

# Policy for Weekend Church Communications & Activities

Holy Trinity Catholic Church, Lenexa KS

19 August 2015

## Purpose

These procedures provide guidance to facilitate clear, consistent and effective communication for Lobby and/or Social Room Presence, Weekly Pulpit Announcements, Informational Presentations by Guests, and Out-of-Ordinary Financial Appeals.

## I. Lobby/Social Room Weekend Use

The goal of this policy is to honor the Liturgy as a sacred time, and honor our space as sacred space.

### **In-Parish Activities that exchange money/goods/services:**

1. Activities that involve the exchange of money/goods/services will be designated by staff for particular weekends (excepting the Sundays of Advent, and Lent 1 through Easter 4).
2. No more than two parish organizations or ministries will be scheduled to have a presence in the Social Room or Outside the Church during weekend Masses. With the exception of Sunday 5:00 pm Mass (during the months of Sept – May). Tables must be moved out of the Social Room during those months and into the lobby by 2:00pm on Sunday to accommodate Jr. High Ministry. During the months of June, July and August, organizations will stay in the Social Room.
3. Set up in the Social Room will need to be restricted to the **east half** of the Social Room (near the Kitchen) to allow for pre-Mass music ministry rehearsals (Saturdays @ 3:30pm, Sundays @ 7, 9, and 11am) and Children's Liturgy of the Word (during 9:30am Mass) in the west half.
4. A maximum of two weeks will be scheduled for each event. (The exception to this would be parish-sponsored Stewardship Sundays.)
5. Parish organizations that are selling items must stay in the close vicinity of their table.
6. Parish organizations that are collecting funds must do so politely and respectfully.
7. If one of the two parish organizations in any given week would like to use the sidewalk outside of the Church instead of setting up in the Social Room that would be acceptable.

### **In-Parish Activities that do not exchange money/goods/services (including ministry recruitments):**

1. Parish Organizations or Ministries can request Lobby space to hold promotions or recruitment of volunteers for no more than 2 consecutive weeks. Recruitments may be done once a year by each ministry or organization.
2. Participants must stay in close vicinity of their table when conducting the recruitment.
3. One ministry each weekend will be allowed to conduct promotions or recruitment.

## II. Weekly Pulpit Announcements

1. One week of announcements will be granted for each two weeks of lobby or social room presence. If the situation is one that requires parishioners to bring or prepare something in advance the announcement will be given the week prior to the first week of Social Room presence. For example: A pulpit announcement publicizing a coat drive will be given the week before the date that coats will be collected. If an organization is holding signups that do not require any action to be taken prior to the 1<sup>st</sup> weekend of Social Room presence, the announcement will be made the 1<sup>st</sup> week of Social Room presence. For recruitments, an announcement will be made each week for the 2 weeks of the recruitment.
2. Pulpit announcements should be no more than 2 sentences in length and can be edited if deemed necessary by the staff.

## **II. Weekly Pulpit Announcements (continued)**

3. Pulpit announcements should be directed to Stan Nill or Deacon Stuart Holland, and must be received in writing by Tuesday at noon to be included in that weekend's announcements. They should be no more than 2 sentences in length, and can be edited by staff if deemed necessary.
4. No more than 3 pulpit announcements per mass will be made. Staff will prioritize the 3 announcements.

## **III. Informational Presentations by Guests**

1. Informational presentations (i.e. retreats/ministry/formation opportunities) require pastoral or staff approval. These talks will take place no more than twice a month. Any exceptions to this policy will be at the pastor's or staff's discretion. Presenters must make their request by submitting a written draft to the Parish Office at least four weeks in advance. This information should include the presenter's name and contact information (best phone number and email address). Such presentations are restricted to not more than two minutes in length, and can be edited by staff if deemed necessary.
2. Approval will be based upon scheduling availability. Exceptions are pastoral office initiated activities, e.g. Christ Renews His Parish, Christian formation events, Parish Celebration, etc.

## **IV. Out-of-Ordinary Financial Appeals**

1. No for-profit organizations or businesses will be scheduled for pulpit announcements or lobby presence.
2. Pulpit announcements by or lobby presence of outside groups requesting financial support will be limited to four per year (one per quarter), and must be approved by the pastor. Three of the four permitted outside appeals will be pre-selected and scheduled one year in advance (i.e. by January 1 for the year following).
3. Presenters must submit a written draft of their appeal to the Parish Office at least four weeks in advance of their scheduled date. This information should include the presenter's name and contact information (best phone number and email address). Such presentations are restricted to not more than two minutes in length, can be edited by staff if deemed necessary, and are subject to approval by the pastor.
4. Non-scheduled outside groups or individuals requesting support may submit a written application form, which describes the need for and benefits to be derived from such assistance, to the Holy Trinity 5<sup>th</sup> Sunday Outreach Collection Panel. Any financial support granted is subject to the panel's or pastor's approval and to the availability of monies in this fund. These outside entities may also request publication of a bulletin article describing their need.

## **V. Unattended Informational Items Placed in Lobby or on Parish Grounds**

1. Unattended informational items such as Displays, Flyers, Posters, Brochures, Banners, Collection Containers, etc. may be placed in the Church Lobby or on Parish Grounds only when the following procedures are observed:
  - a. Individuals or groups wishing to place items in the Church Lobby or on Parish Grounds must contact the Parish Life Director (913-895-0605) for clearance of the item/s.
  - b. The length of time that the item/s remain/s in the Church Lobby or on Parish Grounds will be scheduled by the Parish Life Director.
  - c. Any item/s left in the Church Lobby or on Parish Grounds without prior clearance or scheduling will be removed.