

# OFFICE POLICIES AND PROCEDURES

SUBJECT:	<b>FACILITY SCHEDULING</b>
EFFECTIVE DATE:	November 1, 2022
DATE LAST REVIEWED:	<i>March 17, 2023</i>

## OVERVIEW

St. Anne Roman Catholic Parish facility scheduling policy applies to all employees, parish ministries, parish groups, parish activities, St. Anne affiliated ministries and outside groups. This policy is to guide in the management of scheduling rooms, spaces and resources at St. Anne Roman Catholic Parish.

## POLICY

### Annual and Bi-Annual Scheduling

St. Anne Roman Catholic Parish will manage room and building reservations for July 1 – June 30<sup>th</sup> each fiscal year in the following way:

There are two identified categories, one will schedule annually and the other will schedule bi-annually beginning with a parish planning meeting in March. (See list of ministries below.)

We require all St. Anne staff and parish ministries to submit their faith formation, sacrament and outreach scheduling needs for the next fiscal year by the end of April. The St. Anne affiliated ministries will submit their requests for proposed events and activities bi-annually in May and November, with outside groups submitting their requests for proposed events and activities from June 1<sup>st</sup> to November 1<sup>st</sup> and again from January 1<sup>st</sup> to April 1<sup>st</sup>.

<b>Annual Facility Scheduling</b>	<b>WHEN TO SCHEDULE</b>
Parish Planning Meeting	March
St. Anne Staff and Ministries	In by April 30 <sup>th</sup> each year
St. Anne Affiliated Ministries	In by May 31 <sup>st</sup> each year
Outside Organizations	Accepted from June 1 <sup>st</sup> to November 1 <sup>st</sup>
Exceptions (see list below)	Scheduled when known
<b>Bi-Annual Facility Scheduling</b>	<b>WHEN TO SCHEDULE</b>
St. Anne Affiliated Ministries	In November each year
Outside Organizations	Accepted from January 1 <sup>st</sup> to April 1 <sup>st</sup>
Exceptions (see list below)	Scheduled When Known

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Non St. Anne Roman Catholic Parish affiliated groups (such as community organizations) may be required to obtain insurance coverage for events. The Diocese of Phoenix / Catholic Mutual can assist in determining the appropriate coverage. The Parish Administrator can assist you in obtaining coverage before the facility can be reserved.

All ministry leads and coordinators of activities must have a current S.E.T. status before requesting a facility reservation and all S.E.T. policies must be adhered too. Children are not allowed to be alone without two adult supervision.

## CONTACT

You should direct questions regarding this policy to your direct supervisor or the Director of Parish Administration or by emailing [requests@facilities.stanneaz.org](mailto:requests@facilities.stanneaz.org)

## EXCEPTIONS

Exception must be approved by the Pastor or Director of Parish Administration and documented in writing by emailing it to [requests@facilities.stanneaz.org](mailto:requests@facilities.stanneaz.org).

### Exceptions to the Above Guidance

- All exceptions must be submitted for approval.
- Major parish events (i.e. Parish Picnic, ST.A.A.G.E. Productions, Parish Missions and other major events to be determined by staff)
- Liturgical Events will be scheduled as soon as they are known, as they take priority over other parish events.
- Pastoral Office Closing: no group or ministry may utilize the parish facilities on days the Parish Administration and Faith Formation offices are closed for holidays and holy days of obligation. The Parish offices are closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Holy Thursday (at noon), Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday, Thanksgiving Friday, Christmas Eve Observance (at noon), and Christmas Day Observance. Plus, the week following Easter and some of the days following Christmas to be determined by the Pastor.
- Weddings will be allowed to schedule 1 – 1 ½ years in advance within the normal guidelines for weddings. Being aware that major parish events may preclude their requests.
- Care will be taken to avoid conflicts; however, major parish and diocesan events will always have priority over regularly scheduled meetings and events. If a conflict arises during the year, the facility scheduler admin will communicate immediately with ministry leaders and contacts to work out alternatives when possible.

## CANCELLATIONS / No USE

If your group needs to cancel a scheduled facility, please make every effort to do so as soon as possible since there are many ministries and activities which would love to use the space. A “no-show” will count against a ministry for future use of space. Please log into your facilities scheduler account and delete your event or email cancellations to [requests@facilities.stanneaz.org](mailto:requests@facilities.stanneaz.org)

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## FINANCIAL RESPONSIBILITY

All official St. Anne Ministries will be given proper space to hold ministry activities to the best of our abilities. Outside organizations and other organizations may have to pay a fee or are encouraged to make a financial donation to offset the expenses and to help provide A/C, technology, janitorial supplies and labor to care for our facilities. The leader who has made the reservation is responsible for any damage to the facilities/property of St. Anne Roman Catholic Parish. Please consider making a donation once your reservation request has been granted.

## RELATED POLICIES, PROCEDURES AND MATERIALS

For up-to-date procedures and policies, please visit the St. Anne web site at [facilities.stanneaz.org](http://facilities.stanneaz.org) as this will always show the most current standards to follow.

## ST. ANNE ANNUAL AND BI-ANNUAL MINISTRY CATEGORIES

### Annual Category (St Anne Ministries)

Administration	Junior High School RCIA and Sacrament Classes
Altar Servers	Liturgy
Art and Environment	Marriage Preparation
Baptisms	Maintenance Department
B.A.T.T.L.E. - Jr. High Youth Ministry	Music Department
B.O.L.D. - High School Youth Ministry	Nullity Ministry
Catechesis Familiar	OCIA / Returning Catholics
Catechesis of The Good Shepherd	Parish Wide Activities
Catequesis del Buen Pastor	R.C.I.A. (Rite of Christian Initiation For Adults)
Children's RCIA and Sacrament	R.I.C.A. (Rito de iniciación para adultos)
Clergy	Stewardship Committee
Communications Department	Sacristans
Confession Schedule	St. Anne Adventures
EMHC Coordinators	S.T.A.A.G.E. (St. Anne Arts Guild Evangelization)
English Language Learners	Vacation Bible School
Faith Formation	Weekend and Weekly Mass Times
Finance Council	Weddings
Friends of the Needy	
Funerals	
High School RCIA and Sacrament Class	

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## ST. ANNE ANNUAL AND BI-ANNUAL MINISTRY CATEGORIES

### Bi-Annual Category (St. Anne Affiliated Ministries)

Angelicum Academy  
Apostoles de la palabra  
Carmelite Sisters  
Catholic Homeschooling Moms of Regina Caeli Academy  
Catholics in Action  
Cenaculo San Pio X  
Clase de Planificacion Natural  
Cursillo  
Escuela de Evangelización San Andres  
Encountering Mercy SD  
Folkloric and Dance Sunku Guadalupano  
Guadalupanas  
Heart of Mary Catholic Homeschool Co Op  
Knights of Columbus  
    Breakfast / Roasted Almonds / Raffles / ect.  
Knights of Columbus - Ladies Auxiliary  
Lay Carmelites of St. Therese of the Holy Eucharist (Third Order Carmelites)  
Magis Women  
MFCC - USA, Movimiento Familiar Cristiano Catolico  
Mission Ecce Homo Men's Group  
Our Lady of the Flame of Love  
Respect Life Ministry  
Sainly Heart  
Sons of St. Joseph Bible Study  
St. Dominic of Guzman Family Cenacle  
St. Sharbel Prayer Group  
Taller de Oracion y Vida  
That Man Is You - TMIY  
The Giving Tree  
Young At Heart Seniors Group