

FAQ

EMERGENCY PROCEDURES

REV. 052019

We ask that you identify someone in your group certified to perform CPR and someone in your group to call 911 as part of your agenda and before beginning each meeting.

We also ask that you become familiar with where the defibrillator and first aid supplies are located in your building and that you look at the evacuation route posted in your meeting room.

What do I do if someone falls severely ill or gets hurt during a meeting or gathering? If the event involves someone severely ill or injured please **call 911**, then contact the **Parish Office** immediately at **281-370-3401**. If it is **after hours** you will be prompted to **press 9** and will be connected to live assistance.

GENERAL

What is the WIFI name and password for the church campus: Please select **silccguest** as the WIFI name and the password is **st.ignatius**.

Who do I contact to set up or change my ministry's information on the silcc.org web page? Please review your ministry's section of the website to ensure the information is current. Postings on the Website may be done through the approval of the appropriate Commission, then you may contact the **webmaster@silcc.org**.

Who do I contact to link my e-mail to my ministry's e-mail at silcc.org, in order to receive communication redirected to my email address? (This will also add your email address to notices sent to "Ministry Heads".) Contact **parishadministrator@silcc.org**.

How do I reserve a room for my meetings? Go to **silcc.org** and select **ECOMMUNITY**, then tab and click **Reserve a Room**. Please read and review the **Steps to Reserve a Room and Facilities Use Policy**, then click the **CLICK HERE** to complete the **SILCC Room Request form**. You will receive an email confirmation and your event will be posted in the calendar. **Please note:** If you no longer need the room you are required to **cancel ASAP** using the **Cancel - Room Reservation form**.

How do I get equipment such as DVD players for my meeting? Please read and review the **Steps to Reserve a Room**. When filling out the **Room Request Form** you will be prompted to mark an **(X)** for specific equipment resources you may require.

How do I get access to the building and my room? Go to the church office and speak with the receptionist to check out a **Room Key/Building Access Card**. Your building will electronically unlock 30 minutes prior to the start of your meeting.

What are my responsibilities as a ministry head after meetings? Please clean up your trash. If there is a small amount of trash please use the trash can in your room; if large amounts of trash has accumulated please take the trash to the dumpster behind the building.

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Please remember there is **NO FOOD** allowed in the meeting rooms. Return all tables and chairs to their original position as indicated on the diagram of the room set up.

How do I find out if I or my members need CMG Safe Haven online training? Please contact the **Parish Office 281-370-3401** and ask for the **Office Manager**.

CMG Safe Haven online training is replacing the VIRTUS training. These training's are available online only and in English and Spanish. Go to silcc.org select **ECOMMUNITY** than tab and click **Safe Environment/Ambiente seguro - CMGConnect Safe Haven** and follow the instructions.

PUBLICITY

How do I have my ministry information included in Bulletin notices or flyers? Please send your request to bulletin@silcc.org. Bulletin requests need to be sent **by the Friday before 3pm, the week prior to the weekend requested**: holidays may have earlier deadlines. (Example: A March 11th bulletin, request will need to be sent by Friday, March 2nd by 3pm}

How do I request a fundraiser for my ministry? You must receive approval from the **Finance Council** to have a fundraiser. Go to silcc.org and choose **Administration**, tab and click **Finance Council** for the **online request form**. Your request will be reviewed by the Council.

How do I request a pulpit announcement and/or a table in the Narthex and what are the guidelines? Go to silcc.org and choose **e-community tab**. Choose the **Publicity tab** where you will find detailed instructions.

How do I request space on one of the outdoor message boards (Christus Center and on Cypresswood) for my ministry? Go to silcc.org and choose **ECOMMUNITY** then tab and click **Publicity** where you will find detailed instructions.

MY PARISH APP

Step 1: Sign up for MyParishApp. This App is available for Apple and Android Devices. **Text App to phone number 88202, or visit myparishapp.com to download.**

Step 2: Become the administrator of your ministry group on My Parish App **by contacting parishadministrator@silcc.org.**

Step 3: After your ministry members have installed MyParishApp they can request access to your ministry group on the App. **You will then “accept” them through the App.** Once accepted you will be able to communicate ministry information to your members through the App.

Please review your ministry’s website to ensure the information is current **and update all necessary changes ASAP by following the guidelines in the FAQ above.**

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