

Policies & Procedures for Parish Communications 2010



Mission of St. Gabriel the Archangel Catholic Community

We are gathered to be fed by Jesus Christ in the Eucharist.

We are sent forth in know, love and serve Him always, everywhere and in everyone.

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I urge you to live in a manner worthy of the call you have received, with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace. Ephesians 4:1

Communication/Appointments with Father Don

- Please communicate with Father Don through his email (dzeiler@stgabriel.org). (Communication that is not written down is easily forgotten.)
- It is recommended that you also copy Theresa Bichsel on emails to Father Don. (tbichsel@stgabriel.org)
- Theresa is happy to check Father's calendar and make weekday appointments for him. 972-542-7170 x232

Bulletin Guidelines:

- All Ministry Information/Parish Events/Schedules/Advertising/Publicity/etc. should be submitted either by email to bulletin@stgabriel.org or in writing to the Parish Office. The deadline for all bulletin entries is Monday at 5:00pm for the following weekend. Contact is Joanne Peppard at x229.
- Our bulletins are now printed in color. This is another way to highlight your information.
- Our bulletin has been enlarged to 5 ½ pages (from 3 ½). This offers us the availability of including full page, ½ page and larger type announcements directly in the bulletin as space permits. Color is available for these items. Items may be shortened or condensed for subsequent publications or for space requirements.
- If space does not permit, we will insert a page here at the parish – it will be available only in black and white. In order to plan, all requests for larger announcements will also need to be in by Monday at 5pm. Advance notice for larger items is appreciated for planning purposes.
- Priority is given to Father Don, Parish Wide events and Diocesan requests.
- Content must be approved by Joanne Peppard and/or Father Don or Mike Seibold.
- Information may be edited for content and for space.
- Please keep schedules (**and cancellations**) updated on the Parish Calendar as this information is used in the bulletin.
- If there is information to appear in the bulletin about your ministry, we depend on hearing from you to publicize the correct information.

Newsletter:

- *The Messenger* (our parish newsletter) has space designed to publicize upcoming events, results of previous events, along with news and information of interest to the parish. This is an excellent way of getting information to the parish. The newsletter is mailed to all registered parishioners 3 to 4 times a year (e.g. Fall, Advent, Lent, Summer).
- Items for the newsletter may be submitted in writing to the Parish Office or preferably emailed to jpeppard@stgabriel.org by the publication deadline date.
- Ministry leaders on file will be notified by email of publication deadline dates.
- Information is subject to approval, may be edited for space or selected depending on available space.

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Parish Wide Email Blasts

These emails are generated out of the Parish Office to all parishioners with active email addresses. This communication is intended for information that affects ALL parishioners. Father Don or Mike Seibold must approve this communication.

Please note: this method of communication is used very, very rarely.

- These emails are generally sent the first of the week.
- These emails are sent to the family's primary email address.
- Contact Theresa Bichsel (tbichsel@stgabriel.org) to request a parish wide email. Include your requested text. As much notice as possible is appreciated

Announcements at Masses

These announcements will be read by Father/Deacon at the end of Mass. Announcements are not designed as a recap of the bulletin. The use of this medium of communication to parishioners is intended to be very limited and very brief. This time is designed for "out of the ordinary" information.

- Announcements may be submitted in writing to the Parish Office, or emailed to Generalmailbox@stgabriel.org no later than **3 pm on Wednesday** before the weekend Masses. Contact is Theresa Bichsel (X232), or tbichsel@stgabriel.org
- Announcements will be approved and are made at the discretion of the Pastor. Announcements may be shortened or omitted at Father's discretion.

Ambo (Pulpit) Announcements at Masses by Individuals

These announcements are designed to bring attention to a parish wide event. Father must approve all announcements. These "pulpit announcements" are very limited. Only one announcement will be allowed per Mass. Only one announcement will be allowed per event or ministry in any 6 month period.

- Requests for a pulpit announcement must be made in writing to Father Don (and copied to Theresa Bichsel). dzeiler@stgabriel.org. Advance notice is recommended. A schedule of these announcements is generally made several months in advance.
- Pulpit announcements must be appropriately presented in a respectful manner as the liturgy is still underway and you **are** in the Sanctuary.
- Pulpit announcements must be less than 1 minute in length.
- Announcement text must be submitted in writing to the Parish Office or emailed no later than **3 pm on Wednesday** before the weekend Masses. Contact is Theresa Bichsel (x232) or tbichsel@stgabriel.org
- A list of individuals who will speak must also be submitted no later than **3 pm on Wednesday** before the weekend Masses. Contact is Theresa Bichsel (x232) or tbichsel@stgabriel.org

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Welcome Desk

The purpose of the Welcome Desk is to allow newcomers to obtain parish information. There will generally be one person at the desk at weekend Masses.

- The area around the Welcome Desk should not be blocked by tables, people, displays or collection boxes.
- The Welcome Desk counter should not be used as a place to display materials or leave items for “pick up.” (Please use the “pick up” cubby near the office.)
- The Welcome Desk area should not be a “meeting” spot for individuals or groups.

Narthex & Front Plaza Space** (see layout)

The Narthex is often the first and last place people see at St. Gabriel's. It is also an area of heavy traffic on weekends. It is not a “market place”. Narthex “events” will not be underway until the celebrant reaches the Narthex. (Cafeteria also)

Our Narthex philosophy:

I urge you to live in a manner worthy of the call you have received, with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace. Ephesians 4:1

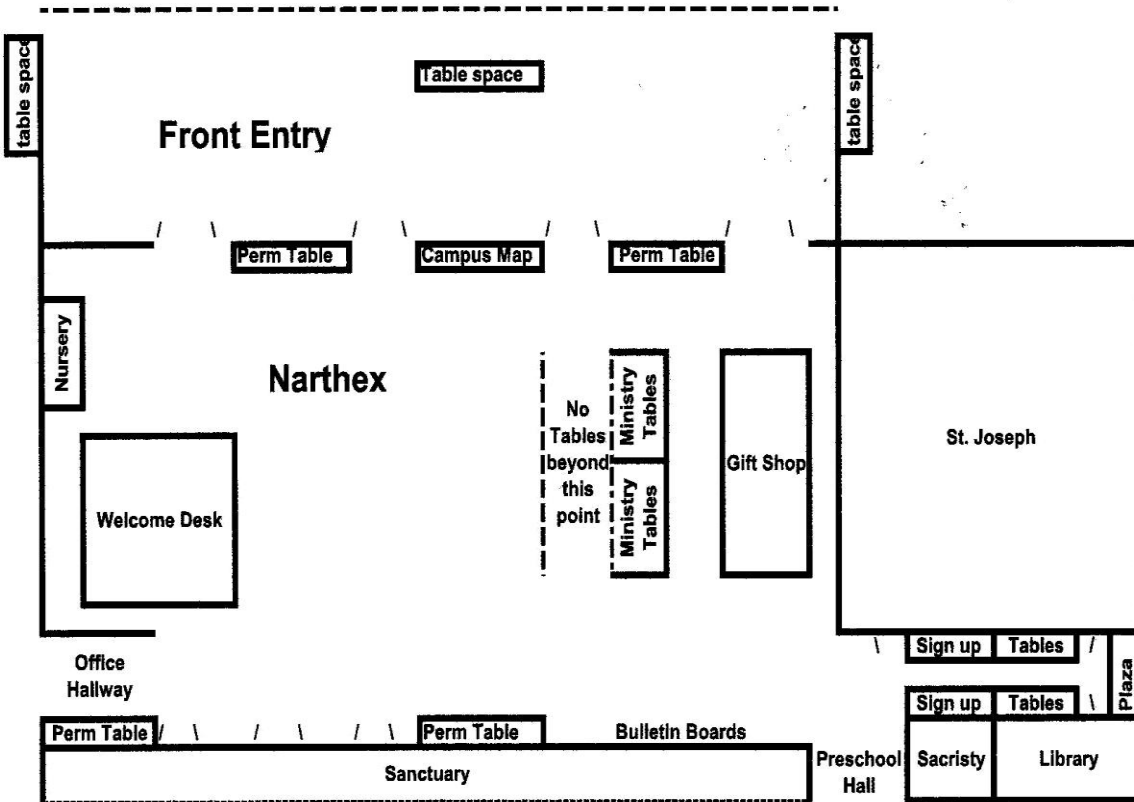
- Narthex table space & use of the front plaza must be requested and approved through Theresa Bichsel (x232) or tbichsel@stgabriel.org. **(This use is limited to 2 ministries per weekend.)**
- Requests should be made well in advance of the requested date. (Father or Mike will be consulted to resolve any conflicts.)
- The space to be used is by the gift shop case & St. Gabriel Card table. A table with your ministry name on it may be positioned in the Narthex by the Facility staff. **DO NOT** alter your assigned space.
- Groups may have 1 table only.
- Sign up opportunities will be held in the Copy Room or by the Library. A pulpit announcement may be requested to communicate your Narthex location.
- **SAFETY AND FIRE CODE RESTRICTIONS DICTATE THAT NO TABLES/DISPLAYS/SIGNS MAY BE PLACED IN THE CENTER OF THE NARTHEX, IN FRONT OF THE WINDOWS OR BY THE WELCOME DESK.**

Note: Please consider placing your information table in the area near the Library or down/in the Copy room hall. A pulpit announcement may be requested to communicate your Narthex location.

Additionally: When a ministry is “collecting” items (e.g., Coat Drive, Infant items, etc) there must be a large receptacle clearly marked for these items. This receptacle will be placed in the Narthex against the Sanctuary wall. These items need to be picked up **DAILY**.

**These policies also apply to the space in the Community Center designated as the “Welcome Entrance” during 9:15 Mass. (This display space is at the gymnasium entrance)

Narthex Layout



Event Advertisement

- All signage, banners, posters, fliers etc. must be approved by the Parish Office. Contact is Theresa Bichsel (tbichsel@stgabriel.org or x 232)
- Nothing may be hung from the ceiling.
- No signs may be adhered to walls, doors, or windows.
- Please use the portable sign stands or easels to display advertisements, or contact Theresa about use of the closed cases behind the Welcome Desk.
- The open bulletin boards in the Narthex are intended for ministry displays and advertisements. Please check with the office. No personal ads.
- Signage outside the buildings must also be approved. Street side signage requires approval of the Stonebridge Association. Pat Scott will help with filling out the proper paperwork for the Stonebridge Association once the approval from parish office is obtained.

Use of Space in Parish Center

All space on the property (buildings, parking lots, grounds) must be **RESERVED** through the Parish Office

All buildings close at 9pm. If special permission is given to remain in the buildings after 9pm, **the remaining party is liable for all events that occur after 9pm.**

Use of space at St. Gabriel is assigned on the following priority basis:

- Any event requested by the Pastor or Office Manager
 - Worship Event (Mass, Funeral, Reconciliation, etc)
 - Faith Formation Event (Preschool Events, HCFF Gathering, etc)
 - Youth Event (Youth Night, Confirmation, etc)
 - Parish Wide Event (Picnic, Spaghetti Dinner, etc)
 - Other Ministry Events (Meetings, Gatherings, etc)
 - Groups from outside St. Gabriel's
- Before and during January of each year, Worship, Faith Formation, Operations & Youth will submit their calendar requests for dates at least through June of the following year and into the future to the extent known to the ministry.
- During early February of each year, other events which are regular Parish Wide/Parish Center oriented may be submitted through June of the following year.
- During late February, all other stewardship groups, ministries and social organizations may submit their calendar requests through June of the following year.
- Future event scheduling will follow this same plan to cover the next Fiscal Year of July 1 – June 30.
- This schedule is subject to change at any time and all parties are reminded to be flexible.

Scheduling Procedure

- Requests should be emailed to Theresa Bichsel after March 1. (tbichsel@stgabriel.org)
- Please include:
 - complete title for event
 - short description of event
 - the date range requested (i.e., 2nd Tuesday- 7/1/10 to 6/30/11)
 - time of actual event
 - any set up time needed
 - space preferred (i.e., which room)
 - number of people attending
 - name, phone & email of responsible party (who will be present)
 - any special equipment needed (i.e., TV/VCR)
 - any special set up needs (i.e., tables & chairs for 20)
- You will receive a confirmation that your event is scheduled and the location. If you do not receive a confirmation, please call Theresa x232.
- During the year events, may be requested in the above described manner as needed.
- If your event is cancelled, please notify Theresa as soon as possible so that the space may be used by others and the event removed from the bulletin, public calendar and monitor.
- All requests will be met as quickly as possible. Room assignments are based on the above priority list, date of request, and group size.
- **ALWAYS** check the Narthex monitor to confirm your event location. Occasionally, unforeseen circumstances will require that an event location must be changed. Every effort will be made to keep these changes to a minimum. The individual listed as the responsible party will be notified via email if the office changes an event's location.
- Please do not assume a room is available because it is empty. **ALWAYS** check the Narthex monitor to confirm room assignments
- Requests will be listed on the Public Calendar (displayed on the website & on the Narthex monitors) unless otherwise specified.
- Private events such as baptisms, weddings and parish operations' business hours' meetings will not be posted on the public calendar or on the monitors. Please check with the office if your event is not listed.

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Use of Gymnasium, Cafeteria and Soccer/Baseball Fields

The same procedure will be used for these facilities that apply to the Parish Center. However, in addition, the Gymnasium, Cafeteria and Soccer/Baseball fields are rented to outside groups on a fee basis.

- Inquiries and requests for rental of the Gymnasium, Cafeteria and Soccer/Baseball fields should be submitted via email to Theresa (tbichsel@stgabriel.org). Be advised there is a high demand for use of our facilities by area sports' teams.

Use of the Nursery (off the Narthex)

The same procedure will be used for this area as applies to the Parish Center. However, in addition, when the nursery is occupied, the Office must be notified with the names of the Safe Environment cleared adults who will manage the Nursery care.

- Parish groups may reserve the Nursery for use by their group on an as needed basis.
- Supplies in the Nursery are provided by Faith Formation and should be replaced if used.
- Special care should be taken with food and trash in this area. Please sanitize all surfaces and remove diapers to the outside dumpster.
- Paid childcare services must be arranged through the Parish Office. A designated group of "Childcare Providers for Hire" is used for this purpose

Paper Supplies, Copies and Printing

As good stewards of the treasure of our parishioners, we all have the responsibility to use materials and supplies in the parish wisely.

We are happy to instruct you on the use of any of the Copy Room equipment. Please see anyone in the Parish Office for training or help.

- Please do not use Parish supplies for your personal or business needs.
- Use white copy paper for all projects whenever possible. Color paper and weighted papers are much more expensive. If you require more than 100 pieces of "specialty" paper, please provide that at your ministry's expense. Please try not to waste paper. Replace unused paper back in the cabinet-even a piece or 2 adds up quickly.
- Copies should be made using both sides of the paper whenever possible.
- Color copies are very expensive (10¢ EACH page for even 1 dot of color on the page). Contact Joanne Peppard x229 for any special color printing needs.
- **Always use YOUR ministry's access code on the machines.** (Codes are related to budgets which are critical for expense control.)
- Always use the copy machine in the Copy Room for copies of 50 or less.
- Always use the duplicator in the Copy Room for copies of 50 or more.
- Please keep the table and all areas clean and clutter free, as this is also a meeting space.
- The Copy Room is not a storage room- please contact Pat Scott x242 for your storage needs. Items left in the Copy Room without approval will be discarded.

Ministry Expenses

Most St. Gabriel Ministries have a budget approved through the Finance Committee. Please check with Mike Seibold concerning this budget.

- When supplies are needed, please check with the Parish Office to see if we have a co-op association, vendor account, or credit card for your purchase. Contact Theresa Bichsel, Joanne Peppard or Pat Scott.
- Expenditures over \$100.00 must be approved by Mike Seibold. Please allow 1 week for this approval. mseibold@stgabriel.org
- Please obtain our tax identification number (or for some stores, a tax ID card) to avoid paying sales tax on items purchased for parish use. (Hotel tax exemption included.) Forms or cards are available in the Parish Office.
- For personal reimbursements or other checks, you will need to submit a check request. Requests require 2 weeks to process. Contact Martin Scott x223 (msscott@stgabriel.org)
- All questions about accounting/money matters should be addressed to Martin Scott or Mike Seibold.

Please see the [Facility Use Guidelines](#) for further information on facility use.

Temporary Building Access

This may be requested if you lead a ministry or need to get into the buildings on a regular basis.

- Send an email to Pat Scott at pscott@stgabriel.org with a reason for the need. You will be given a card with your access codes, and someone from the facility staff will train you on the procedures.
- Please contact Pat during business hours well before the date of your event.
- **Never give your card or codes to others.** If someone needs access they must contact Pat.
- **Access codes are temporary and do expire.** Do not **assume** you have access if you do not use your code on a regular basis.

Facility Use Guidelines

We do not have a commercial cleaning company that comes in every day, so we need everyone who uses the facility to pick up after themselves. Wipe off tables and chairs.

- Please wipe up if there are any spills, pick up trash, sweep or vacuum floors if needed.
- Please leave the room like you found it or better.
- All trash is to be bagged and taken to the dumpster behind each building.
- If you have any leftover paper supplies, such as paper plates or napkins that you would like to donate to the parish, please put them in the kitchen on the shelves by the door. Mark all food that is left in the kitchen, including "for staff". Please notify Pat Scott if anything is broken or damaged in the room. psscott@stgabriel.org
- If you see any hazards, please eliminate them or report them to the staff so they can be eliminated. (i.e. Electrical cords across walkways, boxes out where they can cause someone to trip, loose carpeting etc.)

Work Requests

If you would like to have the facility staff assist you with something such as room set up or maintenance you can submit a request through our work request system. You can access this through our web page under the Parish Information or you can go to http://www.dallas-sep.org/cgi-bin/FM_Work.cgi?P=G

Room Use

Rooms should be put back the way they were found prior to your use. We do not have a cleaning service that comes in on a daily basis.

- If you had facility staff set up chairs and or tables prior to your meeting, please put them back on the rack which will be placed outside the room for that purpose. Please return the rack to the East Hallway (by Copy Room).
- Dispose of all trash and garbage you produce from your meeting by gathering up the trash bags and putting them in the dumpsters in the back of the buildings.
- Storage space is very limited, so take your supplies home with you.

Room Set Up

You are welcome to set up your own room, but if you would like the facility staff to do this for you, please send an email to Pat Scott with instructions on what you would like in the room and how you would like it set up. If you just want tables and or chairs near the room, send Pat an email requesting this. Facility staff is here Monday through Thursday until 9 pm and on Friday 9 to noon and 4 to 9 pm and on Saturday from 4 to 9 pm.

Special Equipment

Any special equipment you have reserved during your room reservation will be placed in the room during set up. Many items require some direction. Please do not attempt to use the sound systems without proper training. Training must be requested through Pat Scott x242. psscott@stgabriel.org

Kitchen Use

Facility staff will be happy to train you on the kitchen equipment. If you are not familiar with the kitchen, please contact Pat Scott for an appointment to be trained. The Community Center kitchen uses gas so there are specific instructions that the staff will provide to you for the use of this equipment.

- Food and supplies that you provide can be stored in the kitchen for short periods of time for a special event. Contact Pat Scott if you need to do this so she can help you with an area for temporary storage. pscott@stgabriel.org
- Always mark your items clearly so others do not use them. Once your event is over and if you have leftovers that you would like to leave, please remove the tags that reserve it so we know it is available. Anything not marked will be available to others. Please check with staff before leaving any food so we know it is available.

Supplies

- You need to provide the supplies you will be using for your event. (This includes all paper products, coffee service and condiments.) We have very limited supplies available for general use.
- Check with Pat Scott before purchasing decorations or supplies. If we have some available, she will help you with them. pscott@stgabriel.org
- We also do not have a lot of storage space, so please take your supplies home with you. If you choose to donate them to the kitchen supply, please place them in the shelving area.
- We no longer have storage space for larger quantities or large items. Permission to store **ANYTHING** in the Mud Slab or Pantry must be obtained from Pat Scott x242 pscott@stgabriel.org.

**Please see the Facility Use Guidelines
for further information on using the facilities.**

Safe Environment Issues & Requirements

All ministry leaders must be cleared through the Safe Environment program. If you are not cleared you can begin the process by going to our web page and following the instructions for a new volunteer or employee. If you are not sure if you are cleared, please contact Pat Scott. pscott@stgabriel.org

If there are any children or vulnerable adults that participate or visit with you in your meetings, you are required to have two cleared adults in the room, unless the children are accompanied by a parent or guardian. Children must not be allowed to roam the halls or be in the rooms by themselves. Parents must accompany them to the bathroom or anywhere else in the building. If the parent is not present, then two cleared adults must be available to take the children to the restroom. If you cannot meet this requirement, then the children should not be in the meeting. Please refer to the safe environment policies and procedures for all the requirements regarding children and vulnerable adults, or talk with Pat Scott if you have any questions.

Website Guidelines:

- The updated website has enhanced features including
 - News articles that can be set to dynamically begin and end to reduce maintenance.
 - Calendar Events listed on the ministry pages the are automatically removed when they end
 - Photo Albums
 - Simplified editing for contributors
- The Ministry Leaders or someone designated from the Ministry can maintain their portion of the website. Send an email to webmaster2@stgabriel.org to request an id or access to a page. Training is available for learning the administration screens.
- All content must follow Church Doctrine. Any content deemed to be inappropriate can be removed by the Parish Staff or the Technology team
- Any pictures posted with children must not have recognizable faces.
- News and Calendar Events can be set to display on the home page by an administrator. After the Ministry Contributor creates the item an email can be sent to webmaster2@stgabriel.org asking for it to be promoted to the home page. The following general guidelines will be used to for promoting these to the home page:
 - The item must have a Parish wide audience as determined by the Parish Staff representative, typically Theresa or Joanne.
 - The item may have a picture included with it for the home page.
 - News items will typically remain on the home page for 1 week, unless they are part of a longer campaign.
 - The Calendar Event can be on the home page within 4 months of its date.
 - When there are too many items on the home and it appears cluttered, the oldest News and/or the furthest out Events will be set to not display on the home page.

New and Calendar Event items can remain on the Ministry page before or after it no longer shows on the home page.

Policies & Procedures for Parish Communications 2010

Please refer to the **Guide Book & Directory** for additional parish information and individual ministry contacts.

Staff Contacts

St. Gabriel's.....972-542-7170.....generalmailbox@stgabriel.org
Father Don Zeilerx230.....dzeiler@stgabriel.org
Father Jose Pazheveettil,.....x302.....jpazheveettil@stgabriel.org
Theresa Bichselx232.....tbichsel@stgabriel.org
David Cloutierx235.....dcloutier@stgabriel.org
Danna Demmax233.....ddemma@stgabriel.org
Nancy Gormanx301.....ngorman@stgabriel.org
John Karmann.....jkarmann@stgabriel.org
Scott Lattax226.....slatta@stgabriel.org
Jeannette Maherx222.....jmaher@stgabriel.org
Jean-Marie Mieschx239.....jmiesch@stgabriel.org
Joanne Peppardx229.....jpeppard@stgabriel.org
Dawn Purcell.....x227.....dpurcell@stgabriel.org
Audrey Sanazaro.....x225.....asanazaro@stgabriel.org
Page Sandersx228.....psanders@stgabriel.org
Debbie Santowskix236.....dsantowski@stgabriel.org
Martin Scottx223.....mscott@stgabriel.org
Pat Scottx242.....pscott@stgabriel.org
Mike Seiboldx231.....mseibold@stgabriel.org
Angela Wolden.....x224.....awolden@stgabriel.org
Bulletin.....bulletin@stgabriel.org
Library.....x247

St. Gabriel's is a Stewardship parish. This document is made possible by the generous stewardship contributions of many parishioners. Our parish relies on these contributions, given in thankful response to God's generosity, to fund parish ministries and activities like this.

PCC 2010 Members

- Chair – Don Hoff
- Chair Elect – Stan Wilkicki
- Recorder – Theresa Bichsel
- Faith Formation – Donna Fabian
- Fellowship – Rich Marnik
- Finance – Matt Kucholtz
- Outreach – Phillip Fung
- Stewardship – Cindy Worth
- Worship – Larry Pereira
- Youth – Tony Saporito
- Parish Director – Mike Seibold
- Pastor – Fr. Don Zeiler