

## **ST. RAPHAEL PARISH POLICIES & PROCEDURES**

\*For any questions regarding Policies & Procedures, please contact your ministry's staff liaison\*

### **Alcoholic Beverages**

Alcoholic beverages (including beer, wine, and liquor) **are strictly prohibited** on the premises of St. Raphael Parish. Alcoholic beverages are only permitted for parish events when a liquor license is obtained from the State of Ohio Department of Liquor Control when applicable. Contact parish Accountant no less than 120 days prior to the event for a permit. "BYOB" is also prohibited.

### **Auxiliary Tables/Chairs**

It is the parish policy that we DO NOT lend or rent tables and chairs to anyone for personal use outside the parish grounds.

### **Bulletin**

All Information and materials (articles, inserts, etc.) should be emailed to the Office Manager by noon on Friday for the following week's bulletin (nine days prior to publication).

### **Bulletin Boards**

***NO signs are permitted on the glass doors or walls of the church.*** Bulletin boards are located in Good Shepherd Square and in the Gathering Area (back of church). Advertising on the bulletin boards should be coordinated through the Office Manager in the Parish Office on a first come/first served basis.

### **Bulletin Inserts**

In an effort to reduce the number of weekly inserts, only one (1) bulletin insert per event is permitted. Bulletin inserts must be given to the Office Manager in the Parish Office, by noon Friday for the following week's bulletin.

## **Calendar**

All activities and events (including the day school/PSR) must be scheduled in the Parish Master Calendar via the Parish Office. ***A facility request form MUST be completed for ALL scheduled events. (See Facility Request Form for more information)***

Please use the facility assigned to you. Please do not change rooms without checking with the Parish Office. If a meeting is cancelled, please inform the Parish Office, so the Maintenance Dept. is aware of where and what activities are going on and the room may be utilized by another group.

All school activities that will be using rooms and areas other than the school proper (both during school hours and after school) MUST first be approved by the school principal, who will then contact the Parish Office prior to the activity being placed on the calendar. This includes the church.

Events will be scheduled on a first-come/first served basis.

On Saturday afternoons and Sunday mornings, the focus of our attention is on Mass. Therefore, groups wishing to use the Community Room, PAC, PAC Kitchen, Lunch Room or Lunch Room Kitchen should not begin event before 5:30pm on Saturday evening (with the event starting at 6:00pm) and 1:00pm on Sunday (with the event starting at 2:00pm on Sunday). The Parish Office will advise and the final decision will be at the discretion of the Pastor.

A Facility Request form MUST be completed for ALL scheduled events. This will help avoid the risk of double scheduling rooms, equipment, etc. Facility Request forms are given to the Parish Office first for processing. Do not give forms to Maintenance directly. Last minute changes need to be approved by the Parish Office. Cancellations need to be communicated to the Parish Office as soon as possible.

## **Child Care (Littlest Angels)**

Child care will be provided for children ages 2 to 5 years of age on all Sundays of the year, except for Easter Sunday and Christmas. Supervised care is available in the Zwilling Room during the 10:00am Mass.

## **Church**

Other than regularly scheduled Masses and confessions, all use of the church will be scheduled on the Parish Master Calendar. This includes weekday, weekend and evening events.

Out of respect for the sacred building, the church should not be used for meetings, gatherings, etc. unless absolutely necessary, especially if the PAC, Lunch Room, Community Room or Raphael Center are able to accommodate the event. **NO FOOD OR BEVERAGES ARE TO BE BROUGHT INTO CHURCH.**

If the church is used for a function, **NOTHING** is to be placed on the altar or the ambo. A lectern will be set up for non-liturgical speakers.

Any materials that are placed in Good Shepherd Square, on our bookshelves, or the counter in the Gathering Area need to be approved by the Director of Spiritual Development.

Unless a function is scheduled in church, on weekdays the church doors will be locked after Mass, with the exception of the door closest to the north portico. This door will be locked at 8:00pm. The church doors will be locked at 6:00pm on Saturdays and 3:30pm on Sundays.

## **Community Room**

The entire **Community Room** can accommodate 160 people seated at tables and chairs. The room can accommodate 220 in a theatre seating arrangement (chairs only). The room may also be divided in two halves when the divider screen is in place—**Community Room A** (with fireplace) and **Community Room B**.

In order to reserve any portion of the Community Room, there should be a minimum of 20 people per side anticipated to attend the event. There is a coffee bar in each room with a coffeemaker provided. Groups using the coffee bars must provide their own coffee and other supplies and are responsible for cleanup after the event.

During the school year, please be sensitive to school arrival/dismissal times to avoid issues with busses, car riders, etc. Therefore, Community Room(s) will be available from 9:30am – 2:30pm during the week.

The Community Room is available for funeral receptions for funerals scheduled at St. Raphael Church only. If a family wishes to use the Community Room for a reception, they should contact the Office Manager. What a beautiful way to support a family in their time of sorrow.

In an effort to provide compassionate pastoral care for our grieving parish families, funeral receptions ***will take precedence*** over all other scheduled events in the Community Room. Please note that when scheduling events in the Community Room, the non-funeral related meeting/gathering may have to be cancelled or relocated to another available room if a funeral reception is scheduled. There will be ample time to contact members of your group in case a funeral reception is scheduled.

Alcoholic beverages are prohibited on the premises of St. Raphael Parish, including the Community Room. *(Please refer to the "Alcoholic Beverages" section of the Policies/Procedures.)*

If sound equipment is needed, please contact the Communications Director.

### **Concession Stand**

The Maintenance Director will act as coordinator of the Concession Stand. A coffee maker will be provided for use in the Concession Stand.

**No signs are to be taped to the walls without consulting with the Maintenance Director.**

The groups or individuals using the Concession Stand are responsible for providing all of their own supplies for their event, such as paper products, etc. They are responsible for clean up and removal of all items, including trash from the concession stand at the conclusion of the event. All leftovers should be removed as well.

Pepsi products are to be used exclusively in the Pepsi cooler in the Concession Stand. No other brand of drinks may be placed in the cooler. Separate portable coolers may be brought in containing products other than Pepsi. Please use plastic bottles and cans only-no glass containers.

The parish owns a popcorn machine which may be used by any interested parties-but they must provide all the necessary supplies and clean the machine after use.

Instructions/training the groups on proper use of the popcorn machine will be provided by the Maintenance Director.

### **Defibrillator (AED)**

Located inside PAC, Ushers' Room in church, the School Clinic, Jr High hallway, and Parish Office Conference Room.

### **Donut Sunday Socials**

Donut Sundays are first and foremost an opportunity for fellowship and community building. Parish organizations/ministries sell donuts during the school year in the Lunch Room.

The various ministries schedule their sales through the Administrative Assistant, either on a regular rotation or by special date requests. Sign up forms are emailed to each ministry leader (or designated donut social representative) in the late spring for the following school year. The schedule begins around Labor Day and goes through Memorial Day.

Each week, an email from the Administrative Assistant will be sent to remind the ministry of their upcoming scheduled donut sale. Supplies and coffee are provided by the parish. A small fee is included to cover the cost. An order will be placed by the Administrative Assistant on the Wednesday prior to Sunday. **Proceeds from the sale must be turned into the Parish Office and will be given to the ministry for their use.**

### **Dumpsters (Trash)**

The parish has contracted for two dumpsters for general use and they are emptied on Monday, Wednesday and Friday each week.

### **Emergency Closing Policy**

The policy for school closing follows the plan used by the Bay Village School System. If Bay Village Public Schools are closed, St. Raphael is also closed. Both PSR/Day School follow this policy. If school and/or PSR are closed for snow or other emergency reasons, all student-related and non-student activities/meetings will be cancelled for the evening.

### **Eucharistic Adoration**

Adoration is held every Friday at 10:00am (after the 9:15am Mass) through Saturdays at 4:00pm in the Franciscan Chapel. From 3:30 to 3:50pm on Fridays, there will be a children's (family) program, a time of Adoration suited to children of all ages. The Adoration time will consist of a short explanation, prayers, quiet and song. If the Parish is closed due to emergency, Adoration is also cancelled (see Emergency Closing Policy).

### **Facility Maintenance Request**

Request applies to all general maintenance and upkeep, except that which is clearly an emergency. In case of emergency, please call the Parish Office, School Office, or Maintenance Department.

### **Facility Request Forms**

Upon determining a date or dates for a meeting, retreat, or event, please first consult the Parish Master Calendar located in the upper right-hand corner of the homepage of the parish website. Meetings and activities may be added at any time throughout the year by filling out a “Facility Request and Set Up Form” online (also located in the “Parish News” section of the website). Paper forms are available at the Parish Office. A form must be on file at the office for all events, even when a special set-up is not required. Requests will be filled on a first come/first served basis. Requests will not be filled over the phone.

Forms are due at least two (2) weeks in advance of the event/meeting/activity. This ensures that the Office and Maintenance Staff can assess and prepare for set up/clean up and equipment needs, as well as clarify any questions. An email from the Office Manager verifying and approving the request will be sent within 48 business hours of submittal.

A separate request form is required for the use of the Lunch Room or PAC kitchens. It will be sent once original Facility Set Up and Request Form is reviewed.

### **Fire Alarm**

In the event the fire alarm is triggered, the Bay Village Fire Department is automatically alerted and are on their way. ***Evacuate and allow the Fire Department to arrive and handle the situation.***

### **First Aid Kit**

In case of emergency, first aid kits are kept in the Maintenance Office, Sacristies, Ushers’ Room, PAC Kitchen, Lunch Room Kitchen, and Parish Office Kitchen. If supplies are low, please contact the Maintenance Director. Defibrillators are located in PAC, Ushers’ Room, School Clinic, Jr. High hallway, and Parish Office Conference Room.

### **Electronic Street Sign**

The street sign is an effective way to promote your event, acknowledge donors, or celebrate a special day. Items may be added to the sign by filling out a “Street Sign Request Form” available on the parish website in the “Useful Information” section. Submissions are due at least two (2) weeks in advance.

**Franciscan Chapel**

Scheduling of Franciscan Chapel requires Facility Request Form given to the Parish Office. The same regulations apply to the church and chapel. Please restore the room to the regular set up if anything is moved for your event.

**Gathering Area & Good Shepherd Square**

No signs or posters may be posted on any walls, windows or doors. Please check with the Office Manager to request permission to post inside the appropriate bulletin board or “bulletin board” case. If individuals or groups wish to advertise a project through an information table, they should arrange with the Office Manager to use the Lunch Room.

Large collection bins used by various ministries are to be kept in Good Shepherd Square. Pamphlet racks, materials, information sheets, etc. are to be kept in on the counter near the book racks in the Gathering Area.

Good Shepherd Square, the main entrance and Zwilling Room hallways are to be kept clear at all times of all coats, shoes, backpacks, etc. Sports teams are also asked to keep Good Shepherd Square free of clothing, shoes, coats, and other personal items. In an effort to provide an atmosphere of comfort and welcome and to enable people to enter and exit the church and other facilities freely, these items should be stored in the locker rooms, Lunchroom, or PAC.

No sports activities are to be conducted in Good Shepherd Square. Sporting equipment should be kept in the PAC or Lunchroom-not in Good Shepherd Square or hallways. For safety reasons, individuals and teams waiting to enter for practices/games must refrain from bouncing balls, swinging bats, practicing drills, etc. outside of the PAC or Lunch Room.

Any materials that are placed in Good Shepherd Square, on our bookshelves, or the counter in the Gathering Area need to be approved by the Evangelization & Outreach Director.

**Guest Lecturers/Speakers**

If a group or organization is considering inviting a speaker from outside the parish to make a presentation at St. Raphael, please discuss with your staff liaison prior to extending the invitation to the speaker.

### **Hallways**

To be compliant with fire codes, tables cannot be set up in hallways. Good Shepherd Square, the main entrance, and Zwilling Room hallways are to be kept clear at all times of all coats, shoes, backpacks, etc.

### **Incident Reports**

If an accident (bodily injury, vehicle, equipment) should occur on St. Raphael property either by an employee, parishioner, or visitor, a confidential incident report is required by the Diocesan Insurance Office within 24 hours of the occurrence.

If the accident should occur during regular business hours, notify the Parish Office immediately, who will gather the required information and file the proper report with the Diocese.

If the accident should occur outside regular business hours, please gather detailed information (name, phone number, description of accident, etc.), and report to the Parish Office as soon as possible-the following morning or Monday following the weekend. The Parish Office will then convey the correct paperwork and information to the Diocese. Confidential incident reports are available in the Ushers Room.

### **Locker Rooms**

**Coaches are to check locker rooms before and after their scheduled practices, including toilet stalls to be sure that the locker rooms are clean and nothing has been left behind.** A schedule will be provided by Athletics in the event locker rooms are left in disarray and coaches will be notified.

### **Lunch Room & Lunch Room Kitchen**

The room is used for Day School lunch periods during school days. Donut Socials will be held most Sundays of the school year in the Lunch Room. Parish organizations may use the Lunch Room for various ministry events after scheduling with the Parish Office. Facility Request Forms are required.

For safety reasons, Maintenance personnel will be responsible for setting up/putting away permanent tables/benches.



The groups or individuals using the Lunch Room Kitchen are responsible for providing all of their own supplies for their event, such as, paper products, etc. They are responsible for clean up and removal of all items (including trash) from the kitchen at the conclusion of the event. Cleaning supplies are available. Please remove all leftovers from the kitchen, including the refrigerator and freezers. Minors must be under the supervision of an adult in the Lunch Room Kitchen.

Athletics (volleyball, basketball, baseball) practices use the Lunch Room after scheduling through the Athletics scheduler with approval from the Office Manager. **All coaches are required to sign in and out of the Lunchroom, being sure to check the condition of the Lunch Room & Locker Rooms before and after their assigned practice.**

Sports teams are asked to keep the Zwilling Room Hallway free of clothing, shoes, coats, and other personal items. Sporting equipment should be kept in the Lunch Room or PAC, not in the hallway. NO gum is permitted in Lunch Room or PAC.

**\*\*AT NO TIME SHOULD PROTECTIVE PADDING BE REMOVED FROM PAC OR LUNCHROOM\*\***

### **PAC (Parish Activity Center)**

Because of liability/insurance reasons, the PAC may never be rented out or used by outside groups other than Diocesan-related functions or at the Pastor's discretion.

Do not reinforce tarp with tape - Maintenance uses tape that does not leave a residue on the tarp.

The stage is off limits to students to sit on, run, play, etc. unless they are supervised and there for a purpose (concert, drama rehearsals, etc.)

**All coaches are required to sign in and out of the PAC being sure to check the condition of the PAC & Locker Rooms before and after their assigned practice.**

The following will be taken care of by the Maintenance and/or Parish Staff and **MUST** be requested using the Facility Request form:

- Basketball Hoops
- Bleachers (**For safety reasons, individuals are not permitted to sit on top of bleachers when bleachers are closed**)
- Chair Storage (under stage & behind stage)
- Lights
- Mesh Gym Dividers
- Scoreboard and Scorers' Table
- Sound System
- Stage Lift
- Stage Lights
- Stage Partitions
- Stage Steps (Portable)
- Stage Video Screen
- Table Storage (Rear Storage Area)
- Tarp (Requests for floor cover must be included in Facility Request & Set Up Form)
- Volleyball Nets (Stored behind stage by electrical panels)

**\*\*AT NO TIME SHOULD PROTECTIVE PADDING BE REMOVED FROM PAC OR LUNCHROOM\*\***

### **PAC Kitchen/Kitchen Procedures**

The Kitchen Manager is the coordinator of the PAC Kitchen. Requests to use the PAC Kitchen will first go through the Parish Office by means of a "Facility Request and Set Up Form" submission. Once availability has been determined, the Office Manager will then contact the Kitchen Manager.

The groups or individuals using the kitchen are responsible for providing all their own supplies for the event (paper products, serving utensils, cutlery, aluminum foil, etc.). They are responsible for cleanup and removal of all items, including trash, at the conclusion of the event. Please refer to the "Kitchen Policies and Procedures Form" for more details. All minors must be under the supervision of an adult.

### **Parish Office Hours**

Parish Office hours are Monday-Thursday 9:00am-8:00pm, Friday 9:00am-5:00pm and Saturday 10:00am-3:30pm. A locked mailbox is available at the door of the Parish Office for dropping off items after hours.

### **Parking**

School Staff members and parishioners are to park in main parking lot. Parish Staff, Learning Enrichment Center (mobile unit), and office visitors are can park in the Parish Office lot.

### **Prayer Garden**

The location is available for ministry-related groups to reserve for an event.

### **Pulpit Announcements**

The Administrative Assistant, in the Parish Office is responsible for coordinating pulpit announcements. Requests for pulpit announcements should be received by 5:00pm on the Wednesday prior to the weekend the announcement will be made. An announcement is not allowed for more than two (2) weekends for any given event. The Parish Staff reserves the right to edit submitted requests; only staff members are permitted to change announcements.

### **Restrooms**

All Athletics teams, day school students, and PSR students should use the restrooms located in the PAC Locker Rooms.

### **Security**

Safety and security are essential to our parish facilities. All outside doors must remain closed. The school doors are locked during school and PSR hours. **Do not prop open doors that are locked at any time.** Security measures are in effect during the day and evening hours.

### **Shopping Certificates**

Shopping certificates are sold at the Parish Offices only during regular office hours.

### **Signage: Tree Lawns & Parish Front Lawn**

A request for signs must be submitted to Communications Director. Any exterior lawn signage needs to go through the Communications Director, to be approved by Bay Village City Council.

**Sound Equipment**

Please indicate sound equipment needed for event on Facility Request Form. For questions, please contact the Communications Director, the Directory of Liturgy, or the Digital Media Specialist.

**Staff Liaison**

Each ministry is assigned a member of the parish staff to provide support, guidance, and communication.

**VIRTUS Certification & Background Check**

Any volunteer that works with children more than four (4) hours a month or who works with children more frequently than once a month must be VIRTUS certified, which includes a current background check. Registration for training must be completed online through the VIRTUS website and the background check can be obtained at St. Richard Parish in North Olmsted. Contact the Pastoral Minister or Administrative Director with questions.

Any individual failing to comply with this requirement cannot participate in the ministry/group. The ministry leader must follow-up with all volunteers required to be certified and will be held accountable.

**Volunteer Acknowledgement Form**

The Diocese requires that the Parish receive this completed form from all volunteers who provide services or perform work at or for St. Raphael Parish. It must be completed by any volunteer 18 years or older. The original form must be on file at the Parish Office **prior** to any volunteer service for any parish ministry, whether on or off campus. Forms are available in the Parish Office lobby, in the Welcome Center, and on the parish website under the “Parish News” section.

Completed forms must be returned to the Administrative Director. We understand that volunteers constantly change. Please make sure that each new volunteer completes the form prior to a ministry’s activity. Each ministry leader will be responsible and called to accountability for assuring that forms are completed and returned to the Administrative Director.

**Welcome Center**

This location is utilized 8:00am-4:00pm on all school days and before, during, and after weekend Masses. It is not for use by ministries or groups.

**Zwilling Room**

This room is available for for ministry-related groups to reserve for an event.

**PARISH STAFF**

- **Pastor:** Fr. Tim Gareau (440-871-1100 / info@saintraphaelparish.com)
- **Parochial Vicar:** Fr. Jim Winings (440-871-1100 / info@saintraphaelparish.com)
- **Maintenance Director:** Keith Benya (440-360-7507 / kbenya@saintraphaelparish.com)
- **Evening Maintenance Contact:** Nathan Dupra
- **Weekend Maintenance Contact:** John O’Sullivan  
-To contact evening & weekend maintenance staff, please call 440-871-1100
- **Digital Media Specialist:** Colin Blayney ( 440-360-7551 / cblayney@saintraphaelparish.com)
- **Communications Director:** Deacon Mark Cunningham (440-360-7763 / mcunningham@saintraphaelparish.com)
- **Administrative Director:** Maureen Mayer (440-360-7776 / mmayer@saintraphaelparish.com)
- **Office Manager:** Colleen Maher (440-360-7768 / cmaher@saintraphaelparish.com)
- **Evangelization & Outreach Director:** Tom Pussel (440-360-7752 / tpussel@saintraphaelparish.com)
- **Accountant:** Bill Sheehan (440-360-7771 / wsheehan@saintraphaelparish.com)
- **Administrative Assistant:** Anna Synek (440-360-7765 / asynek@saintraphaelparish.com)
- **Pastoral Minister:** Terri Telepak (440-360-7748 / ttelepak@saintraphaelparish.com)
- **Director of Liturgy:** Bill Toler (440-360-7764 / btoler@saintraphaelparish.com)