



*Parish Policies*  
*for*  
*Organizations*

*St. William Parish*  
*531 Common Street*  
*Walled Lake, MI 48390*  
*248-624-1421*  
*[www.stwilliam.com](http://www.stwilliam.com)*

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# Forward

*“Defer to one another out of reverence for Christ.” (Eph. 5:21)*

To help us live out St. Paul’s exhortation for Christian communities, we offer this booklet of practical guidelines, which are designed to help us all appreciate and respect the varied needs of our parish organizations and affiliate organizations, and balance them with the responsibilities of the organizations toward the parish, and the parish’s responsibilities toward the diocese.

In most instances, the rationale for the policy is given, in order to help parishioners appreciate and internalize the guidelines.

The program called “Protecting God’s Children” (PGC) is a diocesan-mandated program of awareness that is now an intrinsic part of all parish activities. All volunteers who work with children, and all employees, must complete the awareness workshop and pass a criminal background check. All other adults are invited to attend the workshop, as well, so that as many people as possible can be aware of situations that might pose a danger to our children. Any questionable situations should be immediately reported. There are “Reporting a Concern” forms and instructions available at the Parish Offices. See the appendix for examples of these documents.

One person from each organization needs to be identified who will receive this manual and be responsible for its implementation. That person’s name should be given to the parish office each year by June 15 before the start of the fiscal year.

A copy of this manual is available on our website, including the appendix, any page of which can be reprinted. (For example: you could print numerous copies of the “Scheduling Request Form”.) This policy manual should be considered “a work in progress”, since situations and priorities tend to change over time. Your comments and suggestions are welcome.



Rev. Michael G. Savickas  
Pastor

# Building Usage

## Scheduling

We have a very active parish, and the facilities are in heavy demand. To coordinate the schedule and keep calendar conflicts to a minimum, a computerized scheduling program is used by the rectory office.

When requesting a time, please indicate, on the *Scheduling Request Form*, the time and duration of your event **as well as any prep time or cleanup time needed**. Keep in mind that sometimes one event impacts another, whether by the use of adjoining facilities or parking availability. *Scheduling Request Forms* are available online or at the rectory, and can be dropped off at the rectory or submitted through email. (Send to Rose Campeau: [rcampeau@stwilliam.com](mailto:rcampeau@stwilliam.com).) The secretarial staff is not permitted to accept verbal requests. An entire fiscal year's calendar (July 1–June 30) can be submitted after June 15. **Recurrent annual events must be resubmitted each year.** (Note: fundraising events must not only be scheduled, but approved. See **Fundraising**, below.) A pastoral staff person—or, for sports events, the athletic director—must sign off on your request and then submit it to the Parish Business Office before it can be scheduled. The staff person in charge of the calendar program will send either a confirmation or a conflict notification to the AD or staff person. This is to help us avoid unforeseen conflicts, or to keep us from missing important details.

Since the major mission-driven activities of the parish, especially Liturgy, Prayer Events, Education, and Service (such as Shelter Week or Funeral Luncheons—or a Penance Service, which inevitably impacts the use of the Activity Center), generally have a greater priority than other parish activities, your willingness to defer your event in favor of these others is appreciated. This is especially true if there has to be an occasional last-minute revision, such as to accommodate a funeral.

To help avoid later conflicts, caused by ministry priority activities, the Pastoral Staff will submit their proposed schedules prior to June 15 of each year. Also, on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday evenings throughout the year, the Activity Center will be reserved for both scheduled and *ad hoc* parish program events. The Staff will strive to limit their *ad hoc* usages of the facility to those times. If any of those times does not have an event scheduled by one month before the date, the Staff will be happy to surrender that time to another group that requests it of them. A Pastoral Staff member needs to advise the secretarial staff of the change.

Scheduling is normally done on a “first-come” basis, and if another group later wants to schedule an event that conflicts, the two groups need to negotiate with each other, and the originally scheduled group **advises the rectory in writing** of the resolution. It is important to remember that the Activity Center cannot be scheduled on Sunday before 2 PM, so as not to interfere with the Liturgy or post-liturgy maintenance activities.

It's tempting for an organization to “lock out” a whole block of times, on the chance that the organization might, later, decide to use those times, but this is not really fair to others.

Please look carefully at your organization's need, study your calendars, and only schedule those times that are most likely to be needed and used. Schedule the smallest facility needed. For example, a small meeting does not usually need the whole Activity Center.

SIMILARLY, if you become aware that a scheduled time will not be needed, please advise the Parish Business Office as soon as possible, to allow another group's use, or to allow better scheduling of building maintenance.

**Sports Clinic Scheduling:** From experience, we recognize that there is a special protocol needed for afterschool sports clinics—and even for regularly scheduled afterschool practices. We are glad to schedule these clinics and practices well in advance, but since they are occasionally cancelled due to a lack of participants or a lack of sufficient coaching staff (at least two adults are needed, to comply with PGC guidelines), we will assume that the **clinic has been cancelled, unless confirmed** by 9 AM of the school day. This will allow greater access for maintenance activities. Please also note that clinics or practices on school days cannot start before 3 PM. This is because parents need to take custody of their children after school, and perhaps provide any needed snacks, rather than assume that the school staff will stay after school and be responsible for the children until the start of the clinic. A suggestion is that *at least one parent* be scheduled for each practice, so that if a coach is late or can't come, that the practice can still proceed. If both coaches are there on time, the parent could leave.

## **Event Preparation and Cleanup**

In general, each group is responsible for any needed setup, and for returning the facility to an "as good, or better" condition after your event. If there are any questions about the handling of chairs, tables, or other equipment, the parish maintenance staff will be happy to advise.

In some circumstances, the maintenance staff will be involved in the preparation and/or cleanup. If you have questions about this, please ask. If your event requires major cleanup that would be difficult for volunteers, you may be able to arrange to reimburse the Parish for the cleanup. The Parish, in turn, will specially assign [willing] employees to take care of this for you. Because of liability and workman's compensation issues, your organization may not directly hire persons; this has to be done through the Parish, although this service may not always be available.

Of special note: after any event in which foods—even coffee and refreshments—were served, trash containers must be emptied into the outside dumpsters. This is to prevent odor or vermin problems as well as being a help to the maintenance staff.

IN SUMMARY, after your event, your main responsibility is to police the area, and make sure the tables and floors are clean. Spill on floors, of course, should be wiped up as soon as noticed. The power scrubber can only be used by trained personnel.

## **Emergencies during your event**

If there are medical emergencies, of course, call 911 immediately. The rectory should also be notified. If there is an injury, an Incident Report must also be filled out. If there are serious facilities emergencies (such as flooding, or extensive icing), call the rectory. Hazardous situations should be dealt with immediately. For example, wipe spills promptly, or apply ice melt to an icy area of sidewalk. (Ice melt is usually available near the entrances.) Less critical items that nonetheless need attention should be communicated to the Parish Business Office, preferably in writing or by email. (See also, “Fire and Storm Emergencies”, below)

## **The Safety of Children**

- Children are never permitted in the kitchen or storage room unless immediately supervised by TWO adults, or an individual child by his or her parent. (PGC guidelines)
- The maintenance areas (closets with janitorial supplies and chemicals) must always remain locked during your event, for the safety of the children. The storage room should also remain locked during your event.
- Children should never be unsupervised in any area of the buildings. Of special note: children often want to play in the corridor by the AC restrooms, in the Vercelli Room, or even in the Church. “Supervision” means “intervention” if the child is engaging in any activity that is dangerous, or could result in damage to the building or equipment. Balls can be used in the Activity Center gym space, but nowhere else in the buildings.
- To satisfy PGC concerns, please make it a practice at the beginning of events where children are present to ANNOUNCE a reminder to parents regarding accompanying their children to restrooms and not allowing them to be without adult supervision, especially in the corridors or the Vercelli Room.

## **Security**

Checking the condition and safety of the restrooms at the start of your event ensures that your group won't be held accountable for prior damage. It also allows you to note any maintenance issues, which should be communicated promptly to the maintenance department or the administration. Bathroom tissues and paper towels, if needed, are in the maintenance closets.

After an event, someone from your group must be appointed to do two things: 1) Check the restrooms, and 2) ensure that all exterior doors and windows are closed completely and locked. If there is an event immediately after yours, your responsibility is limited to checking the restrooms.

Keys and/or passcards can be signed out at the rectory during normal business hours, unless other arrangements are made. The rectory staff is not permitted to give keys to

anyone under 21 years of age. If you sign out a key/passcard, you are responsible—don't pass it on to other persons! (They need to get a key for themselves.)

## **Heating and Cooling**

Energy expenses are significant. Please help our parish run efficiently and be ecologically responsible. Keeping exterior doors closed—and interior ones as well, to restrict drafts when exterior doors are opened—can be a major assist. If your event is the last of the day, check that all lights are off, noting that sometimes corridors have been overlooked in this check.

Do not try to adjust the programmable thermostats. If there is a problem with the temperature, bring the issue to the attention of the administration. The thermostats in the Activity Center and Church are especially complex, and are subject to serious program disruption when tampered with. This can cause significant expense, as well as discomfort for other groups, until the damage is noticed and repaired.

However, the small programmable thermostats, such as the ones in the classrooms, have easily accessible 2-hour override buttons to adjust the temperature up or down. It's OK to use these buttons as necessary. If a manual thermostat is adjusted, be sure to re-set it when you leave.

## **Activity Center Storage Room**

The Electrical Services Room is located within the Storage Room. The Electrical Room is not an appropriate place for any storage. The door to the Electrical Room must always be accessible. Likewise, the area around the hotwater tank and the fire suppression system valves must be clear and accessible.

## **Activity Center Kitchen and Appliances**

A brief training is required for anyone who wishes to use the convection ovens, the vent hood, the dishwasher, or the override for the kitchen thermostat. Contact the Maintenance office.

The hood fan must be ON whenever the stove, ovens, or fryers are in use. The cooking equipment must be appropriately cleaned after use, to be ready for the next group. Grease should never be put into the drains. The hot water re-circulating pump must be on in order to provide the correct hot water temperature for proper dishwashing. If any consumables (paper plates, etc) from the kitchen area were used by your group, you should replenish the supplies as soon as possible. The padlock key for the rollup windows is located on the keytag for the fire alarm system. That keytag is next to the thermostat, which is near the door closest to the dishwasher.

## **Demountable Partitions**

The movable walls are very expensive (originally costing over \$200,000), and they are easily damaged. Repairs to them are not easily done, and are usually expensive. For these reasons only persons who have been given permission after training should open or close the walls. The large central wall is also extremely heavy and potentially dangerous if mishandled.

When the walls are closed, to limit damage, please carefully supervise the actions of children to keep them from running into the walls, peeling at loose coverings, or doing other potentially damaging actions.

## **Bleachers**

For both safety and to prevent damage, only those who have been instructed should operate the bleachers, and it requires two persons. Children should never be allowed to climb on them when they are closed. Every adult should feel empowered and responsible to intervene, for the protection of our children, should this behavior be observed.

## **The Portable Stage**

Since it is a “stage” and therefore has no railings, reasonable caution is required during use. For safety, assembly and disassembly of the stage requires special training, and always requires two persons. If the maintenance staff needs to be asked to prepare the stage, a “setup” sheet/diagram needs to be filled out and submitted at least 7 days prior to your event. Assembly and disassembly time needs to be considered when scheduling your event.

## **Activity Center Audio, Projector, and Screen**

Only persons who have received training and permission may operate this equipment.

## **Adding Equipment, or Modifying the Facilities**

Parishioners should feel a certain sense of ownership and responsibility, especially where it concerns thoughtfulness toward others. Picking up a dropped scrap of paper, watching out for children, reporting a needed repair, closing doors and turning off unneeded lights, and reporting dangerous situations are all examples of such ownership.

However, because so many people can be impacted (not all, favorably), and since the ultimate responsibility (and liability) for the Parish rests with the pastor, it would be disrespectful to alter or “improve” the facilities in any way without express permission. The same is true about obtaining furnishings or equipment. (This is one area where it is NOT better to “do it first, and then seek forgiveness”. Please ask!) Sometimes, the answer will be “yes”—and sometimes “no”, often for safety reasons or because the

suggested action may have negative impact on other's needs. Even if the reasons for a negative response are not apparent to you, please accept the answer graciously.

## **Rental of Facilities or Equipment**

Because our parish is so active, we have long had the policy of not renting or loaning out our facilities or loaning out our equipment. Our facilities can only be used by our parish organization or affiliate organizations. Equipment can only be taken off parish grounds for use by a parish organization for a specific off-site event. Prior permission by the pastor or business administrator is necessary. This is to ensure that other user's schedules and needs won't be negatively impacted, and that the equipment won't likely be damaged. Examples of potential damage are when chairs or tables might be used on unpaved surfaces or subject to weather.

# **Communicating with the Parishioners**

## **Weekly Bulletin**

Articles for the bulletin must be submitted no later than the Friday nine days prior to the publication date. Holidays often disrupt the publisher's operation, requiring an even earlier deadline. Check with the bulletin editor for such changes.

Any special requests of the editor, such as highlighting or artwork, need to be specified. Because of limited space, all articles are subject to editing. If in doubt, the editor will ask the pastor about the appropriateness of content. It is best if the article be submitted electronically using Microsoft WORD, but typewritten or even legibly handwritten articles are acceptable. Hard copies can be mailed, dropped off in person, put into the rectory dropbox, or faxed (248-624-5273). The email address is [bulletin@stwilliam.com](mailto:bulletin@stwilliam.com).

## **Website**

Note that if you had information placed in the bulletin, the weekly bulletin is posted on our website. Additionally, we will try to accommodate advertisement of your organization's activities whenever possible. Please contact a Pastoral Staff member for help. The webmaster is not allowed to post information without pastoral staff involvement.

## **Posters, Kiosks, Bulletin Boards, Information Centers, and Electronic Displays**

We are making a serious effort to keep the tower entrances and the hallways uncluttered and more inviting. Posters, signs, and other advertisements should be reasonably "professional" in appearance, to help keep the buildings looking neat, uncluttered, and welcoming. Posters put on the kiosks *usually* need to be standard 8½ x 11 inch size. Often, these are simply posted examples of the flyers that are available in the racks.

Posters of any kind, as well as any information put on the kiosks or on the bulletin boards in the Activity Center corridor, need to be dated and initialed by a Pastoral Staff member. This is to ensure appropriateness and timeliness of the messages, and to keep private parties from using the parish communication media for their own purposes.

If anything is “taped up” anywhere in the complex, ONLY 3M brand Blue Painter’s Tape can be used, since it doesn’t tend to damage the substrate. (The appendix has a suggested taping technique that works better than little “rolls” to hang posters.) 3M also has “command strips” that are removable. If there are any questions about what can be used, please see a staff person for help.

## **Flyers**

Flyers can be placed, with permission, in the racks of the Tower Entrances, either at the kiosk racks or the freestanding racks. (A suggestion: creasing the flyers vertically helps keep them upright when put into the rack.) Please remove your flyers when they become obsolete. Oftentimes, a REFERENCE to the flyer can be placed in the bulletin, urging interested persons to pick up the flyer.

Bulletin Flyers are permitted if they have a “wide audience” appeal AND they are either 1) forms that need to be turned in, or 2) schedules or lists of information (such as Dad’s Club fish fry menus) that people would tend to keep. Our bulletin publisher has the capability of perforating a page near the binding, so that it can be torn out. This is especially useful if you have a two-sided flyer, and is often a better alternative to printing flyers and arranging for your group to stuff them. Loose flyers also tend to fall out of the bulletin, creating litter. Color printing by the bulletin publisher with automatic insertion is available for a reasonable cost. Requests for flyers in the bulletin are addressed at Pastoral Staff meetings.

## **Copying**

The parish is willing to help your group with its minor copying needs. However, copying must be done by office personnel, and we need to respect the demands of their other responsibilities. Copying costs are a major budget item of the parish, so your group needs to reimburse the parish for copy supplies and the per-copy cost that we are charged by our equipment leasing agency. Currently, those costs are 3 cents per b&w copy and 7½ cents per color copy.

## **Announcements at Mass**

We try to keep the number and length of “pulpit announcements” from becoming overwhelming, and, therefore, ineffective. Requests for announcements will be subject to the following considerations:

- Broad appeal. Announcements are for general awareness, not small group reminders. EG. “All parishioners are invited...” Rather than, “the Ushers Club members are reminded that their next meeting is cancelled.”

- Timeliness and urgency. Example: “Right after Mass today....”
- Brevity. Excessive details aren’t going to be remembered anyway. It’s better to refer people to a bulletin article or flyer for details.
- Week-after-week announcements are avoided. If your group has a campaign that is spread over multiple weeks, an announcement can be made at the commencement, and then perhaps just before the end.

## **Financial Policies**

### **Fundraising**

Organizations are free to generate funds from among their own members without restriction—such as through dues or sales or games—subject of course, to State regulations.

Whenever fundraising targets the parish-at-large or the public, all fundraising activities must be pre-approved by the Stewardship Commission. The criteria used for approval tries to balance various requests so that the scheduling of one fundraiser does not negatively impact another. We also want to avoid having too many fundraisers, which could negatively impact our parish’s overall efforts toward *stewardship* as the appropriate way to finance parish operations. Some fundraisers, however, have the added benefit of providing social activity that builds community.

Organizations may not sell items, take donations, or solicit for their group in the Tower Entrances or outside the church doors. This is because some people may feel intimidated, and then be disinclined to attend Mass here. Sales should be done in the corridor off the East Tower Entrance. Usually a pulpit announcement can be made to advise people.

Similarly, when people gather for an event (such as a meal), fundraising groups may not circulate through the gathering. Instead, a table or booth can be set up, so that people will be free to approach it, if they wish.

### **Diocesan Financial Policies**

(The following points are summary highlights. The policies in more detail can be found in the appendix.)

### **Bank Accounts**

Parish organizations may have their own checking account. Because they are considered extensions of the parish, the organizations must follow the diocesan rules for accounts. There can be no savings accounts. The checking account must be of the type that automatically returns the cancelled checks or legal facsimiles. The pastor must be a signatory. After the fiscal year, financial records must be turned in to the parish office for permanent safekeeping.

## The Use of Parish Organization Funds

The funds generated by the group may be freely used by the group in accordance with the purpose of the group. It is fitting that a portion of what your group raises should be donated to the parish. Such donations can help pay for the utilities and upkeep of the facilities that are used by all the parish organizations. Please consider making such donations when projecting your budgets.

According to Diocesan policy, excess funds at the end of the fiscal year may be either donated to the parish or retained in the group's checking account as carryover operating funds, **not to exceed \$1,500.**

What if you need more carryover funds than \$1,500?

Our parish has long had the policy that the pastor will accept the excess money from your organization at yearend and earmark it for your use in the following year, or even open a deposit account for you with the Archdiocese. **The assessment on that money will still need to be paid, however.** The remainder of the money will continue to be held in your deposit account where it earns interest, or be returned as either a check to your organization, or, if you wish, used to purchase items directly for your use. In some instances this latter approach avoids sales tax.

## Reporting

All Parish Organizations that have checking accounts must provide an annual report to the Diocese.

The Business Administrator needs to know the name of the person responsible for the financial reports. That person will be contacted near the end of June to be apprised of the forms and records that will need to be completed and returned before the end of July.

## Assessments

Parish Organizations are considered extensions of the Parish, furthering its mission. Our parish's mission statement is "To live the Good News so joyfully, we can't help but proclaim it!"

Parishes are not independent entities, but are, rather, territorial divisions within the Diocese—extensions of the Diocese. The Bishop is responsible for the mission effectiveness of his diocese. To aid him in his pastoral ministry, the diocese is divided into territorial parishes, each entrusted to a pastor appointed by the bishop. The mission statement of the Diocese is "Sharing Christ, in and through the Church."

To accomplish the multi-faceted tasks of the diocese, funding is necessary, just as it is within an individual parish. A large portion of the funding of the Diocese

comes from an assessment of whatever money the parishes raise. Since parish organizations are considered extensions of the parish, money or items given to the parish by the organization are considered parish income, and the parish must pay an assessment of 7% to help support the Diocese.

- When a money donation is made to the parish, we will pay the assessment from that donation.
- When your group donates items, please consider also donating some funds to cover the assessment obligation that is created.
- When a Parish Organization donates money or items to the school, it is the same as if those donations were given to the parish. They simply become part of the parish's subsidy toward school operation. They are assessable.
- School income other than the subsidy by the parish is NOT assessable. Therefore, donations given by individuals, affiliate organizations, or other outside groups or foundations are not assessed.

## Civil Responsibilities

### Tax Responsibilities     *“Render unto Caesar....” (Matt 22:21)*

By law, the Church is exempt from paying sales tax on those items purchased for Church use. However, food or other items that are purchased for resale are subject to sales tax. There are two approaches you can use if your group is going to resell items.

1. Pay the sales tax when the items are purchased. Then, either sell the item for the same amount, or pay the tax on the difference between the purchase price and the sale price.
2. Provide your merchant with a form that excuses sales tax at purchase time, and then collect and remit the full sales tax at the time you resell the item.

For either approach, contact the Parish Business Manager for assistance.

**Please note** that while items purchased by the parish for Church use are not subject to tax (we have a Tax I.D. number that we use), the parish organizations are NOT tax-exempt. Your group may not use the Parish's Tax I.D. number. In general, according to State law, if your group buys things, you must pay the tax. In order to avoid unnecessarily paying the tax if your group is buying something for the parish's use, let the parish actually purchase the item, and then your group reimburses the parish. Again, contact the Business Manager for help. Also note that there is still a Diocesan assessment due on any money or items donated to the parish. (See “Assessment”, above.)

### Food safety

Food that is sold must be prepared in licensed kitchens.

Our Activity Center kitchen is certified, but a licensed food handler must be on site during food preparation if the food is going to be sold. Cleanliness in the food handling areas is an obvious requirement. It is important to follow the posted instructions regarding handwashing, dishwashing, and disinfection protocols for utensils, dishware and countertops.

## **Alcohol, Gambling, Smoking**

Besides the legal requirements regarding the serving of alcohol, of special note is that the serving of alcoholic beverages must be isolated from minors, and that storage requires express permission from the Pastor or the Business Administrator. (See the appendix for the full *Parish Alcohol Policy*.)

Any gambling activities must be in compliance with State laws. Check with the Business Administrator for details if you are considering conducting any gambling or raffles.

All parish buildings are smoke-free.

## **Fire or Storm Emergencies**

If the fire alarm sounds, unless it can be **immediately** determined that it was a false alarm, such as one caused by a child playing with the pull-station, the building must be evacuated and the fire department called. Evacuation plans are posted throughout the buildings.

The main control for the fire alarm system is located in the West Tower Entrance. If it was a false alarm, to silence the alarms, the key to the board is located in the Activity Center kitchen, near the door by the dishwasher.

Emergency Storm Shelter areas are identified on the Evacuation Plans posted throughout the buildings. If the tornado warning sirens sound, move people to the shelter areas.

## **First Aid and Injuries**

All injuries must be reported as soon as possible to the rectory office. Incident report sheets are located at the kiosks, in the Activity Center kitchen, and at the school and rectory offices.

In the event of an injury, render first aid, and if necessary, call 911. Emergency Automatic Electronic Defibrillators are located in the Activity Center kitchen corridor and in lower Zepf Hall near the kitchen.

# Appendix

The appendix contains the following documents or sample forms:

- Scheduling Request Form
- Setup Sheets: Activity Center, Zepf Hall
- Incident Report
- PCG guidelines for reporting concerns
- PGC Concern Report
- Suggested Taping technique
- Parish Alcohol Policy
- AOD financial policies



# St. William Parish Scheduling Request Form

Today's Date \_\_\_\_\_

Event \_\_\_\_\_

Date of event \_\_\_\_\_

Check, if recurring dates. LIST DATES ON BACK

Start of setup time \_\_\_\_\_

Event start time \_\_\_\_\_

Event finish time \_\_\_\_\_

End of cleanup time \_\_\_\_\_

How many persons are expected for your event?  
(Possible parking impact)

Less than 25

(Or, approx.) \_\_\_\_\_

How do you prefer that we contact you regarding  
your request?

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Mail (Address) \_\_\_\_\_  
\_\_\_\_\_

**Location of event (Mark ALL that apply.)**

- Church
- Vercelli Room
- Activity Center North
- Activity Center South
- Activity Center Kitchen
- Activity Center St. Paul Room  
(small meeting room)
- Upper Zepf Hall
- Lower Zepf Hall
- Zepf Hall Kitchen
- Education Center Cardinal Maida  
Meeting Room
- Education Center St. Cecilia Room
- Education Center Disciples' Room
- Education Center St. Jerome Library
- Education Center OTHER (Specify)  
\_\_\_\_\_

As the date of your event approaches, check to see if there is any other event just before or after yours. You can do this by contacting the Parish Business Office or checking the calendar of events on the Parish website, [www.stwilliam.com](http://www.stwilliam.com).

If the Maintenance Department is to be involved in your event (such as setting up the stage), the setup sheet and diagram must be submitted to the Parish Business Office at least 14 days before your event. If you have any questions about whether Maintenance will be involved, please call the Maintenance Office, at 248-669-5522.

For Office Use Only:      Date Received \_\_\_\_\_       Confirmed       Approved by Staff  
    Date Processed \_\_\_\_\_       Pending, due to conflict

(Blank)

*St. William Parish*  
*A.C. Setup Request Form*

Today's Date \_\_\_\_\_

Event \_\_\_\_\_

Date of event \_\_\_\_\_

Event start time \_\_\_\_\_

Event finish time \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone or Cell: \_\_\_\_\_

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

Maintenance Office: 248-669-5522.

Do you need the setup done by a specific time?  Yes  No

If YES, by when? \_\_\_\_\_.

Do you need the stage set up?  Yes  No

If YES, do you want the size to be  12' x 24' or  8' x 16'

Do you need chairs set up in rows? (Maximum: 285, plus 80 folding chairs)  Yes  No

If YES, facing toward:  Kitchen (East)  North  South

Do you need tables?  Yes  No (Show on diagram)

Number: Long (max. 12) \_\_\_\_\_ Round (max. 36) \_\_\_\_\_ Small rectangular (max. 4) \_\_\_\_\_

If chairs are set around the round tables, how many at each table?  6  7  8

Do you need a podium?  Yes  No

Do you need a microphone?  Yes  No

Other Notes: \_\_\_\_\_

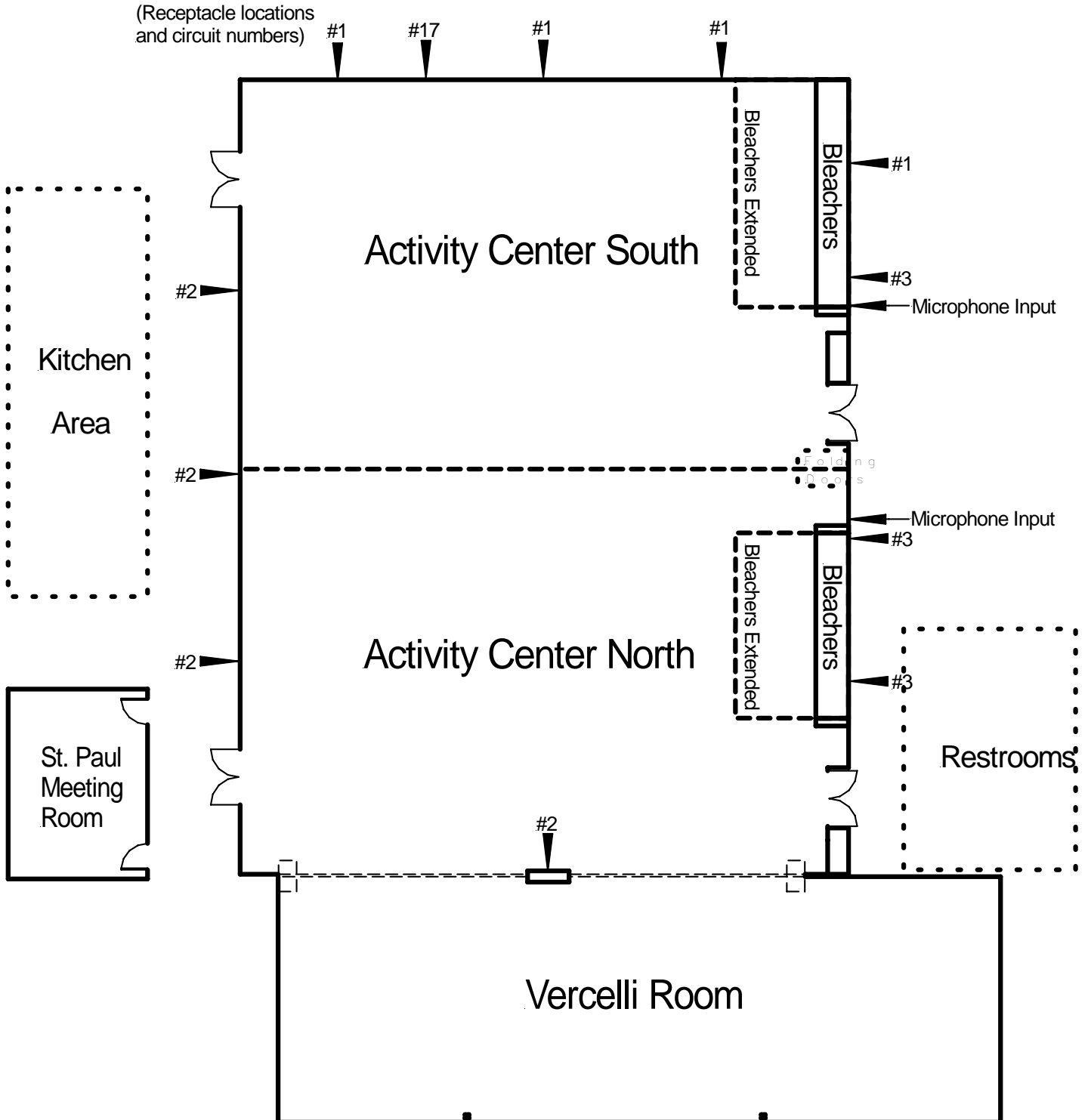
\_\_\_\_\_  
\_\_\_\_\_

Using the diagram on the back, please show the arrangement you want, as best as you can.  
Please turn in this completed sheet and diagram to the Parish Business Office 2 weeks  
prior to your event. **Thank you!**

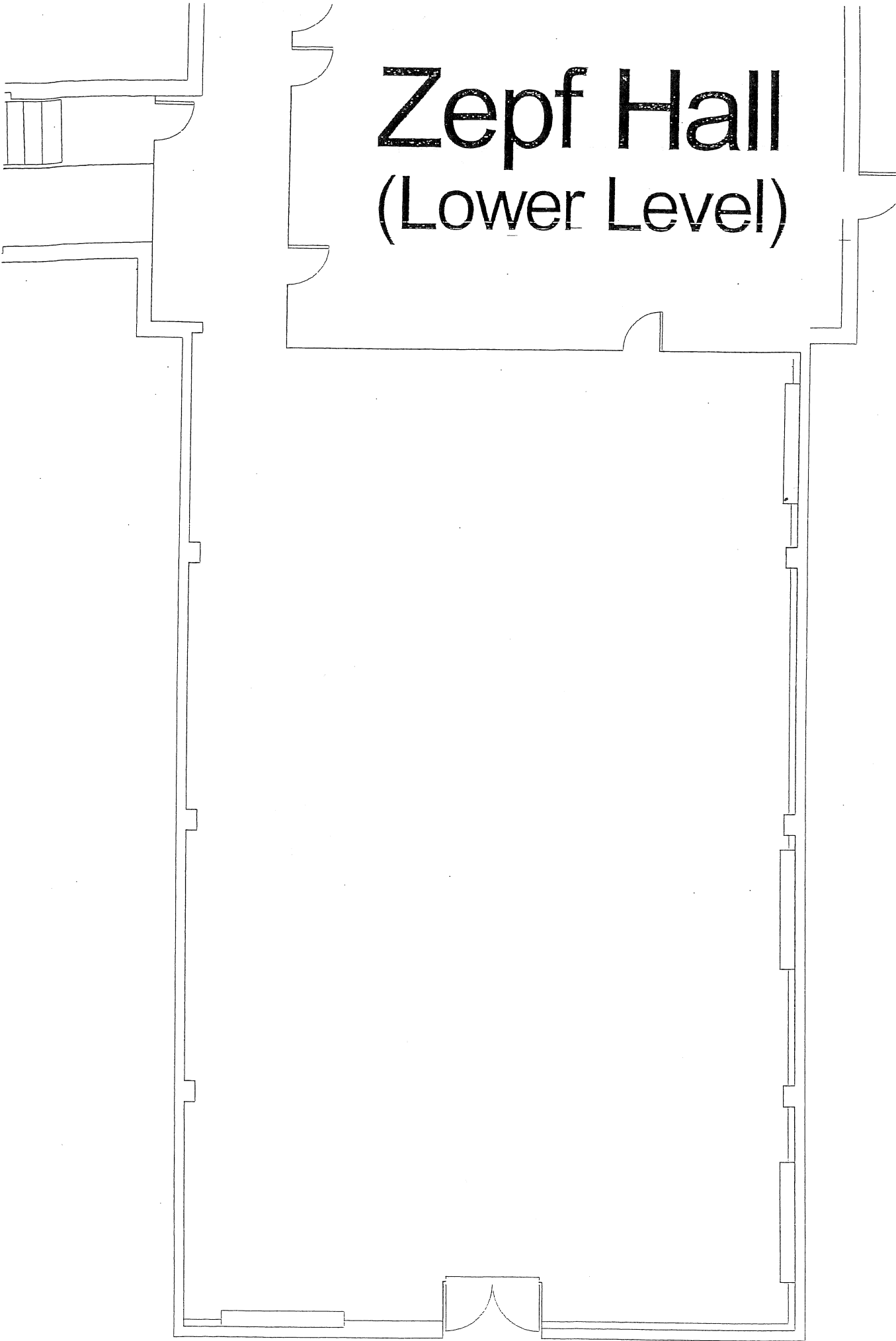
# Activity Center Setup Sheet

(Setup must be submitted to Maintenance Supervisor at least one week prior to event.)

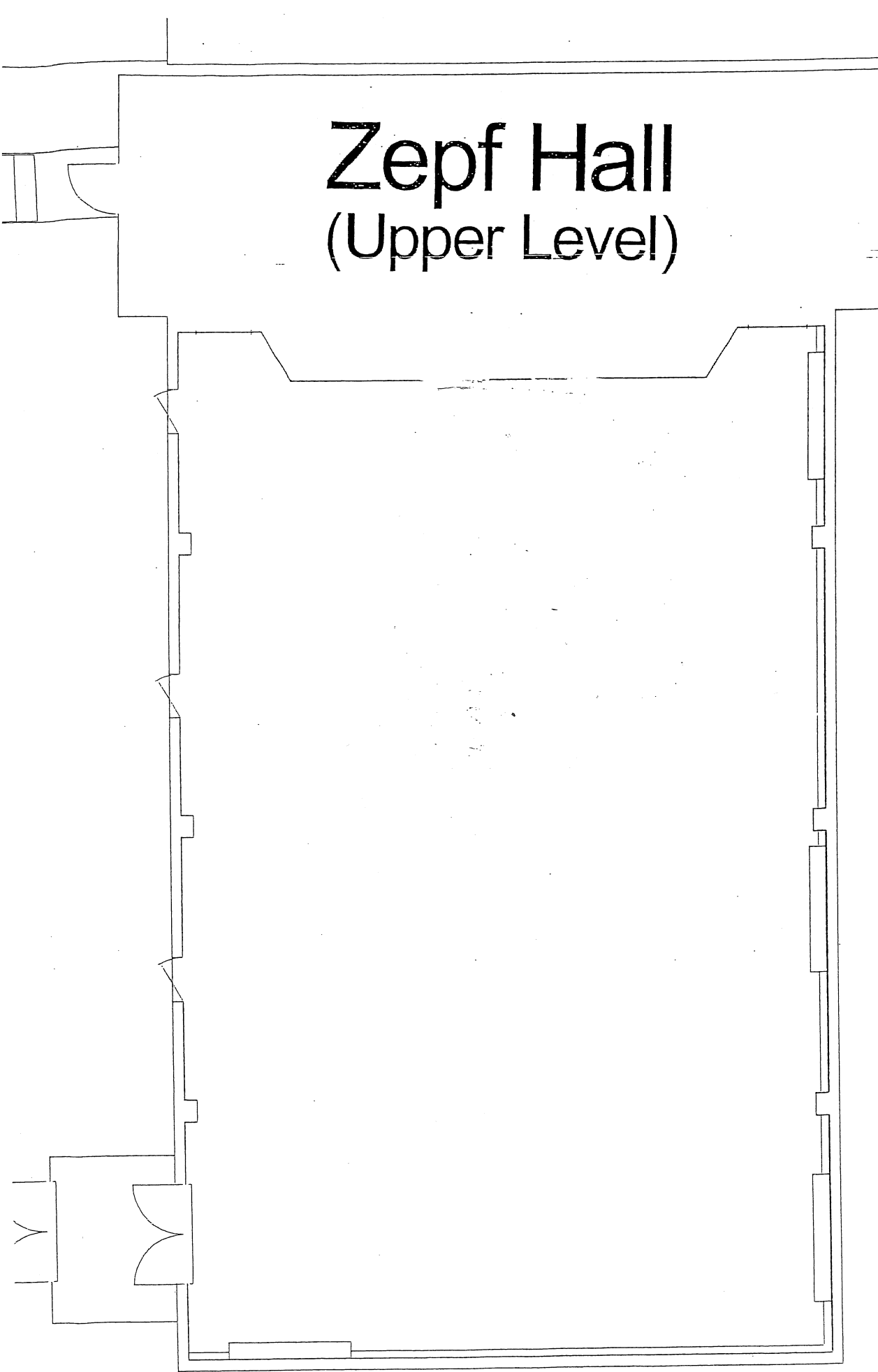
Indicate needed arrangement of tables, chairs, stage, etc. See other side for details.



# Zepf Hall (Lower Level)



# Zepf Hall (Upper Level)



# Injury/Accident Report

Date: \_\_\_\_\_ MCC# 1746

**St. William Parish**  
**531 Common Street**  
**Walled Lake, MI 48390**      **Pastor: Rev. Michael G. Savickas**

**Injured Person Data:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Description of Accident:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Injuries (if any):** \_\_\_\_\_

**Medical Treatment (where, when, etc.):** \_\_\_\_\_  
\_\_\_\_\_

**Medical Insurance** \_\_\_\_\_  
\_\_\_\_\_

**Witness Information:**

Name \_\_\_\_\_ Add. \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Add. \_\_\_\_\_ Phone \_\_\_\_\_

**Data Pertinent to Injury/Accident:** \_\_\_\_\_  
\_\_\_\_\_

**Signature of Injured Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE REPORT ALL INJURIES BY PHONE: 248-352-1062 or FAX 248-350-1710**

**Gallagher Bassett Services**  
**P.O. Box 687**  
**Southfield, MI 48304**

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# PGC Guidelines for Reporting Concerns

## —When to use the “Concern Report Form”—

The “Concern Report Form” should be used to alert our Parish Administration of potentially unsafe situations for children within our parish. The form is not intended to be used for maintenance issues, but rather, for behavioral concerns. (A simple message can be left at the Rectory Business Office for maintenance issues.) **However**, emergency maintenance situations that pose a serious danger need to be brought to a staff person’s attention immediately.

Examples of situations around the parish that could appropriately be reported using this form:

- Parents dropping children off, without putting them in the direct care of another adult—for school, religious education, sporting or social activities, etc.
- Children left unsupervised ANYWHERE, ANYTIME.
- Children in any potentially hazardous area. (Examples: playing on the “boulder wall” at the entrance to Zepf Hall, climbing onto unextended bleachers.)
- Children in any identified “No Child” area. (Examples: Boiler room, closets, electrical rooms, storage rooms.)
- Children in other identified areas without appropriate adult supervision. (Examples: Kitchen, small meeting room)
- Young children being sent to public restrooms without parent or guardian.
- There should be two or more adults present (who have completed the PGC workshop) for volunteer situations with children.

According to our Archdiocesan website, the following are some particular behaviors on the part of an adult to that are considered “warning signs” with regard to children:

Whenever an adult

- Discourages other adults from participating or monitoring.
- Always want to be alone with children.
- More excited to be with children than adults.
- Gives gifts to children, often without permission.
- Goes overboard touching.
- Always wants to wrestle or tickle.
- Thinks the rules do not apply to them.
- Allows children to engage in activities their parents would not allow.
- Uses bad language or tells dirty jokes to children.
- Shows children pornography.

# *Protecting God's Children*

## Reporting a Concern

We take the safety of our children very seriously, whether it involves potential child abuse, or the physical safety of a child while he or she is on parish property.

This form is to be used to bring to the attention of the Parish Administration a situation of concern that you have personally observed regarding the safety of our children. We want to make sure that any such concerns are addressed promptly, and that we get back to you in a timely fashion to assure you that your concerns were addressed and to advise you of what action steps have been taken.

For the process to work correctly, you must provide your name, and a number where you can be reached. You may drop this form off **at the Rectory**, either in person or by putting it into the "drop box" on the front porch of the Rectory, or you may leave it with **the receptionist** in either **the School Office** or the **Office of Faith Formation**.

**I have personally observed the following, which I believe to be a concern regarding children's safety:** (Please provide sufficient detail, including when and where. )

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\_\_\_\_\_  
Your name (please print)

\_\_\_\_\_  
Phone number where you can be reached

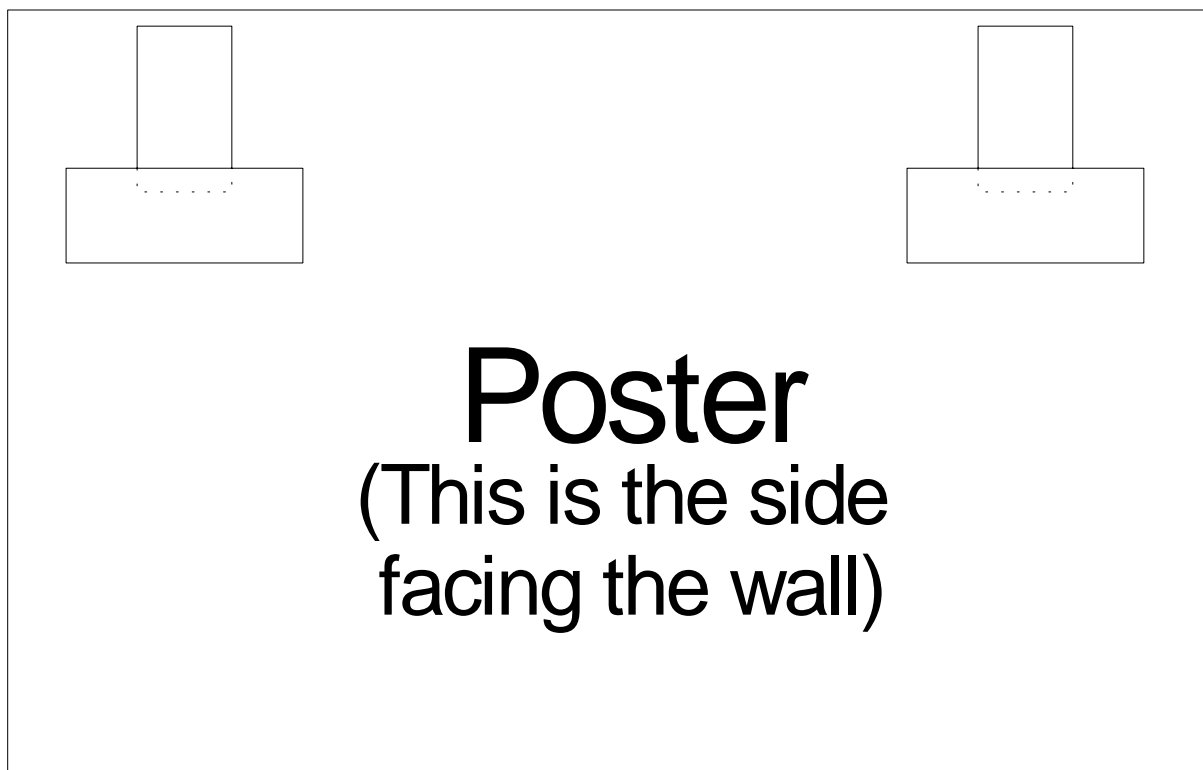
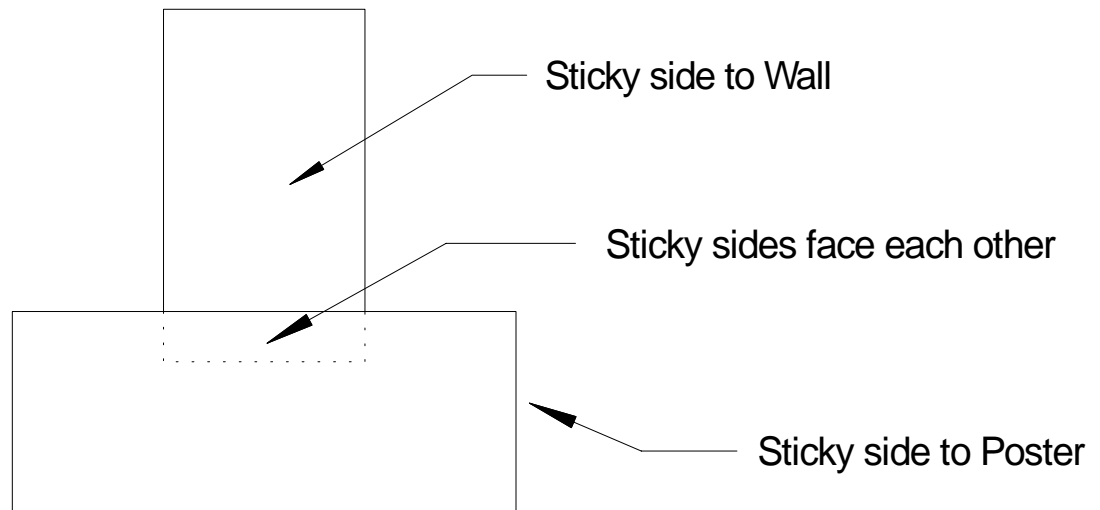
\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

Please drop this form off at the **Rectory**, the **School Office**, or the **Office of Faith Formation**. If you are not contacted within three business days, PLEASE CALL THE RECTORY. (248) 624-1421

Please keep the bottom (pink) copy of this completed "Concern Report Form" for your reference.

# Suggested Taping Technique for Posters Using "Blue" Tape



## **St. William Parish Alcohol Policy**

St. William Parish requires that all organizations and individuals provide both reasonable care in regard to the consumption of alcoholic beverages as well as the prevention of overindulgence in the consumption of alcoholic beverages on parish grounds.

“Reasonable care” means strict compliance with the laws of the State of Michigan with regard to alcohol. Isolation of alcoholic beverages from minors is paramount, and no exceptions will be tolerated.

If a valid liquor license is not secured on behalf of the Parish, Parish Organization, or affiliate Organization (as must be the case when alcoholic beverages are to be sold), it is understood that the *individual persons providing the alcohol are accepting responsibility* under Michigan Dram Laws for the monitoring of alcohol use and the prevention of overindulgence of alcoholic beverages.

Any unauthorized storage on parish grounds of alcoholic beverages or their containers (whether full, partially full, or empty) is prohibited. Authorization for storage is only available from the pastor or his delegate.

March 20, 2000

# FINANCIAL POLICIES AND PROCEDURES MANUAL FOR PARISHES

## FINANCIAL POLICIES

**PART  
ONE**

**SUBJECT:**

**PARISH BANK ACCOUNTS  
SUPPLEMENT - Parish Organization  
Bank Accounts**

**POLICY**

**A-10.4**

**EFFECTIVE DATE**

**July 1, 1981**

**REVISION DATE**

**PAGE 1 OF 1**

In conjunction and addition to the provisions for the establishment, maintenance and operation of auxiliary bank accounts, the following are the supplementary provisions for parish organization bank accounts:

1. Each parish organization is allowed to maintain one checking account each, if they so desire.
2. Parish organizations shall not maintain savings accounts and/or share-draft accounts offered by credit unions and savings and loan associations.
3. The parish organization checking account shall be maintained and used for purposes of handling financial transactions arising from their internal activities. As referred herein, internal financial activities shall include the collection of membership dues; payments received for work performed in administering bingo or other parish fund raising activities; the raising of funds among the general membership of the organization from member contributions or from the proceeds of small games and raffles played among themselves; and the use of organization funds either for themselves, for parties, meeting refreshments, purchase of jackets or uniforms for themselves, etc., or for a specific undertaking/purpose.
4. Financial undertakings such as the administration or operation of bingo, festival, raffles, etc., which involve the whole parish shall not pass through the parish organization's checking account. Instead, these transactions shall pass through the parish central bank account or bingo account whichever is applicable.
5. Transactions in parish organization bank accounts shall be recorded in appropriate books of accounts. A report of these transactions shall be made in accordance with the policies on financial reporting (Policy A-8).
6. Parish organization checking accounts shall be maintained with the Pastor and organization president/treasurer as authorized signers.
7. At the end of the fiscal year, financial and accounting records such as check stubs, paid and cancelled checks, voided checks, bank statements, books of account, bills, invoices, etc. of each parish organization, shall be turned over to the parish rectory or business office for permanent safekeeping.
8. As may be deemed appropriate by its membership, excess organization funds at the end of the fiscal year may be donated to the church or carried over as operating funds of the organization for the next fiscal year. These funds, however, shall not be invested nor placed in savings accounts. Excess organization funds that may be carried over to the following fiscal year shall not exceed \$1,500 or the minimum balance required on interest paying checking account.
9. If excess funds are earmarked for a specific purpose that contributes to the general welfare of the parish, e.g. to purchase altar furnishings, school equipment, etc., such funds shall be turned over to the parish instead of the particular organization making the purchase directly.

# FINANCIAL POLICIES AND PROCEDURES MANUAL FOR PARISHES

## FINANCIAL POLICIES

**PART  
ONE**

**SUBJECT:**

**PARISH INCOME SUPPLEMENT -  
Fund Raising Income**

**POLICY**

**A-11.4**

**EFFECTIVE DATE**

**July 1, 1981**

**REVISION DATE**

**PAGE 1 OF 1**

Under Policy A-11, the provisions for fund raising income shall be as follows:

1. All fund raising activities, for whatever purpose and notwithstanding whether these are administered/operated by professional groups, parish units/organizations or students, shall be conducted under the auspices of the parish.
2. All transactions for fund raising activities shall pass through the parish central bank account. The only exception to this requirement are bingo transactions (See bingo bank account; Policy A-10.1).
3. All fund raising income shall be treated and recorded as church income, notwithstanding the purpose for which these were raised. The proceeds from these activities shall be used for the purpose for which the activity was undertaken except where limitations are specified, i.e. school support (see church subsidy to parochial schools). The only exception to this requirement are as follows:
  - a. Fund raising activities conducted among and limited to the general membership of a parish organization with funds generated from member contributions or from the proceeds of small games and raffles played among the members shall not be considered as a parish fund raising activity and are, therefore, not required to be recorded as church income.
  - b. Minor intra-school fund raising activities which are sponsored, managed and conducted by students among themselves shall not be considered as church income. Any profit from these activities shall be treated as school income.
4. A full accounting of each parish fund raising activity shall be made to the general membership of the parish at the completion of such activity.
5. Insurance and tax withholding requirements shall be complied with at all times in all parish fund raising activities.
  - a. The parish is obligated by law to withhold 20% of prizes paid out on raffles, festivals, etc. of \$1,000, or having a fair market value of \$1,000, or more. If the prize is a car or other non-currency item, the 20% withholding shall be applied on the fair market value of such item. Thus, the winner shall be required to put up 20% of the value of the item. The person who is to receive the payment of winnings subject to withholding is required to furnish the parish with his/her name, address and taxpayer identification number (social security).
  - b. Ride contractors during festivals shall be required to have casualty and liability insurance. Also, where food and liquor are sold during festivals, the appropriate licenses should be secured.