2017
Ministry & Departmental Resource Guide

Catholic Church of St. Ann

4905 Roswell Road
Marietta, Georgia 30062
770-552-6400
st-ann.org

Thank you!
You are The Catholic Church of St. Ann!

The Catholic Church of St. Ann is a La Salette parish family dedicated to reconciliation through:

- Worship
- Word
- Sacrament

As faithful stewards, we commit to:

- Prayer
- Life-long Faith Formation
- Service to those in need

We welcome all who seek the blessings of God, the redeeming love of Jesus Christ, and the guidance of the Holy Spirit as we strive to evangelize and empower this community of faith.

Thanks to our more than 70 ministries and affiliates, The Catholic Church of St. Ann is living our mission!

The following program guide is a collection of information and tools intended to assist our departments and ministries as we lead our members to “Go and do likewise.” Luke 10:37

Invitation to Use Your Church Facilities

Room Scheduling/Reservations

Thanks to the generosity of our parishioners, we are very blessed to have a beautiful and inviting campus. In an effort to accommodate as many room requests and ministry needs as possible, we ask you to follow a room request process. One person from your ministry should be identified as the room scheduling contact.

Following an academic year, and in an effort to assist with collaboration across the campus, departments, ministries, and affiliates are encouraged to plan the yearly calendar of meetings, events, and programs by May of each year for the beginning of the new year in August. As the planning begins, the calendar is scheduled in the following order of priority:

1. Pastor and Clergy Requests
2. La Salette Calendar and Liturgies
3. Liturgical Celebrations
4. Parish-Wide Events (Parish Festival, Holy Hours, Parish Missions, Coffee Receptions, Parish Dinners, etc.)
5. Preschool/Preschool Camp, LAUNCH/VBS/EDGE, AFF/RCIA first and that is always for the school year (August thru May).
6. All other ministries may book thru December of the following year for regular ministry meetings. You may or may not have the same room as you had the previous year. It is helpful to have all meeting requests by May of each year for the following academic year.
7. While it is still recommended that ministries plan the entire year in May, Ministry social events are booked no more than 6 months in advance of the event.
8. A confirmation will be sent as soon as the event(s) have been booked onto the calendar. *Please note that your room is not confirmed when you submit the request. You must receive the confirmation to be considered "booked".*

Methods for scheduling, rooms, narthex, Nolan or LaSalette Hall.

1. Annual requests for the upcoming academic year can be submitted to Gail Storin via email gstorin@st-ann.org. As noted, these requests, should be for regularly scheduled meetings only.
2. Requests for social events can be booked no more than six months in advance and these may also be submitted on the same schedule to Gail Storin.
3. Other events as needed may be booked through Gail Storin via email

When submitting your request via email please include the following:

1. Ministry Name
2. Contact name, phone, and email
3. Exact date/dates including alternate dates for the requested meeting/event
4. Start time and end time of set up needed for the event
5. Start time and end time of event
6. Start time and end time of clean up needed after the event
7. Room preference (1st and 2nd choice for larger spaces, i.e., Donnellan Room

(DR), Room 30, LaSalette Hall (LAS) and Nolan Hall (NH)

a. Larger spaces will be given out for ministries with more than 17 people attending; otherwise, unless it is a special event, a regular classroom space will be assigned.

Please keep in mind that at least one hour is reserved between events for operations to have time to re-configure room set up of furniture, etc. All are asked to pick up trash and vacuum after the event. Please leave the room clean and neat for the next event.

Also, please keep in mind that due to changing circumstances your meeting may need to be moved to another space based on size and need. If circumstances dictate such a move you will be contacted in advance.

Classrooms

The LAUNCH classrooms have table desks and chairs in them. These new tables have wheels on them making set up easy for the using ministry or department. Operations will therefore no longer set up individual rooms. When using these facilities, it is the ministry's responsibility to leave the room in its standard configuration.

LaSalette Hall and Nolan Hall

- Please submit floor plan set ups for La Salette Hall and Nolan Hall at the time the room request is made. If you need a set up form please contact Gail Storin.
- If you have any questions, please email Gail Storin at gstorin@st-ann.org. Requests should be submitted via email or drop off in person and cannot be taken over the phone.

Donnellan Room

The Donnellan Room is located in the lower level of the church building, across from the Parish School of Religion offices. It is a larger room, which has tables and chairs set up on a regular basis. For snacks the room also has a counter, microwave, and refrigerator. For presentations, the room is equipped with a TV that can be hooked up to a computer and a DVD player.

Narthex:

Each weekend that the narthex is available, there will be an opportunity for up to three ministry tables to be set up. One 6-foot table and two folding chairs will be reserved for one fundraising event. Two 6-foot tables and two folding chairs per table will be available for non-fundraising efforts such as recruiting, information, etc. (If you arrive and your table is not set up, please check the tower room.) Due to increased mass attendance and using the narthex for overflow, all ministry activity must be limited to the table area only. All banners, signage and support material must be on or behind the tables. Reservations for tables should be made through Gail Storin ext. 6010 or gstorin@st-ann.org.

We are so thankful to have a narthex that your ministry can use the weekend that you are fundraising or passing out flyers, etc., but please remember that during your weekend, it is important that your table be staffed after each Mass.

A few other things to keep in mind:

- Holidays and the Feast of LaSalette (Sept. 19th) the facilities are closed and no activities can be scheduled.
- Please check your room confirmation when you receive it to make sure every date is correct.
    - Please forward confirmation list to all of your members.
    - If there is a date or room change, please get in touch with your members.
- A total of three ministry tables may be in the narthex at one time.
    - Two tables for info/recruiting
    - One table for fundraising/ and or info
    - No screens or trellises
    - No individual table coverings St. Ann's will provide consistent table covers
- The Calendar Manager will help to avoid conflicts with regard to like ministries/like programs conflicting on a weekend.
- The newcomer registration desk will be reserved for welcoming guests and is not to be used for Ministry displays.
- All parishioner contact should be made in the "table area" only. Ministry representatives may not solicit parishioners by canvassing the narthex.
- Ministries may set up as early as 3:30 pm on Saturday, and should be totally clear of the area by 8 pm on Sunday evening.
- The "table area" is the only location for the selling of items unless other arrangements have been made ahead of time.
- Since the church narthex is considered an extension of the nave (main body of the Church), your quiet reverence is asked when entering the narthex during Mass, and not soliciting or selling during the Mass.
- Signs may be:
    - Placed on an easel in the Carroll Center narthex before the 10:30 am Mass and taken down following Mass.
    - Placed on the bulletin board outside of the Carroll Center near the Music Room.
        - These are the only designated locations for signs around the Carroll Center. Thank you for keeping our campus clean by not placing additional signs in or around the church narthex or in the hallways leading out of the church narthex.
- If last minute Operation issues arise, please contact:
    - Liam Farrelly at 404-632-9943 Monday-Friday 7am – 3pm
    - Rich O'Buck at 770-862-5445 Saturday – Sunday 6:30 am- 7pm

Carroll Center Gymnasium

When you wish to reserve the Carroll Center Gymnasium, the request first goes to Frank Brennan. You may contact Frank at fbrennan@st-ann.org or 770-552-6400 Ext. 6033. The Carroll Center stays in full use throughout the year not only for the youth basketball season, but also to accommodate the parishioners, ministries, and affiliates of St. Ann.

GUIDELINES FOR THE ESTABLISHMENT OF A NEW MINISTRY

St. Ann's is blessed with many and varied ministries. To ensure we maximize the efforts of each ministry it is paramount that we ensure we do not duplicate nor have ministries in conflict with the mission of St. Ann's. To be considered as a new ministry please submit the following to the Director of Parishioner Engagement, Christina Hood at chood@st-ann.org who will facilitate the process.

Please submit all of this in writing:

- A Mission Statement for the ministry--the **mission statement** is a short sentence or short paragraph used by a group to explain, in simple and concise terms, its purpose(s) for being.
    - Things to consider in developing a mission statement
        - What is the goal of this ministry?
        - What does your mission hope to accomplish?
        - To whom will you be ministering
        - Does the ministry mission support the overall St. Ann's mission?
        - Is there overlap between your mission and other current ministries?
        - Can this vision be accomplished within an existing ministry?

- A Vision Statement for the ministry--"A vision statement expresses the actions and activities that will support the mission of the entity
    - Things to consider in a vision statement
        - How will you accomplish your mission?
        - How will you measure success?
        - What are your sources of members? Within the parish? Outside of the Parish? Both?
        - If income is needed what are the sources of income?
        - Do you have a budget?
        - Is the "ministry" more than a social gathering? Is there a spiritual element involved?

Once information has been received it will be reviewed by the Pastor and appropriate staff to determine viability of the ministry as submitted. The ultimate decision of what ministries exist within the Parish lies with the pastor who will periodically assess whether the ministry continues to accomplish its mission.

Notes:

1. Fundraising must be coordinated with the Parish Administrator and comply with Parish guidelines. Other than a few exceptions currently in existence, no second collections may be requested for ministries.
2. Narthex space for recruiting outside of the annual Ministry fair must be requested through the Parish Administrator and comply with Parish guidelines.

GUIDELINES FOR COMMUNICATIONS

St. Ann's has a comprehensive multi-faceted communication program designed to provide the parish with information on the Parish, its ministries and activities. Communication is a form of evangelization and should be reflective of our mission and values. Based on the vision for each modality the communication department will determine the best suited avenue to deliver your message. The communications department will also assure and assist in the development of consistent branding for each of our valued ministries.

In an effort to assist our ministry leaders, a communications submission form is on the BULLETINS page of the website. The form is should be submitted to the Communications Department who will properly manages the request, applying it to the bulletin, newsletter, digital messaging screens and Roswell Road Sign where applicable. Please see below for more points of interest to help you submit your requests successfully.

BULLETIN

The St. Ann's bulletin is the means of informing parishioners of the weekly message and theme along with information about upcoming events.

- All bulletin submissions must be submitted via the **Online Bulletin Submission Form** on the bottom of the homepage www.st-ann.org or direct url: http://form.jotform.co/form/31685667666875
- Bulletin Deadline: **Thursday 5pm** 10 days before bulletin date (unless otherwise specified). If submitted after this deadline, the announcement will be in the following bulletin.
- Keep announcements BRIEF – *i.e., date, time, location, brief description*
- Announcements run for ***TWO (2)* weeks only**
- Two "Save the Date" announcements are allowable 1 month from event (will only have event name, date, contact info)
- When submitting website addresses, remove "http://" from the address.
- REMOVE ALL HYPERLINKS since they are not clickable in the bulletin.
- Short url's for websites are permitted (i.e., www.st-ann.org), long url's are not (i.e., http://www.georgiabulletin.org/news/2015/03/gift-house-will-serve-ministry-homeless-pregnant-women/ will be deleted)
- Clipart **will not** be put in the bulletin
- All bulletin submissions are at the discretion of the Communications Department and will be edited to fit guidelines. Bulletin ads are limited to 50 words.
- If you are submitting pictures, they must be high resolution and ***in focus*** *(at the discretion of Communications Department).* Otherwise, they will not be able to be included in the bulletin.
- These guidelines apply to **all** ministries, affiliates, and departments.

NEWSLETTER – *sent every Thursday via email*

The St. Ann's weekly newsletter is a means of evangelizing and informing, celebrating and making the parish aware of the tremendous ministry performed. Pictures with small write ups are best for this modality. This avenue is to show what you have done and is not designed to advertise upcoming events. (See bulletin)

Please submit entries for St. Ann's Ministry Update one week in advance

- Please submit text only, in Arial 10 – point font, without special spacing, fonts, centering.
- Requests should be sent to MinistryUpdate@st-ann.org

DIGITAL MESSAGING *(church and hallways)*

Digital signage is a supplement to the bulletin to provide information about upcoming events. Signage runs before all masses and throughout the week in the hallways and parish office.

- Each screen is shown for only 10-20 seconds (Date, time, location, contact)
- Digital messaging ads are taken from the bulletin, so in the spirit of consistency are on the screens the SAME WEEKEND(S) as in the bulletin.

ROSWELL ROAD SIGN

The Roswell Road Sign is designed to inform the outside community of the activities of the parish community.

- Communication Department's discretion
- Request for something to be put on the RRS can be directed to Jim Herrel (jherrel@st-ann.org)

SOCIAL MEDIA

St. Ann's has multiple social media accounts. The communication department places items on our accounts.

- All social media accounts that are based or referencing St. Ann's must be approved by the communications department.
- In accordance with Archdiocesan polices all social media that references work done by either the parish as a whole or individual ministry have a staff member as one of the administrators.

WEBSITE

St. Ann's website is the key insight to our parish community for both current, former and potential parishioners. Request for items to be placed on the website should be addressed to the Communications Manager gkuhn@st-ann.org

PULPIT ANNOUNCEMENTS

- As we have multiple modalities to distribute information to the parish pulpit announcements are not made at mass.

REQUEST FOR AV SUPPORT:

- St. Ann's has limited AV support items. Request for microphones, speakers, projectors, etc. should be made two weeks in advance through Gail Storin to ensure we can meet your needs. In the event resources are limited requests will be filled on a first in basis.
- St. Ann's does not supply computers for ministry or departmental use.

ON CAMPUS SIGNS:

- The only location permitted for on campus signs is at the corner of Roswell and Bishop Lake Roads.
- No "real estate signs" are permitted on campus
- Posters or paper signs can be hung on the bulletin board by the kitchen portico entrance and the board by the music office
    - **No signs are to be taped or hung on doors or windows or floors around campus**

VIDEO

Video is an effective means of communication and can be added to the website, included in our weekly newsletter or shown at mass when appropriate. Video production is a limited resource as the production time for a 3 minute video averages over 20 hours of work.

Videos generally fall into one of three general categories and are listed in order of precedence:

- *Inspirational*—these videos are used to enhance liturgical celebrations and are part of the overall theme of the mass or feast. For example, videos produced for the Triduum, videos to support a homily theme etc. These are normally shown at mass
- *Informational*—these videos provide information to the parish about upcoming events, activities that have taken place, or Diocesan information. Examples are videos for Adopt a Family, upcoming retreats, mission trips or the annual

Archbishops appeal. These normally are shown via the newsletter, and/or Facebook and the website and are not shown at mass unless directed by the AoA as in the case of the appeal video. As noted below we are working towards Ministry Spotlight Videos (see below).

- *Educational* - these are generally departmental videos used for educational purposes. Examples would be lector training, EM training, videos in support of Faith Formation. These are usually directed to the requesting party and used by them as needed.

- **Ministry Spotlight Videos**
  - To do this we ask that the ministry create a script, which is no more than one page typed in length, about two minutes when read. The videos are best when they are timeless, answering the questions of who, what, why, when, and how your ministry serves. Don't forget the important invitation for others to join you!
    - Videos are placed in the weekly newsletter as a link as well as on Facebook and the website. **They are not played at Mass**.

Style Guide:

The Catholic Church of St. Ann's Communications Department is here to help our departments, ministries, affiliates, and parishioners carry out their communication needs, while creating publications, ads, and other printed material that are consistent with the church brand. We can provide you with resources including:

- Photographs, logos, and other graphic assets from our library
- Provide artwork when enough time is allotted
- Help you incorporate messages of mission, vision, and stewardship
- Offer guidance on proper use of the logo, colors, and other design elements

We also are happy to assist in the creation of any of the following per request but need a **4 WEEK LEAD TIME** for any of the following:

- **Tri-Fold Informational Pamphlets**
  - State the written version of the message in the video.
    - Pamphlets may be used in the narthex or as handouts for recruiting and or advertising purposes.
- **Flyers**—8.5x11 1 sided
- **Posters --**11x17 1 sided
- **JPEG** pictures for postcards

To be able to accommodate all needs please submit production requests four weeks prior to the date needed. To ensure that the "brand" of The Catholic Church of St. Ann is represented consistently, the Department of Communication has final approval of all communications.

Safe Environment

We appreciate you volunteering for one of St. Ann's ministries. Volunteers are a very important part of St. Ann's Parish. We can't continue our mission without YOU! We need your help creating a SAFE Environment here at St. Ann's.

The Archdiocese of Atlanta has a SAFE Environment Program which begins with all of us. This program exists to help parishes, schools and organizations within the Archdiocese meet the requirements set forth by the US Conference of Catholic Bishops' charter which states...

"Diocese will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators and community organizations to provide education and training for children, youth, parents, ministers, educators and others about the ways to make and maintain a safe environment for children. Dioceses will make clear the clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse. Dioceses will evaluate the background of all diocesan and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. "

The Archdiocese requires anyone who is a member of the clergy, an adult lay employee or an adult volunteer at of one of the churches, schools or organizations within the Archdiocese of Atlanta, to have a completed a background screening and attend VIRTUS *Protecting God's Children Program.* This would include all members of your ministry regardless of whether they are working with children or with vulnerable individuals, such as the elderly and home-bound.

On January 1, 2016, The Archdiocese of Atlanta began using VIRTUS *Protecting God's Children for SAFE* Environment training. This program replaced the old *You Matter Program.* VIRTUS is a nationally recognized program used by 120 dioceses across the United States. The *Protecting God's Children* training is an important part of the Archdiocesan commitment to protect the most vulnerable among us. The *Protecting God's Children* program is about 3 hours in length and is presented by a VIRTUS certified facilitator. Sessions are scheduled at different locations throughout the Archdiocese for your convenience. No one under 18 years of age will be allowed to attend these sessions. Training is available at several locations within the Archdiocese.

In addition, please note that effective July 1, 2012, the Georgia Reporting Child Abuse Law was updated to include ALL VOLUNTEERS to be considered mandatory reporters. A mandatory reporter who have reasonable cause to believe that child abuse has occurred, must immediately report that information no later than 24 hours to DFCS from the time there is reasonable cause to believe a child has been abused.

Adult volunteers are defined as anyone over 18 years of age; Minor volunteers are defined as anyone between the ages of 12-18 years of age.

PROCEDURE FOR ADULT VOLUNTEER

To access the paperwork for the Archdiocesan SAFE Environment Program...

Go to the Archdiocesan Website – www.archatl.com

Select Offices Tab – at top of screen

Select Child & Youth Protection – from list on left side of page

Click on SAFE Environment office – from list on left side of page

Click on volunteers – scroll down select the category – volunteer
Scroll down toward bottom of page – You will see a line of circles
Under the circles follow these steps:
Step 1 – Review the policies in SAFE Environment Standards of Conduct – Dec 2015
Step 2 – Pre-register for the VIRTUS Protecting God's children training
Step 3 – complete and sign paperwork for Adults:
*Volunteer Application
*Sterling Background Consent Form
*Safe Environment Acknowledgement Standards of conduct – Dec 2015
Step 4 – Bring all forms to Linda Field at the Parish Office.

If you have any questions, please feel free to contact Linda at lfield@st-ann.org or 770-552-6400 x 6011

Paperwork and screening are good for 5 years. During those 5 years, you may volunteer at any location or entity within the Archdiocese of Atlanta.

Procedure for MINOR volunteers

(14-18 years of age)

To access the paperwork for the Archdiocesan SAFE Environment Program
Go to the Archdiocesan Website – **www.archatl.com**
Select Offices Tab – at top of screen
Select Child & Youth Protection – from list on left side of page
Click on SAFE environment Office – from list on left side of page
Click on Volunteers – scroll down select the category – volunteer
Scroll down toward bottom of page – You will see a line of circles.
Under the circles go to step 3: - you will see "Paperwork for Volunteering Minors"
Print and complete -

1. Volunteer Application for Minors
2. School Reference Form
3. School Reference Form Instructions

Bring Forms to Linda Field at the Parish Office. If you have any questions, please feel free to contact LInda Fieldat lfield@st-ann.org or 770-552-6400 x 6011

No background screening or VIRTUS *Protecting God's children training* is required of minors. Minor volunteer paperwork is good for 1 year.

Guidelines for Finances

Checking Accounts

Ministries may operate their own funds via separate sub accounts (2970) established by the St. Ann's Finance Office. These sub accounts are a part of the St. Ann's Church operating account.

In order to properly manage these funds and stay within Archdiocesan policies, ministries are asked to develop simple guidelines or by-laws from which financial decisions may be made among the leadership of the ministry. The Pastor and the Parish Administrator must approve these guidelines. If a ministry is new, or in need of establishing a bank account, the leadership of the ministry must first meet with Parish Administrator to begin the process of opening a sub account. Once the ministry is properly approved and formed, the Controller will meet with the ministry leaders to set up the account.

A few things to keep in mind regarding accounts:

- Ministry funds will not be taxed or assessed by the Archdiocese of Atlanta
- Ministries receive a report from the Department of Finance/Accounting detailing all transactions
- Records show the date and amount of each transaction through Accounts Payable
- Ministry leaders are responsible for the reconciliation of their account
- Payments are processed through accounts payable
- Check requests are submitted and paid through AP
- This may be done several ways by the treasurer of the ministry only. :
    - In person by filling out a check request form in the accounting office
    - By email to Dale Cox, dcox@st-ann.org. Be sure to include the following information
        - Date
        - Amount
        - Payee
        - Contact Information
        - Reason for Expense
        - Approved by and account number
- Deposits are to be processed through accounts payable
- No petty cash accounts are maintained
- At no time will money, either cash or checks, be deposited into personal accounts then transferred to the ministry account
- No personal credit card scanners can be used to collect funds
    - The finance office has an approved scanning system that can be used by the ministries for credit or debit card transactions.

The Department of Finance is available to help you and your ministry with questions of financial matters. Think of them as your friendly neighborhood bank! As long as you keep up with the following, you should always be in good financial shape:

- Reconcile Monthly
- Keep copies of receipts and checks
- Report Monthly
- Good communication among leadership and ministry members and volunteers is a good practice.
- Write thank you notes to contributors.

Fundraisers

The Catholic Church of St. Ann is very fortunate to have so many ministries and affiliates who are interested in fundraising for great causes. It is important, however, to balance the amount of fundraising done at a given time, not only to assist in successful outcomes for the ministries, but also to help our parishioners not be asked for too many donations at one time. Fundraisers are also the exchange of item or services for the collection of monies, and not simply the collection of funds. Collections are covered in the next section.

Collection of items such as Adopt a Family, Shoes for Children, Diapers etc, will be considered on an individual basis.

Ministries, which find a need to fundraise, must submit a request to receive permission to hold a fundraiser. Requests for fundraising should be directed to the Parish Administrator Jim Herrel, jherrel@st-ann.org. Your request will be considered along with other requests and as soon as the fundraising schedule is finalized, you will be notified. We will try to accommodate your request to the best of our ability.

Please include the following for each request:

- Ministry
- Contact Name
- Type of fundraiser requested
- Date requested to hold the fundraiser
- Purpose of and/or direction of funds
- Are you collaborating with another ministry or affiliate? If so only one fundraiser may be held for the cause, plan to submit the dates together for approval

Second Collections

The Archdiocese of Atlanta controls the approval process for second collections. Requests must be submitted in writing to the Parish Administrator who will follow protocol in the process as required by the AoA.

A copy of the Roman Catholic Archdiocese of Atlanta Best Practices for Parish and School Accounting as well as Archdiocese of Atlanta Best Practices Recap are included in the Archdiocese policies downloads at st-ann.org/ministry-resources. Please refer to these documents for further clarification of financial guidance and policies.

Points of Contact*

- Parish Administrator--Jim Herrel jherrel@st-ann.org ext. 6006
- Parish Controller--Dale Cox dcox@st-ann.org
- Scheduling--Gail Storin gstorin@st-ann.org ext. 6010
- Safe Environment Administrator--Linda Field lfield@st-ann.org ext. 6011
- Bulletin Editor and Webmaster--Graham Kuhn bulletin@st-ann.org
- Newsletter Editor—Graham Kuhn MinistryUpdate@st-ann.org

***** *Where other than personal emails are noted you must use the listed email or your information may be missed.*