

# Ministry Coordinators Stewardship Checklist & Guidelines

## Bulletin Articles

- For optimal communication and marketing of an event, bulletin articles should run for three weeks prior to the event, be written three different ways and submitted by email to the Bulletin Editor, [elacourse@iccwilm.org](mailto:elacourse@iccwilm.org). by 12:00 noon on Wednesdays, ten days in advance of the desired first weekend of publication.
  - All articles must be submitted by email, have name and phone number of contact person and dates requested to be published in the bulletin.
  - All articles must be limited to 100-150 words. Please be sure to include the *who, what, why, where and when*. The Bulletin Editor has the right to edit any article.
  - Bulletin articles not meeting these requirements will be returned to the contact person.
  - Watch bulletin for different timeline for printing of bulletin around the holidays.
  - After event is completed, a summary/result article with facts and figures must be submitted by email, [elacourse@iccwilm.org](mailto:elacourse@iccwilm.org), within a week of the event.

### Ex: Catholic Daughters Holiday Fair Report

The Catholic Daughters held a Holiday Fair on Saturday, November 1 in the De Sales Faith Formation Center. Profits from their Holiday Fair came to \$1,463.00 which has been donated to the following recipients:

\$300	Immaculate Conception Parish	\$225	The Help Center of Fed. Point
\$225	Tileston Outreach Center	\$225	CARE (for children who are HIV positive or have HIV positive parents)
\$225	Wounded Warrior Program (financial assistance to hospitalized soldiers to return home for Christmas)	\$200	Smile Train (finances surgeries for impoverished children in Central America)
\$100	Right to Life Baby Shower	\$ 50	Victory Junction Camp Gang (for disadvantaged children)

Many thanks to all who helped and supported the Catholic Daughters' Holiday Fair.

## Liturgy Announcements

- Announcements are intended to inform people of timely needs immediately following the liturgy, Example: "Sign up for WCC immediately following the liturgy". These are to be brief summaries of the facts, which would be followed by a reminder to "see your bulletin for further details." They are **NEVER** to be mere repetitions of what is printed in the bulletin. The pastor makes the final decision on all announcements.
  - All Announcements must be submitted by email to the Bulletin Editor, [elacourse@iccwilm.org](mailto:elacourse@iccwilm.org) by **Tuesday at 12 noon**.
  - The same Announcements are to be made at ALL Liturgies. No announcements should be hand-written in the book kept in the sacristy.

Ex: The Parish Pictorial Directories are here! See a Parish Pastoral Council Member in the Gathering Area to sign out your copy.

### **Expense Reimbursements**

- Reimbursement requests must be turned in to your Commission Chair to be approved and then to the Office Manager no later than ten days after purchase. All receipts must be stapled in the top left-hand corner. (See binder sample: Check Request Form)

### **Annual Financial Information**

- Immaculate Conception's fiscal year is July 1 thru June 30.
- Budget requests for individual ministries for next fiscal year must be turned in to Commission Chairs no later than requested due date and then to the Business Manager no later than requested due date. These forms will be distributed by the Business Manager. (See binder sample)
- Information about the ministry which you coordinate, including interesting facts and number stats, that is to be included in the Annual report must be turned in to Commission Chair by May of current fiscal year. **Data should be compiled throughout the year.**

### **Goals and Objectives**

- Goals/Objectives for next fiscal year must be completed and returned to your Commission Chair by requested due date. **All objectives must be measurable and quantifiable.** (See binder sample)

### **Facility Reservation Forms (FRF) for next Fiscal Year**

- Each ministry coordinator will be contacted by Commission Chair to reserve meeting/event space for the next fiscal year. (See Facility Reservation Policies and Procedures booklet)

### **Facility Reservation Forms for Other Events and Meetings**

- When making room reservations for specific functions after the yearly Master Calendar has been finalized, obtain Facility Reservation Form in the Volunteer Workroom. Reservations must be submitted at least 1 month in advance which allows for processing, bulletin articles and promotion.
- Telephone requests will not be honored.
- Room cancellations are to be submitted to the Office Manager on a Facility Reservation Form ASAP. (See Facility Reservation Policies and Procedures booklet)

### **Facility Access/Security System**

- Those users who do not have an access key to the church facilities must call the Business Manager during Church Office hours (Monday-Friday, 9:30 am to 4:30 pm) to make arrangements to sign out a key and to learn how to use the access/security system. These arrangements are to be made no later than three business days **before** the event. Keys are to be returned directly to the Business Manager during Church Office hours **no later than** two business days after the event. (See Facility Reservation Policies and Procedures booklet)

**Remember- Commission Chairs and the Parish Leadership Team are always available to assist you with any questions, comments, difficulties and/or concerns.**

# IMMACULATE CONCEPTION CATHOLIC CHURCH

6650 Carolina Beach Road  
Wilmington, NC 28412  
Telephone 910 791-1003 - Fax 910 791-0081

## Facility Reservation Policies and Procedures



**“Being Thankful for God’s House and Serving God  
Through the Stewardship of this Blessing”**

Please read and familiarize yourself with the policies and procedures for reserving and using the Church facilities. This information is intended to make your facility usage a more pleasant experience as we join in partnership to further our ongoing journey of faith.

### Staff Contacts

Church Telephone 910 791-1003

Ginny Bovelsky

Ext. 24

Lorraine Fetzer

Ext. 20

Charles DaVolio

Ext. 15

Elaine LaCourse

Ext. 12

Marie Marshall

Ext. 18

Rev. John McGee, OSFS

Ext. 16

Claudia Sing

Ext. 10

E-mail Address:

[gbovelsky@iccwilm.org](mailto:gbovelsky@iccwilm.org)

[lfetzer@iccwilm.org](mailto:lfetzer@iccwilm.org)

[cdavolio@iccwilm.org](mailto:cdavolio@iccwilm.org)

[elacourse@iccwilm.org](mailto:elacourse@iccwilm.org)

[mmarshall@iccwilm.org](mailto:mmarshall@iccwilm.org)

[jmcgee@iccwilm.org](mailto:jmcgee@iccwilm.org)

[csing@iccwilm.org](mailto:csing@iccwilm.org)



## Facility Scheduling

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- All facility reservation requests are to be submitted to the Parish Office Manager utilizing the Facilities Reservation Forms, which are found in the Volunteer Work Room. Telephone requests will not be honored. Facility Reservation Forms may be submitted by hand delivery, mail, E-mail or Fax. Reservations must be submitted at least 1 month in advance which allows for processing, bulletin articles and promotion. Cancellation of events are to be submitted to Office Manager by e-mail or on a Facilities Reservation Form as soon as possible.
- Be sure to include ample pre-event set up and post-event clean up time. This should be listed under the column labeled “Setup Mins./Cleanup Mins.”
- Moving the walls in Brisson Hall requires training and takes approximately 30 minutes. Contact the Business Manager at least one week prior to the event.
- If there is a scheduling conflict, the Office Manager will attempt to resolve the matter as soon as possible.
- After a final decision is made, a confirmation will be sent to the requestor. Requestor should immediately check the confirmation for correctness and notify the Office Manager of any errors. The original Facility Reservation Form will be placed in a binder and located in the Office Manager’s Office.
- Diocesan, Faith Formation, Sacramental, and Liturgical events will always take priority over other requests. Faith Formation, Sacramental, and Liturgical events also have space and storage priority. Events may need to be moved, rescheduled or canceled in the event of unforeseen, extraordinary circumstances (e.g., funerals). The requestor will be notified as soon as possible.



## Facility Access System

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- Those users who do not have an access key to the Church facilities should call the Business Manager during Church Office hours (Monday-Friday, 9:30 am to 4:30 pm) to make arrangements to sign out a key and learn how to use the access/security system. These arrangements are to be made no later than 3 business days **before** the event. Keys are to be returned directly to Business Manager or the Secretary during Church Office hours **no later than** 2 business days after the event.
- As responsible stewards to our community, please make sure the doors are locked and the security alarm has been set upon exiting the facilities at the conclusion of the event. The Church Staff is not always available to open, close, and secure the facilities.

# General Info and Guidelines

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- Any parish property damaged or items requiring immediate maintenance attention call the Business Manager (910) 791-1003 ext. 15 as soon as possible. For an after office hours emergency, call (910) 791-1003 ext. 10 and leave a message. This line is monitored after office hours for emergencies.
- Immaculate Conception is not responsible for any personal items left upon departure. They may be placed in the Lost and Found bins located in the Volunteer Work Room (under the desk) at the Church or the De Sales Faith Formation Lobby.
- With prior approval, signs, posters, pamphlets, etc. may be posted on the Church or De Sales Faith Formation Center bulletin boards, pamphlets racks, or in Gather/Lobby areas **only**. Requests should be made on the Facilities Reservation Form and must be approved before they can be placed. For approval of: Church Items – Church Secretary; De Sales Faith Formation Items – Coordinator of Children’s Faith Formation
- All copiers (located behind the Reception Desk at De Sales or in the Volunteer Work Room in the Church) are available for use to copy materials for groups, events, or meetings **only** (no personal copying). Note on Facilities Reservation Checklist any problems concerning the copier (i.e. jamming, lights on, making bad copies, etc.). Do not attempt to repair; report to office staff.



## Building Maintenance Responsibilities and Guidelines

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- Outside lights, heating, and air conditioning are automatic. Do not tamper with any thermostats, as one thermostat controls several rooms. Contact Business Manager prior to event if you have concerns.
- Use only the area(s) approved on the Facilities Reservations Form. Groups/Individuals are allowed only into those spaces specifically requested/approved for their use. (Exceptions, of course, are access to restrooms and cleaning supply areas. These spaces are assumed to be of approved use. They are to be kept clean and tidy.) Presumptions cannot be made that unoccupied areas are available for use. They may have been cleaned and set up for another group.
- Chairs or tables are not to be removed from any room unless permission has been given by the Office Manager. All relocated chairs and tables are to be returned to the original location after the event.
- Requestors are responsible for ensuring that any space(s) approved for usage are returned to the exact same condition (i.e., state of cleanliness), utilities status (e.g., water, lights), security posture (e.g., doors closed/locked) in which they were found prior to use. This includes putting chairs and tables back in their original locations if they were taken down or moved.
- Regarding cleanliness, be a good Samaritan and leave all areas used even cleaner! You are expected to clean up after using any part of the facility.
  - The **De Sales Faith Formation Center** cleaning supply closet is located between the restrooms.
  - The **Church cleaning supply closet** is located to the right of the men’s restroom.
  - Sweep or vacuum as needed.
  - Wipe off all tables and chairs.
  - Remove perishable foods and do not leave in refrigerators unless prior approval is made.
  - Recycle bins (Large royal blue trash container with “recycle” symbol) are available and should be used for appropriate recyclables.
  - Empty and remove all trash. Room trash bins should be emptied into the large receptacles located in hallway next to kitchen.
  - For major events, please empty trash into the dumpster and replace clean trash bags in receptacles. Trash bags are located in the metal cabinet in hall utility closet in the church and in the utility closet in the hall in De Sales.



# Mandatory Safety and Risk Management Guidelines

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**For the utmost safety of our parishioners and our Church premises, these guidelines must be strictly adhered to:**

- Use of the facilities is restricted to parish, deanery and diocesan sponsored events. Pastorally, ICC is not equipped to handle other outside requests because of maintenance, supervision and Safe Environment issues.
- If beer and wine are to be served at any parish event, it must be done in absolute compliance with diocesan policy, ABC liquor licensing and approval from Pastor. **Hard liquor is banned** on church premises. (See Office Manager for instructions and determination of ABC liquor licensing.)
- Any events involving minors (18 and under) require that minors are to be supervised at all times according to the provisions of the **Diocesan Policy for Safe Environment for Children and Youth**. Requirements of this policy must be met before permission for the event is granted. Contact the Office Manager or Youth Faith Formation Staff regarding these regulations.
- Requestors should familiarize themselves and participants with the locations of the nearest fire exits. In the De Sales Center, rooms 16, 17, 18, 19 and 20, the windows can slide open for emergency evacuation. These windows are opened **only in case of emergency**.
- Procedures in case of medical, fire and maintenance emergencies:
  - **For medical emergency call 911 immediately.**
    - Church:
      - Church telephones are located on left side of door in the kitchen and in hallway adjacent to water fountain.
      - A defibrillator is located on the wall in the hallway area adjacent to the kitchen on the right side of the church when facing the altar.
      - First Aid cabinet is located in hallway adjacent to kitchen mounted on wall.
    - De Sales Faith Formation Center:
      - De Sales Center telephones are located at the front reception on the desk and on the walls by the doors in the nursery, kitchen and Room 15.
      - The defibrillator in De Sales is located in the cabinet in the hallway just outside of Brisson Hall.
      - First aid kits can be found in:
        - De Sales: Resource Center, Main Kitchen (Room 12), Room 5, Nursery
      - Children's Faith Formation Coordinator and Youth Minister have emergency contact and medical information for youth participants. Contact an on premises staff person immediately after calling 911. After office hours, call 911 and then call (910) 791-1003 ext. 10 and leave a message. This line is monitored 24 hours for emergencies.
  - **Fire emergency call 911 immediately.**
    - Evacuate all participants in your group from the premises. Keep participants grouped together and do not return to building until you are instructed to do so.
  - **Maintenance emergencies** (i.e. overflowing toilet, etc.) Contact Claudia Sing, 910 617-8698 or Charlie DaVolio, 910 617-8877.



# Immaculate Conception Catholic Church Facilities Reservation Checklist

**Please make sure the following things have been done before exiting the facilities. Check off items and return to box in Volunteer Work Room or De Sales Faith Formation Center**

Ministry/Contact \_\_\_\_\_ Telephone: \_\_\_\_\_

Please initial:

- \_\_\_\_ 1. All room(s) in the facilities have been left in good condition. All furnishings have been returned to their original setting. (Remember someone is using these rooms on a regular basis and they need the rooms set up as you found them. Notify the office if furnishings or equipment are in need of repair.)
- \_\_\_\_ 2. All lights are out in areas used and in the restrooms. Dimmer switches are completely pushed down. (Listen for click).
- \_\_\_\_ 3. All food and materials have been removed. Trash has been emptied to large bins in hallway or taken out to dumpster (if applicable). Place clean bags in emptied bin. Trash bags are located in utility closets in the hallway in De Sales Center and in the metal cabinet in the hallway utility closet.
- \_\_\_\_ 4. All equipment has been turned off and returned to the proper closet/room.
- \_\_\_\_ 5. The security system has been set (if applicable).
- \_\_\_\_ 6. All doors are locked (if applicable). Check to see if you are last group exiting building.

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Please note any problems or repairs needed and report anything unusual or suspicious

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improvement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Additional copies of this form are available in Volunteer Work Room and at the Reception Desk at the De Sales Faith Formation Center.*

# Facility Access/Magnetic Lock Keycard Record & Agreement

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**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** NC **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Preferred Email:** \_\_\_\_\_

**Ministry Name:** \_\_\_\_\_

**Day(s) of Use:** \_\_\_\_\_

**Time(s) of Use:** \_\_\_\_\_

**Alarm Code #:** \_\_\_\_\_

**Keycard #/Identifier:** \_\_\_\_\_

**Keycard Issue Date:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_

*I agree to abide by the guidelines in the "Facility Access/Magnetic Lock Keycard Policy" of which I have received a copy. I will return this keycard upon request of Immaculate Conception Church. I will not make any copies of this keycard and will treat this keycard as confidential and sensitive property of Immaculate Conception Church.*

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Keycard Issued By:** \_\_\_\_\_

**Title:** \_\_\_\_\_





# Additional Ministry Financial Funding Request

*This form is to request **ADDITIONAL** funding when there is **NO** funding in a Ministry's current budget. This would include requests for funds for New Project(s) or to expand an Existing Project(s). Forms should be returned to your Commission Chair by the established due date. Commission Chairs should return forms to the Business Manager by the established due date.*

Ministry: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **New or Additional Funding:**

The following information is required when requesting **NEW** –or– **ADDITIONAL** Funding:

- Purpose of Request / Why is Funding Necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Amount of Request: \_\_\_\_\_

- One-Time Request –or– Will it continue to be required each ensuing year?

\_\_\_\_\_

## **Wish List:**

If there were unlimited resources to enhance your ministry, what would you wish for and what do you think it would cost? There is no guarantee these items will ever be funded, however, we would like to know your dreams for possible consideration under the planning process.

- Purpose of Request / Why is Funding Necessary:

\_\_\_\_\_  
\_\_\_\_\_

- Amount of Request: \_\_\_\_\_

- One-Time Request –or– Will it continue to be required each ensuing year?

\_\_\_\_\_