

Policy Handbook

St. Francis Borgia Congregation, Cedarburg

*Ratified by Parish Council
October 11, 2012*

Our Mission Statement

Share Christ! Celebrate Christ! Live Christ!

Announcements at Mass

Pulpit announcements should be kept to a minimum. They are meant to supplement the bulletin, not replace it. Long announcements, or announcements that are in the bulletin, are self-defeating. Requests for announcements must be submitted to the parish office by 10:00 am on Thursday. The pastor gives final approval and editing for all announcements.

Appropriate Announcements include:

- Events happening that day after Mass
- Special, major liturgical events that week, e.g. a holyday
- Drawing attention to something in the bulletin that is very important
- Deaths of parishioners or their spouse, children or parents

Less Appropriate Announcements include:

- Anything that cannot be easily remembered, like dates or phone numbers
- Announcing something that could just as easily have been read in the bulletin
- Something that someone forgot to put in the bulletin
- Something that only regards a small group of people
- Reminders of meetings that have already been announced
- Announcements made by children

Bank Statements for Parish Groups

Any committee or group using the name St. Francis Borgia must adhere to the financial policies of the Finance Council, or lose the use of our Federal I.D. number. The parish requires that bank statements of any kind for all organizations must use the parish address as the account address. The parish accountant and director of administration (DA) review all bank statements. The pastor gives final approval for all use of our Federal ID number.

Bequests or Extraordinary Gifts to the Parish

Bequests or extraordinary monetary gifts to the parish under \$10,000 are administered by the pastor. Bequests or extraordinary monetary gifts to the parish over \$10,000 are allocated or administered by the Parish Council.

Borrowing of Tables & Chairs

As a general policy St. Francis Borgia does not lend or rent out tables, chairs, furniture, or parish equipment. The potential for damage or liability exposure is too great to accommodate these requests. Special requests will be evaluated on a case-by-case basis and will require the approval of the director of administration.

Bulletin Announcements

Bulletin announcements are due in the parish office at noon on Monday, the week of publication. Announcements of a personal or business nature are not accepted, nor are classified ads, help-wanted, and the like. In general the parish bulletin is reserved for the announcement of church-related or community activities. The pastor reviews bulletin articles for appropriateness.

Business Soliciting

Our parish does not allow business soliciting or advertising on church premises, except for the paid advertisements in our Sunday bulletin. This includes all parking lots and the school premises. Business advertisements are never placed on car windshields.

Capital Expenditures

Capital expenditures should be, if at all possible, a part of the budgeting process. However, situations can arise where a capital expenditure outside of the budget process may be authorized. The following parish guidelines should be observed for any unbudgeted capital expenditure.

1. Unbudgeted expenses between \$500 and \$1000
 - a. Prior to incurring the expense, the department head meets with the DA to review the expense and its need. The DA will either approve or defer the expense until consultation with the pastor.
 - b. Documentation and check requests are needed.
2. Unbudgeted expenses between \$1001 and \$5000

No expenditure can be made in this category unless the following procedure is followed:

 - Generate a detailed request outlining the reason, amount, and vendor source, alternate bids obtained, timing of planned purchase of goods or services.
 - Submit the request to the DA to begin the approval process.
 - The request is then reviewed by the pastor, DA, and trustees for approval.
 - Complete documentation and check requests are needed.
3. Unbudgeted expenses exceeding \$5000
 - a. The request is drafted in detail, including description, rationale for expenditure, three bids, and timing of expenditure, and then submitted to the DA.
 - b. The request is scheduled for review by the Finance Council.
 - c. The Finance Council makes a recommendation to the pastor.
 - d. Archdiocesan requirements, such as the obtaining of a proxy, are followed.

Church Use for Commercial Purposes

The sacred spaces of churches in the Archdiocese of Milwaukee may not be used for commercial purposes unless initiated or sponsored by the archdiocese itself. This applies especially to movie shoots or photo background opportunities. Concerts or other events may be an exception, as determined by the pastor.

Church Use for Ecumenical or Emergency Purposes

In special circumstances such as a death or an emergency, both our north church and south church facilities can be made available, on a temporary basis, to emergency government or non-Catholic churches at the discretion of the pastor.

Complaints

Both parishioners and employees should deal with complaints, in a calm, Christian, helpful, non-threatening manner. The first course of action is always to take a complaint to the person with whom you have a complaint. Taking complaints to a higher authority should take place only when resolution has not been achieved with the persons directly involved.

Informal complaints, second hand complaints, and anonymous complaints will be disregarded by the pastor and parish staff.

Concealed/Carry Policy

All St. Francis Borgia (SFB) properties are designated as ‘school’ or ‘school operations’. Therefore, by law, no weapons or firearms are allowed.

Conflict of Interest

Both clergy and laity who serve the parish, whether in paid positions or as volunteers, must act in the best interest of the parish, rather than in furtherance of personal interests or the interests of third parties. Staff and parishioners must disclose a conflict of interest when one develops. Further, it is unethical and not permitted for parish employees, volunteers, or parish members to use any parish data, facilities or equipment, including census data, for business purposes.

Fees in Hardship Cases

All SFB departments (such as Christian Formation) and ministries (such as funerals) will happily consider reducing or waiving fees in cases of hardship or special circumstances. Reduction of fees can be initiated by the parishioner or simply determined by the staff person involved. The school has a separate tuition aide and grant program, administered by the Tuition Aid Committee.

Fund Raising Requests by Parish Groups

The appropriate staff person approves fundraising efforts by regular parish groups, e.g. the youth minister approves a youth car wash and the principal approves a school candy bar sale. Fundraising activities after Mass on Sundays must be approved by the pastor, and it is recommended that they be held in the church hall in conjunction with Welcoming Sunday.

The pastor and Pastoral Council must approve any new major fundraising events. A major fundraising event would be defined as any event or collection that is projected to raise in excess of \$3000. This approval would come normally after receiving a favorable endorsement from the Finance Council and business office following their review of the event’s impact on the parish financial statement and the fairness of the event towards other parish groups.

Fund Raising Requests by Outside Groups

We do not permit fundraising on our premises by groups not affiliated with the Church.

Gambling

Illegal gambling is never permitted at parish events whether the event is on parish grounds or not.

Hall Rental

The rental of our hall includes the requirement of written evidence of event insurance supplied to us by the renter. A price list is available from the parish office.

Inclusivity

Parish groups other than the Women's Guild or Men's Ministry are required to be inclusive in their membership and actions. We ask all groups to work intentionally towards removing any barriers—age, family structure, gender, disability, schooling, and the like—to full participation.

Injury on Parish Premises

If you witness or learn of an injury on parish premises, our insurance carrier, Catholic Mutual Group, advises the following:

1. Make an assessment of the severity of the injury. If necessary, call 911 immediately. Within two days, complete an accident report form, available in the ushers room in church or the parish office.
2. Offer to provide assistance to the injured party. If the injured party does not appear to be in serious distress but still requests an ambulance, comply with the person's request. Reasonable efforts of assistance include help to a chair, offering blankets, water, a cool washcloth, ice packs or compresses, bandages. Leave the diagnosis to trained medical personnel. Do not move an injured party unless it appears safe to do so. Request and complete an accident report form from the parish office.
3. Do not offer or imply that the church will be responsible for medical care or bills. Accidents and claims must be fully investigated before a determination of coverage is made. If an injured person inquires about insurance coverage, the best response is "We'll be sure to report this accident to Catholic Mutual Group." You may provide Catholic Mutual Group's phone number to any injured party or health care provider wishing to discuss a specific incident or if treatment is covered.
4. An accident report must be completed by a parish employee and filed with the school principal or the Director of Administrative Services.

The parish is not liable for the accidents of skateboarders or other trespassers who have no legitimate purpose on our grounds.

Outreach Grants

The Human Concerns Committee approves all outreach grants. Requests must be submitted to the committee in writing, and require several months processing. Emergency collections are mandated by the bishop or approved by the pastor, especially after a natural disaster.

Approved supplemental collections include the following:

1. All collections mandated by the archdiocese
2. St. Vincent de Paul
3. Human Concerns outreach
4. Uganda Twinning Committee

Official Parish Organizations

Only those organizations listed in our Parish Services Directory are considered parish organizations. Groups or organizations not listed in the Parish Services Directory are not covered by our liability insurance.

Political Solicitations

Following the directive of the Archdiocese of Milwaukee, we do not allow any partisan political materials on our parish premises, including the school, our parking lots, and flyers on cars. The only political materials allowed are those materials approved by the Archdiocese of Milwaukee,

the United States Conference of Catholic Bishops, and the Wisconsin Catholic Conference. Non-approved materials on our premises are confiscated.

Safety Emergencies

A safety emergency is any event where safety is at immediate risk or an event where the police, fire, or 911 are called. In the event of a safety emergency, first see to people's safety, notify 911, and inform the appropriate parish leadership, whether that be the parish office, priests, or principal.

Safeguarding All of God's Family

All staff members and volunteers who work with children are required to attend a training session, *Safeguarding All of God's Family*, undergo a criminal records background check, and sign an acknowledgement that they have read and understood the Code of Ethical Standards and the Mandatory Reporting Statement of the Archdiocese of Milwaukee.

Sexual Abuse

GENERAL PRINCIPLE: There is a sacred relationship that exists between the Church and its members, whether they be adult or child. Sexual abuse, sexual misconduct, sexual assault, and/or sexual exploitation, when it occurs within the context of the Church, creates a tragic reality which misrepresents the Good News to those who have been victimized. Each and every instance of sexual violation of those who are the most vulnerable among us is a matter of the gravest concern and calls for an organized Archdiocesan response so that healing may occur and the safety of the community can be assured.

REPORTING ABUSE: Reports of clergy sexual abuse of a minor can be made to the Director of the Sexual Abuse Prevention and Response Services Office (414-758-2232). A toll free number (866-302-9215) is also available for anyone who does not want to make direct contact with the Archdiocese. Individuals are also encouraged to contact directly civil authorities with reports of sexual abuse.

REPORTING TO AUTHORITIES: Every report of clergy sexual abuse of a minor, regardless of when the offense occurred, will be taken seriously. When an allegation is made against a cleric who is still alive, whether currently in ministry or not, all such reports will be handed over promptly to the district attorney of the county in which the alleged offense took place. The Archdiocese commits itself to a policy of cooperation with the civil officials who are charged with handling these matters.

FINAL DISPOSITION: In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Diocesan Review Board will make its recommendation to the Archbishop. If the allegation is substantiated, exercising his episcopal authority, the Archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.

You can access the complete policy at www.archmil.org/resources/userfiles/2006sexualabusepreventionpolicies.pdf.

Weather Related Closings

If a parish event needs to be cancelled because of weather, the parish will notify WTMJ Channel 4 TV, WITI Channel 6 TV and WISN Channel 12 TV. A posting will also be listed on the parish website www.saintfrancisborgia.org.