



St. Michael the Archangel Catholic Church
Handbook for Ministry Leads 2020



Table of Contents

1	Our Mission	5
1.1	We Build our lives in the image of Christ through the Eucharistic community.	5
1.2	We Evangelize by witness and action.	6
1.3	We Serve the diverse needs of our fellow parishioners and the broader community.	6
1.4	We Are Faithful Stewards , accountable to God, by thoughtfully sharing our time, talent and treasures.	7
1.5	We Foster Faith Formation by maintaining a dynamic learning environment.	7
2	Parish Organizational Structure	8
3	Ministries at St Michael	8
3.1	Summary of Ministries.....	9
3.2	The Ministry Leader	9
3.3	Leading a Ministry is a Call	9
3.4	Responsibilities and Expectations.....	9
3.4.1	Responsibilities	10
3.4.2	Expectations	10
3.4.3	Commitments.....	10
4	Parish Organizations	12
4.1	Parish Based Organizations.....	12
4.2	Non-Parish Base Organizations (NPBO).....	12
5	Requirements for visiting presenters	13
5.1	Visitors from outside the Diocese	13
5.2	Foreign Visitors.....	13
6	Facility Reservation Procedures	14
6.1	Annual Reservation Timing	14
6.2	Priority of Reservations and Usage.....	14
6.3	Room Reservation, and Scheduling	14
6.4	Parish wide events and fundraisers.....	15
6.5	Audio and Video Equipment & Resources.....	16
7	Facility Use Guidelines	17
7.1	Facility Hours	17
7.2	Room Set Up	17
7.3	Room DO's	18
7.3.1	Borrowing items from facility	18
7.3.2	Kitchen Use	19

7.4	Room DONT's	19
7.5	Supplies	20
7.6	Checklist before leaving the room	20
7.7	Reserving Narthex Tables.....	20
8	Communications to Ministries	22
8.1	Bulletin Guidelines	22
8.2	Bulletin Inserts	22
8.3	Weekly emails.....	23
8.4	Ambo (Pulpit) Announcements.....	23
8.5	Photograph or Images.....	23
8.6	Advertisement in and around the Parish	24
8.7	Website Guidelines: https://stmichaelmckinney.org/	24
9	Finances	25
9.1	Budgets	25
9.2	Printer room, Paper supplies, Copies and Printing	25
10	Safe Environment Program	27
10.1	Safe Environment Program Coordinators.....	27
10.2	Basic recommendations for your group meetings.....	27
10.3	Safe Environment Program for Organizations Not Parish Based.....	28
10.4	How to Report Abuse.....	28
11	Facility and Emergency Plans.....	29
11.1	Thermostat Operation	29
11.2	Church Thermostat Operation.....	29
11.3	Severe Weather Alerts.....	29
11.4	Evacuation and Shelter Plan	29
11.5	Important Numbers	29
12	COVID19	30
12.1	DECREE.....	30
12.1.1	Introduction and Explanation.....	30
12.1.2	PHASE ONE: Scheduled Confessions may resume with strict social distancing guidelines; the celebration of the Sacraments of Initiation (Baptism, Confirmation and Eucharist) for adults and children who had been preparing for the Easter sacraments but have gone without reception into the Church due to this pandemic as well as for infants can continue in limited numbers; and religious celebrations for families (weddings, Ordinations, Funeral Masses, Quinceañeras, etc.) may begin in small groups.	31
12.1.3	PHASE TWO: The celebration of public daily Masses may resume, with protocols to ensure limited and restricted attendance in keeping with distancing and safety protocols as presented by and following civil and health authorities.....	31
12.1.4	PHASE THREE: The celebration of public Sunday Masses may resume, with limited and restricted attendance increasing over time, as presented by and following civil and health authorities. Even when Sunday Mass is available, the Faithful will remain dispensed from any	

	obligation to attend Mass on Sunday because of the continuation of restricted attendance.	31
12.1.5	PHASE FOUR: The celebration of Sunday Masses at full capacity may resume, with a return to a state resembling Catholic life before the beginning of the pandemic.	31

St. Michael The Archangel Catholic Church Parish

Start the New Year strong with the 2020 vision:
Seeing clearly is a welcomed blessing. It affects our outlook and quality of life.
The same is true for spiritual vision. What is spiritual vision? How can we
achieve 20/20 spiritual vision in 2020?

As believers, we have the opportunity to live out our faith with spiritual vision
that can impact and effect change in our community
We are amazed and grateful for all God is doing through our Church. Thank
you for the part you play. There are still so many people waiting to be inspired,
waiting to hear your experience, your story, go out and invite them.

1 Our Mission

1.1 **We Build** our lives in the image of Christ through the Eucharistic community.

- Altar Linens (Cleaning)
- Altar Servers (English/Spanish)
- Eucharistic Ministry (English/Spanish)
- Lectors (English/Spanish)
- Mass Coordinators (English/Spanish)
- Sacristans (English/Spanish)
- Ushers (English/Spanish)
- Ministries of Care/Homebound (English/Spanish)
- Children's Choir
- Teen Choir
- Cantor Ministry
- Parish Celebrations –Music
- Funeral Coordinator
- Mass Choir (11:30 am)
- Coro Misa (9:30 am)
- Coro Misa (2:00 pm)
- Coro Misa (6:00 pm)

1.2

We Evangelize by witness and action.

- Communication
- External web site
- Internal
 - Flock Note Emails
 - Bulletin
- Vocation's Chalice Ministry
- Women's Bible Study

1.3

We Serve the diverse needs of our fellow parishioners and the broader community.

- Knights of Columbus
- Pro-life Group Auxiliary
- KOC Columbian Squires
- PFN Metodo
- Roses Squires
- St. Vincent de Paul
- Women's Guild
- Adult Social Ministry
- Prayers and Squares
- Welcome/Hospitality Ministry
- Jovenes Adultos Para Cristo
- Movimiento Familiar Cristiano Catolico
- Matachines
- Couples for Christ
- Grupo Emmanuel
- Jovenes Adultos St Miguel Arcangel (Pastoral Juvenil Hispana Diocesana) (English/Spanish)
- Welcome

1.4 **We Are Faithful Stewards**, accountable to God, by thoughtfully sharing our time, talent and treasures.

- Mass collection/counting group
- Finance Committee
- Development Committee Fund raisers

1.5 **We Foster Faith Formation** by maintaining a dynamic learning environment.

1. Youth

- Elementary/First Holy Communion
- Family Formation (English/Spanish)
- Catechist (English/Spanish)
- Youth group high school
- Youth group middle school
- Confirmation preparation

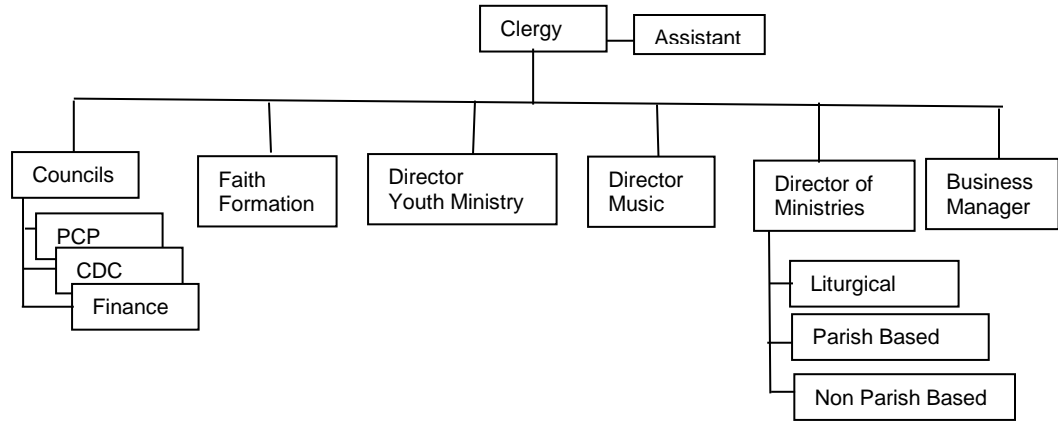
2. Adult

- RCIA (English/Spanish)
- CRHP Men (Spanish)
- CRHP Women (English/Spanish)
- Marriage Ministry (English/Spanish)
- Talleres de Oracion y Vida
- Legion de Maria
- Comunidades de Evangelizacion
- Grupo Guadalupanos
- Women's Bible Study (English)

2

Parish Organizational Structure

Parish structure and reporting relationships



PPC, Parish Pastoral Council,
CDC Community Development Committee
Finance Committee

3

Ministries at St Michael

Ministries at St. Michael the Archangel contribute to the vitality of the parish. As Jesus reminds us that He is the vine and we are the branches, and it is the branches through which nourishment enlivens the vine; so it is with parish ministries and organizations.

There are many ministries and organizations by which our parish is enriched – some of which require occasional participation, and others which entail regular service. Your involvement in one of these ministries and organizations will not only enrich your life, but it will also vitalize the communion of faith we enjoy at St. Michael the Archangel Catholic Church.

3.1 Summary of Ministries

The following chart depicts the four main ministry categories parish based groups and Non Parish based, Liturgical, Faith Formation. within each the size of the membership that are currently active at St Michael Archangel.

At first sight it looks like a lot of volunteer involvement, however we have noticed that the same people is involved in multiple ministries. Therefore, there is plenty of opportunities for new volunteers; so continue inviting more people to join your group or any of the groups available.

Category	Members
Liturgical Ministry	294
Adult Faith Formation English	125
Adult Faith Formation Spanish	208
Non Parish Based	423
Grand Total	1050

3.2 The Ministry Leader

A ministry leader (or ministry head) is defined as the person who is listed as the primary contact for a given ministry and the one who is responsible for the operation of that ministry.

3.3 Leading a Ministry is a Call

Leading a ministry at St. Michael's means answering a call to service and discipleship.

3.4 Responsibilities and Expectations

When one is called and appointed to be a ministry leader, there are responsibilities and expectations that go along with it. You are not just leading "your" ministry, but serving Christ in the larger context of the local parish, which in turn is doing its part in the larger Universal Church. Situated within the Church universal, the mission of Christ is being carried out at all levels. So whether an individual ministry, a parish on a diocese, we are never isolated and autonomous; we are all connected by a common mission in the Body of Christ. This connectedness is the origin of the following responsibilities and expectations St. Michael the Archangel parish requires.

3.4.1 Responsibilities

- The ministry leader is responsible for knowing and becoming familiar with all the rules, policies and procedures of the parish and the office that belong to the function of his ministry.
- The ministry leader will provide contact information such as email, phone number, position, the same will apply the board. (Refer to the document: SMA2018: 0001)
- The ministry leader will return the Ministry description form to the Director of Ministries describing the mission, goals, achievements, testimonials and specific concerns and needs, this form will be reviewed at least once a year (Refer to the document: SMA2018 : 0001)

3.4.2 Expectations

- The ministry leader is expected to maintain regular contact preferably by email or phone with the Director of Ministries.
- The ministry leader is expected to contact the Director of Ministries to notify in advance the events and activities planned for the ministry.
- A soft copy / electronic file in (pdf or word format) should be provided containing: name of the ministry, name of the event, details of the event, date, time, place, photos, contact information.
- These events or activities will be evaluated based on type of activity, room or area, and other priorities, a written notification will be provided upon approval.

3.4.3 Commitments

- The ministry leader who does not participate and collaborate with the Clergy and Staff to keep his ministry connected to the parish, cannot expect his ministry to be supported, it might stop growing and even it might jeopardize its continuity.
- The leaders of parish based organizations will normally serve a maximum of 3 years, but can be extended if requested by the Director of Ministries (liaison with the Clergy of the Church) or unanimously agreed by the members of the Ministry Committee.

- The ministry leader should plan a replacement and identify potential people preferably within the ministry, who might be authorized by the church's clergy and the director of ministries prior to take over the ministry.

4 Parish Organizations

4.1 Parish Based Organizations

In general, these ministries must meet the following criteria:

- The Pastor has exclusive authority to start, direct, manage, expand, or eliminate the organization and its activities.
- The organization does not have any local, regional, statewide, or national affiliation or leadership structure outside the Parish, except for those organizations that simply provide books or other publications intended to assist Parish Based Organizations.
- Among other things the Pastor is an authorized signer on all bank accounts, and approver of all processes and procedures for these organizations

4.2 Non-Parish Base Organizations (NPBO)

There is no denying that the many NPBO's are an important part of a vibrant parish and also important in the evangelization of our Catholic faith. However, it is also important to remember that these NPBO's are separate, autonomous, and independent organizations with their own leadership, finances, and responsibilities.

All Catholic Non-Parish Based Organizations that are allowed / permitted to use Parish facilities for the NPBO organization's activities / services.

All NPBO's whose activities or services involve children or vulnerable adults MUST have their own formal written safe environment program that meets the diocesan minimum standards regarding background checks and safe environment training. Each member of the NPBO who works with children or vulnerable adults must comply with the NPBO's safe environment program at all times.

NPBOs are responsible for compliance with all applicable policies within the Diocese of Dallas. Diocesan policies may be found at www.cathdal.org. Service NPBOs should review and be familiar with the requirements under these policies.

5 Requirements for visiting presenters

5.1 Visitors from outside the Diocese

In order to maintain our commitment to provide a safe environment for the people we serve and ensure that the authentic Catholic tradition and teaching are respected, all coordinators of groups and organizations of the Church must adhere to the diocesan regulations in reference to guest presenters Lay presenters (individuals, musicians, groups, etc.) who come from outside the Diocese of Dallas to give talks related to doctrine, tradition, Catholic rituals, etc.

They must present a letter of recommendation from their pastor or Bishop (dated within a period of six weeks prior to the event).

All clergy or religious who come from outside the Diocese of Dallas to make a presentation must submit a sworn statement in force (within six weeks prior to the event) of their Bishop or religious superior. This document must be sent to the Safe Environment office, together with the theme and date of the event before your visit.

This is applicable for both type of visitors, if they are directing a retreat or similar event for children or youth, it is recommended that adult parishioners who have gone through a criminal background check must be present during the event

The parish must establish agreements with the visiting Speaker / Presenter who expects to obtain some kind of fee or other monetary compensation for his/her services.

Also if the clergy / religious or lay presenter has written material or CDs for sale, the seller could collect his own funds. Presenters or speakers are responsible for collecting and remitting any sales taxes as appropriate. (Visit www.cathdal.org/Policies; for additional information regarding the diocesan contract review regulation).

5.2 Foreign Visitors

Pastors who invite guests (priests, women religious or lay) from foreign countries

to give Lenten Retreats or Missions MAY NOT PAY THEM DIRECTLY. This is a violation of Federal law. The stipend must be sent to their home parish/diocese/religious community and that foreign entity can issue the stipend to them. The U.S. Immigration Office now has authority to conduct on-site inspections and can levy heavy fines for these and other types of violations.

6 Facility Reservation Procedures

All space on the property (buildings, parking lots, grounds) must be RESERVED through the Parish Office.

Ministries should plan to leave after cleaning up by 9:30 pm. If special permission is given to remain in the buildings after 9:30 pm, the remaining party is liable for all events that occur after that time.

6.1 Annual Reservation Timing

Before and during first quarter of each year, Worship, Faith Formation, Operations & Youth Ministry will submit their calendar requests for dates at least through June of the following year to the extent known to the ministry.

6.2 Priority of Reservations and Usage

Room reservation, is assigned as per the following priority basis

1. Events requested by the Pastor, Director of Ministries, or Director of Operations
2. Worship Event (Mass, Funeral, Reconciliation)
3. Faith Formation Event (1st Communion, Confirmation)
4. Parish Event (Festival, Picnic, dinner)
5. Ministry Events (Meetings, Gatherings, Parish based groups)
6. Ministry Events (Meetings, Gatherings, Non Parish based groups)
7. Groups from outside St. Michael (limited)

6.3 Room Reservation, and Scheduling

Reservation requests should made by phone or email to Emy Avendaño (pastoraladmin@stmichaelmckinney.org) with copy to the director of ministries (evazquez@stmichaelmckinney.org)

Reservation online click link below

<https://stmichaelmckinney.org/room-reservations-reservacion-de-salon->

The following room request procedures are in place:

- Name of the event
- Short description of the event
- The date of the event, recurrence, number of sessions and the duration (i.e., 2nd Tuesday- and 4th Tuesday 7/1/19 to 6/30/20)
- The duration of the event (i.e., from 7:00 to 9:00 PM)

- Always consider additional set up time for room preparation at least 30 min earlier and clean up time after the event, trying not to exceed more than 30 min.
- Special exceptions are CHRPs weekend retreats
- Type of space room, Hall, Church (i.e., which room)
- The number of people expected to attend
- Name, phone & email of the ministry coordinator (who will be present)
- Indicate equipment needs (i.e., TV/DVD/PC/PROJECTOR)
- Equipment and set up needs (i.e., tables & chairs for 20)
- Use of Narthex tables for event promotions.

All requests will be attended following the “Priorities described above

You will receive a confirmation that your event is scheduled and the location. If you do not receive a confirmation, please call Emy ext. 102.

The responsible party will request a key for the desired room for the duration of the event, please call or visit the Business Manager Joe Walker.

It is possible to request additional events and should be requested using the same format described above in a separate email.

If you decide to cancel your event, please notify Emy as soon as possible in order to be removed from the calendar/ website and the space may be used by others.

Unforeseen circumstances will require that an event location must be changed, we will try to keep these changes to a minimum, the individual listed as the responsible party will be notified via phone or email if any changes are made to the event.

Please do not assume a room is available because it is empty. ALWAYS check with the administrator to confirm room assignments

All events will be listed on the bulletin and Calendar (click on “calendar” in the www.stmichaelmckiney.org).

6.4 Parish wide events and fundraisers

Larger/Parish wide events and fundraisers have the greatest turnout and most success when they are spaced apart from each other.

Therefore, a schedule of these types of events are coordinated by the Clergy PPC, Parish Pastoral Council, CDC Community Development Committee and the Director of Ministries.

Ministry leaders may be asked to provide additional information when scheduling these types of events and may also be requested to shift their proposed date in order to ensure healthy spacing from similar events.

6.5 Audio and Video Equipment & Resources

The following Audio/Video items are available for ministry events: (Limited to first-reserve availability), please anticipate your audio/video needs prior to your event.

TV & DVD Player (Rolling Cart)

Projector, Computer/DVD Player, Sound System (Rolling Cart)

Ministry provides laptop if available

Do not remove, or disconnect cables without authorization.

Do not remove the projector screens without authorization.

Staff is typically available on-site during your event to help troubleshoot/support any A/V needs. However please request for training as needed.

7 Facility Use Guidelines

In a continuing effort to help keep St. Michael's Facilities clean, all ministry leaders should acknowledge the following Guidelines.

When a ministry reserves a room, you and your group are taking responsibility for that room and everything in it.

7.1 Facility Hours

Facilities are available between 8:00am-9:00 pm. Any use outside these hours must be approved by the Clergy, Facilities Manager and the Director of Ministries.

Call the office to verify if Ministry activities/meetings may be scheduled during Holy Days on St. Michael's observed holidays.

When the Parish Office is Closed for holidays or adverse weather conditions, the meeting may not be able to continue or may need to be rescheduled.

7.2 Room Set Up

There is a picture in the room depicting the default setup, please always refer to it for cleanup process.

We encourage ministries to set up their own rooms. If you would like the facility staff to do this for you, please send an email to Evodio Vazquez and Joe Walker with instructions on what you would like in the room and how to set up.

If a different set up is required, use the chair and table carts for moving these around the room.

If you had facility staff set up chairs and or tables prior to your meeting, please put them back using the carts for that purpose.

There are thermostat instructions by the temperature controller to set up the AC/heating accordingly.

All rooms **must** be left in as good or better condition than you found it, for the next event!

7.3

Room DO's

Event Room Clean up

- ✓ Please straighten chairs and tables and take them back to the dedicated area in the room.
- ✓ if tables or chairs were removed from the room, you must return these back to their original room. Always refer to the picture located in the room if you don't know the initial setup.
- ✓ Please wipe down all tables and surfaces
- ✓ Please carefully remove the food leftovers from plates from cups and place in the trashcan.
- ✓ Try piling all used disposable plates and cups, by doing this it will save space in the trash can or dumpster.
- ✓ Please clean up any trash, food or beverages spilled on the floors etc
- ✓ Dispose all trash bags into the dumpster, if it is full, place the bags on both sides of the dumpster, but never leave these in the front.
- ✓ Replace a trash bag in the can.
- ✓ Please sweep and mop the floors as needed, the cleaning tools can be found in the closet located by the kitchen area.
- ✓ During weekend retreats, if you remove wall clocks, frames, screens or if you need to move furniture around, please put these back to their original place, this applies to buckets, tools and other items including the Church too.

7.3.1

Borrowing items from facility

- ✓ Certain items may be borrowed from the facility (plates, cups, utensils, napkins), these are probably owned by another group, if needed these can be used for your event if necessary, however it is recommended to write a note with your name and phone number, it is expected to restock these items as soon as possible, in order to keep always in existence for the use of other groups.
- ✓ In case you need to borrow table clothes, please be kind and take these home to be washed, please write a note and leave it in the cabinet with your contact information indicating the date on which these items will be returned back to the cabinet.

7.3.2

Kitchen Use

- ✓ Kitchen is open to the ministers when reserving St. Michael Hall and/or St. Rose Hall
- ✓ Facility staff will be happy to train you on the kitchen equipment. If you are not familiar with the kitchen, please contact the office for an appointment
- ✓ Food and supplies that you provide can be stored in the kitchen and refrigerators for short periods of time before and after your event, but must be removed at the end of the event.
- ✓ Please don't bring big appliances or furniture into the kitchen without prior approval from the Parish Office.
- ✓ You can use the Refrigerator(s) for storing items, however leftovers need to be labeled with the date, ministry, contact name and phone number, and please be very specific when these can be removed. Refrigerators are usually cleaned by COB Friday.
- ✓ Food not marked will be thrown away.
- ✓ If any dishes /utensils were used from the kitchen, please wash, dry and store these away.
- ✓ Please always take your personal appliances or furniture at the end of your event.

7.4

Room DONT's

- ✓ No tape, extra nails to add or hang things from are allowed in/on the walls
- ✓ No blocking off any doors or hallways.
- ✓ No leaving of personal supplies/equipment or materials in rooms or cabinets.
- ✓ Don't use or go into a room that has not been reserved to your ministry.
- ✓ Please don't go into the administration or faith formation offices without authorized permission by the staff.
- ✓ Don't take office supplies, tape dispensers, staplers, pens, or any other from the administration and faith formation offices.
- ✓ Please never plug in multiple appliances (slow cockers) into one socket in the kitchen, it will cause open the break and in the worst case a short circuit and quite possibly a fire.
- ✓ Never set the Thermostat below 74 during your meetings, (applies during summertime)
- ✓ Don't leave the doors wide open, when the AC or heating is in use, this might help to save consumption of energy and lower utility bills.

7.5 Supplies

Your ministry should provide the basic supplies needed for your event. (This includes all paper products, coffee service and condiments.) We have very limited supplies available for general use.

As you now we do not have a lot of storage space, so please take home any supplies not used. If you choose to donate these to the Church for further use just place these in the kitchen area and label these as donation.

7.6 Checklist before leaving the room

- ✓ Are the lights turned off?
- ✓ Are the doors locked and completely shut behind you?
- ✓ Have the exterior doors been verified to be locked from outside?
- ✓ Have you verified that refrigerator (s) are not unplugged (when Holy Family Room is used for children care)?
- ✓ Have you set the Thermostat back to 78 when leaving the room? This applies during Summertime
- ✓ Have you checked that the Kitchen has been cleaned up?
- ✓ Always set up the room back the way it was, please refer to the picture on the wall depicting the default setup.

Note: The ministry coordinator is responsible for setting up the room to the default set up. It is recommended to delegate each of these functions, by putting together small teams (2-3 members) to ensure all the items above are covered. You don't need to do it all.

7.7 Reserving Narthex Tables

The Narthex is often the first and last place people see at St. Michael. It is also an area of heavy traffic on weekends. We desire to keep the Narthex as a way to prepare to enter sacred space and not a "market place".

Most Narthex "activities" for organizations and ministries require pastor authorization and must be scheduled accordingly, these activities will not begin until the celebrant of the Mass, leaves the Narthex, there is an exception for the Liturgical Ministries.

Requests should be made well in advance with the requested date through the Director of Ministries.

Ministries must have representatives at their designated tables in the Narthex after the weekend Mass times.

An announcement may be requested to communicate your Narthex location.

Flyers cannot be handed out as parishioners are arriving/leaving Mass. Interested parishioners can pick up flyers from your designated area after Mass. Please discuss with the Director of Ministries if consider stuffing a flyer in the bulletin.

Ministries may not sell goods in the Narthex, these can be sold in the Kitchen area. Please be sure to schedule the correct area if you are considering the sale of goods. Ministries may accept payments for tickets and registrations in the Narthex.

At the end of the 6:00 PM Mass, all items must be removed from the tables including sign holders or banners.

8 Communications to Ministries

8.1 Bulletin Guidelines

The weekly bulletin is our main source of communication within the parish. It is designed, sent off to be printed in color by the Paluch Publications, and is then shipped back. This timely process requires us to have a submission process and deadlines described here:

Submissions should be sent at least two weeks in advance in an electronically form PDF/WORD containing all the details of the event and who to contact, via email to: evazquez@stmichaelmckinney.org, Verbal submissions will not be accepted.

All parish/ministry programs must have an approved facility request before an event will be published in the bulletin. Ministry should follow the scheduling procedures and have the event on the calendar prior to publicizing the event.

Approved submissions will be placed in the bulletin as space allows.

In order to keep the bulletin fresh and appealing with new and up-to-date information, most items will run for a maximum of three (3) consecutive weeks. All items should be updated substantially in order to run longer than the prescribed time. This determination will be made at the discretion of the bulletin editor. Ministries may be highlighted on a monthly basis as space allows.

8.2 Bulletin Inserts

Events that warrant an insert are those that appeal to a large portion of the parish or a significant event.

The bulletin editor will make the determination of what and when inserts will be placed in the bulletin

The submitter may be required to provide X copies to “stuff” into the bulletins the week of publication. Note: Please remember that inserts will not be shown when viewing the bulletin online. For this reason, it may be preferable to submit the information for inclusion in the bulletin instead of as an insert.

8.3 Weekly emails

The Director of Ministries send weekly emails to the Ministry Leaders. These emails provide reminders for pulpit and bulletin announcements

Occasionally emails will be sent for parish wide events

To subscribe go to: <https://stmichaelmckinney.flocknote.com/>

8.4 Ambo (Pulpit) Announcements.

These announcements are designed to bring attention to a parish wide event.

These announcements must be approved by the Staff and Clergy if necessary.

These “pulpit announcements” are very limited.

Requests for a pulpit announcement must be made in writing to evazquez@stmichaelmckinney.org for approval

Ambo announcements must be appropriately presented in a respectful manner as the liturgy is still underway and you are in the Sanctuary.

Ambo announcements must be less than one minute in length.

Any violation from the approved script may result in the future requests being denied.

8.5 Photograph or Images

During your meetings and events, you might have pictures taken. These represent valuable memories for the group and resources that can be used for Church events or for promoting the different activities within the group.

Authorization and Consent to use the photograph or image is necessary and must be given to the staff for publication purposes within our different platforms via email.

Acknowledging the foregoing, the undersigned hereby gives consent and authorization to St Michael for the use the photograph, picture or image of the undersigned and/or the undersigned’s child in any publication, bulletin, website, or other medium for or on behalf of St Michael, and waives and forever releases the Church from and against any claims, demands or causes of action arising out of, or associated with, the use of the picture or image.

8.6 Advertisement in and around the Parish

All signage, banners, posters, fliers etc. must be approved. We have very limited space for these items. evazquez@stmichaelmckinney.org for approval.

Nothing may be hung from the ceiling. No signs may be adhered to walls, doors, or windows.

With approval, use of portable sign stands or easels to display may be used.

Only approved parish or diocesan ministries can be advertised. No personal or business ads. (Businesses can advertise in the back of our bulletin)

Signage outside the buildings must also be approved. Street side signage requires approval of the Business Manager.

8.7 Website Guidelines: <https://stmichaelmckinney.org/>

The purpose of the parish website is to:

Provide general information for visitors and the community at large.

Provide information on Parish Ministries (for volunteers and those in need).

Provide information on the Sacraments (including prep).

Provide the Mass schedule and the parish calendar. Please email deaconsid@stmichaelmckinney.org for requests, changes, advertising and space on the home page.

9 Finances

9.1 Budgets

Parish based Organizations have a budget set up by the Finance Committee. Please check with Joe Walker or Evodio Vazquez (Director of Ministries) concerning this budget and/or any of the items below:

When supplies are needed, please contact us to see if we have a co-op association, vendor account or credit card for your purchase.

If the purchase is non-budgeted, please contact us for prior approval.

Please obtain our tax-exempt form to avoid paying sales tax for items purchased for parish use.

For personal reimbursements, check requests, or questions regarding accounting & money matters please contact Joe Walker

For check request and reimbursement, documentation, receipts etc., for the reimbursement must be attached to the check request. Once approved, reimbursements will be made less any taxes you may have paid.

All fundraisers must have prior approval and instructions for handling funds.

Please contact CDC for Fundraising event.

9.2 Printer room, Paper supplies, Copies and Printing

As good stewards of the treasure of our parishioners, we all have the responsibility to use materials and supplies in the parish wisely. We are happy to instruct you on the use the Copy Room equipment. Please see anyone in the Parish Office for training or help.

Please do not use Parish supplies from the printer room, front desk for your personal or ministry needs.

Do not take any of the workroom supplies home with you, as many ministries and staff use these supplies.

Use white copy paper for all projects whenever possible. Color paper and weighted papers are much more expensive. If you require more than 100 pieces of "specialty" paper, please provide that at your ministry's expense.

Remove any colored paper you used from the copier when you are finished.

Copies should be made using both sides of the paper whenever possible.

Please make only black and white copies.

Contact the office for any special color printing needs.

Always use YOUR ministry's access code on the machines. (Codes are related to budgets which are critical for expense control. Located on printer)

Please keep the table and all areas clean/clutter free,

The Copy Room is not a storage room- please contact the office for your storage needs. Items left in the Copy Room without approval will be discarded.

10 Safe Environment Program

As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional and physical well being of minors and vulnerable adults as they participate in activities within or sponsored by our Diocese. It is our responsibility and commitment to provide an environment which is safe and nurturing.

In order to achieve the above, the diocese has a Safe Environment Program that implements training, screening, background checks and other procedures that are designed to reduce the risk of sexual abuse of children and vulnerable adults. Every parish, school and Diocesan agency has the program and each is responsible for program implementation and continuation

10.1 Safe Environment Program Coordinators

If you are not cleared or If you are not sure, please contact Emy Avendaño or Ginny Bartz,

The office offers safe environment classes once a month, please check the Sunday bulletin for new training and renewal dates.

Consult the safe environment policies and procedures for all the requirements related to vulnerable children and adults or talk to program representatives.

Refer to <https://www.cathdal.org/a-safe-environment#policies>

10.2 Basic recommendations for your group meetings.

All volunteers who work with minors and vulnerable adults need to receive Safe Environment Training

If there are any children or vulnerable adults that participate or visit with you in your meetings, you are required to have two cleared adults in the room, unless the children are accompanied by a parent or guardian.

Children must not be allowed to roam the halls or be in the rooms by themselves.

Parents must accompany them to the bathroom or anywhere else in the building.

If parent is not present, then two cleared adults must be available to take the children to the restroom.

If you cannot meet this requirement, then the children should not be in the meeting.

10.3 Safe Environment Program for Organizations Not Parish Based.

Organizations or groups not Parish based are responsible for their membership having met the requirement established by the Diocese of Dallas, ensuring that safe environment has been cleared for their volunteers.

It is your responsibility to update to the office where your members are serving, this will allow you to keep your volunteer records up to date.

For questions consult with the representatives of the safe environment program in the parish or contact Rita Gracia, Associate Director of Safe Environment of the Diocese of Dallas.

10.4 How to Report Abuse

People must report incidents of abuse or suspicion of inappropriate sexual behavior or sexual harassment. Situations of child abuse should be reported to the Department of Family Services and Protection at:

Phone:

1-800-252-5400

Online:

<http://www.txabusehotline.org>

or in case of emergency to the corresponding police authority, usually by calling 911.

11 Facility and Emergency Plans

11.1 Thermostat Operation

The thermostats are set-up to control the temperature, always refer to the set point during those hours established as “occupied” or normal business hours or “non-occupied” hours.

Thermostats are located in the meeting areas, always refer to the indications for setting up the temperature.

11.2 Church Thermostat Operation

The thermostats are programmed remotely by software and are set point during those hours established as “occupied” based on when the Church is in used.

Any other special events like funerals, retreats must be submitted to Evodio Vazquez. evazquez@stmichaelmckinney.org for set up the thermostats accordingly to the room or area requested.

11.3 Severe Weather Alerts

Ministry coordinators should be aware when the National Weather Service issues an alert of severe weather for the North Texas Counties, are urged to monitor the reports from the local channels.

Our priority is to keep the community safe, and we strongly recommend you cancel and/or re-scheduled your meeting when a severe weather treat has been issued for our region.

11.4 Evacuation and Shelter Plan

Is currently in progress.

11.5 Important Numbers

Joe Walker 214 514 3640, Business Manager
Deacon John Rapier 214 924 6921, Facilities Manager
Evodio Vazquez 972 971 2975, Director of Ministries
Emergency 911

12

COVID19

Protect yourself and others

Parishioners and volunteers are asked to help prevent spread of the virus by practicing non-pharmaceutical interventions (NPIs) such as:

Social distancing (avoiding close contact with other people, especially those who are sick)

Covering coughs and sneezes, and hand hygiene

Clean and disinfect frequently touched surfaces

Avoid touching your eyes, nose and mouth with unwashed hands.

If you are sick, stay home.

12.1

DECREE

12.1.1

Introduction and Explanation

On March 31, 2020, I issued a decree which extended until May 1 the suspension of Masses as well as provided additional guidelines for the Diocese during the Coronavirus pandemic. On April 27, 2020, the Governor of Texas issued standards for opening businesses and other institutions in the State of Texas. In particular, the Governor provided a number of protocols for resuming religious services, which emphasized protecting at-risk populations and ensuring proper social distancing measures.

As shepherd of the Diocese, and taking into consideration the guidance of civil and health authorities, I find it prudent to begin the process of opening the Diocese of Dallas in phases, maintaining the ability to re-evaluate the process as necessary in order to ensure the health and safety of the community. This process will likely occur in four phases, with each phase building on the last.

The following Phases represent broad goals and are subject to change. A decree will accompany each Phase to provide specific guidance. Phase One will begin at the date of promulgation of this Decree. There are no set dates for the other phases, although another Decree will be promulgated by May 18, 2020.

- 12.1.2 PHASE ONE: Scheduled Confessions may resume with strict social distancing guidelines; the celebration of the Sacraments of Initiation (Baptism, Confirmation and Eucharist) for adults and children who had been preparing for the Easter sacraments but have gone without reception into the Church due to this pandemic as well as for infants can continue in limited numbers; and religious celebrations for families (weddings, Ordinations, Funeral Masses, Quinceañeras, etc.) may begin in small groups.
- 12.1.3 PHASE TWO: The celebration of public daily Masses may resume, with protocols to ensure limited and restricted attendance in keeping with distancing and safety protocols as presented by and following civil and health authorities.
- 12.1.4 PHASE THREE: The celebration of public Sunday Masses may resume, with limited and restricted attendance increasing over time, as presented by and following civil and health authorities. Even when Sunday Mass is available, the Faithful will remain dispensed from any obligation to attend Mass on Sunday because of the continuation of restricted attendance.
- 12.1.5 PHASE FOUR: The celebration of Sunday Masses at full capacity may resume, with a return to a state resembling Catholic life before the beginning of the pandemic.

All other parish gatherings are to remain cancelled at this time.

Virtual gathering is possible as long as the technical resources and digital platforms are available and have been carefully evaluated in terms of security and confidentiality by the board of the organization.