

MINISTRY LEADER GUIDE

ST. FRANCIS OF ASSISI CATHOLIC CHURCH • FRISCO

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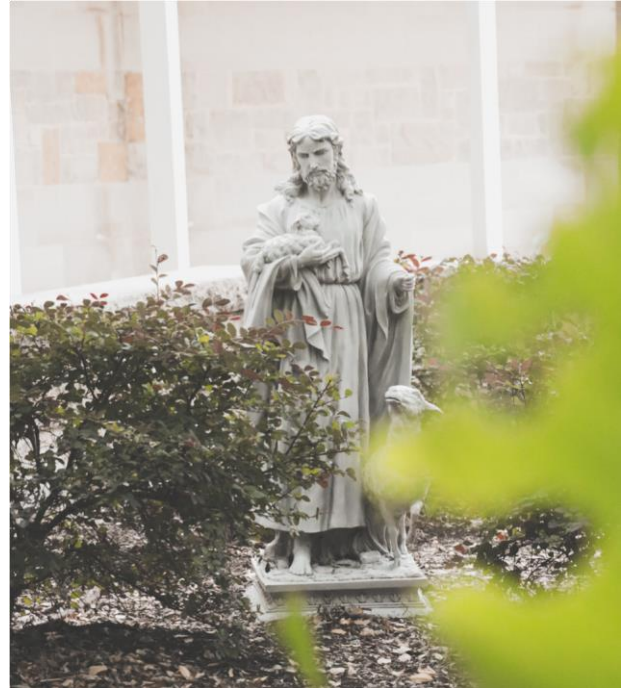
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Dear Ministry Leaders

Dear Ministry Leaders of St. Francis of Assisi, Romans 10, verses 13-15 tell us, For “everyone who calls on the name of the Lord will be saved. But how can they call on him in whom they have not believed? And how can they believe in him of whom they have not heard? And how can they hear without someone to preach? And how can people preach unless they are sent? As it is written, “How beautiful are the feet of those who bring the good news!”

Here at St. Francis, we are blessed to have over 50 ministries in which our parishioners can serve God and each other. Within these ministries we build relationships, grow in our faith, strengthen our parish community and teach our children to serve the greater community. Each ministry helps us fulfill the mission given to us in Matthew 28 to “...Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit.” Ministries at St. Francis contribute to the vitality of the parish, and their purpose goes well beyond the stated goals of the ministry itself; but to serve the common good of the Parish and the larger community. Leading a ministry at St. Francis is answering a call to service and discipleship given to us in our parish Mission Statement of Matthew 28.

When one is called and appointed to be a ministry leader, there are responsibilities and expectations that go along with it. You are not just leading “your” ministry but serving Christ in the larger context of the local parish, which in turn is doing its part in the larger diocesan Church. As a large community that seeks the common good of our fellow brothers and sisters, ministries have the opportunity to add to that very ‘common good’. In Greek, the word *ministry* or, *diakonia*, means “active service”. It is such a joy to have so many ministries in active service to our Church. Situated within the Church universal, the mission of Christ is being carried out at all levels. So, whether an individual ministry, a parish, a diocese, and so on, we are never isolated and autonomous; we are all connected by a common mission in the Body of Christ. This connectedness is the origin of the following expectations St. Francis of Assisi parish requires.

We recognize that leading a ministry here at St. Francis requires a great deal of time, talent and treasure. We are so grateful that you have stepped up and answered the call to serve the Church in this way. It is with great gratitude and joy that the staff has the opportunity to support you by having a full time Ministry Team, as well as an A/V Specialist and Communications Team who are willing to assist. Please know that this team is here for you and desires to ensure you have all the tools necessary to be a thriving ministry that brings the Gospel of Matthew 28 to life. While some ministries are new to the church, others have been around a long time. We thank you for your continued service to Christ and His Church. This revised ministry leader guide is here to provide outlined expectations and guidelines for each ministry. While some guidelines have remained the same, others have changed in order to accommodate the growing community, and aid in the common good of the parish. Please read over this entire document, but *especially* the highlighted areas that are new for the 2023/2024 year. We welcome your questions, invite your feedback, and pray that your ministry will find success.

Yours in Christ,
The St. Francis Ministry Team.

1.

What is a ministry lead?

At St. Francis, we define a Ministry Lead as **the person who leads a ministry to fulfill its true purpose and works to provide the most meaningful volunteer experiences for all participants and others ultimately served by the ministry.** Ministries should have co-leads that work together to fulfill the purpose.

From an administrative perspective, the Ministry Lead is listed as the primary contact for the ministry and is the individual who oversees operations. It is expected that the Ministry Lead will provide the Ministry Team with a means of contact including primary email and phone number.

What are the responsibilities of a ministry lead?

1. To understand and comply with all parish rules, policies, and procedures for ministries as set forth by St. Francis and the diocese. Some of these are listed in the General Policies & Procedures portion of this guide; others are listed in other relevant sections of the guide. Please read thoroughly.
 - a. [General Policies & Procedures](#)
 - b. [Financial Policies & Procedures](#)
 - c. [Meeting, Event and Fundraising Policies & Procedures](#)
 - d. [Communication/Publicity Policies & Procedures](#)
 - e. [Risk Management Policies & Procedures](#)
2. To oversee all financial aspects of the ministry including expenses and revenues (sales) and ensuring that necessary financial records and receipts are maintained. A Ministry Lead may appoint a member of the ministry to serve in this capacity. All rules and procedures are outlined in [Fundraising Policies & Procedures](#).
3. If your ministry serves individuals and you collect their personal information (name, address, children's names, ages, schools, etc.) you are responsible for taking care to protect this information and maintain the confidentiality of all.
4. To schedule, plan and lead all related events and meetings, or to delegate these tasks among the leadership team of your ministry. Guidance for this responsibility can be found in [Meeting, Event and Fundraising Policies & Procedures](#).
5. To oversee the creation of, seek approval for (if needed), and submit in a timely manner, all promotional material related to their ministry and its related activities/events, adhering to the deadlines set forth in [Communication/Publicity Policies & Procedures](#).

6. To ensure all St. Francis guidelines and request procedures are adhered to such as publicity requests, new event requests, meeting requests, volunteer guidelines, presenter guidelines, fundraiser/new fundraiser requests, and safe environment guidelines.
7. To keep an updated roster of ministry volunteers and active participants.
8. To ensure your ministry follows Safe Environment policies at all times, as well as all other procedures outlined on the [Risk Management Policies & Procedures section](#). **Familiarize yourself and your group members with emergency procedures and exits.**
9. To maintain regular contact with the Ministry Team as requested through meetings or correspondence.
10. All ministry-related correspondence. This includes keeping the ministry's email and eSPACE IDs and passwords safe and secure, and making sure the contact information listed in the Parish bulletin and website is accurate.
11. Succession planning: the Ministry Lead is responsible for selecting a Co-Lead and preparing that person to step-up as the next leader. See [General Policies & Procedures](#) for more information.
12. Annual Ministry Report detailing the work, results, and key performance measurements undertaken by the ministry during the year. The purpose of this report is to inform what the ministry did during the year, results, and highlight successes that demonstrate that the ministry met its established goals. These reports are due during May/June of each year.



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Parish Structure

When leading a ministry, it may be helpful to have a general understanding of the structure of the parish.

The Pastor

The pastor exercises the pastoral care and governance of the parish entrusted to him. With the help of additional priests, deacons, and the lay faithful, the pastor leads and guides the parish as its chief shepherd (cf. canon 519).

The Parish Leadership Team

St. Francis of Assisi has embraced the Amazing Parish operation model. To learn more about this model visit www.amazingparish.org. As part of this model, the Pastor leads the Parish Leadership Team (PLT). The PLT serves to advise the pastor and take a lead role in prayer for the pastor, staff, parishioners and entire parish community.

The Pastoral Council

The Pastoral Council, over which the pastor presides, is a consultative rather than governing body. Together with other clergy and PLT, the Pastoral Council assists the pastor in fostering pastoral activity in the parish (cf. canon 536, §§ 1&2). A representative from each of the following sit on the Pastoral Council: Finance Council, Building Committee, Liturgy Committee and Ministry Committee*.

**The Ministry Committee serves as the voice of the community to provide information, ideas, and feedback in order to support the ministries of the parish and ensure their success.*

Parish Staff

Parish staff is entrusted with a particular responsibility of assisting the pastor in the leadership and pastoral care of the parish, each according to their training and appointed position. Parish staff is ordinarily the first point of contact in the pastoral office in their respective departments (e.g. staff, rather than the pastor, is contacted with questions and issues of Faith Formation, Outreach, etc.).

The Ministry Team

The Ministry Team consists of parish staff members and was created to assist and guide Ministry Leaders. It serves as their main point of contact for questions, policies, and support. The Ministry Team can be reached at ttruss@stfoafrisco.org, or lsaucedo@stfoafrisco.org. Please note that verbal conversations do not count as official communication; an email must be sent after any verbal communication in order to solidify resolutions discussed verbally.

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General Policies & Procedures

Staff Contacts

Various staff are referred to throughout this document. See Clergy & Staff in the bulletin and on the website for up-to-date contact information.

Facility Hours

The Parish Center is open from 7:00 am – 10:00 pm. All meetings must end by 9:45 pm in order for the building to be vacated and secured by closing time. Requests for earlier or later time should be made to the Ministry Team and may be subject to fees to offset extra custodial staff hours. **Please conclude your meeting by the allotted time shown in eSPACE. This is to have the space setup/available for the next group to use the room.**

Office Hours

Regular office hours are 9:00 am 12:00 pm and 1:00 pm 5:00 pm Monday - Thursday, and 9:00 am -12:00 pm Friday. Holidays and Holy Days of Obligation may alter the office schedule. If you are planning on using the Parish Center or any part of the St. Francis campus on a holiday or Holy Day of Obligation, please verify with the Ministry Team that your specific room/area will be open and/or available.



The office hours for the ministry team are Monday through Thursday, 12:00pm to 9:00pm and vary on the weekends. For 2023, the Parish Center is closed each Friday in July. No room reservations will be approved for Fridays in the month of the July.

Cancellation Policy

Due to the high volume of requests and to respect the needs of all ministries, bulletin ads, table requests and room reservation cancellations must be made **within 48 hours of their reservation time** to open the opportunity to other ministries. Failure to cancel resources such as rooms, tables, etc. may ultimately result in a loss of privileges. While this is not desirable for the Ministry Team, this rule is established out of fairness and respect to the entire community.

In addition, with approval and direction from the Parish Leadership Team, the ministry team reserves the right to cancel any previously scheduled event or meeting. This may be done to accommodate an event that seeks to

serve the greater good of the parish community, or the diocese such as a parish wide event or a diocese event. (For Example: Parish missions, St. Francis weekend, etc.)

Ministry Mail

Any packages or envelopes will be placed in a specified bin for ministries and will be checked regularly by the Ministry Team. Ministry leaders will be contacted by the Ministry Team to arrange for pickup of delivered items. Please contact us if you need access to the staff workroom and postage machine.

Copies

Each Ministry Leader will receive a code to gain access to the copier in the Ministry Hub located in the Parish Center. Copies should be for ministry purposes only and keeping in mind established budgets. These copies can be in black and white or color. Please also note that color copies cost nearly 10x that of black and white. Please defer to black and white copies if possible.

Cabinet or Storage Space

As the community grows, our space becomes more and more limited. While some ministries currently have cabinets and closets, we reserve the right to require sharing of the closets with other ministries or staff. Contact the Ministry Team for questions on storage space. Any ministry/individual with key access to the refrigerator/freezers **must** get permission from the Ministry Team to lock them. Any items stored in the refrigerators/freezers must be labeled with the ministry name and date of the event. Anything left in the refrigerator after the event is subject to removal without prior approval.

Succession Planning for Your Ministry

It is recommended that a Ministry Leader serve at least two years. At the start of the second year (or at the final year of service), a Ministry Leader should identify a potential individual within the ministry to serve as a successor. However, before speaking with the individual, you must recommend your replacement to the Ministry Team. Once your replacement is cleared by the Ministry Team you can extend the invitation to them to step in as Lead. If your individual accepts the role of Ministry Lead you should communicate this to the Ministry Team and set a transition date.

We recommend designating them as your Co-Leader and use year 2 to train them on the role of Ministry Lead and ensure they have appropriate training to be successful.



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Financial Policies & Procedures

Checking Account Policy

Ministries falling under the same 501(c) (3) as the church that will be processing funds must review the full [Ministries Checking Account Policy](#) to comply with Diocesan requirements.

Deposits & Check Requests

Ministries that process funds through the parish account should submit deposits and check requests to the Ministry Team. If you receive personal checks as donations for your ministry, add your ministry name in the check memo and then place the checks in an envelope addressed to the Staff Bookkeeper and turn into the Front Office during normal business hours. Monetary donations should be submitted within three (3) days of receipt.

To request reimbursement from the ministry account you must provide original receipts with itemized detail. Descriptions of items purchased must be clear on receipts. [The Check Request Form](#) and documentation are due to the Business Office by Tuesday evenings (check with your Ministry Team for particulars), and are typically processed on Thursdays. Please be sure to retain copies for your own records. If you are missing a receipt, please contact the Ministry Team to see what can be done.

Tax Exempt Certificate

Parish-based organizations are encouraged to use a St. Francis Tax Exempt Certificate for ministry purposes only to reduce unnecessary expenditures. Certificates can be requested from the Ministry Team. Each store/vendor has its own policy on how to process these. Always check with its customer service department prior to making a purchase on how to properly use the certificate in each store.

Insurance

If you are renting a vehicle (i.e., a U-Haul truck) or storage container that will be housed on the church property, check with the Ministry Team and/or Parish Finance staff to see if it is covered under church insurance policy before using ministry funds to purchase the 3rd party insurance.



Donor Acknowledgement

Donations are defined as monetary or non-monetary gifts given when no goods or services are exchanged for the gift. Donation acknowledgements must be offered to donors for their tax purposes. If donations by check are made payable to and directly forwarded (i.e., not processed through the parish or ministry account) to a separate organization (Frisco Family Services Center, etc.), that organization will process those donor acknowledgements.

Cash or non-monetary donors should be offered acknowledgements immediately. Receipt books are available in the Ministry Staff room. For ministries processing funds through the parish account, you can arrange for check donations to be included on the parish annual tax statements or you can process them the same as cash donations. For ministries using their own checking accounts, check donors should either be acknowledged immediately or sent an annual tax statement by January 31 for all previous year donations. Monetary Donation and Non-Monetary Donation acknowledgement templates are available for ministry use. Contact the Financial Director for questions.

Fundraisers

Fundraisers must be approved by **Finance Council***. A fundraiser is considered any event that is an effort to raise funds for a particular ministry/purpose. Two (2) fundraisers per ministry are permitted each fiscal (July-June) year. While ministry-sponsored fundraisers for the Building Fund (or other church purpose) are appreciated, they must be included in the ministry's two (2) annual fundraisers in an effort to keep overall fundraisers to a minimum.

*An [Event/Fundraiser Request Form](#) should be submitted to your ministry team at least two months in advance to ensure enough time to get any necessary approvals. (Having the request in by the first week of a month will provide the quickest turnaround due to dates of Parish and Finance Council meetings.) Planning should not take place until you have received the approved form. Once a recurring event and/or fundraiser is approved, it does not need annual approval. The hosting ministry is responsible for all set-up and clean-up of the event. All parish Safe Environment & Photo/Video guidelines will be in place for any activity.

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Meeting, Event, and Other Procedures

Nursery Policies and Procedures

St. Francis of Assisi is pleased to provide childcare to parishioners so they may be more present to the Mass or event they are attending. Ministries can request the nursery to open during their meetings, and the church will cover the cost of the nursery starting at 5:00pm-9:00pm on weeknights (Monday through Friday) from August to May. If a ministry would like to request the nursery to be open during their meeting times not already covered by the church, they must cover the cost of the nursery and will be billed by the finance department. **The new cost for the nursery is \$31 an hour, for two nursery employees. Ministries must request the nursery for a minimum of 2 hours to cover the cost of setup and breakdown times, as well as making the time worth the travel efforts.**

For example, if a ministry would like to reserve the nursery from 10:00am to 11:00am on a Wednesday morning, the nursery ladies will arrive at 9:30 and depart at 11:30. This is a total of 2 hours (2 employees at all times) at \$31/hr for two employees. The ministry would be responsible for a total cost of \$62 for that time. Please note that if your ministry requested the nursery and plans to have 12 or more children under the age 4, there will be 3 employees scheduled to work and it will be the responsibility of the ministry to cover that additional cost.

*If your ministry is not at a financial place to afford the nursery, prior arrangements can be made for you all to use the nursery/another space **depending upon availability** and will not be charged. You will be required to provide 2 safe environment cleared adults who will remain with the children for the duration of the meeting or event. 2 weeks prior approval is required for this special request.*

Meeting, Event and Fundraising Policies and Procedures

Is your ministry an ongoing ministry with an active event calendar? Is it one that has one big annual event? Or does your ministry team meet monthly to fulfill the purpose of the ministry? Once this is determined you can begin planning for your needs such as meeting frequency, meeting space, material needs, volunteer recruitment, upcoming events, and assistance/support from the Ministry Team.

All available meeting space is now managed by eSpace. For instructions on how to reserve meeting space on eSpace [click here](#).

Large Event Scheduling

Ministries that plan to host **parish wide** events, are to submit those events to the Ministry Team in the allotted time frame provided. A "large parish event" is any event that is a fundraiser and/or social gathering **that is open invite to the entire parish, not just ministry participants**. If the Parish Leadership Team approves these events, they are permitted to be scheduled in the calendar before regular meeting requests.

Large Event Tithe

While the parish is pleased to provide a space for ministries to host large fundraiser events, building wear and tear add to our operating costs. Large fundraisers are subject to a variable percentage tithe, back to the parish OR, the ministry may opt give of their time for a large event that directly supports the parish staff (St. Francis weekend, Ash Wednesday tabling, etc).

Annual Room Reservations

The Facilities Reservation Calendar runs on the Parish Fiscal Year which begins in July and ends in June of the following year. The Parish will notify Ministry Leaders each Spring when the Facilities Reservation Calendar has been opened for the upcoming Fiscal Year. Ministries are permitted to submit their regularly recurring meetings and smaller events **when all staff and departmental events and meetings are scheduled**. Ministries will be notified when all staff events are completed. This process usually begins at the beginning of the spring, and will be completed in the following order:

1. Week one- Spiritual Ministries
2. Week two- Outreach Ministries
3. Week three- Community Life Ministries

Ministry Leaders should already know what category of ministry they fall under but will be notified when it is their turn to schedule rooms. Please have all reservations from May to May ready, and please note the dates that the parish center will be closed. (See attachment for the times that the parish center is **not** available for events/scheduled meetings). It is the responsibility of the ministry leads or those delegated, to enter room

reservations is the eSPACE calendar, NOT the ministry team. There should only be one person entering and following up on room reservations to minimize multiple unnecessary requests.

Instructions are available in a hyperlink in the next section. Ministries are welcome to request clarification and guidance on the process, but it is ultimately your responsibility to ensure your room reservations are entered during the allotted scheduling period with accuracy. Please note that while the ministry team will make their best effort to give each ministry their desired room, (especially those that correspond with closet space), we cannot promise the exact reservation space requested. Due to high volume of room reservation requests, ministries are only allowed to reserve space in the building **two times in one week**. For example, if a ministry has a large general meeting on a Monday, and a leadership meeting on a Wednesday of that same week, they will have maximized their meeting times for the week. Additionally, ministries that have subgroups meeting separately at the same time, may be asked to split one space, depending on room availability. For example, if a ministry has a reservation for twenty people and wants to break into four small groups of five, they may be required to share the same room. Room dividers can be used upon request.

Changes to Available Reservation Spaces

With the inevitable construction of a coffee shop and gathering space in the foyer of the Great Hall, events and regularly scheduled spaces in the foyer may not be available. Ministries that usually use the foyer or organization work room for meetings or events, should plan on not having that space available. All ministry leads will receive communications about space changes as they arise, but **all reservations are subject to changes/cancellation with the construction of the coffee shop**. At the present time, foyer reservations may be made for the near future, but tables, booths and other items placed in the foyer may not block the entrance to any office or doorway. Please note we will do our best to give as much advanced notice as possible.

Ministries that would like to reserve the Great Hall on Saturday nights should be aware that all events must be concluded, cleaned up and out of the Great Hall by 8:30pm. This allows the crew that sets up for the Sunday morning Masses to put chairs down at a reasonable time. **If your group must meet beyond 8:30pm, you will need prior approval and your ministry will be required to assist with flipping the Great Hall for the Mass set up**. Please note that while we understand the inconvenience of this change, we are excited to be able to accommodate more people for the Sunday morning Spanish Masses. This directly aids in the successful implementation of our mission statement of Matthew 28.

Individual Room Requests

If meeting space is needed that was not on your original yearly room request, there is a process to reserve a room. Submit individual room request at least 48 hours prior to the day requested or through the annual meeting room request process. [Please utilize eSpace \(see intructions\) for reservations.](#)

Sacred Space Reservation

Sacred Spaces, which include the Church and Chapel and their respective narthex and Bride's Rooms, can only be reserved with approval by the Pastor, through the Liturgy Team.

Kitchen Access

The Kitchen must be reserved in the same manner as any other room or space at St. Francis. This can be done through a request for use through eSpace.

Please follow these instructions, **and refer to the attached kitchen guide.**

- Food brought in should be marked with ministry name and after event remove and discard unused food.
- Equipment used for food preparation/serving, as well as pots, must be thoroughly washed, dried, and put away. • **DO NOT leave anything out. Dishes may not be left out to air dry, including the coffee pots. Please**

put them back under the coffee makers, and leave the tops open for them to air dry.

- Use the cutting boards for cutting/chopping food items. DO NOT use counter tops for cutting.
- Clean and sanitize all work surfaces used.
- Dispose of plastic flatware, whether it has been used or not.
- Regular metal flatware and dishes should be washed in the dishwasher, dried, and stored, using the clean towels provided in the basket next to the ice machine.
- Be familiar with use of appliances.
- Empty all trash containers and take to dumpster outside kitchen and replace liners.
- DO NOT leave any towels out anywhere in the kitchen area.
- Remove any boxes, containers, or packaging.
- Be sure all lights and faucets are turned off.
- Please use posted checklist in kitchen which indicates all items in detail to ensure your kitchen clean-up meets all Kitchen Use requirements.

Please sign and return the [Kitchen Checklist](#) to Ministry Staff and follow included procedures for proper kitchen use and cleaning. Failure to comply may result in a loss of kitchen privileges.

Home-Prepared Food Policy

Home-prepared food can be served only at events that are invitation only, per the City of Frisco Health Department. It cannot be served at events that are open to the general public. Food at general public events must either be purchased or prepared in the church kitchen that receives annual certification. To prepare food in the church kitchen, it must be reserved through eSpace as a part of a Meeting Space reservation.

Default Room Set Up

Each Room with tables and chairs has a “default” configuration. Ministries may rearrange and reconfigure the room to accommodate the needs of their particular meeting or event. However, prior to leaving the room at the end of the event, the Default Configuration for tables and chairs must be reset based on the photos on the wall. It is also important to allow for enough time to configure the tables and chairs to

the Default Configuration if there is another ministry using the meeting room immediately after your ministry reserved time.

Please wipe down all tables and chairs after use. Wipes and other cleaning supplies can be found in each room. If you need extra cleaning supplies, please ask one of the Ministry Team members present at the time of your meeting.

****Any food waste that is left over from your event should be thrown into the trash cans. When dishes have been scraped, they may be rinsed in the left side of the sink across from the freezer. This has a garbage disposal and can handle small food waste. Other sinks in the kitchen may not be used for food waste of any kind. The drainage lines are easily clogged and require a professional plumber to unclog. If your ministry causes a backup in the drainage lines, your ministry will be responsible for paying the bill of the plumber. Our operating budget does not account for misuse of the kitchen. As a general rule of thumb, please leave the kitchen better than you found it.**

Equipment Reservations

Equipment Reservations are available on eSpace, please select “service.”

Great Hall West (A) and East (C) rooms are equipped with a projector, automatic screen, microphone, and DVD player. Directions for use are located on the wall. The DVD player is mounted in the podium. The podium should not be removed from the room.

Great Hall Center (B) is equipped with a projector, cordless microphones, DVD player, and two automatic screens. There is a podium available which should not be removed from the room. Lavalier microphones are also available in the nearby locked equipment closet. The system/ equipment is locked and directions for use are not available. Contact the Ministry Team or the Technology & AV Specialist at 972-712-2645 – Ext. 351 to arrange Great Hall system/equipment training two weeks prior to the event or to test your equipment or if you have any problems and equipment is not functioning properly.

Meeting rooms A, B, C, D, Duesman, and San Damiano have a Smartboard / DVD, and are available for use with your room reservation. You do not need to reserve this equipment separately. (NOTE: The Organization Workroom does not have a TV/DVD).

Portable projector and screens are available for reservation. Please include this equipment request in your room reservation request. Or you may also submit an equipment request after you have reserved a room through the Ministry Team (ministry_team@stfoafrisco.org).

Podiums are located in the Great Hall West, Center, and East and should not be removed.

There is now a tablet available for ministry use! If you would like to use a tablet with a square card reader for a fundraiser or for donations, please let the ministry team and we can walk you through the process .

Tablecloth Reservations

Contact the Ministry Team or the parish receptionist at 972-712-2645 at least two weeks in advance of the event to reserve tablecloths. Clean tablecloths can be rented for \$7 a piece and can be picked up at the reception desk during regular business hours. They can also be arranged to be picked up from the Ministry Team with advanced notice. Please do not wash or dry the tablecloths. Return dirty tablecloths in a bag so they can be drycleaned and stored properly. A \$50 replacement cost will be issued for lost or damaged tablecloths. When using table skirts along with the rented tablecloths, double sided tape is used to attach skirts to the tablecloths. Please do not use other tape, pins, or glue as it will damage the tablecloths.

Guest Speaker Approval

All speakers must be approved through the Safe Environment Coordinator before publicity can occur, and at least three (3) weeks prior to event. If your event will be attended by youth or volunteer adults, all adult volunteers who will be sharing testimony, or leading a small group, must be cleared by the Safe Environment Coordinator at least two weeks prior to the event.

Alcohol Policy

Below is a brief summary of the Diocese's Alcohol Service Policy. The full [Alcohol Service Policy](#) must be reviewed prior to the service of alcohol for any reason.

- Alcohol service is limited to special occasions approved by the Pastor.
- Alcohol service is restricted to beer and wine only.
- Alcohol service is allowed only if served along with food and non-alcoholic beverages.
- Alcohol service must end at least one hour prior to the end of the event.
- Under no circumstances will alcohol be served to anyone under the age of 21.
- At no time are attendees allowed to bring their own alcoholic beverages to an event.
- Alcohol servers must be instructed not to serve anyone who appears to be intoxicated.
- Planning for alternative transportation options must be conducted prior to any event .
- Event hosts are advised to insist on alternative transportation to anyone visibly impaired or intoxicated.
- All applicable state/local laws and ordinances pertaining to alcohol service must be observed. [TABC Temporary Permit and Fundraising Events info](#) must be reviewed.
- If alcohol is sold or if there is a door or meal charge, donation container, etc., licensing and permitting may be required.
- The Parish reserves the right to require a bartender, police or security officer (or similar), or additional insurance at the expense of the ministry, not St. Francis.
- Ministries who serve alcohol are responsible for removing all remaining alcoholic beverages from the premises immediately after the event. The area must be cleaned, including the floor and all counter surfaces and all trash taken to the external trash dumpster.

Carnivals, Raffles, Bingos & Poker Tournaments/Casino Nights Carnivals

The full Diocese Carnival Internal Controls requirements must be reviewed prior to any requests for carnival-style events.

A few general guidelines for raffles are listed below. The [full Diocesan Raffles Policy](#) must be reviewed prior to any requests for raffle fundraisers.

- A raffle prize cannot be money.
- The prize offered must be owned by the sponsor prior to the raffle.
- 'Official Rules' must be adopted and posted. [The Diocese Official Raffle Rules Template](#) is the minimum required rules for conducting a raffle.
- Raffles must comply with the [Texas Charitable Raffle Enabling Act](#).
- The IRS has reporting and tax withholding requirements for raffle prizes in excess of \$600.

- No raffle prize valued in excess of \$5,000 can be given to the winner until the entity collects any required federal income tax withholding from the winner.

A few general guidelines for bingos are listed below. The full [Diocesan Bingo Policy](#) must be reviewed prior to any requests for bingo events.

- Licensing, displaying and reporting requirements must be followed per the [Texas Lottery Commission](#).
- Licenses are valid for four (4) hours only during any one day.
- Games must be conducted, and prizes awarded on the days and within the times specified on the license.
- Persons younger than 18 years of age may not play unless accompanied by a parent or guardian.
- The amount of a bingo prize cannot have a value of more than \$750 for a single game and you cannot offer to award on a single bingo occasion prizes with an aggregate value of more than \$2,500.
- If door prizes are awarded, they may not exceed \$250 in value.
- Raffle tickets may not be offered as bingo prizes.
- If alcohol is served at the event, [the alcohol policy](#) must be adhered to (licensing and permitting may be required).

Poker Tournaments/Casino Nights

Rigorous steps must be taken to ensure that an event involving gaming does not result in illegal gambling. A few resources that should be reviewed prior to requesting a gaming event are [Diocese Tips & Guidelines for Gambling](#) and [Info from Texas Attorney General and Texas Bar Association Websites](#). These are a few notations:

- If all three (3) of these conditions are met, the circumstances most likely lead to illegal gambling:
 - Money or anything of value is paid to enter the game
 - The winners are decided by a game of chance
 - Prizes of value are awarded
- If the game is free to enter, then prizes of value may be awarded.
- If an entry fee is charged, then prizes of value may not be awarded.
- Nonprofits can sell food and beverages and/or conduct an auction instead to use a gaming event as a fundraiser.
- If alcohol is served at the gaming event, the alcohol policy must be adhered to (licensing and permitting may be required).

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Communication/Publicity Policies and Procedures

Website

Up-to-date Ministry Leader and contact information is kept on the corresponding Get Involved page. A short description about the ministry's purpose will be included, as well as a link to the ministry's external webpage if one exists.

Publicity Requests

Bulletins, Flocknotes, Social Media

Submit [publicity request](#) at least 10 Business days prior to the first bulletin date requested. Latest submission for urgent last-minute requests are due by the Monday prior.

To help prevent errors, include all information for your event publicity in one request. Please keep in mind the limited space in bulletins and social media when creating your communications. You can convey the key details in bulletins and social media and then refer to a webpage for more information and complete details. **If you have an image in mind to accompany your request, please feel free to submit a high-quality PNG image for consideration. Flyers or graphics will not be accepted or used in the bulletin, on social media, or in email communication (Flocknote) in order to maintain St. Francis of Assisi's brand integrity.**

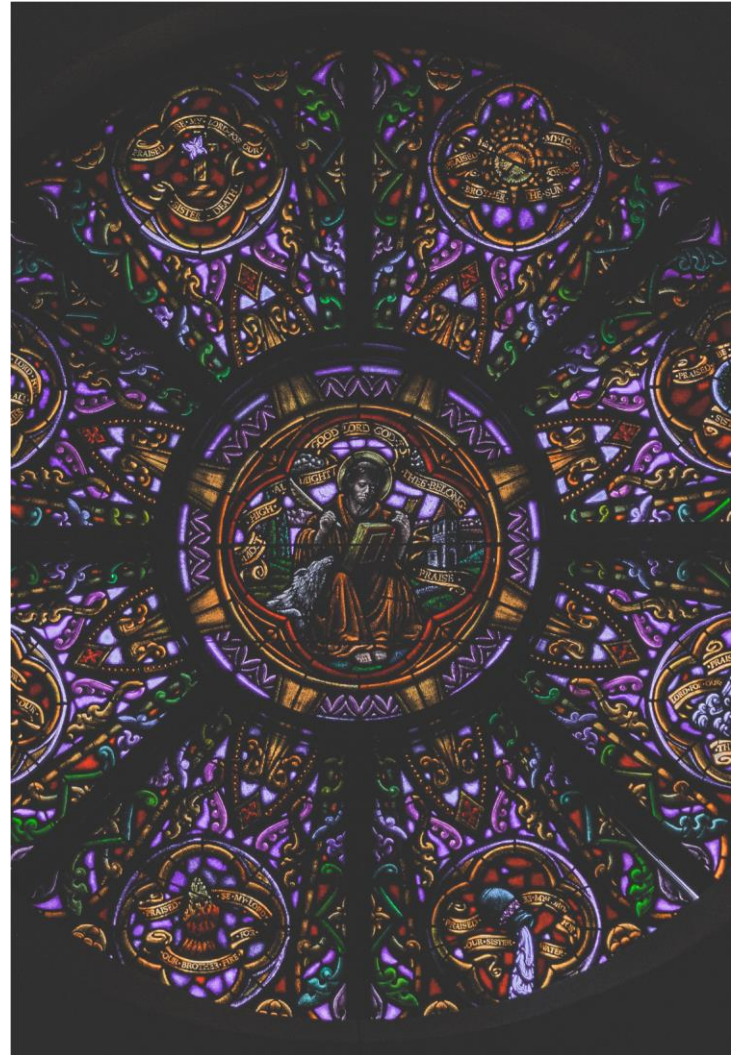
Please utilize the required [Ministry Publicity Request form](#) and please review the [Publicity Guide](#) prior to submitting the required form.

Signage Inside and Outside

Signage (including flyers, programs, and any type of signs) must be dropped off with the Ministry Team. All signage is subject to the Ministry and Communication Teams' discretion and can only be placed in the parish center by a staff member. Posting of signage in other locations (including the Church and Chapel) is not permitted. If signage is necessary to direct to your event on campus, then you must submit your signs and desired locations for approval prior to setting them out.

Mass Announcements

Requests for brief Mass announcements should be sent to the ministry team two weeks prior to the weekend you would like them announced. These announcements are now read before the Masses begin. Ministries are not permitted to have two consecutive weekend announcements, per the pastor's request. Please ensure that



your announcement is short and to the point; 2-3 sentences. Please note that your announcement may need to be shortened to accommodate for other announcements to ensure Mass begins on time, and to maximize the amount of parishioners to hear your announcement. If Mass announcements are tied to a publicity request, please indicate that on the publicity form. These require prior approval from the Ministry Team, via the Liturgy Coordinator.

Pulpit Announcements

Requests for pulpit announcements should be sent to the Ministry Team at least two (2) weeks prior to the weekend you would like a ministry representative to make the announcement from the Pulpit. These require special approval from the Pastor via the Liturgy Office and are approved only for unique and specific situations.

If publicity is being requested for an event or fundraiser that requires approval but has not yet been approved, see the Event/Fundraiser Policies & Procedures before submitting a publicity request. Please note that new fundraisers will need to be approved by the Finance Council so allow at least 2 months.

Table Reservations

Table reservations for the outside courtyard in front of the chapel must be reserved through eSPACE. Each ministry is allowed a total of **four weekends per year** to table outside after the Masses. If your ministry has been approved to table outside, you must have representatives out for all 12 masses during the weekend (unless the tabling is for something language specific. For example, ACTS women English community would not be required to table after the Spanish Masses). Due to the new Mass schedule in the Great Hall, tabling is not permitted in the foyer of the parish center, between the hours of 7:00am and 11:30am on Sundays. Special exceptions may be made with the approval of the liturgy coordinator and pastor.

Having your ministry represented during donut Sunday does not count as one of the four permitted tabling weekends. For inclement weather (including extreme heat), large tents and portable air conditioners may be reserved upon availability. Please note that it is the responsibility of the ministry to set up and tear down the tables and tents at the end of a tabling weekend. Tables can be found in the organizational workroom and are available for pick up after 7:00am. Please accompany your eSPACE reservation to table with an email specifying the nature of your tabling. (Fundraising, recruiting, etc.)

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Risk Management Policies and Procedures

Safe Environment Policy

Participants of ministries that serve children or vulnerable adults must receive Safe Environment clearance to reduce the risk of abuse, per the Diocese's Safe Environment Policy. For more information and to determine if your ministry must have its volunteers evaluated for suitability to serve our parish family, refer to the [Safe Environment Webpage](#) and also for registration and online training. For additional assistance or questions [contact the Safe Environment Coordinator](#). If your ministry has been identified as one that requires its members to be safe environment clearance before volunteering. It takes approximately one week for new volunteer clearance to be completed. Please refer to the Safe Environment Page of the parish website for more information. For additional assistance, contact the Safe Environment Coordinator.

Driver's License Checks

For the protection of youth/vulnerable adult passengers, safe-environment required ministries partaking in offsite activities must complete a driver check through the Diocese. The current cost of these checks is \$20 each (but subject to change). Please contact the Safe Environment Coordinator at least 10 days before the event to submit payment and complete the necessary forms for approval. Please refer to the Volunteer Driver Forms for more information on the requirements. There may be other safe environments policies which affect your offsite event. Please contact the Safe Environment Coordinator at least 10 days before your event to discuss these policies.

Photo/Video Policy

Posting or distributing personal identifiable information, including photos and/or videos of any child under the age of 18 without verifiable consent of a parent or guardian is prohibited. The complete [Photo/Video Policy](#) should be reviewed prior to planning of events where children are present and photos/videos will be taken for potential use by St. Francis or its ministries.

Youth Volunteer Assistance

If your ministry is using youth volunteers to help with an event, it is the responsibility of the ministry to have at least 2 safe environment cleared adults on site to supervise the youth. Please contact the Safe Environment Coordinator at least one week prior to your event with the number of youth volunteers you are expecting to have at your event, and the names of your safe environment cleared adults.

Appendix

Ministry Meetings

The expectation is that ministries will meet on a consistent basis. The ministry leaders, with guidance from the Ministry Team if needed, can determine what frequency is necessary for the group to function effectively. Monthly to bi-monthly at least should be the norm.

Meetings should have a purpose that is clear and understood by everyone who participates. It is important to stay focused on your meeting purpose and set expectations with the ministry. A helpful way to stay focused is to have an agenda and stick to it (see below for details). Be respectful of the time of your volunteers.

What Should Happen at a Meeting?

1. **Fellowship:** The life and breath of ministry at St. Francis does not consist in the rules, policies, procedures or directives. Such things serve as necessary structure in which to enmesh the work and service that we do, but the structure must have life. This life is fostered in building genuine relationships in Christ. Jesus said, "This is how all will know that you are my disciples, if you have love one for another" (John 13:35). Ministry meetings should foster qualities such as relationship, trust, collegiality, partnership and service. Therefore, a fundamental reason for meeting in the first place is to build relationships amongst one another.
2. **Communication:** Open, honest dialogue during regular meetings plays an important role in the success of a ministry. Don't forget to keep those members in the loop that are not able to attend meetings. Take notes, especially noting key takeaways, next steps, deadlines and who is responsible for completing tasks.
3. **Problem Solving:** When faced with a challenge or problem, the individual ministry leader need not figure it out alone. Receiving input and ideas from others within the ministry or seeking input from the ministry team can be helpful in solving problems that challenge us.
4. **Support and Idea Sharing:** We need each other for more than just solving problems. Wisdom often surfaces through dialogue and collective brainstorming.
5. **Calendar Planning:** Through regular meetings, ministries can get ahead in planning their activities. By doing so within the ministry, some conflicts can be resolved on the level of each ministry. The ministry can take larger concerns and calendar needs to the Ministry Team for staff support. The allocation of our scarce resources can go forward in a more collegial and organized way. It is also important to communicate with the Ministry Team to ensure that new events, publicity and especially fundraisers do not conflict with other ministry or parish activities

The way meetings are carried out and the content of a meeting will vary. Time should occasionally be devoted to spiritual growth and formation. While the business of the ministry is a primary focus of a meeting agenda, time for fellowship and relationship building should be an important part.

These meetings can take place at the Parish Center when space is available but going off-site in homes or other locations is encouraged. Finally, always remember to open and close all meetings in prayer, placing all that we do under our one God, who is Father, Son and Holy Spirit, giving him all the glory.

Examples of Prayers you might consider to kick-off your meeting

Prayer for Making Decisions

Lord, we come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace, Lord God, as we make decisions that might affect this group, our parish, and the individuals we serve through our ministry. And continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth for the greater glory of You, and for the service of humanity. We ask these things in your name.

Prayer for the Team

Almighty God,

Thank you for the beauty and majesty we see in your creation. Thank you for the opportunity to care for the world you have made. We ask that your blessing would rest on this team, that you would give us great vision and

enthusiasm for our work. Please bless the efforts of our hands, the bonds between us and the influence of our work in this location and beyond.

Lord, as we plan and share together now, may you guide us by your Holy Spirit and lead us into all truth.

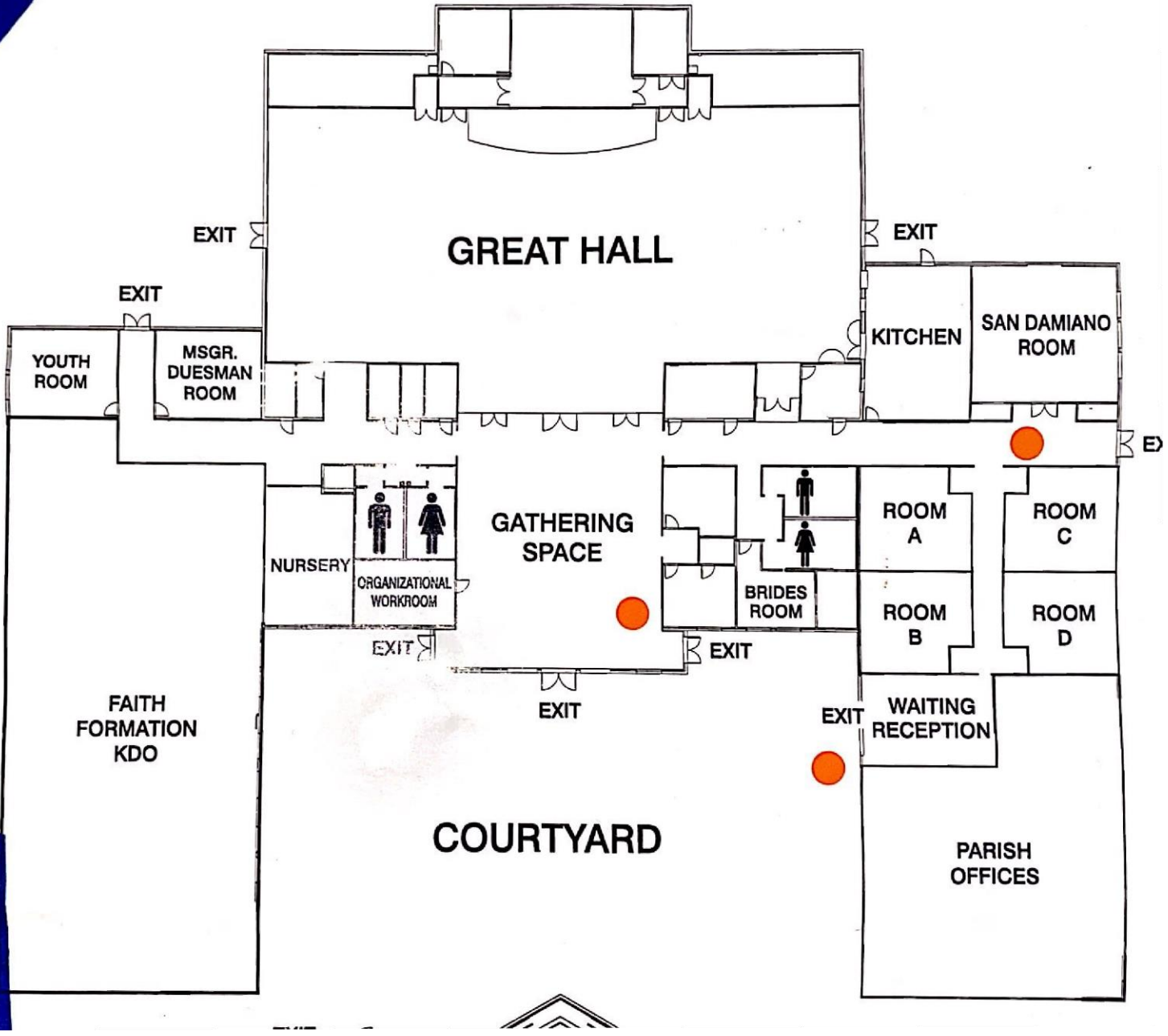
The Spirit of Jesus

Heavenly Father, Send the Spirit of your son to remain with us during our meeting. Let him guide us, and inspire us to think and speak according to the mind of Jesus. Fill us with your joy and love, and help us to put our plans into practice.

Matters of Business

Lord,

We are meeting today to conduct matters of business. Guide our hearts and our minds in the spirit of fairness, right thought and speech. Impart Your supreme wisdom upon our activities so that our affairs may reach a successful conclusion. Thank You for being our source of guidance today. **21**



By signing this document, you agree to comply with all the guidelines and requirements stated in this Ministry Leader Guide. You also agree to potential changes to the guidelines to accommodate construction and building changes. Please understand that this document seeks to create a deeper understanding of expectations and present a new way of operating as a community in a limited shared space with high demand. Failure to sign and comply to this document may result in the suspension of your ministries ability to meet on campus. Thank you for your understanding and compliance.

Name of Ministry _____

Ministry Lead Name (Printed) _____ Signature _____

Co-Lead Name (Printed) _____ Signature _____

Date _____