensed distributor. It would be best to avoid this unless you contact the Parish Business Manager.
3. Per State of Ohio law, lottery tickets cannot be used as a prize.
4. Raffle tickets cannot be mailed.
5. Raffle tickets cannot be imbedded within an online document.
6. Raffle ticket prices should be kept between \$1 and \$25 and prizes not exceeding \$5,000.
7. Allowable prize values:
  - a. Cash:
    - i. Up to \$599 can be awarded without reporting.
    - ii. Anything between \$600-\$5,000 must be reported on a W2G but does not require the winner to pay withholding up front.
    - iii. Anything over \$5,000 requires withholding to be paid up front.
  - b. Non-cash (such as **basket raffles**):
    - i. These also include cars, handmade items, and vacation raffles.
    - ii. You need to provide documentation (and if a basket, take a picture) of the item's value. **Documentation must be turned into the Parish Office after each event. Our auditors expect to see such documentation!**
    - iii. Fair-market value must be taken into account. Anything exceeding \$599 must be reported on a 1099. It would be best to keep values under \$599.
    - iv. Anything exceeding \$5,000, such as a vacation or car, requires payment of withholding before the prize can be awarded.
      1. For example, if you win a car valued a \$10,000, the winner must pay \$2,500 (25%) before taking car home.

In short,

- It would be easiest to avoid any bingo outside of the three licensed dates.
- Raffle tickets should be sold at \$1-\$25.
- Given the requirements of winners having to pay withholding upfront, it would be best to keep any prizes (cash or non-cash) awarded at a value less than \$5,000.