

Holy Family of Joseph, Mary & Jesus Church

Facility Scheduling Policy

Overview of Scheduling Policies

It is the policy of Holy Family Catholic Church (HFCC) to encourage the use of church facilities for staff sponsored ministries, internal ministry groups, auxiliary organizations and private individuals. Scheduling is handled internally through the use of a software application that assists in the management of all church facilities. Information regarding the use of church facilities is available on the church website, www.hfccvic.org/facilitiesuse.

Guidelines for scheduling

To schedule an event or group of events the submission of a “Request to Schedule Event” form is required. This form is available on the website or through the church office. No events can be placed on the calendar until this form is received. When multiple events are submitted a calendar type list may be substituted so long as it includes sufficient information to properly schedule the facilities (date, room(s), times, equipment required, etc.)

Priority of scheduling

- I. Liturgical events (e.g., Mass, confession, baptism, weddings)
- II. Staff sponsored events (e.g., Youth, CCD, RCIA, choirs)
- III. Related ministry events (e.g., Bible studies, ACTS)
- IV. Diocese and Parish organizations (e.g., Altar Society, KofC, CDA)
- V. Private outside events

Liturgical events are scheduled under the direction of the Pastor and at his discretion. All other events require a Request to Schedule Event form, or substitute calendar list, to be submitted. These forms can be submitted online through the church website, by E-mail to lpagel@hfccvic.org, by fax to 361-573-6053 or by mail to the church address Attn: Facility Scheduling.

Schedule requests timeline

Calendar year scheduling periods are as follows:

Liturgical events	Pastor’s discretion
Staff sponsored events	April 1 st - 30 th for next calendar year
Related ministry events	May 1 st - 31 st for next calendar year
Diocese and Parish organizations	June 1 st - 30 th for next calendar year
Private outside events	July 1 st for next calendar year

Requests submitted after the deadlines will be scheduled based on availability **but will** not take priority over a previously scheduled event.

Special circumstances and exceptions

- 1) St. Peter's Hall may be scheduled on Saturdays until 4:30PM except during Lent
- 2) St. Peter's Hall may be scheduled on Sundays after 1:00PM except during Lent
- 3) St. Donald Hall is not available for rentals on Fridays and Saturdays.
- 4) No outside events are scheduled Holy Week, Thanksgiving weekend (Wed – Sun), Christmas Holiday while the office is closed, and the weekend of the Festival.
- 5) Parish organizations must submit schedules through a single point of contact:

Altar Society	President of organization
K of C	Grand Knight
CDA	Regent
- 6) In the event of a conflict, facilities are scheduled on Priority of Scheduling I – V above
- 7) In the event of a conflict at the same priority level the groups can work it out between themselves and submit, in writing, the resolution. If a resolution cannot be achieved the Pastor or Business Manager has final decision authority.

Fundraising and Recruitment Events Before and After Masses

Because of the number of requests that we receive from charitable organizations and worthy causes, we have established a policy for fundraising before and after Masses. Only one (1) fundraising event will be allowed on any given weekend. Scheduling of fundraiser(s) is subject to all provisions listed above.

Any parish organization/group may fundraise or occupy an information table in St. Peter's Hall with access through the double doors before and after Masses assuming that they have received permission from the pastor. Any group that represents a ministry that is directly supported by the parish, (Ex. VCAM) may reserve one weekend per fundraiser. There are several groups that have for many years solicited help in the narthex of church and/or outside under the covered drive that are not directly associated with the parish or one of its charities. These groups will be grandfathered in, once again with the permission of the pastor, however all efforts will now take place in St. Peter's Hall. Future privileges will be denied for failure to comply with these rules.

Procedures for fundraising/recruitment during weekend Masses

Matthew 21:12 – “My house shall be a house of prayer”

A group that has permission from the pastor may set up table(s) in St. Peter's Hall so that interested people may approach them. Tables may not extend out of the hall into the foyer and any that are visible from the foyer should be draped or covered appropriately. Please do not solicit people entering or leaving Mass, however they may approach your group if they so desire. Groups may not hang signs in the windows, on the walls, or on the glass of St Peter's Hall. Each group may submit information regarding the fund raising event to be published on a large monitor in St. Peter's Hall that is visible from the foyer. Holy Family Catholic Church retains the right to edit any information submitted before publishing. Each group is asked to put away any tables and chairs used and properly dispose of any trash. Please remove all literature when leaving, or all will be disposed of by the staff.

Please schedule set up times through the church office at 361-573-5304. Set-up MAY NOT take place before 4:30 pm Saturday afternoon. Remember that the church is a house of prayer and each group member is expected to dress and act accordingly, especially during the liturgy.