

2019 Resource Guide for Ministries & Staff

Tools and information to help St. Ann's leaders "go and do likewise"



Catholic Church of St. Ann | Marietta, Georgia | 770.552.6400 | st-ann.org

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, works and sacrament. As faithful stewards, we commit to prayer, lifelong faith formation and 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 80 ministries and affiliates, the Catholic Church of St. Ann is living its mission.

This how-to handbook is designed to help ministry leaders and staff excel in their roles as ambassadors for our parish. Everything you need to know to carry out our La Salette spirituality is in this guide, and if it's not, we want to know! Please contact Communications Director Susyn Ahern, sahern@st-ann.org, with questions or comments.

Contents

How to book meeting space	3
How to communicate to the parish	4
How to train volunteers	4
How to handle all things financial	5
How to start a new ministry	5
Frequently used terms	6

Key staff contacts 770-552-6400

- Parish administrator: Jim Herrel jherrel@st-ann.org x6006
- Parish controller: John Callozzo jcallozzo@st-ann.org x6015
- Scheduling: Teena Kay tkay@st-ann.org x6010
- Safe Environment administrator: Linda Field lfield@st-ann.org x6011
- Communications director: Susyn Ahern sahern@st-ann.org x6022
- Facilities manager: Liam Farrelly 404-632-9943
- Facilities: Rich O'Buck 770-862-5445
- Audio-visual: Ed Bolduc ebolduc@st-ann.org x6017
- Director of parishioner engagement: Christina Hood chood@st-ann.org x6032

1. How to book meeting space at St. Ann

Thanks to the generosity and dedication of our parishioners, we are blessed to have a beautiful and inviting campus with space for events, meetings and outreach. In 2018, more than 6,000 reservations were made for meeting spaces on St. Ann's campus. To manage so many requests, we introduced eSpace, an online reservation system where you can not only book space, but request room layout and even meeting supplies. One person from each ministry should be identified as the group's booking agent, who will be able to set up a login and password for eSpace and be trained on the site's functions. (Contact [Teena Kay](#) for details.)

Out of respect for our campus, we ask that ministries and staff take care while using our facilities. We want you all to walk into rooms that have been well cared for and reflect our welcoming mission. When you use St. Ann's meeting space you must:

1. Thoroughly clean it after your event.
2. Reset it to the posted standards. (Narthex guidelines can be found here: st-ann.org/parish-community-activities)
3. Complete any exit checklists affirming all items have been completed.

Our booking calendar runs from August 1 through July 31. Department heads, ministries leaders can book space for the coming year according to this schedule:

1. April: Parishwide events will be booked by Teena Kay, parish secretary.
2. May: Department heads book space requirements.
3. June: Ministry booking agents can reserve space for monthly events for the whole year and social events up to six months ahead. Ministries that have department heads booking for them will have their space reserved at this time
4. July: Non-ministerial bookings will be opened for the following six months.

Ministry leaders can have Teena continue to book their events, however:

1. Teena will be entering items in order of emails received during normal working hours.
2. Teena only will be able to accept phone reservations after the 10th of the month.
3. Another ministry may book or place a hold on the space you want prior to Teena getting to your request.
4. Teena will only be able to take your reservation in line with the established booking schedule. In other words, you will not be able to email Teena prior to the booking being opened for your category. Early emails will be returned and will have to be resubmitted when booking opens.

2. How to communicate with parishioners

The Communications Department at St. Ann is here to help the church's ministries, affiliates, staff and parishioners market the fantastic events and innovative programming on campus. We have a one-stop shop for your communications needs: the communications request form. It lives on the bulletin page at st-ann.org, and no matter how you'd like to communicate – bulletin, social media, church screens, videos – this is the place to start. Our crew will help determine the avenue best-suited to deliver your message and assist you in implementing it. Please designate one person from your ministry to be the liaison to the communications department.

Communications request form: <https://st-ann.org/bulletin>

Because we are a parish of nearly 5,000 families, the communication department has some guidelines about how to communicate with our members. These guidelines are designed to deliver consistent, professional messages that are in line with our La Salette mission. The guidelines cover topics such as bulletin deadlines and frequency; website updates; signs on campus; the Faith in Action newsletter; social media posts and regulation; large-scale emails; and promotional materials. Please review this resource here: <https://st-ann.org/bulletin>

If you don't know where to start but think your ministry would benefit from improved communications, let's talk! Contact Communications Director Susyn Ahern, sahern@st-ann.org.

3. How to train volunteers

We appreciate you volunteering for one of St. Ann's ministries. Volunteers are a very important part of our parish and can help ensure a safe environment here.

The Catholic Church of St. Ann and the Archdiocese of Atlanta are committed to helping children and young people learn and grow in a healthy and safe environment. The thousands of children who attend Mass here and are enrolled in our programs are guided and inspired by volunteers, clergy and staff who have been specially trained to keep our young people safe.

The parish requires all volunteers who work with children or vulnerable adults to complete the Safe Environment Program, which includes a background screening and a training session. The training, called Virtus: Protecting God's Children, is available nearly every week around Atlanta and on the St. Ann campus. For information about the Safe Environment Program, including other required paperwork and Virtus registration, visit <https://archatl.com/ministries-services/safe-environment/virtus-protecting-gods-children/>. If you have any questions, contact Linda Field, lfield@st-ann.org.

4. How to handle all things financial

• Ministry bank accounts

Ministries may establish bank accounts through the parish office. These accounts are a part of the 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. The pastor and the parish administrator must approve these guidelines. Please contact Parish Administrator [Jim Herrel](#) and follow up with the Controller [John Callozzo](#) to establish a bank account.

• Fundraisers

The Catholic Church of St. Ann is fortunate to have many ministries and affiliates that are interested in fundraising for great causes. To ensure success, it is important to balance the amount of fundraising done at a given time.

Ministries leaders must submit a request to hold a fundraiser to Parish Administrator Jim Herrel. We will make every effort to accommodate your request. In your application, please include: the ministry name and contact, the type and date of fundraiser as well as its purpose/beneficiary.

Many ministries utilize the narthex for fundraisers. In addition to cash and checks, ministries can arrange to take credit card payments using an iPad and a Square Reader that can be checked out in advance from the parish office. Leaders may book the narthex through eSpace.

• Second Collections

The Archdiocese of Atlanta controls the approval process for second collections. Requests must be submitted in writing to the parish administrator.

5. How to start a new ministry

St. Ann's is blessed with many and varied ministries that complement our mission. To be considered as a new ministry, please contact Director of Parishioner Engagement [Christina Hood](#), who can outline the application process.

Once information has been received it will be reviewed by the pastor and appropriate staff. The ultimate decision of what ministries exist within the parish lies with the pastor, who will periodically assess the ministry makeup and effectiveness.

Frequently used terms

The communications department has established the following guidelines, or styles, to keep our messages consistent and professional. The Archdiocese of Atlanta has a set too, which are included.

ages

Always use numerals (e.g. Jimmy Smith, 10, enjoyed ...).

apostrophe

No ('s) in parish names unless part of the formal name (e.g. St. Mary's Catholic Church or Catholic Church of St. Ann). No apostrophes in days of the week, either. Thursdays, not Thursday's.

Archbishop

Uppercase when preceding the name of person but lowercase in all other instances, even when referring back to a specific person. (e.g. Archbishop Wilton D. Gregory... the archbishop said.) Same usage rules apply for all titles. Parish Administrator Jim Herrel or Jim Herrel, parish administrator, are correct.

Archdiocese of Atlanta

archdiocese when used without the city name.

Auxiliary Bishop

Bernard E. (Ned) Shlesinger III and Joel M. Konzen, SM are to be preceded with: Auxiliary Bishop, Bishop or The Most Reverend.

Baptism, Sacrament of Baptism

Benediction, Confirmation

Capitalize when referring to the Catholic religious services.

Bible

Capitalize, but lowercase biblical.

Bishop

See archbishop.

Blessed Sacrament Chapel

This is the chapel to the right of the altar.

Blessed

May abbreviate Blessed as Bl.

Brother

For religious orders, use full name on first reference, only first name on second and subsequent references (e.g. Brother John Smith ... Brother John ...)

Carroll Center

This is the gym.

church

Lowercase in reference to the room (meet you in the church), uppercase in reference to the body (the Catholic Church issued a decree)

Donnellan Café

This is the meeting room across from Launch offices. Although many people casually call it the Donnellan Room, the proper name is Donnellan Café, which is carved into the sign in the hallway.

Eucharist, eucharistic**Extraordinary Minister of Holy Communion**

Do not use eucharistic minister.

First Communion, Sacrament of First Communion**God**

Capitalize all nouns used as names for this being. Lowercase personal pronouns, such as he and him.

Good News

Uppercase when referring to the Gospel.

Gospel

Capitalize as a noun when it refers to any or all of the first four books of the New Testament, the message they contain or an excerpt from them proclaimed in a religious service. Lowercase use as an adjective.

Grades

Hyphenate first-grader, second-grader, etc.

Hail Mary

Plural is Hail Marys.

Headlines

Capitalize first letter of the first word in a line only. Do not use numerals 1-9.

heaven**hell****Holy Communion****Holy Orders, Sacrament of Holy Orders****Holy See****internet****Jesus**

Capitalize primary names such as *Jesus Christ, the Christ, and Son of God*. Lowercase secondary titles and personal pronouns. Use Jesus's for possessive.

La Salette

This name is always two words.

La Salette Hall

This is the building behind parish office.

Mary's Chapel

This is the cry room.

Nolan Hall

This is the hall next to the church (formerly the Parish Center).

Mass

Capitalize. People do not hear or say Mass but celebrate, participate in or attend Mass. There is no acceptable synonym. To use Eucharist as a synonym for Mass is wrong.

non

Use AP guidelines. Do not hyphenate nonpublic or nonprofit; hyphenate non-Christian, non-Catholic.

numbers

Spell out all numbers less than 10. Exceptions are congressional districts or court names (see AP Stylebook), percents, and amounts of money (e.g. \$3 million).

For ages, always use numerals (e.g. John Doe, 10, celebrated ...).

parish

Lowercase when not in formal name. Also see apostrophe.

Pope

Capitalize only when used before the name of a specific pope; lowercase on any subsequent uses even when referring back to a specific pope (e.g. Pope John Paul II said ... The pope also said ...).

religious titles

Spell out Father, Sister, Archbishop, Bishop, Cardinal when using before a name, then abbreviate Fr., Sr., Abp., Bp., Cdl. on second reference. Always abbreviate Monsignor as Msgr. In a long list of religious with the same title, may use one title throughout (e.g. Fathers John Doe and Joe Smith). See also archbishop, Deacon, or Protestant/Lutheran/Episcopalian titles.

Rev.

Never use Most Rev., Rt. Rev. or Very Rev. for Catholic clergy.

Rosary**Sacrament of Anointing of the Sick**

Not last rites.

Sacraments

Sacraments can be received only by a living person. Baptism, Confirmation and Holy Orders are valid only once and have permanent effects.

Saint

Abbreviate as St. in parish and school names, except in a proper name where it is not a prefix such as *Emory Saint Joseph*.

SACCW aka St. Ann's Council of Catholic Women

Formerly the Women's Guild, this is one council but three guilds. By decree, every woman at St. Ann's is part of this group, which includes the Day Guild, Mothers' Guild and Spanish Guild.

St. Thomas Room

This is the meeting room on the lower level of the parish office.

Sister

Use full name on first reference and last name in subsequent references; also use initials or name of order in first reference (e.g. Sister Jane Doe, CSJ, or Sister of St. Joseph Rose Bland).

Scripture

Capitalize but lowercase “scriptural.”

Teen Center

This is the room on the lower level of the church.

webpage**website****workforce****workplace****year**

Use numerals, without commas (e.g. In March 1976). Use an ‘s’ without an apostrophe to indicate spans of decades or centuries (e.g. 1960s). Use apostrophe to indicate numerals that are left out (the ‘60s).