



Policies and Procedures Manual

All Saints Catholic Church / 5231 Meadowcreek Drive / Dallas, Texas 75248

All Saints Catholic School / 7777 Osage Plaza Parkway / Dallas, Texas 75252

2/15/19

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1. PURPOSE

The purpose of this manual is to guide All Saints Parish groups in planning events and carrying out the mission of the church. By knowing the steps and checkpoints ahead of time, we hope that this will save you time and effort in the future.

2. PARISH MISSION STATEMENT

We the faith community of All Saints, united in God's family through our Catholic tradition, gather to bear witness to the teachings of Jesus Christ and share His eternal mission. We come together for communal worship, education in faith, spiritual growth and fellowship. Inspired by the Holy Spirit, we reach out as Christ's hands to spread God's love, healing and forgiveness. We are committed to our tradition of hospitality, diversity and tolerance. We invite all to use their time, talent and treasure to make present the kingdom of God.

3. PARISH VISION STATEMENT

We gather as the Body of Christ: to grow in our faith, to serve, to share.

4. SAFE ENVIRONMENT

All ministry heads, all volunteers who work with minors or vulnerable adults, and all liturgical volunteers must be cleared through Safe Environment.

If minors or vulnerable adults will be present and not directly supervised by their own parent or guardian at the event, the person responsible for the event must coordinate with our Parish Safe Environment Director, Elizabeth Horsley (972-778-0311 or ehorsley@allsaintsdallas.org) to ensure that all Safe Environment procedures are followed, including ensuring that all volunteers are currently Safe Environment cleared. See Appendix A for more details and frequently asked questions (FAQs) on Safe Environment procedures.

5. NORMAL HOURS OF OPERATION AND FACILITY CONTACTS

Church Campus:

- Monday-Friday 8:00 am – 9:00 pm
- Saturday 8:00 am – 8:00 pm
- Sunday 7:00 am – 9:00 pm

Facility Coordinator (For Scheduling and other Concerns):

Sheila Dolmas

Kamel Life Center and Resource Information Management Office (RIMO) Coordinator

RIMO@allsaintsdallas.org

972-778-0350

For Promotional Material Approval and Displays:

Chris Diaz, Director of Communications and Webmaster

cdiaz@allsaintsdallas.org

972-778-0333

School Campus:

- Monday-Friday 7:00 am – 3:15 pm (school in session / no additional events)
- Monday-Friday 3:15 pm – 6:00 pm

Facility Coordinator: (For Scheduling and other Concerns)

Andrea LaGreca

alagreca@allsaintsk8.org

214-217-3337

For Promotional Material Approval and Displays:

Gabriel Moreno, Director of Advancement and Mission

gmoreno@allsaintsk8.org

214-217-3320

NOTE: Organization/Ministry use of facilities outside of normal operating hours will be charged a fee for onsite church or school employee staffing for the event.

6. ANNUAL ROOM SCHEDULE PRIORITIES AND CONSIDERATIONS

In order to prevent as many calendar conflicts as possible, the All Saints Parish staff meets prior to the new calendar year which starts on July 1st to plan the calendar for the coming year. Event requests will be considered according to the priorities listed below. **To facilitate the effective annual calendar planning of the parish, all organizations wishing to reserve meeting and event space should submit their requests in May, for the July 1 – June 30 calendar year.**

6.1 Priorities

All requests for the current All Saints Parish year will be confirmed in the order they are received, with consideration given to the following list of priorities:

1. Sacramental or liturgical services
2. Religious programs for adults and children (RE, RCIA, retreats, etc.)
3. Major annual parish social events (Fall Fest, Hearts & Hands Bazaar)
4. Liturgical ministry meetings
5. Major parish social events
6. Regular meetings of parish-based organizations
7. Regular meetings of non-parish-based organizations

6.2 Considerations

- No events or meetings will be scheduled on **holidays and holy days** (days the church/school buildings are closed) with the exception of those directly related to the holy days or at the discretion of the Pastor/Pastoral Administrator.
- Various parts of the buildings will be closed at different points of the year, such as prior to Easter and Christmas, and during renovation or maintenance work.
- The number of participants will factor in to which room is scheduled for an event since larger rooms are needed for larger groups, and we are good stewards of electric usage.
- Staffing hours are 8am-9pm Monday through Friday, 8am through 8pm Saturday and 7am through 9pm Sunday.
- A parish staff member of the related facility must be present for all events.
- If your event is scheduled outside normal staff hours, an additional fee will be charged to staff the event. (This must be approved prior to the event).

7. ALLOWED USERS OF ALL SAINTS FACILITIES

7.1 Groups, Individuals and Events that can use All Saints Facilities.

- All Saints liturgical / sacramental service (Mass, funeral, mission, etc.).
- An All Saints Church or School sponsored event (reception, gathering, dinner, social).
- A parish-based organization event (meeting, program, activity, social, etc.).
- A registered parishioner event (meeting, party, etc.).
- A Diocese of Dallas sponsored event.
- A public awareness or educational event (Red Cross, health programs, gardening, etc.).
- Non-parishioner or non-parish-based group rental (receptions, sports, training or cultural events) that do not fall under the non-eligible categories listed below.
- Corporate rental (training seminars, educational classes, etc.).

7.2 Groups, Individuals and Events not eligible to use All Saints Facilities.

- Political groups (Incumbent public officials reporting to constituents, groups advocating election of specific public officials or propositions, etc.).
- Groups/individuals/events with goals unsympathetic to the Catholic Church.
- Groups/individuals/events violating principles or morality of the Catholic Church.
- Groups/individuals/events advocating revolution or overthrow of the government of the United States.
- Fundraising groups (except if fundraising is for a preapproved Christian ministry).

7.3 Definition of Parish Based Organizations

The Pastor/Pastoral Administrator has exclusive authority to start, direct, manage, expand, or eliminate the organization and its activities. The organization claims its tax-exempt status through All Saints Parish and is authorized and qualifies to do so. To become a parish-based organization, see New Ministry Procedures in Appendix H.

7.4 Definition of Non-Parish Based Organizations (NPBO)

NPBO's are an important part of our parish community and are key in the evangelization of our Catholic faith. However, it is also important to remember that NPBO's are separate, autonomous, and independent organizations with their own leadership, finances, and responsibilities. These entities must register annually and show proof that insurance coverage is in place at all times.

The following NPBOs are active at All Saints Parish at this time:

- Knight of Columbus Council 13520
- Ladies Auxiliary of Lumen Christi
- Columbian Squires Circle 5717
- Society of St. Vincent de Paul
- Legion of Mary
- Our Lady of Schoenstatt
- Boy Scouts of America, Troop 86
- Girl Scouts of America, Unit 160

8. GETTING YOUR EVENTS ON THE CHURCH AND SCHOOL CALENDARS

8.1 Event Requests and Room Reservations

To request a room for an event not already on the annual parish calendar, complete an Event Request form (see Appendix I) available upon request or at allsaintsdallas.org under resources. Submit forms at least one month in advance to the appropriate contact as detailed in section 5.

8.2 Liability Insurance

All non-parish-based organizations will need to purchase liability insurance prior to event approval according to the guidelines found in Appendix F.

8.3 Visiting Speakers and Entertainers

Submit a visiting speaker form at least one to two months prior to any event which includes a speaker or entertainer, including musicians. The speaker or entertainer and content of presentation will need to be approved by the Pastor/Pastoral Administrator prior to confirming your event. See form in Appendix I.

8.4 Caterers

Prior to signing any contracts all caterers must provide proof of licensing and insurance. Menu and kitchen needs must be communicated by ministry/organization with request for the kitchen. We cannot reserve the kitchen all day for an event, so the caterer will need to cook most of their meal at their kitchen.

8.5 Fundraising and Donation Collections

Fundraising is the process of soliciting money or other gifts “in kind”, by requesting donations from individual parishioners to support ongoing liturgical, community, capital or outreach effort at All Saints Catholic Parish. Any activity on campus or off campus that raises money or collects donations, by or for an All Saints organization, must seek approval prior to the event. This includes raffles, toy/clothing/food drives, restaurant fundraisers, bingo, sales of any items, any requests for monetary donations or gift cards, etc. (The State of Texas established a set limit on the number of raffles and bingo events our ministries may host each year). Submission of a fundraising follow-up is required after each event. The follow-up provides the church/school with results of the fundraiser such as income, number of items collected, number of participants and expenses, as well as net income.

8.6 Fundraising – Recruiting Logistics

- Fundraising is primarily conducted in the Fellowship Hall within the Kamel Life Center. On occasion and with prior permission, a portable sales location may be set-up in the courtyard, and outside the main entrances to the church (outside the automatic doors).
- No fundraising may be conducted in the Narthex of the church.
- Request for tables (for sales, promotion or recruitment) in the Fellowship Hall will be approved/denied, after your Fundraising Request Form is reviewed. Insure all documentation is submitted several weeks in advance to reserve space.
- Organizations may sell tickets for three consecutive weeks (Raffle tickets, Entry tickets for fund raising event), and five consecutive weeks for recruitment (volunteers for Fall Festival, enrollment for Religious Education).
- Sellers must maintain proper dignity and decorum – remaining at sales tables (do not move throughout the Fellowship Hall, selling table to table).
- Total number of tables on a given weekend will be seven, three tables for sales of items/tickets, and four tables for recruitment; however, this will be at the discretion of the Facility Coordinator.
- Timing of submission of your request will be critical to the success of your event.
- The above schedule is contingent upon the availability of Fellowship Hall. (i.e. if there is a conflict/special event/RE program, tables will not be available).

8.7 Room Setup

If you desire a specific setup for your space, submit a diagram of your setup with your event request. Most groups are responsible for their own room setup depending on staff availability. Your group will likely be responsible for setup and returning the room to its original setup. Also know that we may need to adjust your setup to accommodate events that precede or follow your event, especially on weekends, when we do not have staff to change setups. When requesting the cafeteria at the school, indicate on the request form how many tables and chairs you will need.

8.8 Material and Labor

Ministries/Organizations are responsible for finding volunteers to promote, set up, decorate, serve and clean up after the event.

Ministries/Organizations are responsible for all food and beverages, supplies (place settings, table coverings, utensils or paper products, etc.).

8.9 Room Decorations

- All decorations, banners, signs, flags, lights, etc. must be preapproved by Facility Coordinator.
- All materials used must be noncombustible or have been treated so as to have been made fire retardant.
- No oil-based paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table and votive stands) may be used on the property without the approval of the Facility Coordinator.
- No paints, tapes or glues may be used, nor carpentry, electrical or other construction work done on the premises without prior clearance with the Facility Coordinator.
- Do not put any thumb tacks, screws, stage hooks or nails in the walls.
- Do not use duct tape in the building, use only blue painter's tape.
- Remove any decorations at the end of your meeting or event.

8.10 Electrical Demands

Verify and communicate the electrical demands of equipment to be used during your event and submit information seven days prior to the event. The need for an additional power supply, lighting or other utilities must be coordinated in advance with the Facility Coordinator.

8.11 Video Presentations

Come in and test your video presentation at least two days in advance to make sure it will go smoothly on the day of your event. Please call ahead to make sure the room is free for testing your presentation. If possible, please email your video link to the RIMO desk at the church or Andrea LaGreca at the school.

8.12 Kitchen Use Approval

To use the kitchen at the church, each group must identify at least one person, who shall serve as the lead person of the kitchen team for that event. At least one member of each kitchen team must have a current Texas Food Handlers certificate of training. Submit a copy of the certificate to the appropriate contact as detailed in section 5.

8.13 Food storage

No food or beverages may be stored on site unless preapproved by Facility Coordinator.

8.14 Use of Resources

- Groups are allowed to use preapproved rooms and equipment only.
- Permission to use church facilities is not transferrable.
- It is not permitted to move tables and chairs between rooms without approval of facility staff. Anything moved must be returned at the end of the event.
- No storage space will be provided for groups without prior written approval by the Facility Coordinator.
- Resources used must be left clean, in good working order and stored in its designated location.
- Resources (i.e. video equipment, kitchen materials, chairs, tables, etc.) may not be taken off campus.

8.15 Deliveries

All deliveries of food, plants, supplies and equipment must be coordinated in advance with Facility Coordinator.

8.16 Restrictions

No smoking is permitted in any All Saints buildings.

No alcoholic beverages are permitted on any All Saints property, except in preapproved, designated areas and in accordance with the regulations stipulated in the Diocese Alcohol Policy (see Appendix G).

No forms of gambling are permitted in or on any All Saints property. Any raffles or bingo events must be preapproved as there is a state-imposed limit on the number of such events.

8.17 Event Promotion

Contact Chris Diaz (cdiaz@allsaintsdallas.org) for promotions at the church and Gabe Moreno (gmoreno@allsaintsprek8.org) for promotions at the school. Types of promotions available:

- Bulletin
- Website
- Monitors
- Social Media
- Newsletter
- Sainly Notes (school)
- Brochures
- Flyers
- Posters
- Bulletin Boards
- Banners
- Outdoor Message Board (school)

See Appendix B for more information.

9. ON THE DAY OF YOUR EVENT

9.1 Parking

Park in designated parking spaces only. Do not park (even temporarily) in the driveway that runs behind the kitchen – this driveway is clearly marked – curbs are painted red – FIRE LANE NO PARKING - is painted on the curbs. In case of emergency, emergency vehicles must be able to clearly travel through this driveway. Therefore, vehicles parked in the driveway will be towed.



9.2 Signing in

When you arrive for your event, you will find a sign-in sheet in your reserved room. Ask all individuals in attendance at your event to sign the sign-in sheet. At the end of your meeting, return the sign-in sheet to the RIMO desk.

NOTE: In case of emergency, take the sign-in sheet with you when you exit the building to be able to check and make sure everyone in your group makes it outside.

9.3 Serving Alcohol

If you are serving alcohol at your event, you must follow the Diocese rules for serving alcohol, found in Appendix G. Separate insurance covering alcohol service, in addition to your organization's liability insurance, will be required if your event is a closed event, not open to the parish.

9.4 Clean up: Preparing the Room for the Next Group

It is the responsibility of the ministry/organization to return any equipment such as microphones or remotes to the RIMO desk. Schedule time at the end of your meeting and assign cleanup to members of your group ahead of time. Leave the room ready to use for the next group by cleaning up any spills, sweeping floors, wiping tables if food was served, taking trash to the dumpster. A broom and mop are stored in the janitorial closet in the kitchen, and fresh trash bags can be found on the shelf opposite the refrigerator or requested at the RIMO desk. We do not have full-time janitorial staff, so be vigilant in cleaning up to prevent bug and rodent infestations. Remove any papers that you brought in with you.

9.5 Kitchen Sign-in, Use and Sign-out

At the church, sign in with a RIMO staff member. Complete a kitchen sign-in sheet (a copy of this form is in Appendix I) noting any kitchen messes, so that you are not held responsible. When you leave, go over the kitchen again, making sure to clean up any messes and equipment used and seek a RIMO team member to sign the kitchen check-out form. See Appendix B for Kitchen Checklist form with guidelines for kitchen use. All property in the kitchen, including silverware, dishes, pots, pans, coffee maker, carafes, etc. must remain in the building, (we do not allow individuals/groups/organizations/ministries “to borrow” church equipment for off-site events), and be returned to the kitchen clean at the end of the event. Protect the drains by putting all food scraps and coffee grounds in the garbage, and not in the disposal.

9.6 Weather Cancellations

Events held at the church: If it should be necessary to cancel events at the church because of weather conditions, an announcement will be posted on the church website. A voice message will be recorded on the church’s main phone number (972) 661-9282, addressing the weather situation and closure. The church follows the Richardson Independent School District (RISD) weather closing schedule. Masses, however, will not be canceled.

Events held at the school: If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations. Look for the Plano Independent School District (“PISD”) and a message will be sent to the home phone, cell phone, and e-mail account listed on a student’s file via the ALERT NOW® system. The Extended Care Program will also be closed if school closes due to inclement weather.

10. EMERGENCY AND EVACUATION PROCEDURES

Severe Weather: In the event of a weather emergency while school is in session or during Mass at the church, staff, teachers and volunteers will follow established safety procedures. See Appendix D.

Evacuation Procedures: Familiarize yourself with the evacuation diagrams in Appendix E and displayed in each room / classroom, in case of fire, gas leak, bomb threat or other reason to evacuate the building.

If the building needs to be evacuated:

- Tell everyone to proceed to the designated lawn areas around the building and do not go to their cars. (If the threat is an active shooter, they should seek cover and not congregate in the open.)
- Leaders should bring the sign-in sheets for their groups to check and make sure everyone makes it outside.
- Assist those who need assistance.
- Teachers and youth leaders should bring the sign in sheet, parent contact list and cell phone with them, make sure everyone makes it outside and keep the kids together, seated in the evacuation area.

11. SOCIAL MEDIA

Follow the Diocese policy on social media. Please see Appendix C.

12. CONTRACTS

All vendor, service, sales or other contracts must be approved and signed by the pastor. Please provide all contracts to the general manager **at least 3 weeks prior to the date the contract needs to be signed**, to be reviewed and to get approval from the diocese. Heads and members of organizations are not authorized to sign contracts!

APPENDICES OF DETAILED INFORMATION

A. SAFE ENVIRONMENT FAQs

The purpose of this document is to summarize All Saints Safe Environment procedures in a helpful way for ministry heads. The official Diocesan policy on Safe Environment supersedes anything in this document. Diocesan Safe Environment Policy documents are available at <https://www.cathdal.org/a-safe-environment>.

What is Safe Environment?

Safe Environment is the program for the Diocese of Dallas for the purpose of vetting and training volunteers and staff so that they can be prepared to prevent / respond to abuse in our community. It is mandated by the USCCB that we have such a program in place and the Safe Environment program follows best-practice guidelines common to most youth-serving organizations.

Any questions regarding Safe Environment at All Saints should be directed to our parish Safe Environment Director, Elizabeth Horsley 972-778-0311 or ehorsley@allsaintsdallas.org.

What is the “2-Adult Rule”?

Whenever there are minors or vulnerable adults present at a parish event, there must be a minimum of two cleared adults present at all times. Most parish events will require more than the minimum number of cleared adults in order to provide adequate supervision. This minimizes the possibility that one of our volunteers will be falsely accused of misconduct by always ensuring there is another responsible adult witness available.

If a situation occurs where the 2 Adult Rule was not followed, the ministry head must complete and turn in to the Safe Environment Director a “Documentation of Non-Compliance with the 2-Adult Rule” form (Appendix I includes a copy of this form).

What should I do if I suspect someone is being abused in our community?

If you ever suspect that someone in our community is being abused or neglected (not receiving proper care such that they are in danger) you have a moral and civil responsibility to report your suspicions to the proper authorities. In an emergency situation, call 911. In a non-emergency, you can call the Texas Department of Family and Protective Services at 1-800-252-5400 or report online at <https://www.txabusehotline.org/>. The report will be anonymous, and these numbers work for both minors and vulnerable adults. You must notify the civil authorities within 72 hours (or 48 hours for certain mandated reporters) or it could appear as an act of omission. It’s best to notify authorities as soon as possible so the victim can get help.

If the abuse involves church or school staff or activities, also notify the Safe Environment Office for the Diocese of Dallas at 214-528-2240.

What should I do if one of my volunteers suspects abuse?

If your volunteer comes to you and tells you that they suspect abuse, it is their responsibility to make a report using the guidelines above. You may help guide them through the process. It is also prudent for you to make a report yourself so that there is a record that you fulfilled your civil duty in reporting.

Who needs to be cleared through Safe Environment?

- All staff and clergy
- Anyone who is the head of a ministry
- Anyone who volunteers with youth (anyone under 18 years of age) or vulnerable adults (such as the elderly or disabled) in our community in any capacity
- Any liturgical volunteers (such as greeters, ushers, lectors, and extraordinary ministers of holy communion)
- Other groups in our community at the discretion of our pastor or their ministry heads may require that their volunteers be safe environment cleared.
- Any adult in our parish who does not fall into the above categories is still invited to become a cleared adult in order to help us maintain a safe and secure community.

Volunteers in the above categories should not be allowed to volunteer until they have completed all of the steps in order to become safe environment cleared.

How does someone get cleared for the first time?

First time clearances usually take 2-4 weeks to process. The process goes faster when the volunteer is prompt in responding and in sending required forms.

Send new volunteers to our website for a complete list of steps and links to necessary forms: <http://www.allsaintsdallas.org/about-us/safe-environment/first-time-clearance/>

Prerequisites

Applicants must meet the following prerequisites:

- Must be 18 years of age or older
- Must be a registered member of All Saints for at least 6 months (can be waived with a letter of good standing from previous parish or faith community)

Steps for first time clearance

Anyone who has not been cleared before within the Diocese of Dallas (we cannot accept clearances from other dioceses) must complete the following steps:

- Fill out the screening form online at <https://dallas.setanet.org/screening.php> or by hard copy in the church office. On this form, the applicant will include contact

information for three personal references (must have known the applicant for at least 3 years and cannot be family members of applicant) and information needed for running a background check.

- Attend the initial Safe Environment Training: “Recognize, Respond, Report.” This class must be attended in person. There are several opportunities each month to attend this class throughout the diocese. Check <https://dallas.setanet.org/classes.php> for class registration or contact our Safe Environment Director for a current list of classes.
- Submit a picture to be used for the badge. The picture should include head and shoulders and be of decent quality. Please email the picture to the Safe Environment Director or drop it off at the church office with the applicant’s name on it.
- Complete an in-person interview with the head of the ministry in which the applicant wants to volunteer (a copy of this form can be found in Appendix I). Ministry heads are responsible for making appointments with their volunteers in order to complete this requirement. Do not distribute interview forms to applicants.

How does a volunteer maintain his or her clearance?

Training must be updated yearly in order for a staff person or volunteer to maintain their Safe Environment Cleared Status. There are dozens of options available and updating can take as little as 30 minutes.

The Diocese occasionally updates policies and requires volunteers to sign the new policy as they update their training. Please look for communication (typically email) from the Safe Environment Director in case more documentation is needed.

Volunteers will receive an updated badge once they have completed the update training. It usually takes one week from when the volunteer turns in all forms to receive an updated badge. If a volunteer has not received a new badge within two weeks, please contact the parish Safe Environment Director.

Online Options

A large list of options (in English and Spanish) is available on our website:

<http://www.allsaintsdallas.org/about-us/safe-environment/annual-update-options/>.

These options can be completed from home. Contact the Safe Environment Director for printable training options if you have a volunteer who lacks a good internet connection or computer skills.

Group Options

Some organizations in our community choose to do update training for all of their members at the same time. Please work with the Safe Environment Director to find a solution that will work for your organization. Possible options include: inviting a guest speaker (such as a police officer or social worker) to talk about a topic of safety relevant to your organization, watching a video presentation on a topic of safety, or inviting the Safe Environment Director to give a talk.

Parish Resource Library

The parish resource library has several DVDs of past training events that can be used as update training options. These can be checked out from the library and will come with a training form. Please return the completed form to the Safe Environment Director.

Where can I (or my volunteer) pick up my badge?

Badges are typically delivered to the Welcome Desk located next to the fellowship hall at the church (church volunteers) or to the reception desk at the school (school volunteers). Volunteers will receive an email from the Safe Environment Director letting them know when their badge is ready to be picked up.

How do I know if my volunteers are cleared?

All cleared volunteers should carry a Safe Environment badge. The badge should be visible whenever the volunteer is serving in a liturgical ministry, with minors, or with vulnerable adults. The date at the bottom of the badge shows when the badge expires.

The Safe Environment Director will occasionally ask for a list of current volunteers in order to audit and ensure all volunteers are cleared. You may also send a list to the Safe Environment Director at any time to make sure all of your volunteers are cleared. This is especially helpful before a big event or overnight trip. Turnaround time for auditing volunteer lists is usually 1 week.

Where can I go for more information?

Questions regarding Safe Environment should be directed to our parish Safe Environment Director, Elizabeth Horsley at 972-778-0311 or ehorsley@allsaintsdallas.org.

You can also go to the following websites:

All Saints Safe Environment: <http://www.allsaintsdallas.org/about-us/safe-environment/>

Diocese of Dallas Safe Environment: <https://www.cathdal.org/a-safe-environment/>.

B. EVENT AND MINISTRY PUBLICITY / PROMOTION

General guidelines for all promo material for events using church channels.

For more information or for approval contact Chris Diaz (cdiaz@allsaintsdallas.org) for promotions at the Church.

The types of promotions available for church/school/organization events on church channels are listed below. Guidelines and submission deadlines follow.

- Bulletin
- Website
- Monitors
- Social Media
- Newsletter
- Brochures
- Flyers
- Posters
- Bulletin Boards
- Banners

Guidelines

- The Who, What, When, Where and Why must be included.
- If event is “open to public” (i.e. not an event for members of a particular ministry only) any restrictions, prices, ticket sales and related information must be included.
- If event is for membership only, that must be evident in promo material.
- If graphics are included, hi-res (300 dpi) pictures/logo should be included as separate JPG, PNG or TIF files (see accompanying infographic on resolution later in this appendix).
- If promo material is “camera ready” the picture file should be included separately...NOT as part of a Word or other type document.
- Timing is essential for optimum promo value. Regularly scheduled meetings or events should be promoted as follows: monthly events - 2+ weeks; quarterly events - 4 weeks; major organization events – 6 weeks. Major parish events (i.e. Fall Fest; Major Speakers) – 8+ weeks
- Some upfront prep time detailed on the following chart can be eliminated if material is “camera ready” or all text. Ask for current resolution and sizing requirements for final product.

Church Promo Material Deadlines

Promo Channel	Deadline/Notice	Other Notes
BULLETIN	10 days* before publication date.	Bulletin material is restricted to the what can fit in our normal 12-page bulletin. When space limitations come into play, preference will be given to parish events, parish organization/ministry events, non-parish-based events (in that order). To accommodate all parish-based requests, promo material may be resized as needed, thus the need to include pictures as separate files from the promo.
WEBSITE	4 days* before desired display date for event promo.	Website promo material is usually in landscape orientation for the upcoming event promo area. Additional information about the event, past event pictures and signups can be included as pages of the website or links to other websites and forms. These will take additional time to build and test.
MONITOR(S)	4 days* before desired display date.	Monitor promo material is always in landscape orientation. Narthex monitor is reserved for liturgical events. KLC Atrium monitor can promote all organization events but limits to the number of slides in the slide pack may be used. The monitor in Fellowship Hall can be used for ministry or event promotion if scheduled and approved.
SOCIAL MEDIA (All Saints sites**)	4 days* before desired display date.	Promo material supplied for other channels will be modified as needed for optimum presentation on social media site. ** if your organization is maintaining its own social media sites, make sure the Diocesan Social Media policy (Appendix C) is read, understood and followed by those who maintain and contribute to the site(s).
PARISH NEWSLETTER	Must request to be added to schedule. You will be notified if selected.	If organization, person or event is selected, phone interview will be conducted, and article composed by third party. Interviewee(s) must be available and prepared for interview. Hi-resolution (300 dpi) pictures should be supplied as separate JPG, PNG or TIF files.
BROCHURES	Draft must be approved before printing and final product must be approved before displayed on church campus.	Typically used for ministry information. Can also be used for event promo. Organization must work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be posted. The final product should be a tri-fold or quad-fold with final dimensions of 3.5" wide and between 8.0" and 8.5" tall to fit into the brochure rack in the Welcome Center. Ministry information in the brochures must be kept current by the ministry or organization. An updated editable electronic copy must be submitted to the RIMO desk for archival purposes.
FLYERS	Get approval before displaying any material on church campus.	Organization to produce and supply the final product to be used. Organization must police the area where flyers are used to keep a neat display. Flyers may not be left on the tables where the automatic doors open and cause flyers to be strewn all over the narthex.
POSTERS	Get approval before posting any material on church campus.	Typically reserved for church and diocese events. Organization must produce or work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be posted.
BULLETIN BOARDS	Get approval before posting any material on bulletin boards.	Typically reserved for church and diocese events. Organization must produce or work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be posted.
BANNERS	Must be scheduled well in advance. Ask for permission and specs before ordering	Reserved for major church events. Must meet size and material strength guidelines. Organization must work with media supplier to produce product and follow their guidelines for optimum quality and follow sizing specs supplied. Organization to supply the product to be posted.

General guidelines for all promo material for events on school channels.

For more information or for approval contact Gabe Moreno (gmoreno@allsaintsk8.org) for promotions at the school.

The types of promotions available for church/school/organization events on school channels are listed below. Guidelines and submission deadlines follow.

- Sainly Notes
- Website
- Monitors
- Social Media
- Flyers
- Posters
- Bulletin Boards
- Banners
- Outdoor Message Board

School Promo Material Deadlines

Promo Channel	Deadline/Notice	Other Notes
SAINTLY NOTES	Thursday prior to publication date.	Text and pictures can be included. PDF files can be attached to the Sainly Notes distribution. Send to ktheisen@allsaintsk8.org .
WEBSITE	4 days* before desired display date.	Website promo material is usually in landscape orientation for the upcoming event promo area.
MONITOR(S)	4 days* before desired display date.	Monitor promo material is always in landscape orientation.
SOCIAL MEDIA (ASCS**)	4 days* before desired display date.	Promo material supplied for other channels will be modified as needed for optimum presentation on social media site. ** if your school group is maintaining its own social media sites, make sure the Diocesan Social Media policy (Appendix C) is read, understood and followed by those who maintain and contribute to the site(s).
FLYERS	Get approval before displaying any material on school campus.	Organization must produce or work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be used for promotion.
POSTERS	Get approval before displaying any material on school campus.	Organization must produce or work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be used for promotion.
BULLETIN BOARDS	Get approval before displaying any material on school campus.	Organization must produce or work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be used for promotion.
BANNERS	Get approval before displaying any material on school campus.	Organization must produce or work with media supplier to produce product and follow their guidelines for optimum quality. Organization to supply the product to be posted.
OUTDOOR MESSAGE BOARD	Must be scheduled and approved well in advance.	

Image Resolution Guidelines

From time to time, clients will send us a tiny 40K JPEG image for a print layout or ask us to “just grab it off the web.” We must explain that such moves won’t work because the **image resolution** is too low. Let’s take a closer look at why that is.

The resolution of an image refers to the density of the pixels (or printed dots) that constitute it. At high resolutions, the image is crisp and vividly detailed. If the resolution is decreased or the image is “blown up” too much, it loses detail and the blocky squares of the pixels become noticeable. Think of how big-screen projection TVs from the ’80s used to look so washed-out and fuzzy before HD and Blu-ray came along. Resolution makes all the difference!

Screen Resolution vs. Print/Large Monitor Display Resolution

Screen resolution is measured in *PPI (pixels per inch)* and print resolution is measured in *DPI (dots per inch)*, though the terms are often used interchangeably. Because the entire viewing area on a computer monitor (website or social media) is made up of pixels of a fixed resolution – typically 72 to 100 ppi – any image optimized for that resolution looks fully detailed and natural to the human eye.

But if that same image is printed at full size or blown up on a 55” TV screen, its inherent pixel “blockiness” becomes readily apparent. Another consideration is that the side effects of image compression for smaller web image file sizes (like distortion around edges) can become unsightly.

For professional print graphics, and now for large monitor displays as well, 300 dpi is standard. If you want to use a web image in print, you run into problems. Really the only way to make it work is if you want to print a 72 ppi web image as a tiny inset, which can look fine. But there’s no way to magically generate extra pixels and make a beautiful brochure cover image out of your Facebook cover image. When you have a choice of image sizes at your disposal, it’s best to go for the largest image you can get. Any image can be made smaller as needed, but it can’t be sized up without losing quality. When it comes to resolution, bigger really is better.

All Saints Community Gallery

Another option to promote your ministry as a whole is the All Saints Community Gallery located in the hallway between the Narthex and the Kamel Life Center atrium. The gallery is for ministries to participate in sharing photographs of the work they do during that calendar year. Contact Gina Rauker (grauker@allsaintsk8.org) for gallery use and any additional questions concerning the gallery.

- Photographs presented must be taken with a digital camera.
- Set up a time to personally meet with the coordinator to discuss your wall preferences, review the dates you would like to display and to discuss final estimated cost for your pictures. Planning is key to having a successful display in our gallery.
- All photos must be saved to a USB drive and given to coordinator two weeks before final meeting.
- The coordinator will print photographs and position them in the gallery.
- Photographs will be displayed for eight weeks.
- Photographs will be returned to the ministry/organization after display time frame.
- Photographs need to show how incredibly amazing your ministry is. Capture your special events that your ministry is doing and most important, show smiling faces.
- Availability for the gallery begins the last week of May and ends Fall Festival weekend in September.
- Your ministry is responsible for all costs of the photographs. The estimated value of a 16X20 print is \$8.00 plus tax, and a 11X14 print costs \$5.00 plus tax.
- A ministry can use the entire gallery, one section or multiple sections of the gallery. There are 70 picture frames for the entire gallery. There are two sections with 21 pictures each and four sections with 7 pictures each.

C. DIOCESAN SOCIAL MEDIA POLICY

The use of technology is **rapidly growing** to form, inform, and, with God's grace, transform the adults, teens and children of our diocese.

Every day, **countless conversations take place online** about the Catholic faith on **social media**, and the Diocese of Dallas encourages **Church and School personnel** to join these conversations to proclaim the Gospel. The Diocese of Dallas also **respects the rights of Church and School personnel** to use social media as a form of self-expression.

It is important that we **make every effort to ensure the safety** of producers and consumers of social media, while at the same time ensuring the integrity of the message we proclaim. This requires responsible, focused, and intentional use of new and yet-to-be-developed technologies.

These guidelines apply to all Church and School personnel (employees, clergy and all volunteers), and to their use of **social networking sites, blogs**, or any other kind of social media. Other **websites** are usually not considered social media, but this policy also applies to the creation, content and use of parish, school, and ministry websites, as well as to online discussion by any Church and School personnel of matters pertaining to ministry.

The Catholic Diocese of Dallas would like to thank the following organizations for excerpts of their Social Media policies included in this document:

Archdiocese of Boston, Archdiocese of Chicago, Archdiocese of Cincinnati, Archdiocese of Melbourne (Australia), Boy Scouts of America, Diocese of Fairbanks, Diocese of Grand Rapids and the New York City Department of Education

Engaging Online with the Love of Christ

Whatever you do, do all to the glory of God. 1 Corinthians 10:31

Any online post, comment, photo, song, video, blog, or podcast by Church and School personnel on an official ministry site, or which connects the employee or volunteer to a Diocesan entity, must reflect the values of our Catholic faith.

Faith comes by what is heard. Romans 10:17

Church and School personnel should be sensitive to being clear about the intended audiences for social media conversations on personal social media accounts. Conversations containing personal views intended for a specific limited audience should not be misinterpreted as a representative viewpoint of a larger institution.

To prevent this type of confusion, it is important to cultivate relationships online so that professional and personal boundaries are clear. Church and School personnel who use social media in a personal capacity should not present themselves in a way that could be misinterpreted as having the same authority as a social media account used by church or school leadership in a

professional capacity (e.g., a Facebook public figure page for the Pastor of a parish, the Twitter account for a school principal).

*Conduct yourselves wisely toward outsiders, making the most of the opportunity.
Galatians 4:5*

When participating on social media, be sure to use sound judgment and common sense. Don't forget that anything published on a personal website is no different from making such information available in any public forum. Use discretion when posting about sensitive topics and events.

Care should always be taken in accepting or adding 'friends' on personal social media accounts. Be sensitive to activity and engagement on social media, as many social media networks share your "Likes", comments and other actions with your friends and followers.

The person who is trustworthy in very small matters is also trustworthy in great ones. Luke 16:10

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false, especially regarding parishioners, students, other Church and School personnel, or the Diocese or a Diocesan entity.

You shall love your neighbor as yourself. Matthew 22:39

Do not post obscene, harassing, offensive, derogatory, defamatory, [trolling](#), [cyberbullying](#), or otherwise potentially scandalous comments, links, and/or images, or materials which could discredit or cause embarrassment to the Catholic Diocese of Dallas or its affiliates, employees, vendors, partners, agencies, schools, or others.

Establishing Social Media for a Parish, Ministry or School

When creating a social media site for your parish, ministry or school:

- **Establish and utilize official social media accounts for parish, ministry or school communication** – Official Church and School social media accounts and other official communications channels should be the first and primary source for official parish and school news (e.g., event invitations, parish announcements, etc..) and not the personal account of a Church or School employee or volunteer.
- **Get to know the social media network** - Be aware of the terms of use, age restrictions, and privacy options and controls for each site prior to establishing a ministry presence. Keep in mind that, in certain circumstances, the Diocese or a Diocesan entity may be bound to terms of use which apply to an official social media account.
- **Choose at least two administrators** - Two Safe Environment cleared adults should be granted access and trained to act as administrators for each official website/social media account.

One of the administrators must be a parish or diocesan employee. Administrators must have full access to all account or site settings and must have complete access to all communications to and from the official site or account.

- **Get approval** – Make sure to get approval from a [Supervisor](#) before creating a new social media site for a ministry, parish, school, or other Diocesan entity.
- **Monitor and review sites on a regular basis** - Administrators should monitor all engagement and comments on social media posts and respond promptly to issues and questions. Keep Supervisors in the loop when issues arise that may need action by parish, school, or Diocesan staff. Supervisors are ultimately responsible for the administration and content of official social media sites and should maintain a list of all social media accounts within their particular ministry, parish, school, or other Diocesan entity. Supervisors are also responsible for regularly monitoring social media sites for their organization.
- **Obtain permission before posting content** - Just because content is available on the Internet does not mean that the content can be freely used for any purpose. Do not post any non-original content (e.g., photographs, artwork, articles, etc.) unless and until you have obtained written permission from the copyright owner to do so. This also extends to posting videos or recordings of Masses or other events that contain performances of copyrighted music or other copyrighted material.
- Church and School personnel should not post a recording of anything connected to their duties as employees or volunteers unless the parish or school has given permission for the posting and has obtained the appropriate releases.

Certain content is not allowed on official social media sites:

- **Confidential and Proprietary Information** – Church and School personnel are prohibited from disclosing any information that is understood to be held in confidence by the Diocese of Dallas or its entities, except by explicit permission of the appropriate authority. This specifically includes personal information regarding parishioners, students, or others involved in a Diocesan or Diocesan entity ministry which you learn in the course of your ministry work but have not received specific permission from the subject of the information to disclose using a specific online forum. For example, it is a violation of this policy to post to a parish Facebook page information regarding a homebound parishioner’s medical condition disclosed to a visiting minister unless the parishioner has specifically authorized sharing of the information on the parish Facebook page.
- **Unauthorized Use of Trademarks and Logos** - Do not use Diocese or Diocesan entity trademarks or logos in any way that could reasonably suggest official Diocesan or Diocesan entity sponsorship or endorsement unless you are specifically authorized to do so. Do not use trademarks or logos of any other person or organization without the permission of the owner.
- **Outside Businesses** – Official social media sites may not be used for conducting or promoting outside business. Church and School personnel should avoid conducting outside businesses through personal social media accounts or websites in a way that implies sponsorship or

endorsement of the business by the Diocese or a Diocesan entity. For this same reason, clergy should avoid conducting outside businesses through social media accounts or websites which identify them as clergy of the Diocese of Dallas.

Communicating with Children

The primary purpose of communications between Church and School personnel and [children](#) engaged in ministry on social media is to **provide information related to a ministry, school or event** and to **encourage online engagement and evangelization**, and not for personal or private interaction between adults and children.

Church and School personnel should **always be considerate of boundaries** and ensure they are observed, particularly in communications with young people and with use of social media in a youth ministry or school setting.

- Private channels and private communication create an environment that puts both children and adults at risk. To help ensure that all communication on social media channels remains positive and safe, **channels used by Church and School personnel to communicate with children regarding ministry activities must be public and all communication on or through them must be public.** This enables administrators to monitor all communication and helps ensure there is no inappropriate communication between adults and children or between children themselves. Therefore, **no private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable as channels for communication between Church and School personnel and children who are connected in any way to ministry or school related activities.**
- Official ministry, school and personal social media accounts **should not be used to contact children privately (e.g., Facebook Messenger, Twitter Direct Message).** Online “chatting” with children is not permitted (*Google Hangouts, etc.*).
- **Use of Smartphone and tablet messaging apps (Snapchat, WhatsApp, Kik, etc.) and “anonymous” apps (YikYak, Whisper, etc.) are forbidden** for use as communication tools for parishes, schools and ministries due to the lack of accountability and ability to retain records of communications on these apps. This policy also prohibits the use of any such apps for communications between any Church or School personnel and any child connected to any ministry or school related activity.
- Church and School personnel **must not initiate or accept “friend” requests** with children connected to ministry or school related activities using their personal profiles on Facebook or other social media platforms or apps. **Children should instead be encouraged to “Like” and participate in public discussions on ministry and school Facebook pages** and other public social media for parishes, schools or ministries.
- If a child directly contacts Church or School personnel engaged in ministry through a personal social media account, **the ministry or school account should be used to reply.** In unusual cases where a personal account is used to respond, such as an emergency situation which

requires urgent communication, Church and School personnel should **maintain copies of all such messages and must promptly provide copies of the communication to a Supervisor.**

- **Parents must have access to everything provided to their children** and be made aware of how social media is being used to communicate with their children as well as how to access the sites.
- **Church personnel are forbidden to post or distribute personal identifiable information** of any child under the age of eighteen. Personal identifiable information includes but is not limited to: full name, home address, email address, telephone number or any information that would allow someone to identify or contact a child or that would jeopardize their safety or well-being in any way.
- As an exception to this policy, a child whose parent or other legally responsible adult has signed a current Video/Image Release form may be identified by name in photographs or videos posted to an official social media account unless the child or his/her parent has requested otherwise.
- When sharing photographs or videos of children, **verifiable consent should always be obtained from the parent or guardian before images are shared online.** Verifiable consent can take the form of a Video/Image Release form, an email from a parent or guardian, or spoken permission by a parent or guardian in the presence of another adult, preferably an employee of the Diocese, School or Diocesan entity.
- When children form their own social media groups, **adults should not join these groups.**
- Counseling of children through social media is not permitted.
- Electronic communication is not intended to be the primary means of communicating with minors. In extraordinary circumstances when using email, text messages or other electronic communication with a minor, **a second safe environment cleared adult must be included.** Except in emergency situations, **this communication can only take place between 8:00 a.m. and 9:00 p.m.** (*Safe Environment Program, Section 4.21*)

Protecting Children and Vulnerable Adults Online

Church and School personnel of the Diocese of Dallas and Diocesan entities are expected to comply with this policy, the [Safe Environment Program](#) of the Diocese of Dallas, the Children's Online Privacy Protection Act, and all other applicable law.

Consistent with the Diocese of Dallas Safe Environment Program, communications with [vulnerable adults](#) should follow the same guidelines as communications with children.

Please visit these websites for more information about the protection of children online:

- Catholic Diocese of Dallas Safe Environment Program
<http://www.cathdal.org/a-safe-environment>
- Children's Online Privacy Protection Rule ("COPPA")
<http://www.cathdal.org/coppa>

- The USCCB Charter for the Protection of Children and Young People
<http://www.usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>

Authorization to Speak for the Diocese or a Diocesan Entity

All matters of the employing entity that require news releases or public statements must be reviewed and coordinated with the Director of Communications.

In the event where media inquiries are urgent or in a crisis situation, the Director of Communications will serve as spokesperson for the Diocese. The Vicar General acts as spokesperson when the Director of Communications is not available. No statement may be made on behalf of the diocese or any employing entity unless it has been approved by the Director of Communications of the Diocese.

(Excerpted from the Diocese of Dallas Employee Handbook, Section 120 – External Communications)

Other Applicable Diocesan Policies

The same principles and guidelines found in other Diocesan policies regarding Church and School personnel conduct apply to Church personnel activities online. These include, but are not limited to:

- **Email** – Catholic Diocese of Dallas Safe Environment Program (Code of Conduct, Section 4)
<http://www.cathdal.org/a-safe-environment>
- **Computer Systems and Internet Use** – Computer Internet Policy
[https://www.cathdal.org/Computer Internet Policy.pdf](https://www.cathdal.org/Computer%20Internet%20Policy.pdf)
- **External Communications** – Employee Handbook (Section 120)
[https://www.cathdal.org/Employee Policy Manual.pdf](https://www.cathdal.org/Employee%20Policy%20Manual.pdf)
- **Communications and Non-Parish Based Organizations** – Non-Parish-Based Organization Policy
[https://www.cathdal.org/Non Parish Based Organization %28NPBO%29 Policy.pdf](https://www.cathdal.org/Non%20Parish%20Based%20Organization%20Policy.pdf)
- **Online Giving** – When creating Online Giving accounts, follow the procedures for **Bank Accounts - Accounts (checking and other types)** in the “Accounting for Funds” section in the Accounting Standards Handbook.
[https://www.cathdal.org/Accounting Standards Handbook.pdf](https://www.cathdal.org/Accounting%20Standards%20Handbook.pdf)

All diocesan policies may be found at www.cathdal.org/policies.

Policy Enforcement

Ultimately, although Church and School personnel are solely responsible for materials they post online, social media activity by Church and School personnel can have adverse consequences for the Diocese and its entities. Church and School personnel must refrain from any actions, through public or private social media or other online communications, that could be an embarrassment, cause scandal, or bring discredit to the Diocese or a ministry, parish, school, or other Diocesan entity. Inappropriate postings, which may include discriminatory remarks, harassment, threats

of violence, or similar unacceptable or unlawful conduct, will not be tolerated, whether such postings are made using official or personal social media accounts.

Before creating online content, Church and School personnel should consider some of the risks and rewards that are involved, bearing in mind that any online conduct that adversely affects job performance or otherwise adversely affects other Church or School personnel, the Diocese or a Diocesan entity, parishioners, students, or others involved in a Diocese or Diocesan entity ministry may result in disciplinary action.

Violations of this policy, the **Safe Environment Program** of the Diocese of Dallas, the Children's Online Privacy Protection Act, or other applicable law may result in disciplinary action up to and including termination, for an employee or cleric, or removal from position, if a volunteer.

By acknowledging receipt of this policy and accepting employment or a volunteer position with the Diocese of Dallas or any of its entities, each employee and volunteer agrees that he or she will, upon request, provide the Diocese of Dallas access to any social media account which the Diocese of Dallas reasonably believes has been involved in a violation of this policy, the Safe Environment Program of the Diocese of Dallas, the Children's Online Privacy Protection Act, or other applicable law, policy, or standard.

The Diocese of Dallas reserves the right to make changes to this policy at any time and at its sole discretion and interpret and administer the policy in light of changing circumstances and events.










Social Media Glossary

- **Blog:** A blog (a contraction of the term "web log") is a type of website with chronologically posted articles of commentary, descriptions of events, or other material such as graphics or video. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.
- **Cyberbullying:** The use of social networks to repeatedly harm or harass other people in a deliberate manner. Cyberbullying could be limited to posting rumors or gossips about a person in the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.
- **Mobile App:** A computer program downloaded to a device that is designed to run only on smartphones, tablet computers and other mobile devices. *Examples: Instagram, Vine*
- **Social Media:** Mobile and web-based technologies, through which individuals and communities distribute, co-create, share, and modify user-generated content. *Examples: Facebook, Twitter, LinkedIn, YouTube, Google+, Blogger, Flickr*
- **Social Networking Sites:** A platform to build social networks or social relations among people with similar interests, activities, background and real-life connections. Social networks encourage engagement and interaction. *Examples: Facebook, Twitter, Yelp*
- **Trolling:** Sowing discord in an online community by starting arguments or upsetting people, by posting inflammatory, extraneous, or off-topic messages with the deliberate intent of provoking readers into an emotional response.

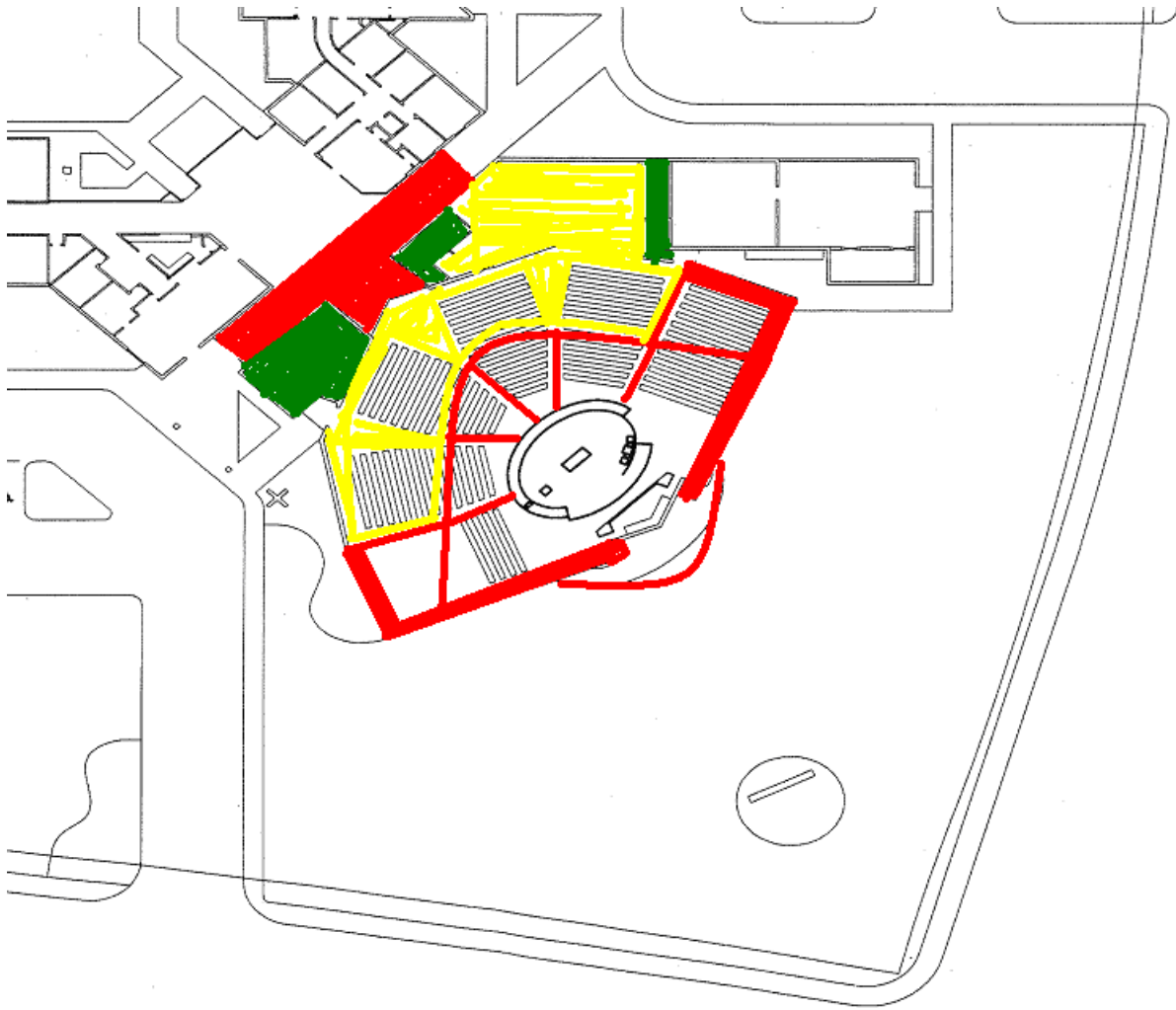
- **Website:** A website, also written as web site, or simply site, is a set of related web pages typically served from a single web domain. The pages of a website can usually be accessed from a simple Uniform Resource Locator (URL) called the web address.
- **Personal website:** A social network page, blog or any Internet website/tool created by Church personnel to share personal communication with friends and family.
- **Ministry website:** A social network page, blog or any Internet website/tool created by Church personnel to conduct parish, diocesan, or affiliate business.
- **Adult:** An individual who is eighteen years of age or older.
- **Child/Minor:** Any person who has not reached his or her 18th birthday or any individual over the age of eighteen who habitually lacks the use of reason.
- **Church and School personnel:** Bishops, priests, deacons, religious, seminarians, pastoral ministers, administrators, lay employees, officers, directors, trustees, governors, members and volunteers in the Diocese of Dallas or a Diocesan entity, including a parish, agency, school, or other organization sponsored by the Diocese or for which the Diocese has the direct or indirect right (whether alone or in conjunction with others) to elect or appoint officers, directors, trustees, governors, and/or members (collectively, "Diocesan Entities"). Designation as "Church personnel" for purposes of this policy shall not be construed as creating an employment or agency relationship between the Diocese or any diocesan entity and any person not subject to an express employment agreement with the Diocese of a diocesan entity.
- **Supervisor:** The hiring and/or supervising agent: for parish staff, the pastor; for parish volunteers, the appropriate administrator (e.g., Director of Religious Education or Director of Youth Ministry); for school personnel, the principal.
- **Volunteer:** An adult who works without financial or material gain on behalf of the Diocese of Dallas or its affiliates who is not an employee or a cleric (for example, an intern, catechist, scout leader, coach, student teacher and others in similar capacities).
- **Vulnerable Adult:** any adult that is physically, mentally, or emotionally impaired, whether temporary or long-term, or that is disabled, or that is otherwise unable to function in one or more ways that result in an impaired ability to respond as a typical adult is expected to function. A vulnerable adult may also be someone who comes for Spiritual Direction and confession depending on the person's mental, emotional or psychological frame of mind at the time, as well as upon his/her physical condition.

D. EMERGENCY PROCEDURES

All Saints Catholic Parish – Emergency Procedure Chart

<p>Church 5231 Meadowcreek Dr (at Arapaho Rd) Dallas, TX 75248 Phone: 972-661-9282 Emergency: 972-943-4581 (after hours) www.allsaintsdallas.org</p>	 EMERGENCY PROCEDURES	<p>School 7777 Osage Plaza Parkway Dallas, TX 75252 Phone: 214-217-3300 www.allsaintsprek8.org</p>
<p style="text-align: center;">FIRE</p> <ul style="list-style-type: none"> • Pull the fire alarm. • Proceed to nearest exit using STAIRS not elevators! • Meet at designated location accounting for all employees, students or meeting attendees • Notify church or school emergency contacts • Do not re-enter the building until cleared by local authorities. 	<p style="text-align: center;">ACTIVE SHOOTER</p> <ul style="list-style-type: none"> • RUN... Leave the building via nearest exit. • If evacuation is not possible, hide in a concealed place. • Lock & barricade door, turn off lights & silence cell phone. • Wait for law enforcement. • As a last resort, try to overpower the shooter. • Notify church or school emergency contacts once you are safe. 	<p style="text-align: center;">TORNADO / SEVERE WEATHER</p> <ul style="list-style-type: none"> • Move quickly to an interior hallway or room away from windows & exterior doors.. Drop to the floor getting as low as you can between pews in the church. • Report the shelter action to church or school emergency contacts • Remain sheltered until given the all clear from local weather officials. • Update church or school emergency contacts upon return to ASCC and/or report damage and request support. 
<p style="text-align: center;">BOMB THREAT</p> <ul style="list-style-type: none"> • Remain CALM. Ask questions on the Bomb Threat Questionnaire. Do not hang up your phone after disconnecting. • Notify church or school emergency contacts • If ordered to evacuate, bring all belongings, do not alter work environment and do not lock anything behind you. Check in with church or school emergency contacts once you are safely evacuated. 	<p style="text-align: center;">EMERGENCY CONTACTS</p> <p style="text-align: center;">Emergency Services 911</p> <p style="text-align: center;">Church</p> <p>Church-RIMO desk 972-778-0350 Susan Holmes 972-778-0304 After Hours 972-943-4581</p> <p style="text-align: center;">School</p> <p>Andrea LaGreca 214-217-3337 Shana Druffner 214-217-3301 Gabe Moreno 214-217-3304</p>	<p style="text-align: center;">MEDICAL / PERSONAL INJURY</p> <ul style="list-style-type: none"> • Call 911 immediately, then notify church or school emergency contacts • Avoid leaving injured / ill person except to get help. • Do not move the injured person. • Render first aid or CPR / AED if trained and comfortable to do so. • Report incident to church or school emergency contacts and update as appropriate. 
<p style="text-align: center;">GAS LEAK</p> <ul style="list-style-type: none"> • DO NOT turn lights ON or OFF . • DO NOT use cell phones while in the building . • Use a whistle to alert people to leave building . • Evacuate the building. Do not start your car until given the all-clear . • Ensure all persons are accounted for. • Notify church or school emergency contacts from outside the building 	<p style="text-align: center;">POWER OUTAGE</p> <ul style="list-style-type: none"> • Contact Darrall Flowers to report the outage. • Report the outage to management and the Emergency Response Team. • Await instructions from above for next steps. • Report updates to church or school emergency contacts . 	<p style="text-align: center;">SUSPICIOUS PERSON / PACKAGE</p> <ul style="list-style-type: none"> • Person: Ask the person why they are there and notify church or school emergency contacts • Package: Do not touch it. Use landline, NOT CELL PHONE, to report the details of the package to church or school emergency contacts. • Follow instructions from local authorities if 911 is contacted. • Update church or school emergency contacts with actions taken & upon resolution of situation. 

All Saints Catholic Church – Church Severe Weather Plan



Green Zone: Highly Safe

Yellow Zone: Somewhat Safe

Red Zone: Unsafe

All Saints Catholic Church – Severe Weather Procedures

When Severe Weather Alarm goes off, such as a loud horn, the following Severe Weather procedure should be followed

Presider will announce:

“We have an emergency situation.... Please give your attention to the MC at the ambo”.

MC will announce: (Script read from Ambo)

- We are under threat of severe weather and will remain in this building.
- Please remain quiet and calm
- Those in the first six rows of each section – Please move to the back aisle
- Take a seated position on the floor
- All others take a seated position on the floor between the pews
- Use an opened hymn book to provide protection for your face and head
- If you have children in classes or the nursery, they are also being moved to safety
- Ushers will assist anyone needing help moving to a place of safety in the back aisle

The Ushers will:

- Go to the front of their assign sections
- Immediately recruit an able parishioner to assist a handicap parishioner to move towards the back of the church to safety.
- Direct the parishioners to the back of the church in the yellow and green zones.
- Assist the parishioners in the yellow zones to get under their pews.
- Give special attention to those who cannot bend over in the pews.

The Parishioners will:

- Stay in the church even if they have children in the nursery or in Sunday school classes.
- If they are in the yellow zones in the pews, they will get under the seats and put their children under the seats and tighten up to make room for other parishioners coming from the front.
- If they are in the red zones in the pews, they will leave their pews and go to the back of the church in the yellow and green zones by direction of the Ushers.
- If there is a handicap or elderly person next to them, they will assist that person along with the ushers.

All Saints Catholic School - Severe Weather Procedures

- Students will walk silently in an orderly single line to their designated area at their teachers' direction and as practiced in their monthly drills.
- Teachers will bring the crisis bag located by the door.
- Students in the rooms with a bathroom in the classroom will remain in the classroom where they will take shelter in the bathroom.
- Students take a position of sitting with hands covering head until signal is given for release.
- Students should not sit in front of a door or window containing glass.
- The teacher supervising the class checks role.
- Return to classroom quietly when all clear announced.

Fire at Church Campus During Mass

Presider will announce:

"We have an emergency situation.... Please give your attention to the MC at the ambo".

MC will announce: (Script read from Ambo)

- We have to evacuate this building due to fire.
- Please remain quiet and calm
- There are five exits –
- Two behind the Altar
- Three in the back of the church
- Don't move your vehicle – doing so will impede emergency vehicles entering the property
- Children in classes and the nursery are being evacuated according to each classroom's evacuation plan
- Ushers will assist those who need assistance
- Do not return to the building until you get the all-clear from a staff member, an usher or an MC
- NOW – Please move as quickly as possible to the closest exit and get as far away from the building as you can

Fire at School

Fire Drills Maps and directions for disaster drills are posted at the doorway in each classroom. Directions for substitute teachers are included in the substitute folder.

- Close classroom doors, outside doors, and any fire doors that may be open.
- Students walk silently in an orderly single line.
- Exit following directions posted in the classroom.
- Once outside, students join their homeroom teacher who checks the roll.
- Stay in designated spot in silence until signaled to return to building.

Gas Leak

If you smell gas, do not turn lights off or on, do not use the phone or cell phone. You may use a whistle to alert people to leave the building. Evacuate the building and check to make sure all from your group are accounted for.

Gas Leak at Church Campus During Mass

Presider will announce:

“We have an emergency situation.... Please give your attention to the MC at the ambo”.

MC will announce: (Script read from Ambo)

- We have to evacuate this building due to gas smells
- Please remain quiet and calm
- **DO NOT** turn lights ON or OFF
- **DO NOT** use cell phones while in the building
- There are five exits –
- Two behind the Altar
- Three in the back of the church
- If you have children in classes or the nursery, they are being evacuated also
- Don't start your vehicle.
- Ushers will assist those who need assistance
- NOW – Please move as quickly as possible to the closest exit and get as far away from the building as you can.

Active Shooter/Intruder Inside Building

- Announcement will be given, if possible.
- Run. Get out of the building if possible.
- If you can't run, then hide. Go in room and close and lock all doors.
- Cover glass in the doorway and barricade the door.
- Silence all cell phones, turn off lights and remain quiet.
- Remain in the room until otherwise notified.
- Do not let any student or adult leave the room. Wait for law enforcement.
- If you can't run or hide, fight.

Active Shooter Outside of Building

If there is a danger outside the building, there will be a lockout.

- A lockout will be announced.
- School staff will be contacted on their cell phones or walkie talkies to go inside.
- No one enters or leaves the building until given the all-clear.

Bomb Threat Procedures

This quick reference checklist shared by the Department of Homeland Security, is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders. Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received **by phone**:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by **handwritten note**:

- Call church or school emergency contacts
- Handle note as minimally as possible.

If a bomb threat is received **by e-mail**:

- Call church or school emergency contacts
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

E. EVACUATION DIAGRAMS

Church Evacuation

Current and updated diagrams are posted in each area for evacuation

Kamel Life Center First Floor Evacuation

Current and updated diagrams are posted in each area for evacuation

Kamel Life Center Second Floor Evacuation

Current and updated diagrams are posted in each area for evacuation

Front Office Area Evacuation

Current and updated diagrams are posted in each area for evacuation

F. LIABILITY INSURANCE

All non-parish-based organizations are required to provide All Saints with a copy of their liability insurance certificate for any event or meeting. Purchase event liability insurance for your event at All Saints Catholic Parish, AFTER you have confirmed with the RIMO desk or Andrea LaGreca that your reservation has been approved (pending insurance).

Obtain \$1,000,000 liability coverage for your event. The certificate needs to state that there is an endorsement to the policy naming "The Roman Catholic Diocese of Dallas" and "All Saints Catholic Parish, 5231 Meadowcreek Dr., Dallas TX 75248" or "All Saints Catholic School, 7777 Osage Plaza Pkwy, Dallas, TX US 75252" as "Additional Insured" under the policy, and that the coverage available under the policy is primary over any other coverage available. The policy shall cover all aspects of your event and activities.

If you are serving alcohol at your event, your insurance policy needs to specifically note that this is also covered.

To purchase liability insurance, we suggest an online search for special event insurance or to get a better price, call your personal insurance agent for a quote.

Provide a copy of your Certificate of Insurance once you receive it (can be emailed).

Send to the appropriate Facility Coordinator as detailed in section 5.

G. DIOCESAN ALCOHOL SERVICE POLICY

Policy on Alcohol Service for Church/School Events

The serving of alcoholic beverages on church/school property is restricted to beer and wine only and limited to special occasions approved by the Pastor / Principal. Alcohol service is only allowed if served along with food and non-alcoholic beverages. Alcohol service must end at least one hour prior to the end of the event. Under no circumstances will alcohol be served to anyone under the age of 21. At no time are attendees allowed to bring their own alcoholic beverages to an event.

Attendance by employees at any event where alcohol is served is strictly voluntary. All employees attending these events will be relieved of all job-related duties during and following the event.

Non-Parish Based sponsoring organizations or persons must maintain the appropriate liability insurance or take out the special events insurance policy available from the Diocesan Risk Management Office and provide a mature person(s) 21 years of age or older to be responsible for serving the beverages and monitoring the conduct of the attendees. Sponsoring organizations are encouraged to have servers participate in an approved TABC alcohol service training course. Alcohol servers are not permitted to consume alcohol during the event.

Drinking alcohol to “excess” by any attendee is unacceptable at any event. Attendees are expected to conduct themselves responsibly at all times. All alcohol servers must be instructed not to serve anyone who appears intoxicated. Parish / School employees that serve alcohol at events are encouraged to participate in an approved TABC alcohol service training course. Employees serving alcohol are not permitted to consume alcohol during the event.

The number of drinks provided for free should be limited utilizing drink tickets or another informal method of tracking the amount of alcohol served. “Open Bars” are strongly discouraged. Planning for Alternative Transportation options MUST be conducted prior to any event. i.e. designated non- drinking drivers, cabs, etc. All employees and non-parish based sponsoring organizations are advised to INSIST on alternative transportation to anyone visibly impaired or intoxicated.

Individuals responsible for coordinating the event and their designees must take all reasonable steps necessary to prevent an impaired or intoxicated person from operating a vehicle, up to and including contacting local law enforcement. The cost of alternative transportation should be reimbursed by the sponsoring organization or person. At no time will employees be allowed to operate a Diocesan vehicle impaired in any way by alcohol.

All applicable state / local laws and ordinances pertaining to alcohol service must be observed. If alcohol, including beer and wine, is sold or if there is a door charge, dinner charge, donation container, etc, licensing and permitting may be required. At church-sponsored events not held on church property, the hotel, restaurant, or caterer is responsible for oversight and compliance with Texas Alcoholic Beverage Commission requirements for alcohol use.

H. NEW MINISTRY PROCEDURES

New Ministry/Organization formation Application Procedure (Effective August 2013).

All Saints Parish, Dallas, Texas welcomes all who have a call to serve our Parish and our surrounding community. We thank you for your desire to serve and look forward to the opportunity to advance the mission of the ministry/organization you have chosen to create or establish at our Parish.

Requirements

This procedure is applicable to any new ministry or organization (programs, groups, etc.) seeking approval, recognition, support, and/or facilities usage at All Saints Parish.

- All Saints Parish established a Parish New Ministry application review in 2013. The Pastor/Pastoral Administrator, General Manager and designated ministry leaders will facilitate the application review and approval process.
- All new ministries/organizations must receive the Pastor/Pastoral Administrator's approval through completion of this procedure prior to holding any meetings, activities, etc. at All Saints Parish.
- All Dallas Diocese, national non-parish based and non-diocese/non-parish-based ministries/organizations must be listed on the Dallas Diocese Compliance List and receive the Pastor/Pastoral Administrator's approval prior to conducting any meetings, activities, etc. at All Saints Parish. These approved ministries/organizations must provide proof of their own liability insurance and a list of Diocese approved Safe Environment cleared leaders, facilitators, instructors, etc. to the All Saints Parish office.
- All Parish Ministries/Organizations must be self-funded and will be required to establish a Parish Account for the management of their fiscal assets through the Parish Accounting Office. This will enable the required Parish oversight of the use of these funds.

Application Process

- Obtain a copy of the New Ministry/Organization Application from the Parish Pastoral Office or the Resource Information Management Office (RIMO) located in the Kamel Life Center atrium, or the Parish website.
- Complete the Form. (Contact the Pastoral Office if you have questions or require assistance.)
- Submit your completed application, with appropriate documentation to the Pastoral Center Office or General Manager.

Approval Process

- The All Saints “New Ministry Team” will review the Application for the Pastor/Pastoral Administrator and work with the Applicant, as needed, to answer all questions, resolve any issues, and obtain additional support information/documentation, etc.
- The completed Application Package and information along with “Team” comments/recommendations will be sent to the Pastor/Pastoral Administrator for review and final decision.
- The Applicant representative(s) will meet with the Pastor/Pastoral Administrator, the General Manager and a representative of the “New Ministry Team”.
- The Pastor/Pastoral Administrator’s final decision will be sent in written communication to the Applicant, Parish General Manager and representative(s) of the “New Ministry Team”.

General Requirements/Expectations of all Ministries/Organizations

- All ministries/organizations will create/submit a Purpose Statement for their organization.
- All ministries/organizations will be aligned with the All Saints Vision and Mission.
- A file with all pertinent information, correspondence, etc. will be maintained for each approved ministry and organization in the All Saints Parish office.
- The head of each organization must have a current Safe Environment clearance.

I. FORMS

Safe Environment Interview Form

Please get a copy of this from from the Safe Inrvonment Director.Safe Environment Interview Form

Safe Environment Interview Form

Please get a copy of this from from the Safe Inrvonment Director.Safe Environment Interview Form

Documentation of Non-Compliance with 2 Cleared Adult Rule

Date _____ Ministry _____

Event _____ Start time _____ End time _____ Room _____

Minister/Volunteer in attendance at the event _____

Director/Coordinator in charge of event _____

Describe circumstance that led to Non-Compliance with the Two Cleared Adult Rule:

What measures were attempted to correct the circumstance? (i.e. Office aide was sent into the class or small group; staff person was recruited to cover; event went on with a volunteer parent; only one adult remained with group; etc.)

Signature of Minister/Volunteer in attendance at event: ____

Signature of Minister/Volunteer in attendance at event: _____

Signature of Ministry Director/Coordinator: _____

Original to be filed with the Safety

Officer Copy to be filed with the Pastor

(Attach an attendance sheet)

Visiting Speaker Request Form

All Saints Catholic Church - Guidelines for Speakers and Programs

GUIDELINES FOR MINISTRIES AND ORGANIZATIONS IN SPONSORING PROGRAMS AND/OR PRESENTATIONS:

Any organization that invites a guest speaker to the All Saints campus must submit a Visiting Speaker Form and get approval from the All Saints Pastor before the event. A visiting speaker is defined as any visiting presenter (including individuals, groups, musicians, etc.) who is not a member of the sponsoring organization.

When making room reservations, a parish/school ministry or organization, non-parish based organization recognized by the Diocese of Dallas, or an outside entity, must complete the "Event Approval Request" for the Church which (among other things) will indicate the "type of event" i.e. if the event will involve a program or presentation (as opposed to a normal business meeting, planning meeting, social, etc.)

Resource Information Management Office (RIMO) and Safe Environment Office will be responsible for preliminary review of all presentation reservations and seek advice or further review where there appears to be any question about the suitability of the topic or the presenter.

1. If the event does involve a program or presentation, the "Event Approval Request" and "Visiting Speaker Form" will provide the following key information to determine what (if any) additional information or documents may be required:
 - a. *Sponsoring Ministry or Organization (Event Approval Request)*
 - b. *Date/Place of the Event (Event Approval Request)*
 - c. *Sponsor's contact person (Contracting Party Information)*
 - d. *Name of the presenter(s), Title (Event Approval Request)*
 - e. *Topic of Program (Event Approval Request)*
 - f. *Description of target audience (adult, children/youth, members of the organization, members of the parish at large, audience outside the parish, etc.) (Event Approval Request)*
 - g. **Additional information about "presenter(s)" -- presenters may be individuals or groups, speakers, musicians, etc.:** *Visiting Speaker Form*
 1. Lay or Clergy
 2. Affiliation of presenter(s) (including parish if the person is Catholic)
 3. Summary of credentials of presenter(s) related to the topic of the program
 4. Suitable documentation of credentials (see form for list of acceptable documentation)
2. **IF THE PRESENTER IS FROM OUTSIDE THE DIOCESE (not a member of a Catholic parish or organization in the Diocese of Dallas)**
 - a. **Lay presenters** must provide at least one piece of documentation of suitability to present. See form for a list of possible acceptable documentation.

All Saints Catholic Church - Guidelines for Speakers and Programs

1. If the presenter is presenting on a matter of theology or faith, documentation must include a letter of recommendation (can be in the form of an email) from their pastor or organization dated within 6 weeks of the event.
2. If minors or vulnerable adults will be present at the event without their parents or primary caregivers, documentation must include proof of cleared criminal background check and/or compliance with the safe environment policies of the organization they are representing.
- b. **ALL clergy or religious presenters from outside the Diocese of Dallas** must provide a current (within 6 weeks of the event) affidavit of suitability from their Bishop or religious superior. That document should be sent to the Safe Environment Office, along with the topic, date/place of the event, no later than 4 weeks prior to the event with a copy to the sponsoring Ministry/Organization. If the guest(s) are conducting a mission, retreat or similar event for children or youth, they must also provide proof that they have a cleared criminal background check (within the last 24 months).
3. It is the responsibility of the Ministry/Sponsoring organization to ensure that all required information and documentation is obtained in a timely manner and submitted to RIMO at least 3 weeks prior to the event.

GENERAL NOTIFICATION OF PASTOR REGARDING "VISITORS TO OUR PARISH":

Information on **ALL guest speakers/presenters** (as described in #1 above) will be collected by RIMO. Visiting Speaker Forms and documentation will be forwarded to the Safe Environment Office for final review before they are presented to the pastor.

Completed Speaker Requests will be presented to the pastor for approval and returned to the requesting organization within 2 weeks. The pastor reserves the right to approve or not approve any request.

All Saints Catholic Church - Guidelines for Speakers and Programs

SUPPLEMENTAL INFORMATION FOR EVENT APPROVAL REQUEST:

Sponsoring Ministry or Organization: _____

Name or Topic of Program/Presentation: _____

Date/Place of the Event: _____

Presenter(s) _____

Identification information for each "presenter" (*presenters may be individuals, groups, speakers, musicians, etc.*)

Lay or Clergy? _____

Affiliation of presenter(s) _____

Summary of credentials of presenter(s) related to the topic of the program:

Required supplemental documentation for Catholic clergy and religious from outside the Diocese of Dallas:

- Affidavit of suitability from their bishop or religious superior dated within 6 weeks of the event

Required supplemental documentation for lay presenters from outside of the Diocese of Dallas (at least one of the following):

- Letter of recommendation from their pastor or organization dated within 6 weeks of the event (**required for those presenting on topics related to theology or faith**)
- Proof of cleared criminal background check and/or compliance with the safe environment policies of the organization they are representing (**required if minors or vulnerable adults will be present at the event**)
- Biographical page from an organization website (not an individual's website)
- Independent article or review of speaker (such as from a newspaper or blog)
- Proof of speaker presenting at another organization (such as a flyer or bulletin announcement)
- Independently obtained letter of recommendation
- **Not Acceptable:** print outs from an individual presenter's website; only submitting internet links to the requested information

Letter received: _____ (signed by/date)

All Saints Catholic Community

Event Reservation Request for Use of Church and School Facilities

Person making request _____ Date requested _____

Phone _____ Email _____ Initials _____

Person responsible for event _____ Initials _____

Phone _____ Email _____

Which All Saints department/organization/ministry are you coordinating with? _____

Event description _____

Event Date _____ **Set up time** _____ **Start time** _____ **End time** _____ **Clean up time** _____

Recurring event Y/N _____ **Frequency** _____

Campus (Church/School) _____ **Room** requested _____

A/V requirements: Microphone _____ Projector _____ DVD Player¹ _____ Other _____

Computer requirements: All Saints computer¹ _____ Presenter will supply computer¹ _____ Type _____

Internet connection¹ _____ **URL:** _____

¹ Provide thumb drive or DVD's, or come in to test computer connection 48 hours prior to presentation.

Accessories needed: Tables² _____ Chairs _____ Podium _____ Sports equipment _____ Other _____

²Event requester provides their own tablecloths if desired.

Estimated attendance³: Adults _____ Children under 17 _____ Is the event open to the public? Y/N _____

³At least two Safe Environment-Cleared adults must be present if children or vulnerable adults will be in attendance.

Will you have a speaker or entertainer?⁴ Y/N _____ Name _____

Topic _____

⁴Approval for speakers/entertainers is required to confirm event (Submit speaker form 1 to 2 months prior to event)

Will food and beverages be served Y/N _____ **Catered**⁵Y/N _____ **Will beer or wine be served?**⁶ Y/N _____

⁵If yes, caterer will need to provide insurance.

⁶ If yes, Diocese Alcohol Service Policy will need to be signed.

Do you have general liability insurance?⁷ Y/N _____

⁷All non-parish-based organizations must provide a certificate of liability insurance prior to the event, once the event and speaker have been approved.

Is the event a fundraiser? Y/N _____ If yes, please turn in a completed fundraising request form for approval.

Policies and Procedures Agreement and Liability Release:

I have received the All Saints Catholic Community Policies and Procedures for using the facilities. I agree to abide by these policies and to leave the facility in the condition in which it was found. I agree not to provide food in the school during after-school programs due to possible student health issues unless otherwise approved. I release All Saints Catholic School, All Saints Catholic Church, the Catholic Diocese and their employees of liability. I agree to pay the deposit upon approval of the event and any remaining balance at the time of the event.

Signature _____ **Date** _____

For additional information please contact Andrea LaGreca (school) 214-217-3337 or Sheila Dolmas (church) 972-778-0344

For All Saints Staff Use Only

Ins rcv'd Caterer's ins rcv'd Spkr apvd Fundraiser apvd Alc. policy signed 2 or more SE adults

Event approval _____ Date _____ Total rental fee _____

Deposit received Amount _____ Payment type _____ Date received _____ Remaining balance _____

Revised 1/30/2019



All Saints Catholic Community Fundraising Request Form



Today's Date _____

Please print clearly.

Organization Name: _____

Tax Exempt Status: _____

Organization representative who is responsible for this fundraising/collection event:

Name	Position in Organization	Phone	Email address
Organization location: ___ School ___ Church ___ other (specify: _____)			
Name of fundraising/collection event: _____			
Proposed timing of event (date/dates):. _____			
What is your organization selling/collecting? _____			
What will you do with the proceeds of this fundraising/collection event? _____			
Please explain the logistics of the fundraising/collection event: (i.e., sell tickets in the Fellowship Hall; sell baked goods in the Fellowship Hall; OR host a golf tournament; etc.) _____ _____ _____			
What type(s) of promotion are you planning for your fundraising/collection event? _____ _____			
Will you require use of church/school facility to promote your event? ___ YES ___ NO			
If YES, please specify: _____			
Will you require a table in the Fellowship Hall? ___ NO ___ YES (if so, dates: _____)			
Will you sell tickets*? ___ NO ___ YES (if so, dates: _____)			
*NOTE: Maximum of 3 consecutive weeks for selling tickets, etc,			
Recruitment? ___ NO ___ YES (if so, dates: _____)			
Additional comments: _____ _____ _____			



All Saints Catholic Community

Fundraiser and Collection Follow-Up Form



Please print clearly.

Today's Date _____

Organization Name: _____

Organization Chair: _____

Email Address: _____

Representative for the event (if different): _____

Describe the function: _____

Fundraiser Data

Date of fundraiser: _____

How much did the fundraiser gross? _____

What were the expenses of the fundraiser? _____

What was the profit? _____

How much will be donated to All Saints? _____

How much will be donated to other organizations:

Organization:	Amount:
_____	_____
_____	_____
_____	_____

Non-monetary Donation Data

Date of collection: _____

Describe items donated: _____

Number of items donated: _____

Approximate value of donated items: _____

Name(s) of organizations receiving donations: _____

Any comments / suggestions for the future? _____

Volunteer Data

How many volunteer hours for fundraiser or collection? _____

Please return to Sheila Dolmas (sdolmas@allsaintsdallas.org); 972-778-0344)

ALL SAINTS CATHOLIC COMMUNITY KITCHEN CHECKLIST

MINISTRY GROUP _____ EVENT _____

CONTACT PERSON _____ DATE _____

PHONE NUMBER _____ EMAIL _____

RIMO CHECK-IN _____ RIMO CHECK-OUT _____

Ministry CHECK-IN _____ Ministry CHECK-OUT _____

CHECK IN

CHECK OUT

<ul style="list-style-type: none"><input type="checkbox"/> Counters are clean _____ _____ <input type="checkbox"/> Sinks are clean and free from food _____ _____ <input type="checkbox"/> Oven-racks, surfaces inside and out, and windows are clean and free from grease & turned off _____ _____ <input type="checkbox"/> Trash is removed and bags replaced _____ _____ <input type="checkbox"/> Floors are clean _____ _____ <input type="checkbox"/> Floor drains are free from food and debris _____ _____	<ul style="list-style-type: none"><input type="checkbox"/> Counters are clean and disinfected _____ _____ <input type="checkbox"/> Sinks are clean and free from food and disinfected _____ _____ <input type="checkbox"/> Oven-racks, surfaces inside and out, and windows are clean and free from grease & turned off _____ _____ <input type="checkbox"/> Trash is removed and bags replaced _____ _____ <input type="checkbox"/> Floors swept and mopped _____ _____ <input type="checkbox"/> Disposal is run and floor drains are free from food and debris _____ _____
--	---

Thank you for all you do for All Saints!

S:rimo:forms

<ul style="list-style-type: none"> ○ Walls are clean _____ ○ Equipment is clean (meat slicer, mixer, coffee pots, microwave, popcorn popper, hotdog warmer ...) _____ ○ All food in fridge & freezer is labeled _____ ○ Dishes, utensils, cutting boards, and containers are in proper places _____ ○ Stove is clean and all burners are turned to the off position _____ 	<ul style="list-style-type: none"> ○ Walls are clean from spills and splashes _____ ○ Equipment is cleaned(meat slicer, mixer, coffee pots, microwave, popcorn popper, hotdog warmer) _____ ○ All food in fridge & freezer is labeled or removed _____ ○ Dishes, utensils, cutting boards, and containers are in proper places _____ ○ Stove is clean and all burners are turned to the off position _____ ○ Deep fryer will be emptied and cleaned the following day by: _____ Name _____ Phone _____
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