

St. Jerome Catholic Church



Parish Policy, Procedure, and Guideline Manual



St. Jerome Catholic Church

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Introduction

Please note that the St. Jerome Policy, Procedure, and Guideline Manual is currently under development and its content is incomplete. Every reasonable effort has been made to ensure the accuracy, reliability, and completeness of the policies, procedures, and guidelines in this manual. If any discrepancies exist between the information in this manual and the Diocese of Austin Diocesan Policy Manual, the information in the Diocesan policies shall take precedence.

Please refer to the Parish Guidebook for a description of all St. Jerome ministries.

St. Jerome Parish Pastoral Council will review the policies, procedures, and guidelines in this manual annually. The Council will make special concession if a policy, procedure, or guideline revision, amendment, addition, or omission is deemed urgent enough to act on before the annual review.

St. Jerome Catholic Church



ORGANIZATION AND OFFICES

St. Jerome Catholic Church

Parish Mission Statement

We, the parishioners of St. Jerome Catholic Church, through the Word and Sacraments, continue the Mission of Christ by spreading His love through us to all the world today and tomorrow.

Parish Vision Statement

*To love the Lord with all our hearts, minds, and souls,
and to love our neighbors as ourselves.*

Ethics and Integrity in Ministry Policy

St. Jerome Catholic Church abides by the policies set forth by the Diocese of Austin as required by the Charter for the Protection of Children and Young People. As ministers of the Catholic Church, we are called to perform our duties ethically and as people of integrity. The diocesan and parish policies cover four areas of possible harm: immoral conduct, exploitation, harassment, and abuse of a minor or vulnerable adult.

Minors are defined as –any person under the age of 18|| or –any adult who would be considered uniquely vulnerable to abuse because of physical or mental disability that substantially impairs the person’s ability to provide adequately for their own care or protection.||

At a minimum the following areas must comply with this Ethics and Integrity in Ministry (EIM) policy:

- Clergy
- Women & men in consecrated life
- Seminarians & deacon candidates
- Directors of religious education and catechists
- Youth ministry employees & volunteers
- Nursery employees & volunteers
- School administrators, teachers, staff, and classroom volunteers
- All parish staff
- Leaders & volunteers of Catholic Scout (Boy & Girl) troops and other such organizations chartered by, or which meet on, any parish, school, or diocesan property
- Members of service organizations that may sponsor events for youth as part of their service to the parish (Knights, Men’s & Ladies’ clubs, etc.)
- Children’s liturgy ministers and all liturgical ministers (i.e.: hospitality/ushers, choir members, lectors, Extraordinary Ministers of the Eucharist, etc.)
- Anyone (including parents & adults in host families) involved in overnight events
- Anyone transporting minors in vehicles
- Anyone involved in a one-on-one or home-based ministry with minors or vulnerable adults
- Extraordinary Ministers of the Eucharist who visit people outside of church (hospitals, nursing homes, private homes, etc.)
- Anyone serving in a program for minors or vulnerable adults that is hosted on church or school grounds

Individuals in parish leadership (pastoral, finance, and stewardship council members, and ministry and organization leaders) are encouraged to be EIM compliant. This may be a requirement by the pastor.

Parents have a right to observe programs and activities in which their children are involved. However, parents who desire to participate in, or have continuous, ongoing contact with their child's programs in the Church are required to complete the EIM process.

EIM policies require all employees and any volunteer serving in a ministry to minors or vulnerable adults to:

Complete the Application for Ministry that includes a release of information to conduct a criminal background check; and

Attend an EIM workshop, which includes a review of the policies of the diocese, every three (3) years.

EIM workshops are held throughout the diocese (refer to the Diocesan webpage www.austindiocese.org for dates and locations), typically run about an hour and thirty minutes in length, and do not cost to attend; but you must

If you are new to the parish from within the diocese you will be in the eAppsDB system and can be verified by the Business Manager. If you are coming from another diocese, you must complete the Application for Ministry online. Documentation regarding attendance at a workshop in another diocese can be given to the Business Manager who will contact the EIM office for review. Some programs are compatible and some are not. However, per diocesan policies, applicants should be registered members of the parish for at least six months prior to beginning service in ministry with minors. Exceptions may be made by the pastor.

St. Jerome's shall provide opportunities for young people to share their time and talent in supervised ministerial settings (VBS, nursery care, Scouts, etc.) as -helpers under the supervision of EIM compliant adult program sponsors and supervisors. Minors serving in this role shall attend the Called to Protect for Youth program.

The Diocese strongly recommends against placing minors in any supervisory-type position generally reserved for adults. Minors under 15 years of age may never serve in an adult-type supervisory position. This would include such responsibilities as taking children to the restroom and providing nursery care. However, any minor aged 15 – 17 that St. Jerome's and the parent chooses to place in an adult-type position, in service to other minors, shall complete the entire EIM process. A background check will not be run until the applicant reaches 18 years of age.

At least one individual supervising any event involving minors must be 21+ years of age and all programs for minors shall be supervised by at least two adults. There shall be at least one chaperone for every four to six elementary school-aged children, one chaperone for every six middle school-aged participants, and one chaperone for every eight high school-aged participants. Minors serving in adult positions may not be counted in supervision ratios.

St. Jerome shall conduct a Called to Protect for Youth workshop each year for students in 6th grade, 9th grade, and any other grades as directed by the Diocese in the future. Parents may view the program in advance. Those that decide not to allow their child to attend a CTPY program may sign an opt-out waiver.

Please Note: On August 1, 2016, the Diocese of Austin will begin using a new education program for our EIM workshop, which will replace our current Basic/Refresher workshop format. The new program is a significant update of current training programs and we believe it is important for all persons that are required to be EIM compliant to participate in this program and receive this updated information. Consequently, all clergy, religious, seminarians and employees, and all volunteers serving in ministry to minors or the vulnerable, will attend this new program when they are next due for a workshop. Additionally, anyone new to the Diocese of Austin, wishing to serve in ministry here, must attend this new EIM workshop in order to be compliant with diocesan EIM policies. Verification of safe environment training from a previous diocese no longer serves as training in the Diocese of Austin. Please contact the EIM Office at emily-hurlimann@austindiocese.org if you have questions.

Parish Staff, Councils, and Committees

RELIGIOUS

Pastor
Associate Pastor
Deacons

OFFICE STAFF

Business Manager
Parish Secretary
Director of Religious Education
Director of Little Lions Learning Center
Music Director
Senior Youth Minister
Junior Youth Minister
Church Maintenance

COUNCILS AND COMMITTEES

Pastoral Council
Finance Council
Human Resources Committee
Master Planning Committee

Pastoral Council and Finance Council

The Church has provided two parish-level institutions, the PASTORAL COUNCIL and the FINANCE COUNCIL, whose express purpose is to provide counsel to the pastor. These two important groups are an integral part of the pastoral decision-making process because of the special expertise and responsibility that exists among the people of God and also because of the wisdom of seeking and embracing consultation. In his ministry the pastor embraces the tradition of consultation by seeking the individual and collective opinion, as well as the consensus, of the councils. Lay persons, on the other hand, consider seriously their call to serve the parish community as counselors. They commit themselves to providing the best possible council which is a result of prayer, reflection, and dialogue, as well as study, research, and consultation with other parishioners.

The PASTORAL COUNCIL and FINANCE COUNCIL function in a manner consistent with the norms of the Diocese of Austin. The norms for the parish PASTORAL COUNCIL and FINANCE COUNCIL are published and available for viewing at the church office and the St. Jerome web site.

Human Resources Committee

The Human Resources committee is made up of parishioners selected by the Pastor. The Business Manager and Pastor seek their counsel on issues involving personnel and/or any other concerns relating to human relations.

Master Planning Committee

The Master Planning Committee is a group of parishioners appointed by the Pastor to help determine the parish's long range plan and development of our future needs.

Record Keeping Policy

The purpose of the archives of St. Jerome Catholic Church is to collect, organize, preserve, and make available for research the official records of St. Jerome Catholic Church. The purpose of the records management program is to assure that the active and inactive records of St. Jerome Catholic Church are managed in a manner in keeping with the standards of the records management profession, and to assure the transfer of the appropriate records to the archives. The records management program is established in accordance with Canon 535, paragraph 4, which states that "**Each parish is to have a registry or archives in which the parish books are kept along with episcopal letters and other documents which ought to be preserved due to necessity or usefulness...**".

"Other documents" may be defined as any recorded information (including artifacts and photographs) regardless of format (printed or electronic) that are made, received, or maintained by the community as a result of conducting business pursuing legal obligations, and have been determined to be permanent or historically significant by the records retention schedule or basic appraisal criteria. The pastor is canonically responsible for the records of a parish, faith community, or parish school.

Detailed information on archiving and records management can be found in the Diocese of Austin Parish Record Keeping Manual.

Fundraising Policy

St. Jerome parish funds are used to support the daily operations of the church, including normal maintenance and upkeep of the facilities, utility and equipment costs, the operational expenses of all budgeted liturgical ministries (e.g. music royalty fees, communion wafer and sacramental wine expenditures, etc.), and personnel costs of church employees. The parish will also cover expenses to support the operations of the Little Lions Learning Center not covered by the tuition paid by registered students. Funds to support ministerial activities will be allocated as funds permit, with highest priority given to operational expenses, educational activities, and service projects. Each ministry should expect to bear the financial burden of most of their social activities.

Ministries and parish affiliated groups are permitted to raise funds to support activities for their members, to support special projects within the parish or diocese, and/or to supplement the parish's operational budget, with the consent of the pastor. Fundraisers shall be approved by the business manager in conjunction with the pastor.

Fundraising activities may include conducting second collections during Mass, sales of products or services, direct solicitation of donations, and admission ticket sales to hosted events.

To reduce competition between ministries and groups, fundraising activities will be limited to two events per month. Dates for these events will be assigned on a first-come, first-served basis, though parish-wide programs will be given higher priority and scheduling preference when conflicts arise. All scheduling will be handled through the St. Jerome Business Office.

The large organizations within the parish such as the Women's Society, the Men of St. Jerome, and the Knights of Columbus are encouraged to cooperate and coordinate activities with each other to reduce the potential for scheduling conflicts. Smaller ministries are welcome to approach other ministries for shared responsibility in organizing and hosting a fundraising event, but they are not obligated to do so.

Groups from outside the parish are welcome to conduct fundraising activities at St. Jerome but the external organization's mission and goals may not conflict with Church teachings or Canon law. Priority will always be given to St. Jerome groups when scheduling conflicts arise. The intent of the solicited funds may not compete with the goals of St. Jerome groups.

To ensure that the parish's tax-exempt status is preserved, all fundraising activities must adhere to the guidelines set forth by the Austin Diocese and be approved by the business manager.

Purchasing Policy

Before making any purchase for a ministry group or for the church in general, please check with the Business Manager to determine the best method of payment.

St. Jerome Catholic Church



WORSHIP LIFE

Altar Server Ministry

All registered children of the parish who have made their First Communion are eligible to be altar servers. Training for the Altar Server Ministry takes place approximately every 4 to 5 months; dates and times will be announced. The training takes place at the church and consists of a video and hands-on training.

Schedules for the Altar Server Ministry will be provided to the Altar Servers, and they will cover at least 2 months. A roster is given to each Altar Server, and it is the responsibility of Altar Servers to find replacements if they are unable to fulfill their scheduled Mass time. The basic guidelines are listed below.

Altar Server Guidelines

APPEARANCE

Neat & simple; modest

Hair should be clean and dried, attractively cut and combed.

Slacks, dress shirt and belt for boys

Slacks and blouse, modest dress, skirt for girls

Appropriate shoes – NO FLIP-FLOPS

Jewelry and hair accessories should be kept to a minimum

ATTENDANCE

Arrive 15 minutes before Mass. If you are not there 15 minutes early, you will be replaced.

Find a substitute if you will be unable to serve when scheduled.

If you will be unable to serve for an extended time, please contact the Altar Server Ministry leader so the schedule can be adjusted accordingly.

If you don't feel well after arriving to serve, please do not serve. Ask the sacristan or other altar servers to help find a substitute.

ATTITUDE

Preparation for serving the Holy Mass is best achieved by prayer.

Show reverence and respect for others in the Sanctuary and dressing area. This means no loud talking or horseplay.

Listen attentively to the readings and homily. Look at who is speaking.

Participate in the Mass-begin and end with the sign of the Cross and recite all the prayers with the congregation. Sing joyfully.

FORM

Pay attention and move quickly to serve the Priest with Sacramentary and water and towel, etc. Have the Sacramentary open and ready for the opening and closing prayers and hold it still while the Priest reads.

Handles of pitchers should be turned toward the Priest.

Fold the lavabo towel neatly.

If you feel ill while on the Altar, please do not continue to serve. Leave as quietly and quickly as possible.

Stand and sit at the same time as the Priest. Carefully watch the Priest and other servers so that all will be in unity of motion.

Hands should be folded in prayer or held quietly in the lap.

Sit straight with feet flat on the floor, back erect. Do not squirm around or slouch in your seat.

Be in your place for the procession five minutes before Mass is to begin.

Hold the cross high and straight. Carry the cross from the stand to the back of the church with two hands and with respect.

Attend to restroom duties prior to Mass.

Neatly hang up your Server robe after Mass.

Leave quietly, respectful of those in prayer.

Hold candles far out from face and hair of self and others.

Extraordinary Ministers of Holy Communion Policy

Extraordinary Ministers of Holy Communion are under the jurisdiction of the bishop. (Re: request, approval, mandate, training, catechesis, deputation, etc.)

1. Extraordinary Ministers of Holy Communion may be designated to distribute Holy Communion at Mass or to bring Communion to those confined to hospitals, institutions, or their own home.
2. Interested persons for this ministry must talk to the pastor before submitting their names to be added to the list of potential candidates.
3. No one can begin this ministry without instruction, careful practical training by the local priests, the bishop's mandate, and a parish deputation ceremony at Mass.
4. Application for a mandate is made in writing by the local priest to the bishop, stating the education the candidates have received, their readiness for this ministry, and the candidates' names.
5. The candidates must be fully initiated in the Church, persons of genuine Eucharistic faith, living exemplary Catholic lives and have sound psychological maturity. The person must have no impediment to sacramental reception. Great care is needed in this selection and should involve the opinions of priest and laity. The candidates may be men or women, laity or religious. Youth may be designated as Communion Ministers at the discretion of the pastor.
6. The mandate is given to a specific person and for a specific place. In any case, the mandate terminates if the minister moves, or at the discretion of the bishop and the local priests. It is given only as long as the spiritual good of the faithful is served and where general necessity exists.
7. The candidates will be required to attend an orientation/training meeting held by a deacon and the leader of the ministry.
8. Any training of Eucharistic ministers must include catechesis on:
 - a. the ecclesial nature of the Eucharist as the common possession of the whole Church

- b. the Eucharist as the memorial of Christ's sacrifice, death, and resurrection; and as the sacred Banquet
 - c. the Real Presence of Christ in the Eucharistic elements, whole and entire, in each element of bread and wine (the doctrine of concomitance)
 - d. the kinds of reverence due at all times to the sacrament, whether within the Eucharistic liturgy or outside the celebration
 - e. directives of the General Instruction of the Roman Missal and the Norms for the Distribution of Communion Under Both Kinds in the Dioceses of the United States.
9. Extraordinary Ministers of Holy Communion will be scheduled once or more per month. If unable to serve as scheduled, you are required to call a substitute minister to serve in your place.
10. Arrive 10-15 minutes prior to Mass and sign the copy of the End of Month (EOM) schedule on the usher table. Pick up and wear the server's medallion and check in with the head minister so he/she knows you are there.
11. Specific directives regarding Extraordinary Ministers of Holy Communion
- a. Before receiving and administering Holy Communion, Extraordinary Ministers of Holy Communion must use the provided hand sanitizer. They are encouraged to use it again after they have finished serving.
 - b. Extraordinary Ministers of Holy Communion may not administer Communion to themselves when they assist the priest at Mass. After the priest has received communion in the usual way, the ministers receive communion from the priest. As ministers exercising their office, they should receive communion under both kinds. The priest or deacon offers the chalice to the Extraordinary Minister. The minister then receives a chalice or ciborium from the priest or deacon and distributes to the faithful with the words "Body of Christ" or "Blood of Christ". No other words are to be used.
 - c. An Extraordinary Minister of Holy Communion fulfills his/her function

in a Mass only when a sufficient number of ordinary ministers is not present.

- d. Extraordinary Ministers of Holy Communion should be appropriately dressed when distributing Communion during the liturgy.
- e. The Extraordinary Ministers of Holy Communion cannot give a liturgical blessing to those who do not receive Holy Communion.
- f. In bringing Communion to the sick or home-bound, the Body of Christ (Host) is to be placed in a pyx. It is not to be carried in a handkerchief or any other receptacle. If Extraordinary Ministers of Holy Communion accept the Host for the sick during Communion time, they are to go immediately to the sick at the conclusion of Mass. It is not respectful or proper for a minister to have the Sacred Host with him or her while visiting after Mass with other parishioners. If for any reason a sick person is not able to consume the Host immediately, it is to be returned to the tabernacle. It is gross negligence to leave the Host in a room for the sick person to receive at a later time.
- g. For no reason should any Extraordinary Minister of Holy Communion carry the Host around while shopping or engaged in any other activity, nor should it be kept in one's home overnight. Hosts are to be brought to the sick immediately. Hosts that are not consumed by the recipient are to be returned to the tabernacle immediately or if distance or other circumstances prevent, the Host may be consumed by the minister.

Lector Policy

Lectors proclaim the Word of God to the parish at Mass. They should be fully prepared for the ministry of the Word and should fulfill that ministry with dignity, reverence, and competence. Lectors must be fully initiated and practicing members of St Jerome Catholic Church, and will be evaluated from time to time. Annually, lectors receive a workbook with Sunday Mass readings.

Prerequisites to be a lector are:

Attend Mass regularly.

Give positive witness to the Christian life.

Have knowledge of the Order of the Mass.

Be able to proclaim the scriptures and enunciate clearly so all can understand.

Be willing to prepare the readings through prayer, study and practice.

Be willing to be in front of a large group of people.

Be flexible in which Mass one attends.

Be capable of using voice inflection.

Participate in a Lector training program provided by the parish.

Wear church appropriate clothing.

Music Ministry Policy

Music is an expression of prayer in the Roman Catholic liturgy, and the Music Ministry of St. Jerome offers a variety of musical styles in which parishioners may participate and share their musical gifts during the Mass. Contact information for each music group may be obtained from the parish office and the weekly bulletin.

Adult Choir

Open to all parishioners aged 13+

No prior experience is necessary

Choir specializing in 4-part harmony

Music selections include traditional, classical, and contemporary styles

Participates at the Sunday 11:00 a.m. Mass and special liturgies throughout the year

Rehearsal times are Wednesday 7-8:30 p.m. and Sunday 9:45-10:45 a.m.

Joyful Spirit Music Group

Open to all parishioners aged 13+

No prior experience is necessary

Music selections include folk, gospel, traditional, classical, and contemporary styles

Instruments used include classical guitar, violin, piano, etc.

Participates at the Sunday 8:30 a.m. Mass

Rehearsal time is Sunday 7:30 a.m. and special event rehearsals as required

Chapel Road Band

Open to parishioners aged 13+, performers aged 13-19 are particularly encouraged

No prior experience is necessary

Mixed vocal and instrumental group

Music selections include contemporary Christian and Christian rock styles

Participates at the Sunday 5:00 p.m. Life Teen Mass

Rehearsals vary but typically are held at least once per week

Children's Choir

Open to parishioners ages 5 to 12 years of age

No prior experience expected

Vocal and hand bell choir

Participates once a month at Sunday 11:00 a.m. Mass and special liturgies such as the Christmas Eve and Mother's Day Masses

Each music group is independent of each other and is guided under the direction of the Music Group Leaders. The Music Ministry of St. Jerome follows the liturgical guidelines set by the Diocese of Austin. Music is provided for every member of every group. All instruments besides the piano and the organ must be provided by individual choir members. The Music Group Leaders communicate and work in conjunction with the other ministries of the altar which include the Sacristans, Lectors, Extraordinary Ministers, and Ushers.

Christmas Midnight Mass may be rotated annually among each music group with the approval of the Music Group Leaders and Pastor.

Choir members should consult with their Music Group Leader if they have issues or concerns with choir operations. If they are unable to resolve the situation cooperatively or within a reasonable amount of time, they are encouraged to take the issue to the Business Manager and/or Pastor.

Music Group Leaders and choir members are subject to periodic evaluation on their performance and leadership abilities. Guidelines will be established by members of the Music Ministry and Pastor.

For additional information about joining a music group or participating in a special Mass, parishioners are welcome to speak directly with the individual Music Group Leader.

The Music Group Leaders are available for events such as weddings and funerals; contact them regarding availability and fee. Musicians outside of St. Jerome Catholic Church may be used but must confer with a Music Group Leader regarding the sound systems.

Sacristan Policy

Sacristans provide the support and assistance needed to the ministers of the liturgical functions. Sacristans assure that all events are approached with proper dignity through appropriate preparation. A sacristan is assigned to one or more Masses per week.

The sacristan must:

- be able to work collaboratively with all ministries and parishioners
- possess strong organization and coordination skills
- have knowledge of the Catholic liturgy and ability to teach others
- have a pleasant demeanor
- secure and maintain the sacristy and lock the tabernacle between Masses
- maintain the sound system should problems arise
- prepare liturgical materials as indicated on detailed procedures provided by lead sacristan
- check with all ministerial leaders at the beginning of each Mass to assist with liturgical functions and ensure communication
- assist visiting priests to ensure their comfort and care, as assigned
- assist those that may need help during the liturgy including altar servers
- adjust heating and cooling as needed before and during Mass
- prepare pastors wireless microphone with recharged/new battery prior to each Mass
- check cleanliness of the sacristy, altar, and Tabernacle before Mass
- prepare the church for baptisms that occur during/after the service
- keep close communication with the lead sacristan
- make a dedicated commitment to each assigned Mass in terms of early arrival and attendance

St. Jerome Catholic Church



FAITH FORMATION

Infant Baptism

Infant Baptism is the normative way to begin the initiation of children into the Church.

Parents and Godparents should attend a Baptism Preparation Class prior to the Baptism of their child or Godchild, unless excused by the Pastor.

Parents and Godparents should notify the church secretary that they will attend class no later than the Monday preceding the class date.

If Godparents are not from this parish or the geographic area, they may attend the classes in another parish and provide evidence that they attended the class.

They should also supply evidence that they are eligible to be a sponsor, such as a written statement from their pastor.

Parents should bring a copy of the child's birth certificate to class.

A Certificate of Attendance will be provided if the Baptism is to take place at another parish.

Sponsors or Godparents are to be selected by the parents according to the requirements found in Canon 874 which states that at least one sponsor is required. The person is to be of the same sex as the child and be a fully initiated practicing Catholic.

Marriage Preparation Ministry

The St. Jerome Marriage Preparation Ministry, under the guidance of the pastor, seeks to serve our brothers and sisters in Christ as they prepare for this *sacrament of service* of life and love.

Engaged couples will need to contact the pastor at least 6 months prior to their wedding date. The pastor will meet with the couple and then he will assign (a) trained sponsor couple(s) with whom to meet.

There are 3 main components in the Marriage Preparation Program and it will take a minimum of 4 months to accomplish the program. The components include:

1. Taking the **FOCCUS inventory** – Facilitating Open Couple Communication, Understanding, and Study. FOCCUS is a useful tool in which the couple responds to a minimum of 156 statements covering areas such as Family of Origin, Faith, Problem Solving Skills, and more. These responses are then scored and provide an excellent tool for communication and further discussion. This is not a test. Cost: \$15

2. Participation in one of two **Diocesan Marriage Preparation Studies**:
 - I. **Together in God's Image** is a program developed by the Diocese of Austin and is accepted by the Twogether in Texas Ministry which upon completion allows couples to waive the \$60 marriage license fee. Together in God's Image discusses major areas of importance in a couple's marriage life through the lens of man and woman being made in the image and likeness of God, the Holy Trinity, as a communion of persons made to love and be loved. Spirituality, sacrament, covenant, communication, sexuality, and stewardship are covered. Cost: to be determined.

 - II. **For Better and For Ever**, also an approved program by the Diocese of Austin, but does not qualify as a program for the Twogether in Texas ministry to waive the marriage license fee, may be used instead of the Together in God's image and provides the same topics as well as topics related to the preparation for the wedding day. Cost: to be determined.

3. **Natural Family Planning Course** – NFP is a modern scientifically researched method based on naturally occurring biological signs of a woman's menstrual cycle to determine her pattern of fertility and infertility. The methods are 98-99% effective in postponing pregnancy and also used in achieving pregnancy. The Catholic Church

teaches this as the moral means of family planning as it respects the dignity of the person and the Creator's design for marriage.

Practical benefits of NFP include:

- Fosters trust in God in all areas of a couple's life
- Fosters authentic marital love, honesty, respect, and communication
- Promotes authentic marital spirituality and deepens a couple's relationship with Christ and the Church
- Marriage Insurance: less than 3% divorce rate among NFP couples
- Safe, no harmful side effects
- Can be used for regular or irregular cycles
- Can be used through menopause
- Gives a woman intimate knowledge of her body and reproductive health

The Diocese of Austin approves of three NFP methods: the Billings Ovulation Method, the Creighton Method, and the Sympto-Thermal Method. At St. Jerome, a NFP course is one component for marriage preparation; it is open to all married couples as well. The Billings Ovulation Method is taught. Dana Foss, RN, a certified Billings Method instructor, has been teaching NFP for 10 years. This course meets twice a month for three months; instruction and materials are included. For upcoming classes contact Dana Foss (watch bulletins also). Cost: \$100, with limited scholarships available.

Steps for Planning a Wedding

To plan a wedding at St. Jerome Catholic Church, the following steps must be taken in the order stated:

1. Meet with the Pastor
Set date and time on his calendar

2. Contact the Business Manager
Pay fee required

3. Contact the Parish Secretary
Set date and time on Church calendar
Give names of bride and groom
Give name of priest performing the ceremony if it is not the Pastor
Give telephone number(s) of the bride and her mother, if applicable in planning
Secretary to give information packet and contact information to the bride

Contact the St. Jerome Wedding Coordinator (see contact information attached), to set a time to meet with her to obtain a copy of the church's wedding guidelines. This must be done as soon after steps 1 to 3 as possible and before any plans are made so that all guidelines are followed. When planning begins, a Sacristan should also be included in the meetings.

The services provided by the Wedding Coordinator for St. Jerome Catholic Church involve only the wedding ceremony and not any of the other wedding activities (e.g. the reception, ordering invitations, etc.). The services include:

- Provide a copy of the Wedding Guidelines at St. Jerome Catholic Church
- Meet with you to discuss the wedding ceremony; show the amenities of the church and what is available for your use; answer any questions you may have about the guidelines
- Guide you in the planning of the wedding ceremony, including selections of the ceremony readings/gospel
- Facilitate the rehearsal and be sure everyone is comfortable in his or her role
- Arrive 1 hour before the ceremony to check that everyone and everything is ready for the ceremony

Coordinate the start of the ceremony with the priest/deacon, wedding party, and musicians

Prompt all involved for their entrance for the ceremony and monitor the flow of the ceremony

Stay for the ceremony and monitor the recessional

Get you and your wedding party back to the altar for photos

Sacristan will provide the following services:

Meet with the bride, bride's mother (if applicable), and wedding planner to determine what is and is not provided by the church and what decorations, candles, etc., may or may not be used

Attend the rehearsal to ensure everything is in order for the ceremony

Arrive 1 ½ to 2 hours early to open the Church for decorating, turn on the lights, etc.

Prepare the altar

Prepare the credence table for the wedding Mass (if applicable)

Set up the thurible with lit charcoal and the vessel of incense (if applicable)

Turn on the sound system, prepare the microphones, and monitor the sound system during the ceremony

Set the readings for the ceremony

Monitor the temperature of the Church

Set out the vestments for the priest/deacon

Remove, clean, and store the vessels following the ceremony

Turn off the sound system and secure the Sacristy after the wedding party leaves the church

Wedding Guidelines

Candles

It is the bride's responsibility to contact the Sacristan to order Unity candle, if she wishes for the Sacristan Committee to order it. Candle to be ordered through the Sacristan Committee—allow 6 weeks. The Bride will be responsible for the cost of the candle plus shipping charges. She can order one herself without the aid of the Sacristan Committee if so desired. Tube candles preferred; otherwise, dripless candles required. Must have a drip protector on the floor under the stand; you and/or your florist is responsible for the candle wax left on the floor or carpet
Not allowed on or near the pews
2 candelabra and a unity candle stand are available

Flowers

Must be live flowers in the sanctuary
Not allowed on or in front of the altar; in front of the podium (ambo) is allowed
Do not overwhelm the sanctuary with flowers and/or other décor
Plants/greenery in the church may be used with permission from the Sacristan Committee
Leaving an arrangement for the Church is appreciated

Music

Selections must be reviewed with the Music Minister and approved by the Pastor. Call the church office at 254-666-7722 for a listing of musicians from parish music groups; contact the musicians directly regarding their availability and fee.
Musicians outside of St. Jerome parish may be used but must confer with the Music Minister regarding the sound systems

Dressing Rooms

Bridal room available in the west wing for the bride and her attendants; it doubles as the church nursery so guidelines must be followed to keep it safe and clean.
Jordan Hall is available for the groom and his groomsmen
Following guidelines must be followed:

1. No straight pins allowed in the bridal/nursery room.
2. No tobacco products in either room. Food is allowed in Jordan Hall; contact St. Jerome Business Manager for hall guidelines.
3. Rooms must be left clean immediately following the wedding; be sure to appoint someone to clean up the rooms for you.
4. The Church is not responsible for valuables left in the rooms; remove them before the ceremony or take them with you to the pews during the service.
5. The air conditioner/heat unit must be turned off in Jordan Hall after use.

General

Do not move furnishings and props in the church or Sanctuary.

Flower petals, birdseed, and rice are not allowed in the church building or anywhere on the grounds; bubbles are allowed outside.

Be sure to appoint someone who will do the following for you:

1. Remove excess wedding programs in the pews
2. Pick up debris from the floor
3. Remove decorations from the church and foyer
4. Return items such as chairs, unity candle stands, etc.
5. Remove items/debris from Jordan Hall and the Bridal Room

Fees and Stipends

Church fee is required to reserve your date. Refundable if canceled 45 days prior to the wedding:

\$150 for parishioners

\$300 for all others

The fee includes the use of the organ, piano, and any other of the church's musical instruments.

A stipend is customary for the priest/deacon--there are no charges for the sacraments (the priest/deacon assists with marriage preparation as a normal part of his ministry) but the priest receives his livelihood from free-will offerings of the parish; the stipend displays the couple's appreciation to the priest/deacon who assisted them in their marriage preparation.

Photographs

Assigned photographer must meet with the wedding coordinator(s) beforehand unless previously has photographed a wedding at St. Jerome's. No photographs taken once the ceremony has begun except by the assigned photographer (family and friends should be notified ahead of time).

Photographer may not step up into the sanctuary area once the ceremony begins; must move about the church quietly and professionally.

Videotaping must follow same rules and use no lights; must keep a stationary position (suggested area is close to the statue of the Blessed Virgin Mary).

Receiving lines not allowed due to time constraints.

Poses with the priest/deacon are to be taken first.

Maximum 30 minutes allowed for photo sessions after the ceremony; must follow immediately after the ceremony.

Consideration suggested for taking photos before the ceremony to allow more time; discreet and special touches give memorable moments for the couple.

Rehearsal

Will last approximately one hour and begin on time.

Demands everyone's attention; respect is expected in the House of the Lord.

The Day of the Wedding

The ceremony will begin on time; everyone with a role in the ceremony must be ready and available on time.

Consideration should be given for nursery care if babies and toddlers are expected to avoid distraction to the sacrament.

Validation or Blessing of a marriage

Contact Pastor of St. Jerome Catholic Church at 254-666-7722.

Funeral Policy

Initial contact begins with the church secretary to make arrangements for scheduling the funeral of a loved one. The following are guidelines to assist families as the pastor will make all final decisions.

All baptized Catholics have the right to burial celebrated according to Church law.

Catechumens are buried as Christian faithful.

Children whose Baptism was intended by their parents, but who died before being baptized, are also to receive Christian burial.

Every Christian is free to choose his/her place of burial or repository for ashes.

Only Christian symbols may rest on or be placed near the coffin during the funeral liturgy.

The celebration of the funeral Mass is forbidden during the Easter Triduum, on solemnities and on Sundays.

No flowers are allowed in front of the altar or by the casket. Flowers may be placed in front of the ambo or in the two arches behind the altar.

Rite of Christian Initiation of Adults Policy

1. The revised ritual for Christian Initiation of Adults (RCIA) was mandated for use in the United States beginning September 1, 1988; therefore, St. Jerome RCIA policy must follow, with very minor exceptions:
 - a. the Code of Canon Law;
 - b. the text of the *Rite of Christian Initiation of Adults* (approved for use in the Dioceses of the United States of America by the National Conference of Catholic Bishops on November 11, 1986, and confirmed by the Apostolic See on February 19, 1988); and
 - c. the Policy on Rite of Christian Initiation of Adults from the Diocese of Austin policy manual.
2. The bishop, in person or through his delegate, sets up, regulates, and promotes the program of pastoral formation for catechumens and admits the candidates to their election and to the sacraments.
3. The pastor is responsible for the faith formation of the catechumens and candidates.
4. The catechetical sessions should be done by the priest or by another competent adult catechist with his approval.
5. The pastor appoints the RCIA Director to implement the RCIA process.
6. The RCIA Director appoints the RCIA Team.
7. A team member:
 - a. should live the example of a good Catholic Christian
 - b. should be a person of deep faith
 - c. must constantly strive to grow spiritually
 - d. must be willing to invest time and effort into all aspects of the initiation process
 - e. should possess creative skills
 - f. must have analytical skills for process evaluation
8. The pastor is to use the help of the clerics attached to the parish, of members of institutes of consecrated life and of societies of apostolic life, taking into account the character of each institute, and of lay members of the Christian faithful,

especially of catechists. None of these are to refuse to offer their help willingly unless they are legitimately impeded. Catechists must:

- a. be persons of deep faith who love all the beauty and complexity of what it means to be Catholic;
- b. know the central scripture stories that are proclaimed throughout the liturgical year;
- c. know the basic traditional Catholic teachings; and
- d. be open to learning more about Jesus all the time.

9. A sponsor or godparent:

- a. must be a practicing Catholic, at least 16 years old, and confirmed (A non-Catholic may serve as a witness, friend, and companion, and may participate in the rites, but may not serve as the sponsor or godparent of record).
- b. must be a spiritual friend to the catechumen or baptized candidate; a sponsor or godparent needs to be able to share his or her own faith and needs to be a person of prayer.
- c. is not a catechist and isn't expected to know more about church teaching than the average adult Catholic. The sponsor needs to know who to call on to find the answers.
- d. for a catechumen are not necessarily the same person. It may happen that it is not the sponsor for the rite of acceptance and the period of the catechumenate but another person who serves as godparent for the periods of purification and enlightenment and of mystagogy.
- e. accompanies the catechumen or baptized candidate to Mass every week and to other parish functions. The sponsor participates in the weekly catechetical sessions. In addition, the sponsor meets frequently, at least weekly, with the catechumen or baptized candidate to talk about how God is working in both of their lives.
- f. must not be the father or mother of the one to be baptized.

A sponsor makes a commitment for the period of the catechumenate; a godparent makes a commitment for life.

Policy on the Celebration of the Quinceañera

Among many Hispanics in the United States there is the custom of celebrating the Quinceañera, the passage of a girl from childhood to adolescence. The ritual expresses thanksgiving to God for the gift of life and that asks for a blessing from God for the years ahead. This may be done within Mass by use of the rites of Order for Blessing on the Fifteenth Birthday within Mass or by a blessing outside Mass, celebrated according to the rites of Order for Blessing on the Fifteenth Birthday Outside Mass. Like many celebrations of the sacraments and important times in the lives of the people, this is an opportunity for evangelization for the young woman, and for the family and friends.

Formation includes the process of:

a. Faith Formation

It is recommended that no more than six months of religious education class can be expected or required of the Quinceañera girl prior to the celebration of the Quinceañera.

This may be accomplished by attending ongoing religious education classes and/or the confirmation class.

b. Sacraments

It is required that the sacraments of Baptism, First Reconciliation, and First Communion be completed.

It is required that Confirmation be completed or be in the process of completion.

c. Reservation of ritual date at parish

It is recommended that no more than one (1) year and not less than six (6) months be observed by both the party seeking the reservation of a date and the parish providing the celebration to celebrate the Quinceañera in order to reserve such date.

d. Participation and Registration

It is recommended that no more than a one (1) year and not less than a six (6) month period of parish registration be required to celebrate the Quinceañera.

Models of celebration may include the process of:

a. Individual or group celebration of the ritual.

It is recommended that those parishes which have a history in the parish of more than 1 request per month for the Quinceañera celebration have them in group style.

Otherwise, the Quinceañera can be celebrated individually.

Religious Education Teachers

The CCE Teachers at St. Jerome are expected to comply with the following guidelines and policies.

- All teachers are required to be practicing Catholics in good standing with the Church.
- All teachers should display a desire to further the religious education of their students.
- All teachers should be familiar with their subject matter and possess the ability to meet the objectives of their class.
- All teachers should strive to make students comfortable in their class in order that they may meet the course objectives.
- All teachers shall comply with the Diocese requirement to attend training on Ethics & Integrity, which includes a background check.

Contact Information for Religious Education Teachers

DRE – religious-education@stjeromewaco.org

(254)666-6222

Sacrament Policy for CCE; Penance, Eucharist, Confirmation

CCE classes are offered for students in Pre-K to 10th grade. Sign-ups for CCE take place in Brooks Hall each spring as CCE is ending and each August before it begins again. CCE classes are offered on Sunday morning from 9:45-10:45 for ages Pre-K (4 years old) through 9th grade and on Wednesday evenings 6:30-7:30 for ages Pre-K through 12th grade (Confirmation). These hours are subject to change based on the number of students each year.

The Sacraments of First Reconciliation and First Eucharist are celebrated in the second grade. Confirmation is celebrated in the tenth grade. All three Sacraments have a pre-requisite that includes two years of religious education immediately preceding preparation to receive the Sacrament. Special arrangements and classes will be made for those children who have missed these Sacraments. Contact the Director of Religious Education via the Parish offices for further information.

Senior Youth Ministry

The mission of high school youth Ministry here at St. Jerome's Catholic Church is to help teens come closer to Christ and to help them understand that our Savior loves us all, regardless of our different walks in life. Through the foundation of Life Teen, teens are able to not only understand but also practice the teachings of the Catholic Church.

Youth of high school age (incoming 9th- outgoing 12th) may participate in the high school youth group's various activities. On Sunday nights, Life Nights in Jordan Hall follow 5pm Mass. On Wednesday nights, the youth group has LTD (Life Teen Deeper), which is a Bible study from 7:45-8:45pm at the Youth House.

CORE Team: The CORE is a group of dedicated volunteers who are in love with God and are in love with the teens. CORE must be adults (college-aged or older; college students serving on the team are considered to be -Junior Corell) who are certified in Ethics and Integrity and in good standing with the Catholic Church. CORE must also possess a passion and ability to serve in a ministry with teens.

Mass: The Mass is the center of the Catholic Church. The LifeTeen Mass is on Sundays at 5pm, and the teens are able to serve as extraordinary ministers, lectors, and ushers. This Mass also features the Chapel Road Band, a group of dedicated volunteers who bless us with great praise and worship during this time.

Teen Involvement during Mass

Extraordinary Ministers: Those who have received the sacrament of Confirmation can serve at Mass in this manner, by distributing the Body and the Blood of our Lord Jesus Christ during communion.

Lectors: If you like to read, then this ministry is for you! If you are a little shy or have a soft voice, but still want to volunteer, no worries! We will help train and prepare you on ways of public speaking and proclaiming the Word of God!

Ushers/Greeters: For this service, we are looking for smiling teens who are willing to greet people before Mass and help hand out song books and also collect donations during the offertory portion of the Mass.

Senior Youth Minister:

Contact info: syg@stjeromewaco.org

Phone: 254-666-7722

Junior Youth Ministry

CONTACT: Junior Youth Minister

EMAIL: jygstj@stjeromewaco.org

PHONE: 254-666-7722 (work)

MAIL: 9820 Chapel Road
Waco, TX 76643

WEBSITE: www.stjeromewaco.org (click on Ministries, look for JYG under Faith Formation heading)

Junior Youth Group is a parish ministry for youth in grades 6, 7, and 8 coordinated by one part-time youth minister and a group of dedicated parents on the Parent CORE Team. The JYG relies heavily on parent involvement to ensure proper supervision and mentoring of junior high and middle school students. Volunteers are ALWAYS needed! Training is provided. Adult Volunteers for Junior Youth Group must complete the online Diocesan Volunteer Application and attend an Ethics & Integrity Workshop every three years. JYG has a Parent CORE Team that helps with planning and chaperoning JYG programs, service projects, and events.

REGISTRATION for Youth Group

Parents must fill out a permission form to be kept on file. There is no fee to register for youth group. All youth in grades 6-8th are welcome. Youth are encouraged to invite their friends; parish membership, or even being Catholic, is not required.



EDGE Nights:

We meet in Brooks Hall on most 2nd and 4th Sundays and begin with dinner at 6:15pm, ending at 8:30pm. EDGE activities follow the Middle School curriculum published by Life Teen, Inc. and each evening has a different discussion topic followed by game time. There is no fee for EDGE Nights.



BIBLE Study:

Hosted by JYG families, Bible Study meets on the 3rd & 5th Sundays from 6:30-7:30pm. We read and discuss the Word of God and then play a challenge game to see how much we can remember.



Special EVENTS:

JYG loves to have fun and do exciting things together. We use our time during these events to get to know each other better, to foster friendships within our faith, and to LIVE out our Catholic beliefs in the world around us. Special events include community service, retreats, and trips to out of town fun stuff. Pre-registration with payment is required for most events to ensure that we have enough supplies and chaperones.

FORMS: JYG forms are available on the parish website or on our bulletin board in Jordan Hall.

Commitment: Regular attendance is encouraged, but is not a requirement. Youth are asked to cooperate, respect others, and be courteous towards others.

Vocations

This ministry creates within St. Jerome Parish a dedicated group of parishioners who work to promote the vocation needs of the church. The ministry works to increase parishioner awareness of all vocations, with special emphasis on Holy Orders, Brotherhood, and Sisterhood, but also including the Diaconate. This group works closely with the Diocesan vocations team to bring information, encouragement, and sponsorship to parishioners interested in vocations. The goal of the ministry is to inspire at least one young adult in the parish to devote his/her life to a religious vocation.

It is an opportunity to share your talents and skills in a way that enhances the church's sensitivity to vocations. You will become more involved in church activities, and as a result meet new people and families who share your faith. When working with our children and most vulnerable members of our parish, current Diocesan Ethics and Integrity training is necessary. No other special training is required.

Contact the parish office for further details.....Phone: (254)666-7722

Anointing of the Sick

Anointing of the Sick is one of the Sacraments of Healing. If a family member is ill and/or in danger of death, please contact the office or the emergency number for the rectory to arrange for Anointing of the Sick.

A yearly healing service is offered at St. Jerome's in addition to individual anointings. This normally takes place in or near the Lenten season.

Parish Office: 254.666.7722

Rectory Emergency Number: can be obtained from the office

Little Lions Learning Center

Director/teacher of the center. 666-6222

Email: directorLLLC@stjeromewaco.org

LLLC Advisory Board, Chair: Ashley Ward Email: ashleyward3@hotmail.com

The LLLC serves preschool-aged children in a three-year-old class and a four-year old class.

Philosophy of St. Jerome Little Lions Learning Center

We believe that young children need a secure and nurturing environment during the first years of life if they are to grow into healthy productive adults; such an environment is our goal here at St. Jerome Little Lions Learning Center. We strive to give parents comfort in knowing that their children are provided a safe and loving environment. We will provide a Catholic Christian atmosphere so that the children can develop moral and spiritual values in addition to academic skills commensurate with their individual progress. Each child will be given the opportunity to grow spiritually, mentally, socially, physically and psychologically.

The Little Lions Learning Center has a policy manual of its own which can be accessed at the website: <http://www.stjeromewaco.org/preschool>

The LLLC follows the Midway Independent School District calendar. Hours of operation are as follows:

Hours of Operation – Monday through Friday

- Early Arrival: 7:30 – 8:20 (extra fee)
 - Preschool operating hours: 8:30 – 2:30 Children should arrive by 8:20
 - After school care: 2:40 – 5:30 (extra fee)
 - Parent or guardian must sign the attendance register both morning and afternoon
 - Children should not be brought earlier than 7:30 or picked up later than 5:30
 - There is a charge for every additional minute after the designated dismissal time. •
- Regular attendance is important for every child.

Enrollment information may be obtained at the website.

St. Jerome Catholic Church



PARISH LIFE

Communications Policy

St. Jerome Catholic Church recognizes that maintaining open lines of communication is critical to organizational effectiveness and community development. Therefore, the Pastor, all Parish staff, the Pastoral Council, and all affiliated ministries will utilize as many means of communication as possible and appropriate to share their news and information with interested parties. Official announcements, particularly those that affect the entire parish community, may be disseminated in a variety of ways but will always be posted in the weekly bulletin and on the parish web site to ensure that they are broadcasted widely and documented for future reference.

Pulpit announcements before Mass

Announcements must be ministry, parish, or diocesan issues: no personal announcements. The announcement must be written verbatim and presented to the church secretary by 12P.M. (noon) on Friday of the week it is to be read to the congregation.

Ministry to ministry communication

Director of stewardship will send communiqué via e-mail to key personnel in each ministry, Pastoral Council members, and the pastor. The key personnel from each ministry will e-mail and/or call members of their respective ministries.

Bulletin

Bulletin articles must be ministry, parish, or diocesan issues. Contact the church secretary when planning an article(s) for the bulletin; article length may be dependent upon what articles have already been submitted. State the duration the article is to remain in the bulletin. Articles must be written verbatim and presented to the church secretary by 12 P.M. (noon) on Friday, one week prior to publication. Bulletin inserts are limited to the prayer requests and no more than two additional inserts, unless otherwise approved by the pastor. Inserts should be approved by the Business Manager, placed on the church secretary's calendar, and are first come, first served. Bulletin inserts require at least one week advance notice to the church secretary. Five hundred (500) copies of the bulletin insert will be provided by the requesting ministry to the church secretary by the close of business on the Tuesday prior to publication. The requesting ministry must have a person to help the secretary place the bulletin inserts into the bulletins on the Thursday prior to publication.

Church mail slots

Mail slots, which are located in the copy room, are assigned by the Business Manager. The mail slots serve mainly as a means by which key personnel and ministries receive interoffice and regular mail. The slots are labeled so that anyone can leave the designee information or return completed forms, manuals, books or other items.

Foyer and Hallways

Ministry solicitation and/or display tables in the foyer and hallways are limited to one week only and must be approved by the Business Manager. The church secretary must be contacted to schedule the display. Ministries that require an additional week for their display must contact the church secretary to check the calendar for availability. The pastor must approve the extra week of display if it is available.

Easel posters and displays are limited to one week only and must be schedule with the church secretary.

All forms of media (e.g. posters, flyers, pictures, etc.) are strictly prohibited from being placed on glass doors. Glass doors can only be used for emergency display after approval by the pastor.

Web site

St. Jerome internet web site is maintained to disseminate information vital to the parish community, ministries, and diocesan issues. Therefore, personal issues or announcements are not to be posted. Submit St. Jerome internet web site suggestions or changes to the Director of Stewardship. Ministries may also submit schedules for posting to the web site. Calendar entries must be submitted to the church secretary.

Emerging Communication Technologies

- a. The use of electronic contact between minors and adults serving in ministry with minors is permitted for legitimate school- and church-sponsored purposes. To ensure adequate monitoring of such contacts, emails sent to minors should be copied to parents or guardians, phone calls should be made to a family home number, etc. Minors should be advised to contact adult leaders via a parish- or school-related email address or phone number, and adult leaders should not –chat|| with or –text|| minors whom they serve for social purposes. –Chatting|| and –texting|| for church-related issues is permitted.
- b. Legitimate school- and church-sponsored uses of social networking sites should include the involvement of more than one adult on the site. Social networking sites may not be used for socializing between adult leaders and minors.

Suggestion Box

The suggestion box, located in the foyer, is monitored by the Pastoral Council. Suggestions are read at the Pastoral Council's monthly meetings, and they are responded to/acted upon in a timely fashion after the meeting.

Jordan and Brooks Hall Use Procedures for Ministries

All registered St. Jerome **ministries** are authorized to use Jordan or Brooks Hall for their meetings and social events. To ensure that this is a pleasant event for all concerned the following guidelines apply.

- (1) Check with the church secretary prior to your scheduled event to ensure the desired hall is available for your use.
- (2) Reasonable consumption of alcoholic beverages (beer and wine) is permitted only in the hall and only with written permission of the pastor. Alcoholic beverages may not be removed from the hall.
- (3) Portable partitions in Brooks Hall may be moved only for special parish functions such as the annual Christmas party.
- (4) In addition to the facilities, St. Jerome provides a variety of pots, pans, and dishes in each kitchen for use by ministries. All kitchen items used must be cleaned, dried, and returned to their respective storage locations in the appropriate hall.
- (5) St. Jerome will stock paper/plastic plates/cups, plastic utensils, coffee/coffee cups, cream, and sweetener for use in the halls. Ministries must make their needs known to the Business Manager well in advance of events.
- (6) Remove all food materials from the kitchen and hall(s).
- (7) If you sponsor a group that is meeting in St. Jerome halls you are responsible for leaving the facilities cleaned up. The clean up guidelines are listed in the following pages.
- (8) **Halls may not be used for any function while Mass is being conducted.**
- (9) Repeated failure to comply with these guidelines can result in a ministry being denied future use of any hall.

Facilities Clean Up Procedures

Leave the hall and kitchen clean/ready for use by the next group.

- (1) Put up tables and chairs along the walls in a neat and orderly manner. Stack tables on the carts top to top to avoid damage to the tabletops.
- (2) Clean counter tops, sinks, any appliances used, dishes, etc. with appropriate cleaner. Store each item in its proper place. **The counter tops should be cleared with nothing left on top.**
- (3) **Do not leave any food materials in the kitchen. Take out what you brought in with you.**
- (4) Sweep and wet mop the floors, ensuring all spills are cleaned up.
- (5) Empty trash into the outside container. The combination for the outside container is 1986. Replace kitchen and hall trashcan liners.
- (6) Check the restrooms and straighten up as necessary. Turn off the restroom lights.
- (7) Turn off the heater/AC, and hall lights.
- (8) Return parking lot, playground, and grounds to original condition.
- (9) Ensure the facility is locked up.
- (10) Return the key to the office upon completion of your meeting.
- (11) Report any needed repairs to the office.

Rental of Church Facilities: Policies and Procedures for Non-Ministry Use

The facilities at St. Jerome Catholic Church have been built and are maintained by registered and contributing members of the parish community. Facilities are designed to minister to the needs of parish members. The use of halls always should be consistent with the expectations of the church community and the broader focus of the Catholic Church.

Members of the parish who wish to rent a parish hall or classroom should contact the Business Manager. The Business Manager will meet with the parishioner to show the facility and to review policies, regulations, and complete the Building Use Contract. The Maintenance Supervisor will ensure that the hall is clean before the rental date, and will verify that the renters returned the space to its original condition after the rental.

Policies

1. Rental fees must be paid and security deposits made when reserving facilities. After the rental, facilities will be inspected by the Maintenance Supervisor. Security deposits will be withheld if facilities are dirty or damaged. The parishioner will be billed for any costs beyond the deposit. (See Facility Rental Rates).
 - a. A registered parishioner may rent halls to celebrate religious activities, such as baptisms, first communions, confirmations, weddings, and secular events.
 - b. Halls may **not** be rented for use by companies or organizations that are not members of the church community, except by permission from the pastor.
2. No function may be held in halls or classrooms during Mass. Further, rented facilities are off limits during a mass and during the 30 minutes preceding and following a Mass.
3. All functions must end by 11:00 pm – without exception.
4. Functions involving 30 or more children must have a security guard or at least one parent for every ten children. Children are defined as young people aged 16 years of under.
5. All adult dances and functions with 200 or more people are required to have a security guard. The person renting the hall is responsible for hiring said guard.

6. When possible, facilities will be made available two hours prior to the rental time to allow for preparation and decoration. In the case of Saturday functions, when possible, an attempt will be made to permit access Friday after 5 pm.
7. No child under the age of 12 years is allowed in the kitchen area without adult supervision.

Privileges and Restrictions for Non-Ministry Hall Use

1. No alcohol or illegal drugs are allowed on the property.
2. The facilities are smoke-free environments and as such smoking and tobacco products are not allowed.
3. Kitchen facilities may be used, but not kitchen supplies or utensils. Cold items may be stored in the refrigerator or freezer, and hot items may be warmed on the range or in the oven. No cooking or baking is permitted.
4. Coffee makers may be used, but not church coffee supplies.
5. No items or materials may be stored in classrooms or other nearby rooms. In addition, nothing may be stored at the church prior to the time for which the hall or room was rented. Classrooms are off limits when halls are rented.
6. Portable partitions in Brooks Hall may be moved only for special parish functions such as the annual Christmas party.
7. Nothing may be attached to the walls; this includes decorations and signs. In addition, no tape is allowed. All other decorations should be free standing or on tables.
8. Tables and chairs should not be slid across the floor. No one may sit on tables.
9. After use, tables and chairs must be returned to their original locations.
10. Tables and chairs may not be removed from the building.
11. Birdseed, rice, or real flower petals may be thrown in the parking lots only.
12. Those decorating a car must not trash the parking lots or other grounds.
13. Horse and carriage rides are permitted to and from the parish. No rides may occur during the function. Animal waste must be cleaned up.
14. Renters may not charge admission fees for events held in the halls.

Facilities Clean Up Procedures

Checklist

Leave the hall and kitchen clean and ready for use by the next group.

<u>Item</u>	<u>Initial Item Completed</u>
1. Put up tables and chairs along the walls in a neat and orderly manner. Stack tables on the carts top-to-top to avoid damage to the tabletop.	
2. Clean countertops, sinks, any appliances used, etc., with appropriate cleaner. Store each item in its proper place. <u>The countertops should be cleared with nothing left on top.</u>	
3. <u>Do not leave any food materials in the kitchen. Take out what you brought in with you.</u>	
4. Sweep and wet mop the floors ensuring all spills are cleaned up.	
5. Empty trash into the outside container. The combination for the outside container is 1986. Replace kitchen and hall trashcan liners.	
6. Check the restrooms and straighten up as necessary. Turn off the restroom lights.	
7. Turn off the heater/AC and hall lights.	
8. Return parking lot, playground, and grounds to original condition.	
9. Ensure the facility is locked up.	
10. Return the key to the office upon completion of your meeting.	
11. Report any needed repairs to the office.	

St. Jerome Catholic Church Building Use Contract

RULES AND REGULATIONS

1. The responsible party shall be responsible for the pick up of their personal belongings (including rental equipment, decorations and supplies). This shall be done in a timely manner, within 12 hours of the completion of the event. The responsible party must see that all areas of the facility and/or grounds will be left clean and orderly. Floors are required to be swept and wet mopped. Trash must be bagged and deposited in the trash receptacle, located at the end of the driveway.
2. The building keys must be returned immediately following event or as instructed by the Business Manager. **NO EXCEPTIONS!**
3. The party responsible for the keys and clean up must be present on the day the keys are picked up. This is to ensure proper access into the building and to guarantee the building is secure when your event is finished.
4. Necessary supplies must be provided by the rental party (examples: paper towels, dishcloths, table clothes, trash bags, coffee pots, and utensils).
5. Any decorative plans must have prior approval. **NO tacks or nails!**
6. There are no alcoholic beverages, tobacco products, or illegal drugs allowed.
7. Amplified music is not permitted after 10:00 PM.

APPLICANTS AGREEMENT

The responsible party is legally responsible for any and all damage of the property during use of the premises.

I have read the rules and regulations governing the use of the facilities and grounds and agree to follow these rules. I also agree to indemnify and hold harmless St. Jerome Catholic Church and the Diocese of Austin, their officers or their employees from any claim of personal injury, wrongful death, and/or property damage by reason of any act done, permitted to be done, or omitted to be done by me or anyone involved with our function, in, upon, or about the premises utilized by me or arising out of or connected with the use and enjoyment of the premise by me.

Agreed to this _____ day of _____, _____

Staff:

Responsible Party:

St. Jerome Catholic Church Building Use Contract

REQUEST FOR USE

Requested Date of Use: _____

Requested facility: _____

The responsible party must fill in the requested information below. PLEASE READ the stated rules and regulations and then sign on the Responsible Party signature line.

PRIVATE or ORGANIZATION (Please circle one)

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____

ADDITIONAL CONTACT PERSON: _____

PHONE: _____

EXPECTED # OF PERSONS OR GUESTS: _____

FACILITY RENTAL RATES

Fee to be determined by St Jerome Church dependent upon individual event.

Cleaning and Damage deposit (per Facility Rental Rates) which will be returned within 7 days after the event, if the Rules and Regulations have been met, as determined by St. Jerome Church.

- Deposit** of (per Facility Rental Rates) is due *30 days prior to date of use*.
- Balance in full** is due *1 week prior to date of use*.
- Deposit is non-refundable**, unless notified 2 weeks prior to date of use.

The responsible party shall set up and put away all tables and chairs in their proper storage place upon completion of the event.

Note: Clean up refers to checking that no food is left on the counters, no dirty dishes in sink, and no food on floor. The take down of tables and chairs is handled by your group.

Facility Rental Rates

Jordan Hall	Parishioner	Non-Parishioner
Deposit	\$50	\$50
Rental Rate	\$100	\$175
(First hour; each additional hour \$100)		

Brooks Hall	Parishioner	Non-Parishioner
Deposit	\$100	\$100
Rental Rate	\$150	\$250
(First hour; each additional hour \$100)		

Sanctuary	All Rentals
Deposit	\$150
Rental Rate	\$250
(Per hour)	

All rentals rates above are subject to change without notice.

Building Security Policy

The St. Jerome parish facilities are intended for the spiritual formation and enjoyment of the parish community. As such, all members of the parish are charged with protecting these resources from theft and vandalism through appropriate vigilance and awareness. In particular, the St. Jerome Security Team is entrusted with ensuring that the grounds and facilities are properly secured at closing each weekday and during the weekends. The Security Team is appointed by the Pastor.

Building Key Policy

Generally, the building doors are unlocked whenever parishioners or groups of parishioners need to use the church facilities. The business office has keys available for check out which is almost always used exclusively by persons renting church facilities for a wedding, anniversary, etc. However, if a parishioner has an unusual circumstance or a ministry does not have an assigned key, the check out key is available for use. Call the church office and arrange to sign for and pick up the key from the church secretary. Return the key to the secretary during business hours or by depositing it in the church office mail slot.

The Business Manager assigns building keys to ministry leaders upon request, if they have a need for one. The ministry leader signs for the key when issued and returns the key once their ministry term is complete. A new key is assigned to the new ministry leader upon request. The key cannot be transferred from one person to another since that person has been issued the key under his/her signature. The building key becomes the responsibility of the person to whom it is assigned, so precautions must be taken to safeguard the key, to not let anyone borrow the key, and to never duplicate the key.

Nursery Policy

1. Nursery services are available for children aged 0 – 4 years.
2. The nursery is open for the 8:30am and 11:00am Sunday Masses.
3. The nursery will be open for some functions scheduled by the parish and the nursery availability will be announced for those functions.
4. Nursery employees and volunteers must comply with the diocese's Ethics and Integrity in Ministry policies as described in the –Policy on Compliance with Ethics and Integrity in Ministry in the Diocesan Policy Manual.
5. Nursery workers are to clean nursery after each use:
 - a. wipe off toys with baby wipes
 - b. put all toys away
 - c. wipe off all counters
 - d. empty trash and soiled diapers in dumpster

Playground Policy

The playground is located behind Brooks Hall enclosed by a fence with entrance access through the Hall itself for security purposes. The playground was installed for the use and enjoyment of all parishioners with the following guidelines.

Little Lions Learning Center students and staff have priority use of the playground facilities during LLLC hours of operation.

The phase I (phase II is not yet available) playground equipment is designed for children ages 2 – 12 years of age.

Children must be supervised at all times by their parent or a designated adult with Ethics and Integrity in Ministry Training.

Sign Policy

Signs for the St. Jerome parish facilities are intended to identify permanent facilities and parking as well as publicizing mass schedules, parish functions and special events.

Permanent signs such as those used for buildings must be reviewed and approved by the pastor and the Pastoral Council.

Temporary signs and flyers can be requested through and approved by the Business Manager and should be limited to parish and parish ministry functions. All temporary signs must be picked up within one working day after the activity is completed.

Material and size considerations for all signs should be based upon the location and purpose of the sign.

Permanent signs should also be reviewed at least once a year by the Business Manager to determine if the sign construction is still adequate.

Photography & Digital Media Policies

St. Jerome Catholic Church has implemented a Photography Ministry and routinely photographs parish functions for use in various forums. Celebrations of sacraments such as First Communion, Confirmation, and Weddings have professional photographers that follow guidelines for flash photography during Masses.

The Photography Ministry will be responsible for helping to record the pictorial history of our parish. Pictures may be posted or used as follows:

- Made available to the parishioners via a photo sharing website that can be accessed through our parish website at www.stjeromewaco.org. You must have the password, available in the church bulletin and on the website, and no photos identify individuals by name; or
- Printed and posted on a display board for purchase and perusal by parishioners; or
- Used in framed photos or collages; or
- Used in church directories; or
- Included in a church scrapbook; or
- Used in slide shows at parish functions; or
- Submitted to print media including, but not limited to, 'The Catholic Spirit', 'Hometown News' or the 'Waco Tribune-Herald' for news or publicity purposes; or
- Any other means by which the Ministry sees a need to make photographs available to parishioners and the public.

The utmost care is taken to respect the privacy and security of our parishioners. If a parishioner should object to their photo being taken, it is the responsibility of that parishioner to notify the photographer at that time. All reasonable measures will be taken to respect those wishes. If there is a specific security reason (adoption, custody battle, restraining orders, etc), please contact the Ministry Leader so that your name can be flagged to help prevent accidentally posting a picture.

Van Use Regulations

Any St. Jerome parish ministry that wants to use the van must submit a written request (Van Request and Trip Form) to the church secretary ten days prior to the date needed. The church secretary will forward the request to the Van Use Coordinator who will approve the request if the date is available and record the reservation on the web site calendar. After approval and before the trip is taken, the parish ministry requesting the van MUST complete a roster of the individuals who will be passengers (Van Passenger Roster). The form should be provided to the church secretary and will be used in the event of an emergency. If no one is in the church office or the door is locked, place the roster form in the mail slot at the church office or the mailbox outside the church office. This applies to local and out-of-town van use. After the trip is completed, the parish ministry should fill in the Return Time on a copy of the original Van Request and Trip Form and submit it to the church secretary. The church secretary forwards the copy to the Van Use Coordinator and this completes the documentation for the trip. Plan ahead to avoid emergency last minute requests.

1. The church van shall be used for parish functions, by recognized St. Jerome parish groups only, and not loaned out to other parishes or their groups.
2. The driver or the driver's spouse must be a registered parishioner of St Jerome Parish.
3. All drivers of the van including the relief drivers must be at least 23 years of age and have a valid driver's license with a good driving record.
4. Request to use the church van shall be reviewed and approved by the Van Use Coordinator prior to the use date.
5. Request in writing will take precedence over verbal. Written request with the same request date will be decided by the request time on the van request form.
6. Van is expected to be returned at the time indicated on the Van Request and Trip Form.
7. The number of seat belts is 15, which is the maximum limit of passengers allowed in the church van. All passengers must wear their seat belts when van is moving, according to state law.

8. No alcoholic, drug, or tobacco products (chewing or smoking) will be allowed in the van at anytime.
9. Any traffic violations are the sole responsibility of the driver.
10. Any accidents or mechanical problems with the van must be reported to the parish office or Van Use Coordinator. Phone numbers are in the church van
11. Cleaning the van after use is the responsibility of the ministry leader.
12. Please re-fuel the van to full and return the van keys along with completing the copy of the Van Request and Trip Form. Fuel expenses are the responsibility of the parish ministry requesting the van. If the expense is reimbursable, contact the business manager.
13. The church van is equipped with a first aid kit, fire extinguisher, flashlight and proof of insurance. Please check to see that these items are in place.
14. Any mechanical failures during or after the trip are reported to the Van Use Coordinator. Phone numbers are in the van.
15. Any omissions or violations of the items listed above such as not cleaning the van after use will result in that person or group not having access to the van for a designated period of time.

In addition, the following standards shall be observed by those involved in the transportation of minors for church ministry.

1. Those assigned to transport minors must be at least 25 years of age and have a valid driver's license. Request for specific exceptions must be submitted in writing to the Vicar General in Austin.
2. Minors will be transported directly to and from their destination. No stops should be made unless approved by the church ministry leader.
3. Unnecessary or inappropriate physical contact with minors while in vehicles is prohibited.

Remember, you and your group represent St. Jerome Catholic Church so please drive safely and courteously. Please allow enough time to arrive at your destination with time to spare.

St. Jerome Catholic Church Van Request and Trip Form

(Please Print Clearly)

Date: _____

Time: _____

Requested by: _____

Name of Organization: _____

Date(s) Needed: _____

Departure Time: _____ Return Time: _____

Users Contact numbers: Home _____

Mobile _____

Work _____

Purpose of Trip: _____

Number of Passengers: ____ Driver(s) _____

License # _____

The key to the church van may be picked up during regular church office hours which are Monday to Friday from 8:30 AM to 4:30PM. See the secretary for the key.

I, as the parish ministry group leader, agree to re-fuel the church van to full, pick up and dispose of all internal trash, and return the church van keys promptly after use of van.

Signature _____ Date _____

St. Jerome Catholic Church Automobile Accident Report Form

1. Three Copies of this report will be maintained in the Parish Van at all times.
2. In the event of an accident, you and the driver of the other vehicle will complete one of these reports and exchange the report.

******Complete Information is Very Important******

3. Call the Parish Van Use Coordinator/business manager (254) 666-7722 as soon as possible to report the accident. They will report the claim to the insurance agency and require access to this information.

******Accident Information Very Important******

ACCIDENT DATE: _____

TIME: _____ AM/PM

ACCIDENT LOCATION: St/Hwy _____

CITY _____

STATE _____ **ZIP** _____

POLICE OFFICER/SHERIFF INVESTIGATING:

NAME: _____

DEPT: _____

POLICE CASE NO: _____

TICKETS ISSUED? YES ___ **NO** ___

TO WHOM? _____

CHARGE _____

MY VEHICLE: YR. _____

MAKE _____ **MODEL** _____ **VIN#** _____

COLOR _____ **LIC. PLATE #** _____ **STATE** _____

REGISTERED OWNER OF VEHICLE:

Name _____ **Address** _____

City _____ **State** _____

Zip Code _____

Insurance Co. _____ **Agent** _____ **Policy #** _____

DRIVER:

Name _____ **Address** _____

City _____ **State** _____

Zip Code _____

Home Phone _____ **Bus. Phone** _____ **Ext** _____

Driver's Lic # _____ State _____ Were you injured? _____
Insurance Co. _____ Agent _____ Policy # _____

PASSENGERS:

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____

City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

Name _____ Address _____
City _____ State _____
Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____
Injured? _____ Extent of injury _____

WITNESSES:

Name _____ Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____

Name _____ Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Bus. Phone _____ Ext _____

Mass Intentions

Mass may be celebrated for the intentions of the faithful by visiting the parish office and scheduling with the parish secretary. The stipend suggestion for St. Jerome Catholic Church is \$5. A card is given to the petitioner, if they so desire.

We accept only one intention per Mass offering, except in the case of deceased people who are family members, i.e. -Smith family,|| or for deceased parents, i.e. -John and Mary Smith|| (as per canon law 948).

It is suggested that Masses are scheduled well in advance, but no Masses will be scheduled farther out than one year (as per canon law 953).

Mass Intentions are not a tax deductible donation.

If a scheduled Mass is cancelled due to unforeseen circumstances, the Mass Intention will be rescheduled, and the petitioner will be notified. No refunds will be given.

Prayer Requests

Prayer requests may be submitted online through the parish website or through the legal pad placed in the back of the sanctuary for this purpose. The prayer requests, which are redone weekly, are published each in the bulletin.

Additional prayer may be obtained by calling the Prayer Line ministry and asking the ministry members for their intercessions.

Sanctuary Candles

The Sanctuary Candle, which burns for seven (7) days, may be lit in honor of a person, living or deceased, or for a specific intention.

The suggested donation for the Sanctuary Candle is \$10. Please schedule with the parish secretary.

Sanctuary candle contributions are not a tax deductible donation.

Electronic Devices Policy

The parish maintains a library of A/V equipment, including TVs, DVD and video players, PA, and projectors. The equipment is available for checkout. A catalog of the equipment is available from the church secretary. Please contact the secretary to arrange checkout. All equipment is intended for use on parish property only and is expected to be returned promptly after use.