

GENERAL PARISH
INFORMATION GUIDELINES RE:
Scheduling Procedures, Advertising Policy re Posters,
Bulletin and Bulletin Inserts, Announcements, and
Parish Fundraising Policy and Diocesan Insurance Info

SCHEDULING INFORMATION:

- Schedule your meeting dates as soon as your organization knows the date(s) by emailing your request to pwise@stmaryhudson.cc and cc: jsabol@stmaryhudson.cc. Many more options are available when requests are made as early as possible – ideally, whenever your organization’s yearly calendar is established. (We schedule events only one year at a time on the school year model beginning the Spring of the year).
- A “Facilities Scheduling Form” is required and may be downloaded from our website, www.stmaryhudson.cc. If you need to discuss the event in person, please call the parish office to make an appointment (330.653.8118 ext 221 or 255).

**Polly will email you back within five business days to confirm requests. Please wait for an email confirmation before any decisions are made.*

- **Complete a Room “SET-UP” diagram form** (diagram of facilities). **SET-UP FORMS FOR MAINTENANCE MUST BE IN THE MAINTENANCE OFFICE/MAILBOX** at least 48 hours prior to your event, otherwise the room will be empty. The maintenance staff or other staff members will not be available to set up for your event if a set-up request was omitted. Please complete the room set up form to include any requested items listed on the form. All room set-up diagrams can be located at St. Mary Church website www.stmaryhudson.cc under “Parish Forms” or can be completed at the parish office during regular office hours and submitted to the parish office, ATTN: Maintenance Staff.
- **IN CASE OF AN EVENT CANCELLATION:** Please be considerate by emailing or calling in an event/meeting cancellation. Please give at least 48 HOURS NOTICE FOR CANCELLATIONS. We cannot place any unnecessary set-up burden on our maintenance staff and office staff. Obviously, emergencies happen and we recognize this and will try our best to accommodate. Email cancellations to pwise@stmaryhudson.cc, mikeu@stmaryhudson.cc and maint@stmaryhudson.cc

ADVERTISEMENT POLICY:

- **Political Advertisements:** The Internal Revenue Code completely prohibits parishes from participating to any degree in political campaigns on behalf of or in opposition to any candidate for elective public office. Ignoring these restrictions can seriously jeopardize a parish's tax-exempt status and the very substantial tax advantages that go with it. A detailed explanation of this policy is available in the pamphlet rack in the brown narthex.

- **OUTDOOR ADVERTISEMENT:**

- **Outside Brown Door Entrance** (2 week duration): 4 x 4 ft. in size and must be attached to the existing anchors. Limited to Educational, Spiritual and Community Programs. Please seek approval and schedule with Polly (pwise@stmaryhudson.cc) or Jane (jsabol@stmaryhudson.cc).

- **Sandwich Board Advertising** (Rt 91 – Front Yard): Any Parish organization may file for a sign permit with the City of Hudson. Regulations on duration of sign prior to event are controlled by City requirements. There may only be one sandwich board at any given time. Please seek approval and schedule with Polly (pwise@stmaryhudson.cc) or Jane (jsabol@stmaryhudson.cc). Please consult Janice Bowen, Business Manager by emailing her at jbowen@stmaryhudson.cc in regards obtaining the permit.

*** If you have reserved outdoor space, please leave the other spaces (white and brown narthexes) for other parish organizations. And, only one outdoor area may be secured per event/organization at a time.*

- **INDOOR ADVERTISEMENT:**

- **POSTERS for the WHITE NARTHEX DISPLAY:**

A pastoral staff member assigned to your organization must authorize posters. Posters are limited to 24 x 36 inches. Maximum time to display is 2 weeks and will depend on the demands of other organizations. There is a limit of 2 posters on wall unit in white narthex. No easels are to be used. To schedule a poster for display, please contact the Front Office.

*** Social Justice, Advocacy causes may have separate considerations.*

- **POSTERS for the BROWN NARTHEX DISPLAY:**

Posters may be hung on GRIP-IT STRIPS poster holders on walls in 2 front corners near the outside brown doors provided they are approved by Pastoral Staff. No easels in the Brown Narthex.

*** Social Justice, Advocate causes may have separate considerations.*

*** NO POSTERS or ADS may not be placed anywhere on property without Pastoral Staff approval.*

- **LCD MONITORS located in White and Brown Narthexes:**

The LCD Request form must be downloaded from our website, www.stmaryhudson.cc. and submitted along with your slide presentation to Polly Wise, pwise@stmaryhudson.cc with a cc to Jane Sabol, jsabol@stmaryhudson.cc. Slides may run for two weeks. Once it is scheduled, a PowerPoint slide should be sent to Polly Wise (pwise@stmaryhudson.cc). If a

parish group is unable to prepare a slide in **PowerPoint**, they may provide the information in Word or Publisher format and Polly will then create the slide.

○ **ANNOUNCEMENTS at Sunday Mass**

Sunday announcements are designed as a short reminder regarding events that are scheduled for the upcoming week (ex. Blood Pressure Sunday, Blood Mobile, Mardi Grah, etc). Pulpit announcements are due in the parish office by 3:00 PM, Thursday afternoon prior to the Sunday to be announced. Email all announcements to jsabol@stmaryhudson.cc with a cc to pwise@stmaryhudson.cc. All announcements are edited by Fr. Ed. There is a limit of three (3) pulpit announcements per week so submit your announcements early to secure your requested date. These announcements will be made by the priest following communion.

Rare exceptions are made and must be approved by the pastor. Please put requests in writing with reasons why and give to Jane Sabol who will discuss your request with Fr. Ed for his approval.

○ **BULLETIN ARTICLES/ANNOUNCEMENTS:**

All bulletin announcements receive a two-week run but may run longer if space is available. Please submit the articles by Friday, 9:00 AM for the Sunday bulletin that will be published nine (9) days later. Articles may be edited, as space is often limited. Please email bulletin articles to pwise@stmaryhudson.cc with a cc to jsabol@stmaryhudson.cc

○ **BULLETIN INSERTS:**

These inserts **must be in the office** by 6:00 PM Wednesday afternoon for the Sunday bulletin that will be published 11 days later. It is best to email your insert as it can be forwarded directly to a bulletin file along with a Bulletin Insert Request Form that can be downloaded from our website, www.stmaryhudson.cc Please email bulletin inserts and request form to: pwise@stmaryhudson.cc and cc jsabol@stmaryhudson.cc. It has been suggested that your insert reservation be done months in advance to insure your particular weekend request. Inserts are now built into the bulletin and not “freely inserted”.

○ **DISPLAYS and SALES:**

Displays and sales for any parish organization take place in the Courtyard Narthex only. All displays and sales need approval from Fr. Ed. You should put your request in writing and submit to Jane Sabol (jsabol@stmaryhudson.cc) who will seek approval for you from Fr. Ed. No more than two parish organizations are permitted to have sales at any one time. Maximum of two tables may be used (one for each organization) in the Courtyard Narthex. Nothing may be sold without following the parish fundraising procedure noted below.

○ **WEBSITE:**

We encourage all parish ministries and organizations to email information to the parish office jsabol@stmaryhudson.cc and cc to pwise@stmaryhudson.cc. Your organization’s event will be displayed on our website until the event is concluded.

FUNDRAISING REQUESTS:

FUNDRAISING REQUESTS: Fundraising forms can be obtained on the St. Mary Church website www.stmaryhudson.cc . Completed forms can be returned to the parish office. They will be reviewed on the third Thursday of the month (except July and December) at parish finance council meetings. Final approval will be made by our Pastor. You will be contacted on the third Friday of the month.

- **FUNDRAISING EVENTS/SALES:**
 - Organizations are allowed a total of three (3) fundraisers per year – limited to 2 consecutive weeks per event. No more than two parish organizations are permitted to have sales at any one time. Two long tables will be used for these events in the Courtyard Narthex, in front of the windows (one table per organization). Sales may take place only in the Courtyard Narthex.
 - Membership Drive Sign-up Weekends for all organizations may reserve the Courtyard Narthex only. Membership registration forms for your organization may be added to St. Mary Church website by emailing the form to jsabol@stmaryhudson.cc and cc to pwise@stmaryhudson.cc

REIMBURSEMENT FORMS:

Reimbursement requests must be submitted to the parish office by Monday of each week. Reimbursements are mailed on Wednesday. Reimbursement forms are available at the parish office.

DIOCESAN INSURANCE POLICIES re

ALCOHOL & FOOD: There are specific diocesan insurance policies that must be followed when alcohol and food are served/sold at all organizational functions and parish-wide events. These procedures take time to complete. Please inquire about diocesan insurance policies and procedures several months in advance of your planned event. Call Janice Bowen (330.653.8118, ext 250) or email her at jbowen@stmaryhudson.cc for all information.

STATE of OHIO POLICIES re

ALCOHOL: Similar procedures are required. *Permits take at least 4 weeks to process. Please plan ahead.* Please call Janice, 330.653.8118 ext 250 or email jbowen@stmaryhudson.cc for this information.

MAILING INFORMATION: **If your organization has a mailing that needs to be copied, folded, stuffed, and labeled**, please give the office AMPLE time to complete the request. Generally, large mailings need 5 working days to complete. If you need it sooner, you have the option of taking it home after it has been copied to be completed.