

Saint Mark Catholic Church

Roman Catholic

Diocese of Charlotte



Policy and Procedures Manual

Saint Mark Catholic Church

Policy and Procedures Manual

*Saint Mark Catholic Church
Mission Statement*

We, the members of St. Mark Catholic Church, seek to celebrate our faith in Jesus Christ through service and evangelization.



Saint Mark Catholic Church
14740 Stumptown Road, Huntersville, NC 28078
Phone 704.948.0231

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Introduction

This manual outlines Saint Mark Catholic Church’s policies and procedures toward the management of people, property and resources. It is the purpose of this manual to contribute to safe, efficient and fair use of Saint Mark property and resources by the people who come in contact with them.

This manual should serve as a pragmatic working reference for those individuals who may have need to use Saint Mark property or resources on either a regular or sporadic basis. Its purpose is to outline the methods by which each particular situation is handled and to set forth the administrative procedures to be followed.

Note

The information and procedures in this manual are intended to serve as guidelines for your day to day use. Safety, security and fairness are the primary goals.

While every attempt to cover all issues that could reasonably be expected has been included, this manual is not exhaustive. Throughout the document, you will find references to information outside the scope of the manual in the event that further detail is desired.

How to use this Manual



The policies and procedures in this manual have been organized into the following general categories:


- People
- Property
- Resources

Although Saint Mark staff should be intimately familiar with the content of this manual, others will also need to be familiar with it as their ministries and interests dictate. A thorough table of contents and index has been provided to facilitate the use of this manual as a reference guide in case of particular, policy and procedure information needs.

Additionally, icons depicting various types of information that you may be seeking have been used throughout the document to facilitate finding needed information quickly. See the Icon Key to the right for an explanation of the icons used.

If you are viewing this manual on your computer, there are [hyperlinks](#) (denoted by blue underlined text) throughout the document that can be clicked to automate

ICON KEY

 Valuable information

 Checklist

 Electronic File

 For More Info

access to the referenced information. If the hyperlink refers to an email address, then clicking will open a new email already addressed to the referenced party. If the hyperlink is an Internet address then your browser will be launched and the location opened.

Safety Policy Statement



To All Parishioners, Staff, Contractors, and Visitors

The spiritual, psychological and physical well being of all people that come in contact with Saint Mark Catholic Church is of utmost concern. Thus, your safety is of critical importance. Our policies are designed to keep our church and ministries at the highest level of safety.

Monsignor Richard Bellow, Pastor
Saint Mark Catholic Church

Saint Mark Parish Contacts



The Saint Mark Parish staff is available to assist you with policy and procedure questions and concerns. They can be reached at the following numbers.

Monsignor Richard Bellow

Pastor

Saint Mark Catholic Church

14740 Stumptown Road

Huntersville, NC 28078

Email: rbellow@charlottediocese.org

Telephone: (704) 948-0231

Fax: (704) 948-8018

Reverend Timothy Reid

Parochial Vicar

St. Mark Catholic Church

14740 Stumptown Road

Huntersville, NC 28078

Email: tsreid@charlottediocese.org

Telephone: (704) 948-0231

Fax: (704) 948-8018

Reverend Mr. Louis Pais

Permanent Deacon

Saint Mark Catholic Church

14740 Stumptown Road

Huntersville, NC 28078

Email: louie_pais@yahoo.com

Telephone: (704) 948-0231

Fax: (704) 948-8018

Tricia McCaa

Secretary/Assistant to the Pastor

Saint Mark Catholic Church

14740 Stumptown Road

Huntersville, NC 28078

Email: stmark@usipages.com

Telephone: (704) 948-0231

Fax: (704) 948-8018

Reverend Mr. Ronald Sherwood

Permanent Deacon

Saint Mark Catholic Church

PO Box 1444

Huntersville, NC 28070-1444

Telephone: (704) 992-5797

People

This chapter is primarily concerned with safety, health and well-being of the people who use St. Mark's property and resources or who go out into the community on behalf of St. Mark ministries.

General Safety Rules

All parishioners, staff, contractors and visitors should comply with the following safety rules:

1. No smoking anywhere in the building.
2. Horseplay, fighting, possession of weapons or illegal drugs on St. Mark property and/or while on St. Mark business will not be tolerated.
3. Running on the premises is prohibited, except in obvious extreme emergencies or planned and supervised activities.
4. Observe and obey all safety rules, signs, and instructions. If you do not understand, ask Parish staff for clarification.
5. Good housekeeping is always necessary in order to prevent accidents. Do not allow waste to accumulate in your work area. Dispose of waste materials properly.
6. Gasoline, kerosene or diesel fuel shall not be used for cleaning purposes. Only safe, approved cleaners will be used.
7. Report any unsafe conditions or unsafe acts to St. Mark staff immediately.
8. All injuries, no matter how slight, are to be reported immediately to St. Mark staff in the main office.

Child Protection and Safety



Protecting our Parish youth is a major concern of Saint Mark. Thus, St. Mark will comply with all aspects of the "Protecting God's Children" program of the Diocese of Charlotte (see <http://www.charlottediocese.org/protectinggodschildren.html> for complete details). Relevant to the audience of this Policy and Procedure Manual the following are germane:

APPLICATIONS – LAY PERSONNEL

1. During the application process, the diocesan form, Application for Lay Employment, must be completed and submitted by all lay applicants for any paid position in the Diocese of Charlotte. If the applicant is hired, the application is to be kept in the individual's Official Personnel File.

2. During the application process, the diocesan form, Volunteer Profile, must be completed and submitted by all persons volunteering for positions that involve supervised or unsupervised ministry or work with children.
3. During the application process, the diocesan form, Notification and Release, must be completed and submitted by all lay applicants for any paid or volunteer position giving authorization to the Diocese of Charlotte to request investigative background inquiries that give information as to the applicant's driving record, criminal background, and sex offender history. The original background check release form is forwarded to the diocesan Human Resources Department immediately upon receipt by the Parish office. The Human Resources Department will conduct the background check and will notify the requesting parish, mission, school, department, agency or institution of the results within five (5) business days of receipt of the report. All original background check information will be kept by the Human Resources Department.

Parking Lot Safety

The Parish parking lot represents one of the most significant areas of risk for serious injury. Due to the many activities that occur on the campus there are almost always children present. We ask that parents please manage their children's safety by keeping them off the pavement to the extent feasible. We ask that motorists please drive slowly and observe all posted signs. Special caution should be exercised when driving in the parking lot behind the church since its curved nature makes it difficult for cars that are backing out to see on coming motorists.

Fire Prevention

One of the most fearsome and damaging disasters that can occur is a fire. Due to the various activities performed in St. Mark facilities, the potential fire hazards that exist must be recognized and addressed.

The following fire prevention procedures should be observed:

- Maintain good housekeeping. Storage areas should be clean and orderly. Combustibles must not be stored around electrical panels or heat producing appliances.
- Fire extinguishing equipment is to be prominently displayed, labeled for usage, and kept clear for easy access at all times. Equipment must be appropriately inspected and maintained.
- Employees should be trained in the use of fire extinguishers. Our policy is to use extinguishers only for first aid fire fighting, and only on a voluntary basis. Employees using extinguishers are to evacuate the area of the fire as soon as the fire department arrives, or earlier if the fire spreads. Employees are not to put themselves or others at risk to fight a fire.
- If you use an extinguisher, report the use immediately to the Parish Secretary so a replacement may be obtained or the extinguisher recharged.

Site Safety Inspections

Periodically, St. Mark Parish staff will perform a site safety inspection to ensure that our Parish property provides a safe environment for parishioners, staff, contractors, and visitors. The content of this inspection can be found in the following checklist.



SITE INSPECTION CHECKLIST

Instructions: Check each area covered in the inspection form. For every "No" box checked, describe the situation and needed corrective action at the end of the checklist or on a separate sheet of paper.

Y N	FLOORS AND WALKWAYS
<input type="checkbox"/> <input type="checkbox"/>	Are all areas kept clean and orderly?
<input type="checkbox"/> <input type="checkbox"/>	Are areas where people walk free of boxes, wastebaskets, chairs and other obstacles that impede traffic?
<input type="checkbox"/> <input type="checkbox"/>	Are floors, aisles, and passageways kept clean and dry and all spills cleaned up immediately?
<input type="checkbox"/> <input type="checkbox"/>	Are floors and carpets in good repair?
<input type="checkbox"/> <input type="checkbox"/>	Are floor elevation changes (step up at door, edge of ramp, etc.) clearly marked?
<input type="checkbox"/> <input type="checkbox"/>	Is lighting adequate?
<input type="checkbox"/> <input type="checkbox"/>	Are restrooms kept clean with dry floors?
<input type="checkbox"/> <input type="checkbox"/>	Are employee parking lots clean, free of tripping hazards, well lighted?
<input type="checkbox"/> <input type="checkbox"/>	Are procedures established for snow and ice removal? Tools and supplies available?
Y N	DESKS / FILE CABINETS
<input type="checkbox"/> <input type="checkbox"/>	Are desk or file drawers left open?
<input type="checkbox"/> <input type="checkbox"/>	Are file cabinets bolted to each other and/or the wall?
<input type="checkbox"/> <input type="checkbox"/>	Are file cabinet interlocks preventing more than one drawer at a time from being open provided, functioning?
<input type="checkbox"/> <input type="checkbox"/>	Are file cabinets loaded evenly to avoid top-heaviness?
Y N	STORAGE AREAS
<input type="checkbox"/> <input type="checkbox"/>	Are shelving units and racks strong, stable, free from damage?
<input type="checkbox"/> <input type="checkbox"/>	Are shelving units and racks loaded within the limits of their capacity?
<input type="checkbox"/> <input type="checkbox"/>	Is storage neat, stable?
<input type="checkbox"/> <input type="checkbox"/>	Are heavy, bulky items stored in middle shelves; frequently handled items stored between knuckle height and shoulder height?
<input type="checkbox"/> <input type="checkbox"/>	Where needed, are appropriate ladders readily available for access to higher shelves?
<input type="checkbox"/> <input type="checkbox"/>	Have all employees been instructed in safe lifting techniques?
<input type="checkbox"/> <input type="checkbox"/>	Are employees prohibited from climbing on racks, shelves? (Shelves show no evidence of being climbed on?)
<input type="checkbox"/> <input type="checkbox"/>	Where light bulbs are subject to contact or damage, are protective sleeves or other guarding provided?
Y N	STAIRS
<input type="checkbox"/> <input type="checkbox"/>	Are stairway handrails, treads and risers in good condition?
<input type="checkbox"/> <input type="checkbox"/>	Are all stairs free of litter, spills, other tripping, slipping hazards?
<input type="checkbox"/> <input type="checkbox"/>	Are all stairways adequately lighted?
<input type="checkbox"/> <input type="checkbox"/>	Are step risers on stairs uniform from top to bottom?
<input type="checkbox"/> <input type="checkbox"/>	Are there standard stair rails (34") on all stairways of more than four stairs (On all open sides or, where there are walls, on both sides, or at least the right side, descending)?
Y N	LADDERS
<input type="checkbox"/> <input type="checkbox"/>	Are ladders in good condition (no cracked side rails or rungs; no loose; no unauthorized repairs; etc.)?
<input type="checkbox"/> <input type="checkbox"/>	Have defective ladders been removed from service for repair or destruction and tagged as "Dangerous Do Not Use"?
<input type="checkbox"/> <input type="checkbox"/>	Is it prohibited to stand on the top two steps of an ordinary stepladder?
<input type="checkbox"/> <input type="checkbox"/>	Are all rolling ladders maintained in good condition (no bent casters, locking mechanism operating, frame not bent, etc.)?
Y N	EGRESS
<input type="checkbox"/> <input type="checkbox"/>	Are transparent glass doors marked (decals, etc.) so they will be seen?
<input type="checkbox"/> <input type="checkbox"/>	Are closing mechanisms on doors properly adjusted?
<input type="checkbox"/> <input type="checkbox"/>	Are all exits marked with an exit sign and illuminated by a reliable light source?
<input type="checkbox"/> <input type="checkbox"/>	Are all exits always kept free of obstructions?
<input type="checkbox"/> <input type="checkbox"/>	Is the direction of exits, when not immediately apparent, marked with visible signs?
<input type="checkbox"/> <input type="checkbox"/>	Are evacuation route maps posted at main traffic points?
<input type="checkbox"/> <input type="checkbox"/>	Are doors or other passageways, that are neither exits nor access to an exit, and located where they may be mistaken for exits, marked "Not An Exit", "Storeroom", etc.?

Y	N	HAZARDOUS MATERIALS FLAMMABLE AND COMBUSTIBLE LIQUIDS
<input type="checkbox"/>	<input type="checkbox"/>	Are non-hazardous chemicals substituted for hazardous ones whenever possible?
<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids properly stored in safety cans?
<input type="checkbox"/>	<input type="checkbox"/>	Are all flammable aerosols stored in closed cabinets or storage rooms?
<input type="checkbox"/>	<input type="checkbox"/>	Is there a formal, written Hazard Communication program?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an inventory of all hazardous chemicals used (photocopy supplies, cleaning solutions, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an up-to-date Material Safety Data Sheet (MSDS) for every chemical on the inventory?
<input type="checkbox"/>	<input type="checkbox"/>	Have all employees exposed to hazardous chemicals been trained per Hazard Communication program requirements?
Y	N	MEDICAL AND FIRST AID
<input type="checkbox"/>	<input type="checkbox"/>	In the absence of a nearby clinic or hospital, is there always at least one employee on duty currently qualified to render first aid?
<input type="checkbox"/>	<input type="checkbox"/>	Are approved first-aid supplies readily available, inspected, and replenished?
<input type="checkbox"/>	<input type="checkbox"/>	Are emergency telephone numbers (ambulance, doctor, fire department, etc.) posted?
Y	N	FIRE PROTECTION
<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers fully charged and mounted in designated places?
<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers located along normal paths of travel?
<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers free from obstruction or blockage?
<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers not mounted too high? If less than 40 lbs., the top must be below 5' above floor - greater than 40 lbs., the top must be below 3 1/2' above floor.
<input type="checkbox"/>	<input type="checkbox"/>	Are all extinguishers checked monthly to see if they are in place and ready for use?
<input type="checkbox"/>	<input type="checkbox"/>	Are fire drills conducted at least annually?
<input type="checkbox"/>	<input type="checkbox"/>	Are combustible materials stored away from machinery, appliances, heating equipment, and electrical equipment?
<input type="checkbox"/>	<input type="checkbox"/>	Are doors to enclosed stairwells kept closed at all times?
<input type="checkbox"/>	<input type="checkbox"/>	Are "No Smoking" rules enforced?
Y	N	MACHINE AND MACHINE GUARDING
<input type="checkbox"/>	<input type="checkbox"/>	Is all power transmission equipment on machinery properly guarded (e.g. belts and pulleys, chains and sprockets, rotating shafts, gears, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Is all equipment with an electric motor or any electrical connection effectively grounded?
<input type="checkbox"/>	<input type="checkbox"/>	Is machinery turned off when not in use?
<input type="checkbox"/>	<input type="checkbox"/>	Are all fan blades 7' or less from the floor guarded in such a manner that there exist no openings greater than 1/2"?
Y	N	ELECTRICAL WIRING
<input type="checkbox"/>	<input type="checkbox"/>	Is electrical equipment accessible and in good repair?
<input type="checkbox"/>	<input type="checkbox"/>	Are exposed wires, frayed cords, deteriorated insulation repaired or replaced promptly?
<input type="checkbox"/>	<input type="checkbox"/>	Are covers in place on all electrical boxes, outlets, switches, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	Are all cord-connected electrical appliances, tools and equipment (such as vacuums, polishers, vending machines, drills, etc.) effectively grounded (3-wire cord & 3-prong plug) or of the approved double-insulated type?
<input type="checkbox"/>	<input type="checkbox"/>	Are electrical cords arranged so as not to create a tripping hazard?
<input type="checkbox"/>	<input type="checkbox"/>	Are all disconnects and circuit breakers labeled to indicate their use or equipment served?
<input type="checkbox"/>	<input type="checkbox"/>	Are adequate numbers of receptacles provided, in the correct locations, to provide power for cord-connected equipment?
Y	N	OSHA RECORDKEEPING
<input type="checkbox"/>	<input type="checkbox"/>	Is employee Job Safety and Health Protection poster (OSHA or equivalent state poster) prominently displayed?
<input type="checkbox"/>	<input type="checkbox"/>	Have occupational injuries and illnesses, except minor injuries requiring only first aid, been recorded on the OSHA 300 log?
<input type="checkbox"/>	<input type="checkbox"/>	Is appropriate back-up documentation available for each case recorded on the OSHA 300 log?
<input type="checkbox"/>	<input type="checkbox"/>	Is the summary of occupational injuries and illnesses posted from Feb 1 to April 30 each year?
<input type="checkbox"/>	<input type="checkbox"/>	Have all OSHA records been retained for a period of five full years following the year to which they relate?

Property

This chapter is primarily concerned with scheduling, use and security of St. Mark property.

General Guidelines

- Rooms must be reserved in advance in concurrence with the Parish calendar (see Scheduling Meetings, Rooms, and Events section later in this chapter).
- Due to limited parking, we cannot schedule events during the weekend Mass schedule. This means Saturday and Sunday afternoon events must be over by 4:00 p.m. and evening events cannot be scheduled before 7:30 p.m.
- Facilities will be available from 10:00 a.m. to 9:00 p.m. (Normal schedule will be observed except for dances, receptions or special events.)
- Do not plan to have access to the facility prior to the time for which you have it reserved.
- Delivery arrangements of furniture, music equipment or any other items needed for your event must be made prior to the event with the parish secretary.
- The parish office must pre-approve any decorations that require hanging.
- We ask that small children remain with their parents and be prevented from playing on the stairs.
- All items brought into the building for the event must be removed at the end of the event unless prior arrangements have been made.
- If your event is canceled, call the parish secretary to make it available for other groups.
- Smoking is not allowed in any facility.

Set Up, Clean Up, Security

- If you require a special room set-up please submit it in writing to the parish office at least 5 days before the event. Please note that there may be a fee charged for special set ups.
- The Church does have various types of equipment for your special needs; for example overhead projector, microphones, etc. Please indicate on the application form under special needs/equipment what your requirements may be.

- You will be responsible for cleaning all tables, taking down and removing any decorations, and placing all trash in the receptacles provided.
- In the event of an emergency or anything of an urgent nature you may telephone a staff person. You may use a phone in the building. One is located outside the gym, near the fire doors as you head towards the elevator.

Alcoholic Beverages

If you are serving alcoholic beverages (other than beer or wine) at the event, a temporary Alcoholic Beverage Permit must be obtained from the State Liquor office. Call 704-342-6322 for further information. The State Liquor office charges a \$50 fee. NOTE: This process can take several weeks. Apply for your permit at least 4-6 weeks before your event.

No one under 21 years of age may be served at this event.

Required Insurance for Non-Church Sponsored Events

Due to past abuse and heavy use of the facility by church sponsored groups it is rare to receive approval for non-church sponsored events. However, if approval is secured from the pastor then any private or non-church sponsored group using St. Mark facilities must provide insurance for events on campus. You may elect to:

Take out a Special Events insurance policy with the Diocese (available for all facilities other than the gymnasium). This is done by completing the enclosed Outside User/Special Events Coverage form and returning to our office with an \$85.00 check made out to the Diocese of Charlotte 21 days before date of event.

OR

Provide a certificate of insurance from your own insurance provider designating Peter J. Jugis, Bishop of the Diocese of Charlotte, NC, and St. Mark Catholic Church as ADDITIONAL INSURED. Due two weeks before the event.

Gymnasium Use

- A leader must be present at all times while your group is in the gym.
- Please do not leave siblings or friends under the age of 16 unsupervised anywhere on St. Mark grounds before during or after your event. A leader must stay with children until parent pickup.

Kitchen Use and Catering Policies

Church groups may use the kitchen with prior approval from the parish office.

Hold Harmless Agreement

St. Mark Parish will not be responsible for any loss by theft or otherwise, damage by accident, fire, action of the elements, or other cause, to machinery, equipment, paraphernalia, costumes, clothing, trunks, exhibit material, scenery, music, musical instruments and any and all other property of yours.

Your group will be responsible for any damages to the building and equipment incident to your use of the facilities.

Outside Sign Policy

Contact

Staff Contact Person: Tricia McCaa, Parish Secretary
Office Hours: Monday - Friday 9:30 AM - 4:30 PM
Telephone: 704-948-0231

Steps

1. Review the following guidelines.
2. Call to reserve the dates and confirm the exact location for placement of sign(s). Sign space will be allotted on a first come-first serve basis.

Guidelines

St. Mark will permit church organization and community events being held at St. Mark to put up promotional signs near the road under the following guidelines:

1. Signs must be neat, legible, water repellent, and not look “thrown together.”
2. Two assigned spaces are available for signs advertising special events to passing traffic:
 - a. The entrance/exit from the main parking lot to Stumptown Road.
 - b. Rear exit onto Stumptown Road (very small space).
3. Signs may be posted for two Sundays prior to the event.
4. Signs must be secure, i.e. tied down, not falling over, or blowing in the wind.
5. Signs **MUST BE REMOVED** within 24 hours after your event is over. You are responsible for removing, storing and maintaining your sign.

Tips

1. If you want your sign to be safely read by passing traffic use:
 - a. Only essential words.
 - b. Large letters.
 - c. A color combination that’s easy to read. (i.e. yellow letters on white background is hard to see.)
 - d. Signs that measure approximately 4’x 6’.
2. If your group sponsors a yearly event, please consider a professional sign made from heavy vinyl. These signs are easy to put up, easy to store, weather well and the lettering for the dates can be changed for the next year. Let your vendor know you will want to reuse the sign next year with new dates.

Scheduling Meetings, Rooms and Events

Contact

Staff Contact Person: Tricia McCaa, Parish Secretary

Office Hours: Monday - Friday 9:30 AM - 4:30 PM

Telephone: 704-948-0231

Saint Mark Catholic School is located on the same campus as the church but is managed independently. Thus, any permission for use of school facilities must be arranged through the school office. The school office can be contacted at 704-766-5000.

Steps

- Contact Tricia to see if room/date/time is available.
- Submit room request in writing to Tricia.

Tips

During the month of April all organizations will receive scheduling forms for the coming year (July 1- June 30). These will cover one-time events and multiple scheduling. Guidelines for scheduling are also sent at that time. You are urged to submit your dates as soon as possible to avoid disappointment at not being able to reserve the dates required. Please note that religious education classes and Clergy requested classes or meetings will be given priority. You should indicate on the scheduling form any special needs (i.e. hearing equipment, podium, microphone, screens, etc.).

Building Key Policy

Contact

Staff Contact Person: Tricia McCaa, Parish Secretary

Office Hours: Monday - Friday 9:30 AM - 4:30 PM

Telephone: 704-948-0231

Steps

1. Unless the building will not be opened by Clergy or staff, you may pick up a key in the parish office during office hours on the day of the event or the Friday before a weekend event.
2. State where your event will be held and they will obtain the key for you.
3. Your name and phone number must be logged on the key checkout sheet located near the key box.
4. The key should be placed in an envelope and returned to the parish office as soon as your event is over.
5. Your name will be crossed off the list the next day.

General Guidelines:

Keys must be checked out in the parish office prior to the event and returned after the event.

Request for Room Set-Ups

Contact

Staff Contact Person: Tricia McCaa, Parish Secretary

Office Hours: Monday - Friday 9:30 AM - 4:30 PM

Telephone: 704-948-0231

It is strongly requested that groups perform their own room set-ups. However, custodial help may be requested for special room set ups and special equipment. The honoring of such requests will require the Pastor's approval.

Steps

1. Complete a work order form that can be obtained from the Parish Secretary.
2. Make a drawing of your room set up. Drawing should include:
 - a. Name and location of your event.
 - b. Your name and phone number
 - c. Identify front & back of the room
 - d. The placement and number of tables and chairs
 - e. Any special equipment needed
3. Request must be brought to the church office at least 5 days before the event.
4. Ask receptionist to put request in Tricia's mailbox.
5. There may be times that various ministries/church groups will be asked to do their own set-ups.

Building Lock-Up Procedures

The building should be vacated no later than 9:00 PM. The building should be locked upon exit. A walkthrough and verification that all doors are shut and locked should be performed by the group. While Saint Mark facilities are intended for the use of the Parish community it is critical that our property and resources be protected from misuse and crime.

If no staff person is in your group then a key will be needed by the group (see Building Key Policy section) prior to the meeting. There is no need to set the building alarms and lights should be left on, because the cleaning crew will arrive at approximately 10:00 PM.

Parish Inventory Procedures

Parish inventory procedures are still under development. However, all capital equipment owned by St. Mark will likely be periodically inventoried to include

1. Serial number
2. Make
3. Model
4. Digital Photo
5. Replacement Value
6. Date of Acquisition

Parish ministries and commissions will be responsible for submitting relevant documentation to the Parish Secretary for centralized storage.

Toy Storage on Premises

No toys brought by any groups or visitors are to be stored on Saint Mark Premises. All toys, other than those maintained by the Saint Mark Nursery, are subject to this policy. All toys brought by any group or visitor must be transported to the facility on the day of the event and removed when the event is over. It is critical to comply with this policy since it relates to the safety of children on premises.

All toys left in the building (except for the nursery) will be donated to charity.

Resources

This chapter covers basic procedures and policies using St. Mark resources such as the Sunday Bulletin, Announcements, fund raising, etc. For policies and procedures surrounding the scheduling and use of the St. Mark premises, see Chapter Three.

Notices in the Sunday Bulletin

Contact

Contact Person: Jackie May or Tricia McCaa
Office Hours: Monday -Friday 9:00 a.m. to 4:30 p.m.
Telephone: 704-948-0231
Fax:: 704-948-8018
E-Mail: stmark@usipages.com

Guidelines

The Sunday bulletin is intended for short notices and reminders of events in the coming weeks.

- Notices can run for two weeks in advance of event, IF deadlines are met and space provides. Items longer than a few sentences will not be accepted. Announcements may be edited for length.
- News items must be typed or printed with who, what, where, when and time as well as the name and phone number of the contact person for parishioners needing more information. Also include the dates the announcement should run in the bulletin.
- The bulletin deadline is Wednesday at 12:00 noon of the previous week (10 days before the Sunday that you want your notice to run).
- Bulletin submissions may be dropped off at the parish office or faxed to 704-948-8018, or e-mailed to stmark@usipages.com.

Announcements by Ministers of the Word before Mass

Contact

Staff Contact Person: Tricia McCaa, Parish Secretary
Office Hours: Monday - Friday 9:30 AM - 4:30 PM
Telephone: 704-948-0231

Guidelines

Announcements are read by the Minister of the Word before Mass. We will not have announcements read by the clergy after Mass. In general, no unsolicited announcements will be made. Announcements will be

made for scheduled events, the weekend before the event. See Chapter 3, Scheduling Meetings, Rooms, and Events Section for assistance on scheduling an event.

These announcements need to be brief and are limited to:

1. Events, which are going to take place immediately after Mass (e.g. blood pressure screening, registration, etc.).
2. Specific "major" and "special" events taking place the coming week (e.g. Holy Day Masses, Penance Services).

These announcements are available on a first come, first served basis and are at the discretion of the Pastor. Please try to have your announcement to Tricia the Wednesday before it is to be read. They are subject to editing for length.

Fund Raising, Promotion, Sign Up Policy

Contact

Staff Contact Person: Tricia McCaa, Parish Secretary

Office Hours: Monday - Friday 9:30 AM - 4:30 PM

Telephone: 704-948-0231

Note

The Pastor reserves the right to refuse major fundraising events.

Steps

1. Review the following guidelines.
2. Call the parish secretary to reserve the date and location.
3. All events will be allocated on a first come basis.

POLICY ON FUND RAISING

St. Mark will permit parish organizations and parish sponsored organizations to sell items as fund raisers under the following guidelines:

1. No money can be raised to support your Parish Ministry. Your proceeds must be for a charitable donation or the building fund.
2. Location:
The only acceptable location is outside the Family Center on the patio, or in the case of inclement weather, in the hallway outside the worship area. The parish secretary will show you the approved placement of the table.
3. People who represent the organization must not solicit anybody by direct contact, but will be available for people to approach them.
4. Groups will be responsible for setting up the booth/table and dismantling it afterwards.
5. No selling of items or handing out of materials may be done before or during Masses.
6. Announcement of sale can be made through the bulletin.

POLICY ON PROMOTION OF EVENTS

St. Mark will permit the promotion of events by parish organizations under the following guidelines on a first come-first served basis:

1. Neat, legible signs may be displayed in the family center.
2. Signs are to be left in the parish office for the Secretary to put up. Sign placement is at parish staff discretion.

POLICY ON SIGN UPS

St. Mark will permit parish organizations and parish sponsored organizations to set up registration/recruitment tables under the following guidelines:

1. Location:
The only acceptable location is outside the Family Center on the patio, or in the case of inclement weather, in the hallway outside the worship area. The parish secretary will show you the approved placement of the table.
2. One table may be placed in the area. Groups will be responsible for setting up the area and dismantling afterwards. At the end of the last Mass, the table must be returned to the closet in front of the Worship area.
3. Registration or recruitment may not take place before or during Masses.
4. In all instances, tables must not obstruct entrances/exits to the church or meeting areas.

Obtaining Funds to Support Ministry Functions

Guidelines

When budgeted funds are needed to support your ministry, you may elect to:

1. Pay for services or goods yourself and then have St. Mark Church reimburse you.
2. Have St. Mark Church remit directly to the vendor involved.
3. Request use of the parish credit card (restrictions apply).

If you elect either option (1) or (2) above, please fill out a CHECK REQUEST/REIMBURSEMENT form and submit it along with receipt(s) to the staff member supporting your ministry. He/she will verify that funds have been budgeted and if approved, St. Mark Church will reimburse you within 10 days.

If you elect option (3) above, please get approval from your ministry coordinator. They should call the parish secretary (704-948-0231) to notify and arrange for sign out of the credit card. Please note that not all vendors will accept the credit card.

Using the Copier

Contact

Staff Contact Person: Jackie May

Office Hours: Monday - Friday 9:00 AM - 4:30 PM

Telephone: 704-948-0231

Guidelines

Using the copier in the Parish Office requires the use of an access code. Ministries that regularly make copies have been assigned an access code. If you have not been assigned a code and need to make copies, stop by the Parish Office and the receptionist will be happy to help you.

1. If your project requires a large number of copies (over 100), bring them to the parish office, at least 2 days in advance, so the receptionist can make the copies for you. Only staff members are permitted to use the main copier in the Parish Office.
2. For a small number of copies, you may use the copier in room 216 (no access code is required).

Staff Mail Boxes:

Guidelines

Items may be left for staff, Monday-Friday, 9:00 a.m.-4:30 p.m. with the receptionist during office hours. After office hours leave correspondence in an envelope on the table across from the parish office.

Welcome Table

Contact

Contact Person: Patty Malysko

Phone: 704-608-2299

Guidelines

The Welcome Table is located in the hallway outside the Worship Area. Parishioners serving in this Ministry use the Welcome Table to provide information to parishioners about the Church.

Using the Welcome Table for solicitation (home security systems, business directories, travel and insurance agencies, etc.) and as a place for activity/event sign ups is prohibited.

Please do not use the Welcome Table to showcase any ministry or for any other purpose other than for what it is intended.

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