

St. Luke Catholic Church
Theresa Hedberg, Business Manager
1606 Blanding Blvd.
Middleburg, Florida 32068
(904) 282-0439 Fax (904) 291-9711 ~ office@stlukesparish.org

Ministry Head Procedures

- **Keys:** If your ministry meets weekly a permanent key will be checked out to the Ministry Head. If your ministry does not meet on a weekly basis you or someone you assign from your ministry will need to check a key out the day before or day of your meeting/event. If you will not be the person picking up the key, please call the office in advance to let us know who will be picking the key up. At the end of your meeting/event, for your convenience, the key can be left in the drop box located by the front door to the Parish Office.
- **Projects/Fundraisers:** All projects and fundraiser must be approved by Father. Please submit a detailed outline of the event to the parish office eight weeks prior to the event.
- **Scheduling of Events, Rooms and Set-up:** All meetings and events must be scheduled in advance through the parish office. You are responsible for setting up and breaking down your meeting room. Please remember to turn off all lights and clean and arrange the room(s) back to the way you found it/them. You are also responsible for locking all doors. Please check kitchen and Faith Hall side doors. For your comfort and to avoid confusion and conflicts it is important that you use the meeting room assigned to your ministry, since cooling and heating are all computerized. If your ministry will be taking a break from your regularly assigned date(s) please notify the Parish Office.
- **Pulpit announcements:** Please submit to the Parish Office **two weeks** in advance. All announcements are subject to approval of the pastor.
- **Bulletin & Electronic Sign:** The bulletin is a good venue to get information out about your ministry. All bulletin blurbs are subject to Father Andy's approval and will need to be submitted to the office no later than Thursday two weeks prior to print. This includes what will go on our new electronic sign. You can also email them to office@stlukesparish.org. Also the Link is another way to get information out to the parish population. Our sign is a great way to advertise special events. Please contact Christy Arnold at communications@stlukesparish.org with any requests.
- **Sales:** Tickets and gift items can be sold in the Parish Center on Sundays after each Mass. Ministries may sell event tickets outside the church on Saturdays and Sundays after Masses provided the ministry has placed prior notice in the bulletin, has obtained Father's permission, and that it is no more than two weekends prior to the event. Contact the Parish Office in advance to reserve your date.

- **Fliers:** All fliers and any literature to be passed out or left in the foyer of the church will need to be approved by Fr. Andy two weeks prior to publication. If your flyers are being printed by the parish office we will need to have the approved flyer at least two weeks before the scheduled distribution. Also please remember to use the bulletin board in the foyer of the church to display fliers for your current event.
- **Supplies/Paper Goods:** For your ministries special events, please submit in writing a list of your needs two weeks prior to your event.
- **Kitchen:** Garbage disposal is not for leftovers. The bulk of the food from pans and plates should be scraped off into the trash. Please do not remove any drain caps, especially from the kitchen and outside drains. Any food left after your function should be disposed of properly. Food that is left in the freezer or refrigerator should be clearly marked and dated with your ministry name.
- **Guest Speakers:** All guest speakers must be approved by Father Andy prior to scheduling the engagement.
- **Use of the Sound System in the Parish Hall:** If your Ministry wants to use the Projector or the Sound System the **Ministry Head** must come to the office prior to the event to be trained and **he/she** is the only one allowed access to the room and the system.

There should be no meetings scheduled on any Holy Day of Obligation or during a Parish Mission.

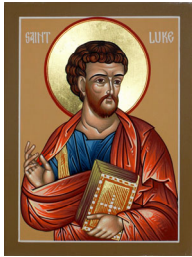
Please do not tape anything to the windows or walls of the Church or Parish Center without prior permission from the office.

We should all strive to be respectful of each other so that all meetings and events can run smoothly.

Sincerely,

Theresa Hedberg

Theresa Hedberg
Office Manager



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Nursery Use Policies

February 8, 2016

The Nursery Ministry of St. Luke Parish extends a welcoming hand to event planners who book the church hall and/or meeting rooms through the church office, offering child care in the church nursery as a benefit for parents who could not otherwise attend.

With that in mind, it is of the utmost importance that those adults who will be supervising the children be cleared by the church office in advance of the event, in accordance with the policy of the diocese.

Additionally, to help ensure accountability, completion of the staffing form (see attachment) is required by the lead care giver. The form includes a list of closing procedures that the leader initials as each task is completed.

We sincerely hope that the servant leaders who use the nursery will support our ongoing efforts to provide a clean and safe play area for the young children of our parish.

Mary Catherine Dozier is available to give a tour of the nursery with emphasis on the merits of the staffing form. Feel free to call for an appointment with her to meet your designated care giver at the nursery in advance of your event.

We are servant leaders and stewards of St. Luke Catholic Church Nursery,

Debbie Walsh
904-327-3035

Mary Catherine Dozier
904-334-1673

St Luke Catholic Church Nursery Staffing Form

To be completed by lead volunteer

Date of use: _____

Reason for child care (e.g., Mass, AHG, RCIA): _____

Number of children supervised: _____

Number of volunteers: _____

Time opened: _____ a.m./p.m. (circle one)

Time closed: _____ a.m./p.m. (circle one)

Incident(s) /accidents reported to church office? YES NO (circle one)

Nature of incident/accident: _____

CLOSING PROCEDURES CHECKLIST (place checkmark on line)

_____ Wipe down all toys played with by children. Use disinfecting wipes on top shelf of cabinet in nursery foyer. Return small toys to corresponding labeled bins, large toys to toy box, balls to blue tub, baby dolls and accessories as well as wheeled toys along a wall.

_____ Wipe down all doorknobs facing into nursery area. Use disinfecting wipes on top shelf of cabinet in nursery foyer.

_____ Vacuum floors, including both area rugs. Vacuum is kept in the nursery restroom. Be sure to replace the outlet safety plug when finished.

_____ Make sure the doorknobs are in the locked position. Do NOT use latches at top of doors.

_____ Clean restroom; sink and changing table (if used). Only clean toilet if dirty from messy stool or vomit. Disinfecting wipes & Clorox toilet bowl wand are both on top shelf of cabinet in nursery foyer.

_____ Combine trash bag from restroom with trash bag in nursery foyer. Tie bag and put it into the trashcan outside the church hall to the left of the foyer doors. Replace trash bags; extra clean bags in bottom of trash can for nursery foyer and in hanging bag on restroom door for restroom can .

_____ Turn out lights and lock front door to nursery.

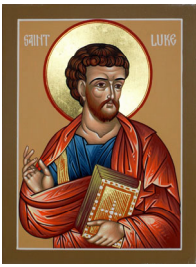
COMMENTS / SUGGESTIONS: _____

Lead volunteer _____

PRINTED NAME

SIGNATURE

DATE



St. Luke Catholic Church
Kristen Barreto, Bookkeeper
1606 Blanding Blvd., Middleburg, Florida 32068
(904) 282-0439 ext. 115 Fax (904) 291-9711
bookkeeper@stlukesparish.org

Ministry Head Procedures

Guidelines for St. Luke Parish Purchase Authorization

- All purchases over \$50 must be approved by Fr. Andy before the purchase can be made if a reimbursement is expected.
- The Purchase Authorization Form can be picked up in the office or emailed to you.
- Please complete the form and turn it into the office or email to Kristen Barreto at bookkeeper@stlukesparish.org. When the form is signed by Fr. Andy, you will be notified to let you know that the purchase has been approved.
- **A purchase authorization form must be completed before the purchase even if Fr. Andy has met with you and asked you to make the purchase.**

If you have any questions regarding these procedures, please do not hesitate to call or email me.

Sincerely,
Kristen Barreto
Kristen Barreto
Bookkeeper

St. Luke Catholic Church

Purchase Authorization

All purchases over \$50.00 must be approved by Father Andy before purchase can be made.

Requested by: _____

Date of Request: _____

Name of Vendor: _____

Mail Check _____

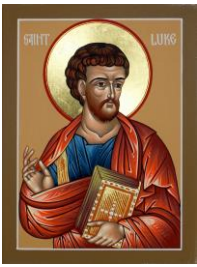
Phone Number _____

Amount of Purchase: _____

Please note purpose of purchase: _____

Account _____

Authorized by _____



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Volunteer Requirements

Any volunteer working with Children or Vulnerable Adults must comply with the following conditions as set by the Diocese of St. Augustine.

If working with children, you must attend a “Protecting God’s Children” Class. These classes are offered frequently around the diocese. There is no charge for this class.

You must come into the parish office and pick up a Volunteer Packet.

All information in the packet must be completely filled out and returned to the parish office.

You must undergo a Criminal Background Check through the Diocese.

You must be fingerprinted at a location specified by the Diocese of St. Augustine. There is a charge of approximately \$45.00 for these.

Background Checks and Fingerprints must be re-done every 5 years.

For more information please visit the Diocesan website at www.dosafl.com

Until all of these requirements are met and we have confirmation from the Diocese of a cleared status, no one is allowed to volunteer in either of the above capacities.

February 15, 2018