

Shrine of the True Cross
Policy & Procedures Manual for all Parish
Organizations



Shrine of the True Cross Procedures Manual for Parish Organizations

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INTRODUCTION

I am happy to present for all organizers, volunteers and organizations, whether apostolates or ministries, this Procedures Manual for use in Shrine of the True Cross Parish, effective immediately.

This manual has been drawn up so as to enable all parish organizations to know the “how-to’s” of organizing and putting together various organizational functions and events. It is intended to help groups and organizers to know what to do and how to get it done in a way that avoids the pitfalls that lead to frustrated efforts and discouragements. Experience is said to be the best teacher and, as such, will educate us on how best to proceed as we go along. This manual is the fruit of what our experience has taught us thus far. This is an evolving document which will be updated from time to time as our experience teaches us how to do things better. It is my hope that all parish organizations find this to be a helpful guide and resource for planning and executing all our activities and functions.

Yours in Christ,

Fr Paul Felix

Pastor,

Shrine of the True Cross Catholic Church

ORGANIZATION:

A distinction is to be made between organizations **in** the parish from organizations **of** the parish. An organization **in** the parish is one such as Knights of Columbus and Catholic Daughters of America, which originate from beyond the jurisdiction of the parish. These organizations have their own framework of governance and structures or finances and accountability. These are not parish organizations per se. Organizations **of** the parish are subject to the jurisdiction and the authority of the Pastor. They depend on the consent of the Pastor for their existence and functions. Their existence and functions are ordered to the benefit and mission of the parish.

All organizations are asked to:

- ✓ Establish a mission statement or purpose statement for the organization. (Reference the example in [#Appendix A: Shrine of the True Cross Volunteer Apostolate/Ministry Description Form](#))
- ✓ Establish organizational constitution and by-laws and submit to the Pastor for approval. (Reference the example in [#Appendix B: BY-LAWS](#))
- ✓ Abide by the Diocesan or Parish policies & standards pertaining to practices for functions and for means of accountability.

ELECTIONS OF OFFICERS:

Officers are to be determined by election consisting of the votes of the members of the organization.

(It should be noted that the democratic process of voting does not signify autonomy on the part of the organization or of any or dispensation from its obligation to submit to the legitimate authority of the Pope, the Archbishop, and the Pastor.)

Chair:

- ✘ Provides a monthly report (or minutes of meetings) to the Pastoral Council’s liaison. This monthly report is for updating the Pastor and Council at Pastoral Council meetings.
- ✘ Confers with the Pastor on a regular basis, of not less than every six months, for reporting and approval of organizational goals and activities.

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- ✘ Prepares the agenda for organizational meetings.
- ✘ Oversees and ensures the timely completion of all action items that have been approved by the Pastor.
- ✘ Coordinates the work of committees and individuals entrusted with assigned or volunteer tasks.
- ✘ Insures that all activities related to the organization fully comply with all the Archdiocese's and the Pastor's policies and regulations for the accountable and orderly operations of the organization and in harmony with all other organizations of the Parish.
- ✘ Accountable to the Pastor and all organs of the Parish that act in unison with the Pastor and by virtue of the Pastor's authority: i.e. Pastoral Council, Finance Council, etc.

Vice Chair:

- ✘ Assists the Chair in carrying out his/her functions as prescribed by the Archdiocese and the Pastor.

Recorder:

- ✘ Records, publishes, and distributes minutes from all meetings. May be delegated by the Chair the responsibility to provide report or minutes on a monthly basis to the Pastoral Council's liaison.

Treasurer:

- ✘ Responsible for and accountable to the organization, the Parish Bookkeeper, and the Pastor- in a way that can be characterized by the term "transparency"- for carefully observing and implementing the Archdiocese's and the Pastor's prescribed financial and practical and ethical standards for the handling, documenting, and accounting of monies raised and for monies expended.
- ✘ Prepares and ensures that the organization abides by an annual budget (for fiscal year July 1 through June 30) in collaboration with their representative member of the parish Bookkeeper and Finance Council.
- ✘ Is responsible for obtaining and filling out "Purchase Orders" and submitting them, well in advance of the time when the purchase is to be made, to the Parish Bookkeeper for approval prior to all purchases made by the organization.
- ✘ The Treasurer obtains and delivers to the Parish Bookkeeper, in a prompt and timely fashion, receipts for all expenses incurred in the legitimate functioning of the organization.
- ✘ Responsible for seeing to it that all monies are handled, at all times, by no less than two (2) people and that all the procedures set out in the Archdiocesan Internal Controls Manual are strictly followed.
- ✘ All monies received from fund raisers or activities for all organizations, departments, ministries and apostolates must be counted and the amount documented and must be delivered to the Parish Bookkeeper who will deposit the funds into the parish accounts and will make all parish disbursements of funds for any necessary start-up monies and to pay expenditures. All funds, whether income or expenses must go through the parish accounts and be reflected in the parish's books.

Chaplain:

- ✘ The Pastor of the parish has competence as Chaplain and/or Spiritual Director of the organization "ex officio", or by virtue his jurisdiction as Pastor of the parish. In the event that his responsibilities preclude his immediate participation in the meetings, the Pastor may delegate this role to an ordained Deacon.

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POLICIES

for standards and practices related to planning, organizing and executing the legitimate functions of the organization.



PARISH REGISTRATION

All persons and their families who are seeking to enroll themselves or their children in religious education, or are requesting preparation for reception of sacraments or any other special rites are required to be registered members of the parish¹ having completed all forms and supplied all required documentation. All those who consider themselves members of our parish should be sure they are officially registered.



PROTOCOL

At any time when a member or organizer of one of the parish's apostolates, ministries, organizations, or departments wishes to make a change or embark on a new initiative the proper protocol is to be followed for gaining the Pastor's approval. No changes or initiatives are to be made without the Pastor's approval. The protocol corresponds to the lines of authority in the parish organizational structure. The proper protocol for all new proposals pertaining to programs, initiatives, methods, fund raisers, etc., as well as changes to the same are to be presented in written form to the leader of the organization. The leader of the organization discusses the matter with the individual who is making the proposal so as to be certain they understand the proposal and can make an accurate representation of the proposal. The organization's leader then initiates communication with the Pastor by email, telephone, or an appointment in order to present the idea for discussion and consideration for approval. In some instances the proposal may require further study and information gathering before a decision can be made. In some instances the Pastor may require consultation with the Pastoral Council, Finance Council, and/or other parish organ, etc. After taking the necessary time for discernment the Pastor will render a decision and will spell out any conditions or stipulations he thinks are necessary. It is only after the Pastor has made a decision that the proposal should be presented to the parish as a whole, or to those whom the proposal will effect.

The steps of this protocol is as follows:

1. Someone has an idea of a new program, initiative, etc., or a modification they would like to present for consideration.
2. They take the idea to the organizer of the pertaining parish entity for discussion.
3. The lead organizer communicates with the pastor.
4. The pastor considers, (consults, if necessary) and decides.
5. If the decision is affirmative the plan is implemented.

¹ individuals in danger of death notwithstanding.

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HOLY DAYS OF OBLIGATION, GREAT LITURGICAL CELEBRATIONS AND ACTIVITIES PERTAINING TO THE LITURGICAL SEASONS

No parish Staff or organizations are to schedule events or activities for their participants, associates, membership, or their dependants that conflict with Mass attendance and other customary activities on holy days of obligation, as well as other great liturgical celebrations and activities pertaining to the liturgical seasons. This applies to those dates that, even if non-obligatory, are of importance to the common life of the parish (examples: Ash Wednesday, Holy Week Triduum, Divine Mercy Sunday Devotion, etc.). Regarding days of obligation, all unavoidable gatherings and activities are to include attendance at Mass on those days so as to enable all parties to observe the obligation for the holy day. The US Bishops have decreed the following with confirmation from the Holy See:

“In addition to Sunday, the days to be observed as holy days of obligation in the Latin Rite dioceses of the United States of America, in conformity with canon 1246, are as follows:

**January 1, the solemnity of Mary, Mother of God;
Thursday of the Sixth Week of Easter, the solemnity of the Ascension²;
August 15, the solemnity of the Assumption of the Blessed Virgin Mary;
November 1, the solemnity of All Saints;
December 8, the solemnity of the Immaculate Conception;
December 25, the solemnity of the Nativity of Our Lord Jesus Christ.**

Whenever January 1, the solemnity of Mary, Mother of God, or August 15, the solemnity of the Assumption, or November 1, the solemnity of All Saints, falls on a Saturday or on a Monday, the precept to attend Mass is abrogated.”

MEETINGS:

Parish organizations are normally to conduct all their meetings at the facilities of Shrine of the True Cross Church.

Meetings should be planned a month in advance.

Meetings are to be publicized via the parish bulletin for 2 weeks in advance of the meeting. Announcements can be arranged for publication by delivering (by hand, mail, or e-mail) a typed, bi-lingual (English and Spanish) announcement to the Staff person to whom the Pastor has delegated the competence.

Attendance:

Organizations such as Pastoral Council, Finance Council and Religious Education Board are integral organs of parish life. All members of these organizations are expected to be present and participate in all official meetings of their respective organization. Any members of these organizations who have accrued three or more unexcused absences within a period of one year automatically lose their position on the Board or Committee for the rest of their term of service. They are however, eligible for re-election or re-appointment. An absence is

² *Regarding the Ascension of the Lord, the ecclesiastical Provinces of Boston, Hartford, New York, Newark, Philadelphia, and the State of Nebraska have retained its celebration on the proper Thursday: all other Provinces have transferred this solemnity to the Seventh Sunday of Easter.*

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excused when the person has given notification in advance to the Pastor or the Chair of the Board or Committee that they will not be able to attend a meeting.



CALENDAR PLANNING

The Parish Calendar for the next academic year is prepared each year in the month of May. Parish organizations should prepare their annual calendar of activities and meetings, fund-raisers, etc. and submit their requests for (1) reservation of facilities for their meetings and activities and (2) permissions for fund raising activities to the Parish Secretary in advance of the calendar planning meetings.

The rights to use of facilities are hierarchical in the following order:

1. The Pastor
2. The Administrative Staff
3. Parish organizations, such as Men's club or Women's Club, Hispanic Young Adults etc.
4. Non-Parish Catholic organizations and lay movements, such as Knights of Columbus, Catholic Daughters, Legion of Mary, Cursillos, etc. are not entitled by a right, but may request use of facilities. They are expected to be good stewards and include in their activities financial and/or service benefits in appreciation to the Parish for allowing them to use the facilities.
5. Non catholic organizations, are not entitled by a right, may request use of facilities, but may be required to pay a fee (rental contract) and/or provide proof of insurance, etc.



RESERVING FACILITIES:

All parties are to reserve facilities through the parish secretary normally, by way of Email. The Parish Secretary is to maintain the records of these reservations requests so as to be able to resolve conflicts when they arise. Once facilities have been reserved, a Staff member may not arbitrarily bump an organization from their reserved date and facilities. When a conflict is presented the leaderships are to negotiate in a Christian spirit of charity for a solution that seeks to accommodate the needs of all.

Generally speaking, with due regard for the relevant guidelines stated below, once the calendar planning process has been completed, the one who reserved the facilities first is the one who gets the use. The Parish Secretary is the only one authorized to place and to modify facilities reservations on the calendar. Recognizing that our facilities are in high demand, as good stewards and in consideration for one another, Staff members are expected to reserve facilities appropriate to the anticipated size of the gathering. Reservation and use of large room facilities for smaller groups is to be the *last resort* when other, more suitable, accommodations cannot be found. All parties are expected to be sure to take into account the time needed to set-up before and clean-up after the event when setting the timeframe. Generally speaking, meetings and other activities should be ended by 9:00 p.m. The *Facilities Use form* is to be utilized by all groups using our facilities.

In the case of requests for facilities that have not been arranged during the calendar preparation process in the month of May, requests for reservations of facilities for all meetings and/or other functions on church property

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must be reserved no less than one (1) month in advance via email or in writing. This may be arranged by contacting the Parish Secretary and requesting to reserve facilities. The facilities may be requested ahead of time for the entire year in May. Confirmation of the reservation will be provided upon request. The use of facilities is provided free of charge for all parish sanctioned organizations and apostolates that are supporting the work of the Church.

The reservation of the church for liturgies such as funerals and weddings:

The church is not to be treated as a multi-use facility. It is reserved for purposes of worship and celebrations of the Sacraments. Other facilities should normally be used for other kinds of purposes. The times for weddings and other celebrations are Saturdays, 10:00 a.m., 12:00 p.m., and 2:00 p.m. These times are scheduled on an availability basis only and may not be scheduled independent of the priest\deacon.

The wedding or other celebration's rehearsal will normally be scheduled at 6:00 p.m., or 7:30 p.m., in the evening on the Friday before the wedding or other celebration's celebration day.

Please be mindful of Spanish Mass on Friday evenings at 7:00 p.m.

Events are not to be placed on the church calendar without the confirmation from the priest or deacon. All requests from priests and deacons for events to be scheduled on the calendar are to be submitted via email to the parish Secretary\Bookkeeper.

Contact Person:

One person will be required to be listed as the organization or apostolate's contact who will take responsibility for use of the facility as well as for seeing to it that the parish policies for the use and the closing-up of facilities are followed. If it has been discovered that the policies have not been followed this person will be contacted and required to complete the unfinished tasks or repair the damages. The failure to satisfy this obligation could result in the organization's or apostolate's loss of privileges to utilize the facilities in the future.

FACILITIES RENTALS

Rental of the Parish Hall and/or the Multi Purpose Room (MPR) by individuals and non-parish sanctioned groups may be arranged by way of a rental agreement. The Parish Secretary\Bookkeeper is the only person authorized to reserve the facilities and to arrange for rental of the Hall and the MPR.

MPR Rental

- ❖ \$150.00 minimum rental fee (covers the first 3 hours of use), and \$50.00 per hour beyond the first 3 hours.
- ❖ \$100.00 set up & clean up.
- ❖ \$300.00 refundable damage deposit. This deposit serves to secure the date on the calendar.
- ❖ \$200.00 maintenance/cleaning fee.
- ❖ The completed Special Events Insurance Coverage form and \$25.00 is mailed directly to the Archdiocese and is required 15 days before the day of rental in order to process the insurance coverage.
- ❖ When liquor is being served, a qualified security guard, fee paid by the renter and security approved by the Church, must be at the event during the entire rental time.

Parish Hall Rental

- ❖ \$750.00 rental fee.
- ❖ \$300.00 refundable damage deposit. This deposit serves to secure the date on the calendar.
- ❖ \$200.00 maintenance/cleaning fee.

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- ❖ The completed Special Events Insurance Coverage form and \$25.00 is mailed directly to the Archdiocese and is required 15 days before the day of rental in order to process the insurance coverage.
- ❖ When liquor is being served, a qualified security guard, fee paid by the renter and security approved by the Church, must be at the event during the entire rental time.

Rules:

It is expected that rules concerning food and drink in Church buildings, the decoration as well as cleaning up and carrying out of all trash, the return of all furniture: chairs, tables, etc., to its original arrangement after the meeting/event will be followed without exception.

Animals:

No animals or pets of any kind are allowed on church grounds or in the parish facilities. The only exception applies to the blind and handicapped whose animal is trained to assist them in overcoming their handicap so as to participate in the normal functioning in mainstream society.

Food & Drink:

CHURCH:

All persons are to observe the Church's discipline of fasting and abstinence of food and drink for at least an hour prior to receiving the sacred Eucharist. No chewing gum, food, drink, or candy of any kind is permitted in the church. Anyone feeding small children and babies in the church or cry room are to see to it that they clean up their mess.

PARISH HALL:

Food and drink are permitted in the Parish Hall. Food and drink are not permitted in the other church facilities on the campus.

Alcohol:

Except as provided in sacramental use, and facilities rental, no alcohol is permitted on any part of the parish premises.

Keys

Keys are the property of Shrine of the True Cross. Staff members should be assigned only the keys necessary for their exclusive use in the performance of their duties. Keys may not be loaned. Keys are to be obtained from the Parish Secretary. The person to whom the key is assigned must sign an agreement for the terms and conditions of use. The assignment of keys constitutes a trust for shared responsibility, delegated authority, and obligation for security. No unauthorized person may presume to have the authority to have keys duplicated. Any person requesting a key is to be directed to the Parish Secretary. Staff persons requesting keys to be used by their associates or volunteers must send an email request to the parish Secretary stating what facilities the keys are needed for, the frequency and duration of use and their personal guarantee of the reliability and trustworthiness of the requested recipient. This email request should be kept on file along with a log that shows the total inventory of keys, number of copies in existence, which ones have been assigned to what parties, and specifying which key in a series of copies (for example, copy 3 out of 5 for the pavilion, or whatever the room, building, or other facility that has a lock on it may be) so that we know the exact status and can account for all of our keys.

The keys are not to be loaned to any third parties for the same or for any other purpose. This policy involves a relationship of trust with repercussions for the bodily safety of persons on Church property and for security of the Church's material property. If that trust is violated by the failure to comply with these requirements it may result in the loss of access to parish facilities in the future and/or the obligation to make financial restitution for damages.

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Facilities use form:

The organization's representative who accepts responsibility for obtaining the keys for the facilities, setup before the event and cleanup after the event must use the facilities use form.

(Reference [Appendix C](#))



STATIONERY/LETTERHEAD

Concerning parish letterhead, please observe the following points:

- ❖ It is for the use of parish clergy & staff in the legitimate conduct of their duties.
- ❖ Letterhead & stationery is not to be used for purposes that in any way conflicts with the Church's mission and Her teaching regarding faith and morals, nor is it to be used for any purpose that conflicts with the goals, activities and life of the parish.
- ❖ The letterhead is not to be used by support staff without explicit permission.
- ❖ The letterhead is not to be used by persons who are not staff or clergy.
- ❖ The letterhead is not to be used for personal purposes.
- ❖ Each staff member enjoys a delegated authority in specific areas of competence deriving from the Pastor's authority. That authority is not to be abused.



PHOTOCOPYING:

If the organization has a legitimate need to make use of the copy machine, arrangements may be made to do so. This is on condition that the Parish Secretary or their delegate's instructions are followed, namely: that the person needing to use the copier contact the Parish Secretary or their delegate in advance and set up a time when they can come to the office to use the machine. The use of the copier is limited to the legitimate business of the organization or apostolate.

When the copying work is done please clean up your mess.



ADVERTISING:

Important events in the life of the parish should be advertised so as to inform, invite and encourage participation by members of the parish and, depending on the nature of the event, by the general public. Possible sources of advertising include the following:

- The Parish Bulletin
- The Parish Newsletter
- True Cross School Newsletters, bulletins, flyers, etc.
- Area newspapers
- Area radio stations
- Professionally printed posters for public places, businesses, and bulletin boards

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- Internet
- Email

Those wishing to advertise an event, meeting, or function are asked to always use the Parish Bulletin; and as often as possible, when circumstances permit, the Parish Newsletter.

Advertising must be prepared and submitted to the Bulletin Secretary or the Parish Secretary for the Pastor's approval at least two (2) weeks in advance.

The deadline for the Bulletin is no later than noon, the Friday, eight (8) days before the weekend the announcement is targeted to appear. The prepared brief announcement is to be submitted in writing to the Bulletin Secretary at the church office. All announcements are subject to approval. The Pastor reserves the right to deny requests for bulletin announcements or inserts.

“Pulpit Announcements”: at Masses are to be avoided. The Pastor reserves the right to deny requests made for “Pulpit Announcements”. Any requests for “Pulpit Announcements”, along with the prepared brief announcement, must be submitted in writing to the Pastor or his Administrative Assistant, at the church office, no later than the Monday, at 10:30 a.m., prior to the weekend on which the announcement is to be made.

Announcements or Presentations Given in Church at Mass by others than the priest or deacon may be allowed at the Pastor's discretion. The following requirements are to be faithfully followed as a condition for being allowed to present at Mass:

1. The presenter must submit their request no less than two weeks in advance of the requested weekend presentation.
2. All presentations are to be given at all weekend Masses and in both English and Spanish languages
3. The presenter is to provide, at the same time of submitting the request to present, an electronic copy of the text, English and Spanish, that they would like to present so that it may be reviewed for any necessary modifications.
4. The prepared text is to require no longer than 2-3 minutes duration of time.
5. The presenter must follow the guidelines for appropriate dress in Mass required of all liturgical ministers. “At all Masses men wear coat and tie. Women wear a *modest* dress, suit, or pant suit. (*Modest* is defined as covering back, no plunging neckline and no more than 2 inches above the top of the knee).”
6. The presenter will check in with the priest at least 15 minutes before each Mass to confirm their presence at church.
7. The presenter is to sit in the area near the piano; at the end of the first or second pew nearest the priest's chair in clear line of sight with the priest.
8. Unless the priest indicates otherwise, the presenter is to move up to the ambo at the conclusion of the Prayer after Communion so as to avoid a delay due to waiting for the presenter to get into place. The presenter is to wait until he or she is introduced by the priest.

If there is a fee or expenditure associated with the advertising this organization must submit a “Purchase Order” well in advance (1 week minimum) of the expenditure of any funds from the organization's annual operating budget.

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FUND-RAISING:

Tithing, as grateful stewards of God's generous blessings, through offertory contributions, is to be seen as the primary means for funding all parish ministries, apostolates and activities. And we want to encourage our people to make an annual pledged commitment to tithe in support of our parish. When our people pledge their contributions the parish is enabled to do the necessary financial planning for preparing our annual budget. The budget, in turn enables us to maintain an orderly and harmonious conduct of all parish endeavors. Careful discernment should take place so as to plan fund raisers in such a way that they don't undermine the larger message of Stewardship as truly committed sacrificial giving. Additionally, fund raising efforts are to work together in a harmonious fashion that builds unity of mission and purpose as a parish family. Some parish organizations will periodically take up fund raising projects as an effort to help fund special needs in the parish. In view of the fact that the Catholic Church is a charity parish organizations are to refrain from raising funds for non-catholic entities and organizations. While we may, at times and in various ways collaborate with non-catholic organizations, for example, our Society of St. Vincent DePaul works to provide financial and other means of assistance to the needy in collaboration with Dickinson Interfaith Alliance and M. I. Lewis Service Center, those entities and non-catholic organizations have their own mechanisms for raising funds.

Possible means for raising funds might include:

- In-parish and out-of-parish sales of foods or other products.
- In-parish and out-of-parish Raffles.
- Dinners.
- Auctions.
- Dances.
- Sponsored activities such as walks, runs, etc.
- Other.

As stated above, under "Calendar Planning", organizations should submit their requests for fund raisers for the upcoming academic year in the month of May. Permission for those fund-raisers that were not planned far in advance should be requested must be submitted to the Pastor at least 1 month in advance of the proposed date of the proposed fund raiser. This request must be made in writing indicating the following: organization, the reason or need for the fund raiser with a clear indication of the proposed beneficiary, the proposed date and time (it is recommended that there be at least three possible dates and times listed, in order of preference, for the one event), the proposed location(s), and the means or method by which the organization hopes to raise funds. If the Pastor grants permission to conduct a fund raiser, the organization will be required to clear the scheduling of the fund raising event with both the pertinent office staff and the Chair of the parish Finance Council.

Raffles:

We have two raffles already established on a permanent basis. The parish is only permitted to conduct 2 raffles per year. This is a limit imposed by state law. Violations of this law could jeopardize the parish as a whole, as well as could result in court costs, legal fees, penalties and fines. Raffles that haven't been authorized by the Pastor in conjunction with the parish finance Council are absolutely forbidden. Any attempted raffles by organizations or individuals representing organizations, officially or unofficially will be shut down immediately.

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Handling of monies:

To reiterate - All monies received from fund raisers or activities for all organizations, departments, ministries and apostolates must be counted and the amount documented and must be delivered to the staff person to whom the Pastor has delegated the competence who will deposit the funds into the parish accounts and will make all parish disbursements of funds for any necessary start-up monies and to pay expenditures. All funds, whether income or expenses must go through the parish accounts and be reflected in the parish's books.



PRINTED MATERIALS AND COMMUNICATIONS MEDIA

of any kind must be submitted to the Pastor's office for approval before distribution anywhere on church property or facilities. This applies to all church members and organizations and includes advertisements and flyers for businesses or outside groups or organizations of any kind. All parties are advised to make submittals of dated materials for approval no less than 2 weeks in advance of the date on which they would like to begin distribution. Diocesan policies concerning copyright laws must be followed:

Copyright Laws:

It is illegal and immoral to reproduce copyrighted materials (present and future technologies) and music by any means without written permission of the copyright owner. Regardless of the use of the materials, it does not alter the legal or moral situation of copying without permission. This applies to all persons in all situations. (MCW n, 78; BCL 4/69; BL 9/94).

The Diocesan Copyright Policy and Guideline packet should be consulted for questions regarding the copying of written, audio or visual materials (See the pertinent office staff for copies of the diocesan policies: consult Director of Library Services in the Catholic School Office. Policy can be found in the Diocesan Pastoral Manual as Q, X.)

Internet, Email, Fax, Telephone, etc.

Any person using parish communications equipment for internet, E-mail, fax, telephone, etc, must have read and signed the Shrine of the True Cross Internet email Policy as a condition of authorization for use of church equipment. The signed acknowledgement form must be kept on file with the parish Secretary. All persons using parish equipment are obliged to comply with the ethical principles stated in those policies. The ethical principles apply to all forms and instruments of communication at Shrine of the True Cross.



GUEST SPEAKERS

The Archdiocese of Galveston-Houston mandates the following: "All pastors and parish organizations that invite groups from outside the Archdiocese to speak at parishes must get a recently issued letter from the bishop of the diocese where the presenters are domiciled to ensure that they are in good standing. If the speaker is a cleric, you need to get a recently issued letter from the bishop/religious superior that states he is in good standing with faculties.

It is very confusing to the faithful when priests or groups are allowed to speak at parishes when their proper bishop has grave concerns about them or their message."



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POLITICAL CAMPAIGNS

The Archdiocese of Galveston-Houston requires us to observe the restrictions put on non-profit organizations regarding partisan politics.

Though many independent churches do this, we are PROHIBITED from allowing candidates running for public office to speak from the pulpit. Non partisan public forums or debates are allowed.

Campaign literature for a specific candidate may not be distributed on parish property, though literature that describes all candidates' stand on a wide range of issues is permitted.

Voter registration is strongly supported and voter registration drives at parishes are encouraged. These drives can not be opportunities for individual candidates to campaign.

Please read in the Pastoral Manual, "Political Campaign Activity Restrictions, found as QIV. Any questions should be directed to the chancellor or diocesan general counsel.



LITURGIES AND DEVOTIONAL PRACTICES:

are solely within the competence and prerogative of the Pastor. Therefore, any and all liturgies, processions, or group celebration of any kind must be planned, prepared and arranged in concert with the Pastor, and others who assist in cording liturgical ministries such as the Music Director. This is to ensure that sound liturgical, theological and spiritual principles are employed. The Church's worship is never a private affair or even the property of a certain group to do according to their arbitrary will. The Pastor has the duty to provide for worship to be conducted in a fashion that meets both the letter and the spirit of the law according to the heart and mind of the Catholic Church. The individual or organization requesting a liturgy or devotional event will first seek approval from the Pastor of the event in principle. Once that approval has been obtained the individual or organization's designated person responsible or committee (of no more than 3 persons) will arrange to meet with the parish the Music Director and collaborate with them so as to make detailed and specific arrangements for the proposed acts of sacred worship. Those preparing for the liturgy should set forth all arrangements and specific details on a **Liturgy Preparation Worksheet** (See Attachment These arrangements will then be submitted to the Pastor for final changes and approval. This meeting should take place no less than 2 weeks before the date of the proposed liturgy or communal devotional celebration. Those who are preparing for a liturgy or devotional function will include the following considerations:

Ministries:

Those chosen to assist in the various ministries are to be persons who are currently on the list of those who are officially commissioned for service and well experienced in our parish. Every effort should be made to see to it that those who serve in one capacity are not to serve in another at the same liturgy. For example a person who serves as a Lector does not also serve as an Extraordinary Minister of Holy Communion, at the same Mass. The ministries assignments for any liturgy are the following:

NON – ORDAINED LAY MINISTRIES:

USHERS-HOSPITALITY

GIFT BEARERS

MASTER OF CEREMONIES

SACRISTAN: (SETTING UP AND TAKING DOWN OF ELEMENTS, VESSELS, AND LITURGICAL BOOKS, ETC.)

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ALTAR SERVERS:

Thurifer (INCENSE): (USED IN MORE SOLEMN LITURGIES.)

CRUCIFER (PROCESSIONAL CROSS):

CANDLE BEARERS: (WHO ALSO SERVE THE ALTAR AND HOLD THE LITURGICAL BOOKS FOR THE PRIEST AND THE DEACON.)

MUSICIANS

READER(S)

EXTRAORDINARY MINISTERS OF HOLY COMMUNION: (ONLY AS MANY AS LEGITIMATELY REQUIRED BY NECESSITY)

OTHER: _____

ORDAINED CLERGY MINISTRIES:

DEACON (OPTIONAL): (PROCLAIM THE GOSPEL, ASSIST THE PRIEST AT THE ALTAR, DISTRIBUTE HOLY COMMUNION

PRIEST (OBLIGATORY IF THE CELEBRATION IS WITH MASS):

Sacred Texts:

(Scriptures & Propers) in the liturgical books, should be pre arranged and set out for the liturgy. These include the following:

ROMAN MISSAL

(the Roman Missal that is used by the priest at the chair and at the altar)

LECTIONARY

(the book of the readings that is used at the pulpit)

BINDER

(containing the General Intercessions, and announcements; used at the chair by the priest or deacon)

OTHER RELEVANT LITURGICAL RITUAL OR DEVOTIONAL BOOKS

containing supplementary texts (such as special Blessings, Rites, or Devotions as in the Book of Blessings, The Rite of Christian Initiation of Adults, the Way of the Cross, etc.)

“WORSHIP AID” OR AN “ORDER OF WORSHIP”

may be prepared in consultation with the priest, deacon or the music director. This should serve as an aid to the people in the pews and the clergy to be able to follow the prayers, readings and hymns.

READINGS:

At bi-lingual liturgies the rule is that if the first reading is going to be read by the lector in one language, (for example, in English) the reading should be printed on the worship aid in the other language (in Spanish).

MUSIC:

When there is music as a part of the celebration the worship aid must be laid out in the order in which things are actually going to happen so that the assembly may be able to participate. It is important that

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the actual musicians be consulted so as to agree upon each specific hymn and the order in which it will be utilized in the celebration. The music should be listed by title and the number where it may be found in the hymnal or missalette. If it is not actually in these books the text of the hymn with music notation, if needed, should be printed on the worship aid. Care must be taken to obtain permission to reproduce music in accord with copyright laws. The music MUST be listed or printed in the actual order in which it will be carried out in the liturgy. This will avoid confusion and disruption to the serenity and flow of the worship. If the order of worship has been poorly prepared then the liturgy will come off as sloppy, disorganized and chaotic. Our veneration of God demands a standard of excellence in preparation and in execution for orderly, noble and dignified worship.

PRAYERS:

(known as “proprs” or “collects” because they have been authored by the Church specifically for a particular feast, that is to say they are proper to this specific celebration. The word collect refers to the fact that the priest gathers or collects the hearts and minds of all the participants and unites them in the one prayer that he, the priest, voices or intones): If printed in the worship aid, prayers are not to be “homemade” by the organization or the ones preparing the worship aid. Only officially approved texts are permitted. The same applies to prayers that are recited in common by the assembly such as devotional prayers, acts of consecration, etc.

INTERCESSIONS:

in special celebrations there are usually special intercessions (prayers of the faithful) provided for in the ritual book. In such cases these prayers are to be used. If they are not provided they must be prepared according to the following structure:

Priest’s brief introduction of the petitions;

For the needs of the Universal Church;

For public authorities and the salvation of the world;

For those oppressed by any need;

For the local community;

One may be added that is suited specifically for the occasion of a special celebration;

The priest concludes the prayer in the name of the assembly.



SHRINE OF THE TRUE CROSS CATHOLIC CHURCH CALENDAR PLANNING

Our Calendar planning for Shrine of the True Cross Parish takes place in May of each year. The annual calendar of events runs from July 1st to the following June 30th. This seems to work best in view of the general dynamic of the academic year.

Calendar Conflict Avoidance and Resolution

One area in which we encounter conflicts each year involves extra-curricular school activities such as football, cheer leading, etc., and team sporting activities such as soccer, t-ball, baseball, etc.

After several years of experience and reflection I have come to recognize the need to establish a more deliberate and refined approach so as to avoid, insofar as possible, the annual repetition of these kind of scheduling conflicts. This approach has two major components. The first component is a statement of policy. The second component is structural and procedural.

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Component #1.

Policy: Insofar as possible, Shrine of the True Cross parish will take into consideration and consult the annual calendars of the schools and the sporting organizations to the extent that those calendars are available at the time of our calendar planning. We will rely on parishioners who are actively involved in those entities to see to it that we are provided with those calendars as soon as they become available. The consultation of those calendars will help enable us to avoid conflicts with our schedule in all aspects of parish life for those parishioners to whom these issues pertain.

To be sure, everyone knows there are certain events in the life of the Church that are universally known in the larger community of believers and non-believers alike. These events are known for their sacred character and importance as well as for having been firmly established as time honored custom. These events have a universal claim for recognition and can be universally anticipated. Holy days of obligation including Sunday Mass and other obligatory feasts in the year, including Christmas, the Triduum (Holy Thursday, Good Friday, Holy Saturday) & Easter are well known and the information concerning their dates can be readily obtained by way of an array of sources. It is reasonable to assert that these events cannot be legitimately contested or conflicted by anyone.

The events that are more inclined to be in conflict are ones that are not immovably fixed to particular dates per se and requisite elements of programs in preparation for, and the actual celebration of, the Sacraments, such as Confirmation, First Penance, First Holy Communion. These elements include, but are not limited to, retreats, days of prayer, service events, the actual dates for the celebration of the Sacraments, etc.

In the event that a conflict is apparent we will do all that is possible to demonstrate a spirit of cooperation and willingness to make modifications within reasonable limits. After such effort a conflict is still unavoidable, we will take into consideration the following points: Which calendar was prepared first? If a calendar event was prepared in advance, was published and distributed and all parties had access to it then it should have been negotiated and necessary modifications made to avoid the conflict. **If one event was scheduled on a calendar that was published before another organization's calendar in which there is slated a conflicting event, generally speaking, the burden of accommodation falls to the organization whose calendar appeared latest.** This burden of accommodation should not be viewed as an absolute but must be qualified by the comparative importance and the nature of the events in question.

Component #2:

The Board of Religious Education will establish a committee of liaisons, as representatives of the parish, who are members of the relevant organizations, will actively initiate constructive dialogue in a spirit of mutual respect and collaboration for the avoidance of conflicts and, in the event that a conflict arises, for a mutually satisfactory resolution.

This committee will enlist the participation of parishioners who are active in the relevant non-parish organizations as liaisons to the various organizations. Their role is one of engaging those organizations in constructive dialogue for the avoidance of conflicts. The liaisons act under the supervision of the chair and are accountable to the Pastor by way of the chair of the Religious Education Board. The committee will develop a strategic plan of approach in anticipation of the issues that can be expected to arise. The Pastor has final say in any negotiated compromises and accommodations.

It is reasonable to expect that in some cases it may not be possible to arrive at a negotiated solution to all possible conflicts. In such instances parents are reminded that they have the first responsibility to help their children to set and follow rightly ordered priorities by being faithful to their baptismal promises in the practice of the faith. In this way we will instill in our children a right understanding of priorities, of the incomparable value of our Catholic Faith and its observances, of the importance of taking personal responsibility for evangelizing our culture by what we say and do, and of the importance of personal holiness supported by the exercise of virtue and the building of character. As the Rite of Baptism declares "*This is our faith. This is the faith of the Church. We are proud to profess it, in Christ Jesus our Lord.*"³

³ The Rites, Baptism for Children no. 147

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TRANSPORTATION ISSUES:

DIOCESAN FLEET POLICY:

The Archdiocese of Galveston-Houston absolutely prohibits the use of 15 passenger vans in car-pooling and group transportation for Church related activities. This does not apply when someone is driving themselves and/or their own children. However, this type of vehicle may not be utilized in any other scenario.

PARISH DRIVERS POOL

The Archdiocese has mandated that all parishes develop a pool of drivers who have been approved as having fulfilled the criteria set forth by the Diocesan Office of Risk Management.

The Diocesan Office of Risk Management recommends development of such a pool utilizing the following steps:

1. Publicize the need for pool drivers annually encouraging parents and others to sign up.
2. Minimum 21 years of age.
3. Physically capable.
4. Valid Texas Driver's License.
5. Acceptable Motor Vehicle Record (MVR).
6. Valid personal insurance if using own vehicle.
7. Completed Diocesan Ethical Policy and related documents on file in parish office the (See Parish Administrative Assistant for the relevant forms).
8. Develop the list and draw your operators as it is needed.
9. Select enough Drivers to assure coverage.
10. Contact a driver training school and make arrangements for a class on your premises.
11. Open the class to all parishioners and use it as an opportunity to further publicize the need for volunteers.
12. Call Meredith Smith, Diocesan Insurance & Risk Manager, if you need forms or have questions.
13. Maintain copies of the Driver's License, MVR, and proof of driver training in your records available for inspection.
14. Renew your records every 3 years or as information expires.

Our Parish's Implementation

It is the responsibility of those volunteering to serve in the Parish Drivers Pool to provide all the aforementioned documentation and fulfill all requirements in order to be approved for service in this capacity.

All documentation for drivers in the Parish Drivers Pool must be submitted to the Staff person to whom the Pastor has delegated the competence to be kept on file in the parish records for inspection by diocesan officials.

The Organizers of various events involving transportation must see to it that all the proposed drivers for their event are approved and up-to-date in their records documentation in accord with Diocesan policy in order for the group to travel to the slated event. They may certify the status of their proposed drivers by drawing their

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volunteers from the approved Parish Drivers Pool, and submitting their names to the Staff person to whom the Pastor has delegated the competence for confirmation.

Our first concern is to do all that we can to ensure that we put safety first for our people and that of others on the road, whether they be children, youth, or adults. **Failure to comply with these requirements will automatically bring about the cancellation of participation in the event for those who do not have authorized means of transportation.**

Required Forms:

1. Complete Driver Information Form (See Appendix D)
2. Complete Parental/Guardian Consent Form & Liability Waiver (for minors) (See Appendix E)
3. Complete Consent to Treat (adult)/Liability Release Form (See Appendix H)
4. Complete Liability Waiver (adult) (See Appendix I)
5. Complete Diocesan Ethical Policy (adult) and related documents (See Parish Administrative Assistant for the relevant forms).
6. Complete Request for State Motor Vehicle Record (MVR) (See Appendix J)
7. Complete Permission Slip (for minors) (See Appendix F)

DEFENSIVE DRIVERS' COURSE :

Defensive Driving Courses offer multiple benefits including the satisfaction of diocesan requirements for approval to serve in the Parish Drivers Pool and obtaining a 10% discount on one's auto insurance for a period of 3 years.

In view of the mutual benefits of taking this course, upon presentation of one's certificate of completion of the Defensive Driving Course, if the proposed driver requests the subsidy, Shrine of the True Cross Parish will reimburse the entire fee paid for the completed course.

One may take advantage of some options for fulfilling the required, State approved, Defensive Drivers' Course:

Block Buster Video Stores offer a course that can be done at home using videotapes and a computer they provide for completing the course on-line. The certificate of completion is mailed to you.

Internet--Driving University.com --(<http://www.drivinguniversity.com>) (as yet unverified) the cost is \$37.95. One may take the course at one sitting or start and stop as one likes.

These are a couple - there may be other accredited sources for fulfilling these requirements.



ACTIVITIES INVOLVING CHILDREN AND/OR YOUTH

Behavioral Advisories

Adults are to always give good example by observing all conditions, procedures, rules and requirements applicable for the functions in which they are participating. Adults are to encourage the children and youth to adopt the same attitude and behavior.

Adults are to **never** allow themselves to be in a circumstance wherein they are alone with a child or youth who is not their own child. This applies to all circumstances including but not limited to driving arrangements and over-night arrangements as well.

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Adults are to refrain from talk or use of language or of any other media that is of an immoral, unethical, or sexual nature, be it explicit or suggestive.

Adults are to see to it that their dress and comportment is modest in nature. They are to require children and youth to abide by the same standard.

Diocesan Ethical Policy and related documents

All adults working with children and/or youth in any capacity whatever **must** have read, completely filled out and signed the Diocesan Ethical Policy and related documents (See Parish Administrative Assistant for the relevant forms). Completed forms must be turned in to the Parish Administrative Assistant who will keep them on file.



DESCRIPTION OF REQUIRED FORMS RELATED TO TRAVEL AND/OR OVER-NIGHT ACTIVITIES FOR CHILDREN AND/OR ADULTS

All of the applicable forms are required for various kinds of activities without exception. Organizers are to see to it that the forms are properly completed and records are maintained with meticulous attention to detail. Organizers are to see to it that all completed **original** forms are delivered to the Staff person to whom the Pastor has delegated the competence for parish records and for review for correctness. The organizers are to keep a set of copies of the completed forms to be taken along with them on the function so as to have the information immediately available in case the need should arise. Organizers should bear in mind that some information provided in these forms may be of a sensitive nature and are to be treated with respect and confidentiality – sharing information on a need-to-know basis. When in doubt concerning any aspect relating to the forms please seek clarification from the Staff person to whom the Pastor has delegated the competence. A reminder that these are **required** by the Archdiocese. These requirements are not optional and are a necessity in our law-suit-happy society. Please give the Archdiocese, our parish clergy, and staff your full and enthusiastic cooperation in fulfilling these requirements.

Driver Information Sheet

All drivers, whether adult or youth, in relation to a parish or diocesan sanctioned activity on behalf of the parish or Archdiocese must have completed the required registrations for insurance purposes must have correctly completed a **Driver Information Sheet** (Reference Appendix D). This must be accompanied by a copy of the driver's valid driver's license and a copy of their current insurance card. This must be renewed each year and insurance cards must be updated as they are renewed. Regarding the **vehicle**: It must be in safe driving condition with a valid and current **license plate** (sticker) and a valid and current state safety **inspection sticker**. The organizer is to personally check to certify that the vehicle meets these criteria.

Parental/Guardian Consent Form and Liability Waiver

Organizers are to see to it that parents and/or legal guardians of children and/or youth participating in any event have provided a correctly completed current and notarized **Parental/Guardian Consent Form and Liability Waiver** (Reference Appendix E). This document focuses on medical information. It is good for the duration of one year. However, organizers are to solicit updates in case any of the particulars listed on the form have changed. A set of copies (not the originals The originals are to be kept on file at the church office) for all the children and/or youth in attendance should be carried with the organizers on the event so as to have all necessary information on hand in the event of an emergency.

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Permission Slip

Organizers are to see to it that parents and/or legal guardians of children and/or youth participating in any event have provided a correctly completed **Permission Slip (Reference Appendix F)** for each and every event/activity outside of the regular CCE classes located on the parish campus. A permission slip may only apply to those events that are listed on the form at the time that it has been signed by the parent/guardian. Any other events require a specific grant of permission from the parent/guardian.

When driving children or youth to or from a parish or Archdiocese sanctioned event adults are not to deviate from the pre-arranged route and itinerary. The driver is not to meet with or pick-up “third parties” or pick-up and/or deliver any packages or items in the course of the event’s itinerary unless it is for a legitimate cause and has been pre approved by the competent authority and only when the parents/guardians of the children and/or youth have been made aware of this arrangement as a part of the itinerary.

Travel Authorization Form

A youth who is driving him/herself to a parish or diocesan sanctioned event are required to provide a correctly completed **Travel Authorization Form (Reference Appendix G)**. Those who provide for their own transportation may not have riders in the vehicle with them.

Consent To Treat Adult/Liability Release Form

Liability Waiver (Adult) Form

Adults who are involved in any off-parish campus activities that are parish or Archdiocese sanctioned whether as organizers, drivers, or chaperones must provide a correctly completed and current **Consent To Treat Adult/Liability Release Form (Reference Appendix H)** and a **Liability Waiver (Adult) Form (Reference Appendix I)**.

Motor Vehicle Record:

The proposed driver is required to complete and sign a **Request Form (Reference Appendix J)** for the Parish to obtain a copy of their Motor Vehicle Record from the State Department of Motor Vehicles. The \$6.00 fee will be paid by the parish.



REQUIRED FORMS FOR GIVEN SCENARIOS:

Chartered Transportation:

If the decision is made that it would be more prudent and cost-effective to charter a bus the bus company will be required to supply us with documentation showing proof of their liability insurance prior to the signing of an agreement for services. This documentation is to be turned in to the Staff person to whom the Pastor has delegated the competence for parish records at the time that the agreement for services is signed.

Required Forms:

1. Complete **Bus Company’s Documentation of Proof of Liability Insurance**.
2. Complete **Parental/Guardian Consent Form & Liability Waiver (for minors)** (See Appendix E below)
3. Complete **Consent to Treat (adult)/Liability Release Form** (See Appendix H)
4. Complete **Liability Waiver (adult)** (See Appendix I below)
5. Complete **Diocesan Ethical Policy (adult)** and related documents (See Parish Administrative Assistant for the relevant forms).

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6. Complete Permission Slip (for minors) (See Appendix F)

Youth Drives Him/Her Self:

1. Complete Parental/Guardian Consent Form & Liability Waiver (for minors) (See Appendix E)
2. Complete Permission Slip (for minors) (See Appendix F)
3. Complete Travel Authorization Form (for minors) (See Appendix G)

Parent Drives Their Own Child:

1. Complete Parental/Guardian Consent Form & Liability Waiver (for minors) (See Appendix E)

Complete Permission Slip (for minors) (See Appendix F)

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APPENDIX A: SHRINE OF THE TRUE CROSS VOLUNTEER APOSTOLATE/MINISTRY DESCRIPTION FORM

Shrine of the True Cross

Volunteer Apostolate/Ministry

Description Form

Nursing Home Ministry

Responsible to: Name, Telephone # ___-___-____

Vision/Purpose: To show elderly, nursing home bound people they are still cared for and loved, thus affirming life; to fulfill the stated mission of our parish by strengthening one another in faith and to extend ourselves to the entire community as a living witness to the importance we place on the mission of the Church as set forth by Jesus our Lord.

Benefits: Joy in knowing you are helping others; getting to know the elderly

Qualifications: To have a loving heart and willing to help; patience

Responsibilities: Consistency, dependability, and a loving heart; and visiting the nursing home regularly

Commitment: Once to twice a week (1 1/2 to 2 hours), specific days and time to be worked out with the Coordinator

Formation/Training: No training required; must be patient and be able to take the sometimes unwelcome atmosphere of a nursing home; participate in "Care and Concern" days of recollection, which is a half day event, two times per year (See *Care and Concern* volunteer description sheet.)

Additional Info: Please remember to make your volunteer of time and talent as an offering of love to our Lord.

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APPENDIX B: BY-LAWS

SHRINE OF THE TRUE CROSS ALTAR SOCIETY

BY-LAWS

ARTICLE I – NAME

This organization shall be known as the Shrine of the True Cross Altar Society.

ARTICLE II – PURPOSE

The objects shall be promoting the spiritual welfare of the women of the parish by encouraging them to participate more intimately in the life of the Church to contribute their time, labor and talents, and cooperate in fund-raising projects for maintaining and beautifying the sanctuary to receive the Sacraments frequently, and to share social, spiritual, charitable, educational, and recreational projects.

ARTICLE III – MEMBERSHIP

All Catholic women of the parish over the age of 17 are eligible to be members of this Apostolate, under one of the following classifications:

Active – One who would plan to consistently attend the monthly meetings, the annual group communion, hold office and/or serve on committees, and participate in all Altar Apostolate affairs to the extent of her ability.

Inactive – Applies to anyone who wishes to remain on the roll and receive the same spiritual benefits applying to regular membership, attending monthly meetings and group communion when desired, but not necessarily taking part in other activities.

ARTICLE IV – OFFICERS

Section 1 – Elective. The President, Vice-President, Secretary, and Treasurer shall be elective officers of the Apostolate.

Section 2 – Appointed. The pastor or his delegate shall serve as Chaplain of the Society. The Chairmen of the Standing Committees shall be the appointive officers of the apostolate.

ARTICLE V – STANDING COMMITTEES

Section 1. The Standing Committees shall be the Altar Apostolate Committee, Membership Committee, Religious Articles Committee, Funeral Services Committee, Fund-Raising Committee.

Section 2. The President shall establish such additional committees as needed.

ARTICLE VI – EXECUTIVE BOARD

The Elective Officers of the Society and Chairmen of Standing Committees shall constitute the Executive Board.

ARTICLE VII – GOVERNMENT

As a parish organization, the Altar Society is subject to the pastor, and is at the service of the Church and responsible for sharing in her mission. In those matters that require the deliberation of its members, the government of the Society shall be vested in the Executive Board, subject to the will of the membership.

ARTICLE VIII – ELECTIONS AND APPOINTMENTS

Section 1 – Elections

The President, Vice-President, Secretary, and Treasurer shall be elected at the regular meeting in the month of November every other year.

A majority of votes cast shall decide an election.

The tenure of office shall be two years.

The officers-elect shall be installed in January and take office at the regular meeting that month.

Candidates for office shall be selected by a Nominating Committee. Additional nominations may be made from

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the floor.

The Nominating Committee shall be appointed at the regular meeting in the month of October. The Nominating Committee shall be appointed by the President with the approval of the Executive Board.

In the event of the death or resignation of an officer, a successor shall be appointed by the Executive Board.

Section 2 – Appointments

The Chairmen of the Standing Committees and the Chaplain shall be appointed by the President for a one year term.

ARTICLE IX – MEETINGS

The regular meetings of the society shall be once a month. The Executive Board will meet as needed, to be determined by the President. The President may set the meetings on different dates, if, in her opinion, local conditions justify a change. Special meetings shall be held upon call by the President.

ARTICLE X – FINANCES

Each member shall be asked to make an annual contribution of five dollars (\$5.00), payable in the month of January.

ARTICLE XI – DUTIES OF OFFICERS

The President shall:

Preside at all meetings of the Society and of the Executive Board.

Appoint the Chairmen of the Standing Committees.

Plan the meetings and activities of the Apostolate and hold the several officers responsible for the duties entrusted to them.

Sign all official documents and papers of the Apostolate.

Perform such other duties as are usually attached to the office of President.

The Vice-President shall:

Have all the powers and perform all the duties of the President in the absence of the latter.

The Secretary shall:

Keep a record of the proceedings of the Apostolate and Executive Board meetings, and read these minutes at the following meetings.

Conduct the correspondence of the Apostolate.

Notify the members of the date and time of the meetings and group communions.

Notify members of the Executive Board of the date and time of the Executive Board meetings.

Receive and file the reports of all committee chairmen.

Maintain an accurate membership roster.

The Treasurer shall:

Collect annual contributions and all other monies of the Apostolate and deposit the same in an authorized depository.

Pay all obligations of the Apostolate after they have been authorized by the President.

Keep vouchers for all disbursements.

Keep a record of all monies received and disbursed.

Present a monthly report on the financial condition of the Apostolate at all meetings and present a detailed report to the pastor at a minimum of six-month intervals. A copy of the financial statement shall be supplied to the Pastor or the President at any time requested.

The Spiritual Chairman shall, in the absence of the Chaplain, lead the group in opening and closing prayers at all

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meetings; the Chairman will advise the President of any special workshops, retreats, or other educational or spiritual activities which might be of interest to the group, as well as coordinating participation of the Apostolate in any such activities, when requested to do so by the President.

The Chairmen of the Standing Committees shall appoint members of their committees. They shall direct the work entrusted to them and present a report on their activities to the meetings of the Society.

ARTICLE XII – DUTIES OF COMMITTEES

Altar Apostolate Committee shall:

Keep all church linens and garments clean and mended, arrange for the sewing or purchase of any new linens or garments needed.

Make certain that all altar appointments which fall under the care and maintenance of the Apostolate are properly arranged in preparation for Mass or other church function.

Provide special decorations/appointments as required for feast days/holy days, or at the request of the Pastor.

Membership Committee shall:

Conduct the membership recruiting of the Society.

Keep a record of all members and of their attendance at corporate communions and meetings of the Society.

In cooperation with the Parish Stewardship Committee, greet new women members in the parish and introduce them to others.

At social functions, make a special effort to welcome newcomers to the parish.

Whenever possible, make visits to the homes of new parishioners.

Religious Articles Committee shall be responsible for the purchase and sale of all religious articles on the second and fourth Sundays of each month after Mass. A report of all income and expenditures should be presented to the Treasurer at the end of each month. A detailed inventory listing, with wholesale and retail prices listed, shall be presented in January and July of each year.

Funeral Services Committee shall provide for the purchase and delivery of a ham to the home or other designated place, of the deceased's family on the day of a funeral in the parish.

Fund-Raising Committee shall:

Plan and coordinate all fund-raising activities of the Apostolate.

Coordinate fund-raising activities with the Parish Finance Committee Chairman and the church secretary for scheduling.

Present a report of all income and expense associated with fund-raisers to the Treasurer as soon as possible after the event.

ARTICLE XIII - AMENDMENTS

Amendments shall be presented, in writing, to the President and reviewed by the Executive Board before being presented at the next two regular monthly meetings. A two-thirds vote of those present voting membership is required for acceptance.

ARTICLE XIV – QUORUM

Six (6) members of the Society shall constitute a quorum for the transaction of business.

ARTICLE XV – PARLIAMENTARY AUTHORITY

Roberts' Rule of Order (Revised) shall govern in all cases wherein they do not conflict with the rules of the Society.

The By-Laws contained herein were prepared on September 10, 1999, under the direction of the Reverend Paul Felix, Pastor of Shrine of the True Cross Catholic Church, with the cooperation of the year 20xx-20xx officers: (Names of officers listed in order of rank)

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ALTAR SOCIETY PLEDGE

We promise as Members of this Apostolate to live lives befitting those who are privileged to move within the sacred precincts of the Sanctuary, and we pledge our support and cooperation, remembering that we are ladies of the Court of our Eucharistic King, and we beg of God's Blessed Mother, that we imitate her noble example.

ACT OF CONSECRATION

O great Eucharistic King, King of the ages, King of our hearts, we profess our undying faith in your real Presence on our Altars. We realize the consequent duties of reverence while in your sweet Presence. Yet, dearest Lord, despite our unworthiness, we promise to so conduct ourselves both within the Sanctuary and without, as real lovers of your Eucharistic Presence. We renew the consecration of ourselves, of our very lives to Thy service.

O Blessed Mother Mary, Lady of the Blessed Sacrament, make us worthy members of this organization. May we share with you, your faith and love for Christ, our Eucharistic King.

Amen.

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APPENDIX C: FACILITIES RESERVATION AND INSPECTION FORM CHECK-LIST

Facilities Reservation and Inspection Form Check-list

Person representing the organization: _____ Phone: _____

Organization reserving the facility: _____

Facility being reserved: _____

Function for which facilities will be used: _____

Date being reserved: S M T W T F S (Month) / (Day) / (Year) _____.

Time of arrival (be sure to allow time for set up): _____

Time of departure (be sure to allow time for clean-up): _____

Staff and organizational leaders who reserve the use of facilities are allowed to do so on condition that they will be good stewards of the parish facilities, furniture, and equipment. Organizations and groups are to be and accountable for leaving facilities in good and orderly condition. Please follow this form. Fill it out, checking off items as you complete them. Please drop the completed form off in the mail slot of the office door before you leave. Any groups who fail to leave the facility in clean orderly condition will be charged a fee to cover the costs for having someone come in and take care of unfinished items. Abuse of the facilities could result in loss of those privileges in the future.

Reservation of facilities are made on condition that one person be designated to take responsibility for seeing to it the facilities are left in good condition after use.

Name of person responsible for the set-up, and the clean-up: _____.

The responsible party will be sure to take care of the following items:

- Upon arrival, before the event, inspect the facilities.
- Immediately upon entering the facility disarm the alarm system (if applicable).
- Note, in writing, anything that appears to be out of the ordinary: anything needing cleaning (i.e. spills, food left out or taken into facilities where it has been prohibited), damages (floor to ceiling, inside & outside) - anything that has not already been noted and reported. If you have any doubt, report it.
- Then, if available, immediately bring any items to the attention of the following agents of the parish maintenance or administration (in the following order: Sue Winkler, Larry Armstrong, Fred Menotti).
- In addition the same individuals who are responsible for the event will follow a procedure for securing the facilities before leaving as follows:
- Please clean up your mess:
- Vacuum or sweep the floor and mop up any spills.
- Wipe off, with a clean, damp cloth, - all tables and/or counters wherever food or drink has been or wherever there is or has been any sort of debris etc.
- Wash and dry your dishes and put them away.
- Pick up all litter & throw it away.

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- Arrange tables and chairs in the configuration designated in the lay-out that has been posted in that facility.
- Inspect all restroom facilities and clean up the mess if one has been made:
 - Check the floor,
 - Check the sink & counter
 - Check stalls (door & walls)
 - Check toilets and urinals
 - If they are running - try to stop them. If they won't stop running, report them immediately.
 - Inspect the toilets & urinals for physical damage. If someone has placed paper towels in them the towels must be removed. They must not be flushed because they will clog the toilet or urinal and will overflow.
 - Flush all toilets and urinals to be certain they are clear of all waste.
 - Turn lights out in the restrooms.
- Return all equipment in a condition that is clean and in good repair to the designated storage place.
- Inspect the facilities.
- Note, in writing, anything that appears to be out of order that you could not remedy: damages (floor to ceiling, inside & outside), lights burned out, broken windows, problems with locks or doors, plumbing problems leaks, etc. - anything that has not already been noted and reported. If you have any doubt whether it has been reported don't presume that someone else has done or will do it, ...please report it! Then, if available, immediately bring any items to the attention of the aforementioned agents of the parish maintenance staff or administration.
- (If applicable) Turn on or off air conditioning or heating as dictated by the time of year.
- Check all doors (try the knobs or handles and pull on them to be sure they are secured) to be sure they are properly closed and locked.
- Turn out all lights
- Set the alarm (where applicable)
- Be certain the door through which you exit is locked and closed securely.

Inspector's Name: _____ Phone #: _____

Organization: _____

Date: _____ Time: _____ a.m. p.m.

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APPENDIX D: DRIVER INFORMATION FORM

Driver Information Form

1. Driver Selection

Please review this check-list with the driver and attach to this form up-to-date documentation (photocopy) of the following:

- | | |
|---|---|
| <input type="checkbox"/> Valid Texas Driver's license. | <input type="checkbox"/> Read, filled-out and turned in the Diocesan Ethical Policy for Parish files. |
| <input type="checkbox"/> Driver's proof of insurance . | <input type="checkbox"/> Minimum 21 years old. |
| <input type="checkbox"/> Completed & signed Request Form for Driver's Motor Vehicle Record (MVR). | <input type="checkbox"/> Physically capable. |
| <input type="checkbox"/> Defensive Driving Course certificate. | |

2. DRIVER

Name: Last _____ First _____
Address: Street _____ City _____ State ____ Zip Code _____
Phone # _____
Date of Birth _____ Social Security # _____
Drivers License # _____ Date of Expiration (M/Y) _____

2. VEHICLE THAT WILL BE USED

Name of Owner _____	Registration Expiration Date (M/Y) _____
Address of Owner:	Model of Vehicle _____
Street _____	Make of Vehicle _____
City _____ State ____	Year of Vehicle _____
Zip Code _____	Date of Expiration (M/Y) _____
License Plate # _____	

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

The event organizer is to personally inspect to certify that each vehicle has a valid and current State Inspection sticker and license plate (registration sticker).

3. INSURANCE INFORMATION

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy* _____

*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.

4. CERTIFICATION

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport participants of the event.

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Signature _____ Date _____

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APPENDIX E: PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

SHRINE OF THE TRUE CROSS CATHOLIC CHURCH

Archdiocese of Galveston-Houston

Parental/Guardian Consent Form and Liability Waiver

Important: No "Blank Lines" The Parent/Guardian must print N/A and initial all blank lines not completed.

Participant's Name: _____ Date of Birth: _____

Home Address: _____ City & Zip Code _____

Parent/Guardian: _____ Home Phone: _____

Parish: _____ School: _____ Grade: _____

Business Phone: _____

Important! To be filled out by the Parent/Guardian for youth under 18 years of age.

I (name of parent/guardian _____, grant permission for my child (name of child) _____, to participate in the church activities sponsored by Shrine of the True Cross Catholic Church or the activities sponsored by the Archdiocese of Galveston-Houston, for the period of July 1, 2002 to June 30, 2003. I agree on behalf of myself, my child's other parent if know or living (name of other parent) _____, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the Archdiocese of Galveston-Houston, the sponsoring parish (its pastor, youth minister, other agents, etc.) or any representatives associated with the scheduled activity unless the parties involved were careless and/or negligent.

Medical Matters: I hereby warrant to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Of the following statements pertaining to medical matters, sign only those in accordance with your wishes.

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency and you are unable to reach me, contact:

Name and Relationship: _____ Phone: _____

Family Doctor: _____ Phone: _____

Family Health Plan Carrier: _____

Policy Number: _____

1. Signature _____

Other Medical Treatment: In the event it comes to the attention of the chaperons associated with the activity that my child becomes ill with repeated symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called immediately. If this will be a long distance call, I want to be called collect (with phone charged reversed to myself.)

2. Signature: _____

Medications: My child is taking medication at present. My child will bring all such medications, well labeled, that are necessary. Name of medications and concise directions for seeing that the child takes such medications, including dosage and frequency are as follows:

3. Signature: _____

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No medication of any type, whether prescription or nonprescription may be administered to my child unless the situation is life threatening and emergency treatment is required.

4. Signature: _____

I hereby grant permission for nonprescription medication (such as aspirin, throat lozenges, cough syrup) to be given to my child, if deemed advisable.

5. Signature: _____

Specific Medical Information: Diocesan and Shrine of the True Cross Catholic Church personnel will take reasonable care to see that the following information will be held in confidence.

- * Allergic reactions: _____
- * Medications child usually takes: _____
- * Immunization: Date of last tetanus/diphtheria immunization: _____
- * Does child have a medically prescribed diet? _____
- * Any physical limitations? _____
- * You should also be aware of these special medical conditions of my child:

The signature on number 6 is to be signed in the presents of the Notary.

I fully understand the forgoing statements and sign the Parental/Guardian Consent Form And Liability Waiver knowingly, freely, and willingly. Parent/Guardian must sign for anyone under 18 years of age. Any participant over 18 years of age must complete and sign this form. (Your signature must appear below or your child will not be permitted to participate.)

6. Signature _____ Date: _____

STATE OF TEXAS

COUNTY OF GRIMES

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____, 2002 or 2003, BY _____

AS PARENT OR GUARDIAN OF _____

NOTARY PUBLIC SIGNATURE

SEAL

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APPENDIX F: PERMISSION SLIP

Permission Slip

A Permission Slip is required for each event.

A Permission Slip is applicable only to those events listed on it as these are the specific events for which parents/guardians are granting permission for their children/youth to attend.

Sample:

I give permission for my child, _____, to attend the retreat (or what-ever event) at _____ in (location) _____, Texas on (Date) _____ with Shrine of the True Cross Church. I will not hold the chaperones liable for any injury or accidents. If your child has any medical problems or will be bringing medication, please make _____ aware.

Parent Signature

Date

Phone#

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APPENDIX G: TRAVEL AUTHORIZATION (FOR CHILD DRIVING HIM/HER SELF)

**IF CHILD IS DRIVING HIM/HER SELF TO THIS EVENT
PARENT/GUARDIAN MUST SIGN THIS FORM!**

TRAVEL AUTHORIZATION

Name: _____ Phone: _____

Address: _____ City & Zip _____

Texas Drivers License # _____

I (name of parent/guardian) _____ grant permission for my child listed above to drive his/her own vehicle to the (Name of Event, @ Place and Date

_____. He/she is insured by

(name of insurance) _____ and will be

driving a (make, model & year of vehicle) _____.

As a parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor.

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend SHRINE OF THE TRUE CROSS CATHOLIC CHURCH officers, directors and agents, arising from or in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Archdiocese of Galveston-Houston, chaperones, or representative associated with the event for the reasonable attorney's fees and expenses arising in connection therewith.

(Signature of Parent/Guardian)

(Date)

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APPENDIX H: CONSENT TO TREAT ADULT/LIABILITY RELEASE FORM

ARCHDIOCESE OF GALVESTON-HOUSTON

CONSENT TO TREAT ADULT/LIABILITY RELEASE FORM

EVENT: _____

DATE: _____

PLACE: _____

TOWN/CITY: _____

I, the undersigned _____ do hereby authorize treatment of myself by a licensed medical physician or medical team in case of any accident or illness that may so arise, or any hospitalization necessary. I (We) also release, hold harmless and discharge the Archdiocese of Galveston-Houston, Christ Our Light, and staff and chaperones from any and all liability, claim, loss, damage, cost or expense. I waive any such claims against organization or any such person, arising directly or indirectly from or attributable in any legal way, to any action or omission to act of any such organization or person in connection with execution of event.

(Print Name)

(Your Signature)

Today's Date _____: This consent form will remain effective en route to, during, and en route from event site(s). (See event date/event name at top of form.)

Address _____

City _____ State _____ Zip _____ County _____

Day Phone _____ Evening Phone _____

(Spouse or family member)

Day Phone _____ Evening Phone _____

(Other relative or friend)

Family Doctor: _____ Phone _____

Birth date: _____ Date of Last Tetanus Shot _____

Special medication, blood type or information medical staff or others should know.

INSURANCE (please check one)

____ Participant has individual/group primary insurance

____ Participant has individual/group secondary insurance

____ Participant has purchased supplement insurant

(Circle type: Accident or Comprehensive insurance)

____ Participant has no insurance. NOTICE: You may be required to pay cash in full for any necessary medical care.

Policy No. _____ Company _____

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APPENDIX I: LIABILITY WAIVER (ADULT)

SHRINE OF THE TRUE CROSS CATHOLIC CHURCH

LIABILITY WAIVER (ADULT)

In addition to the health information/release form, each participant, including group leaders and chaperons must sign this form.

RELEASE OF LIABILITY

I, _____, agree on behalf of myself, my heirs, assigns,

Full Name

executors, and personal representatives, to hold harmless and defend

Shrine of the True Cross Catholic Church, Archdiocese of Galveston-Houston. its officers,

Parish

Archdiocese

directors, agents, employees, or representatives associated with the outing and / or retreat and I or function and / or trip (to transport or purchase) from any and all liability claims, loss or damage arising from or in connection with my participation in the trip.

Signature _____ Date _____

Print Name _____

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APPENDIX J REQUEST FOR STATE MOTOR VEHICLE RECORD (MVR)

APPLICATION FOR COPY OF DRIVER RECORD

Mail To: Driver Records Bureau, Texas Department of Public Safety, Box 149246 Austin, Texas 78714-9246

MAKE CHECK or MONEY ORDER PAYABLE TO: TEXAS DEPARTMENT OF PUBLIC SAFETY

Any questions regarding the information on this form should be directed to Customer Service at 512/424-2600. Allow 2-3 weeks for delivery

CHECK TYPE OF RECORD DESIRED:

- | | Fee |
|--|---------|
| <input type="radio"/> 1. Date of Birth - License Status - Latest Address | \$4.00 |
| <input type="radio"/> 2. Date of Birth - License Status - List of Accidents and Moving Violations in Record within Immediate Past 3 Year Period. | \$6.00 |
| <input type="radio"/> 2A. Same as #2 detailed above, but CERTIFIED version. This Record Is Not Acceptable for DDC Course. | \$10.00 |
| <input type="radio"/> 3. Date of Birth - License Status - List of ALL Accidents and Violations in Record. Furnished to Licensee ONLY. | \$ 7.00 |
| <input type="radio"/> 3A. Same as #3 detailed above, but CERTIFIED version. Furnished to Licensee ONLY and is Acceptable for DCC Course. | \$10.00 |

INFORMATION REQUESTED ON: (TYPE or PRINT in black ink.)

Texas Driver License # _____ Social Security # _____ Date of Birth (Month/Day/Year) _____

Last Name _____ First Name _____ Middle Name _____

MAIL DRIVER RECORD TO: Requestor's / Business Name Shrine of the True Cross Catholic Church

Address PO Box 687

City, ST, Zip Dickinson, TX 77539

INDIVIDUAL'S WRITTEN CONSENT FOR ONE TIME RELEASE TO ABOVE REQUESTOR

(Requestor, if you do not meet one of the exceptions listed on this form, and if the person you are requesting information on has previously marked his/her record private with the Department, please be advised that without the written consent of the driver license/ID card holder, the record you receive will not include personal information).

I, _____, hereby certify that I grant access to my Driver License / ID Card record, inclusive of the personal information (name, address, driver identification number, etc.) to the above requester. This access is granted on this one occasion regardless of the restriction I have placed on my reports for public access.

Signature of License/ID Card Holder or Parent/Legal Guardian

Date

Texas law (TRC Ch. 730) allows individuals/entities to request that disclosure of certain personal information contained in driver license records be restricted. The Texas Department of Public Safety may disclose personal information to a requestor, on proof of the identity of the person requesting a record and a representation by the requestor that the use of the personal information will be strictly limited to one or more of the following:

REQUESTOR, please initial each category that applies. In doing this, you certify that the exception applies to this current request.

- I am requesting a copy of my own record (need not mark other exceptions).

- ___ 1. For use in connection with any matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle emissions; (d) motor vehicle product alterations, recalls, or advisories; (e) performance monitoring of motor vehicles or motor vehicle dealers by a motor vehicle manufacturer; or (f) removal of nonowner records from the original owner records of a motor vehicle manufacturer to carry out the purposes of The Automobile Information Disclosure Act, 15 U.S.C. Section 1231 et seq.; 49 U.S.C. Chapters 301, 305, 323, 325, 327, 329, and 331; the Anti Car Theft Act of 1992, 18 U.S.C. Section 553, 981, 982, 2119, 2312, 2313, and 2322, 19 U.S.C. Sections 1646b and 1646c, and 42 U.S.C. Section 3750a et seq.; the Clean Air Act, 42 U.S.C. Section 7401 et seq.; and any other statute or regulation enacted or adopted under or in relation to a law included in the above.

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- ___ 2. If the requester has obtained written consent from the driver license/ID card holder. (See section above entitled "INDIVIDUALS WRITTEN CONSENT FOR ONE TIMC RELEASE TO ABOVE REQUESTOR").
- ___ 3. For use by a government agency in carrying out its functions or a private entity acting on behalf of a government agency in carrying out its functions.
NOTE: Signature required on reverse side of form.
- ___ 4. For use in connection with a mailer of (a) motor vehicle or motor vehicle operator safety, (b) motor vehicle theft, (c) motor vehicle product alterations, recalls, or advisories; (d) performance monitoring of motor vehicles, motor vehicle parts, or motor vehicle dealers; (e) motor vehicle market research activities, including survey research; or (F) removal of nonowner records from the original owner records of motor vehicle manufacturers.
- ___ 5. For use in the normal course of business by a legitimate business or an agent, employee, or contractor of the business, but only to verify the accuracy of personal information submitted by the individual to the business or an agent, employee, or contractor of the business and to obtain correct information if the submitted information is incorrect to prevent fraud by, pursuing a legal remedy against, or recovering on a debt or security interest against the individual.
- ___ 6. For use in conjunction with a civil, criminal, administrative, or arbitral proceeding in any court or government agency & before any self regulatory body, including service of process, investigation in anticipation of litigation, execution or enforcement of a judgment or order, or under an order of any court.
- ___ 7. For use in research or in producing statistical reports, but only if the personal information is not published, redisclosed, or used to contact any individual.
- ___ 8. For use by an insurer or insurance support organization, or by a self insured entity, or an agent, employee, or contractor of the entity, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- ___ 9. For use in providing notice to an owner of a towed or impounded vehicle.
- ___ 10. For use by a licensed private investigator agency or licensed security service for a purpose permitted as stated on this page.
- ___ 11. For use by an employer or an agent or insurer of the employer to obtain or verify information relating to a holder of a commercial driver's license that is required under 49 U.S.C. Chapter 313.
- ___ 12. For use in connection with the operation of a private toll transportation facility.
- ___ 13. For use in bulk distribution for surveys, marketing, or solicitations, but only if the license/ID card holders are provided an opportunity to prohibit such use and the information will be used solely for bulk distribution for surveys, marketing, or solicitations, and those will not be directed at any individual who has timely requested that the material will not be directed at those individuals.
- ___ 14. For any other purpose specifically authorized bylaw that relates to the operation of a motor vehicle or to public safety.

State and federal law require requestors to agree to the following:

1. In requesting and using this information, I acknowledge that this disclosure is subject to the federal Driver's Privacy Protection Act (18 U.S.C. Sect. 2721 et seq.) and Texas law. As such, civil and criminal action can be taken for a false statement or representation to the DPS to obtain personal information pertaining to any individual from the DPS driver records (Section 731.006 of the Texas Transportation Code punishes false representation and false statements to obtain personal information as a Class A Misdemeanor). Further, understand that if I receive personal information as a result of this request, I may only resell or redisclose the information pursuant to Chapters 730 and 731 of the Texas Transportation Code and the federal Driver's Privacy Protection Act.

2. Section 731.002 of the Texas Transportation Code prohibits a state, agency from releasing personal information unless the requester receiving the information is the individual to whom the information applies or that individual's agent or the requester agrees in writing with the agency that the requester will not disseminate, or publish the information on the Internet or permit another to disseminate or publish the information on the Internet. Violation of this agreement is also a Class A Misdemeanor (Section 731.007, Texas Transportation Code).

I certify that I have read the above conditions and agree to both.

Signature _____

Date _____

Printed Name _____

FOR DEPARTMENT USE ONLY

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APPENDIX K: LITURGICAL PREPARATION WORKSHEET

LITURGICAL PREPARATION WORKSHEET

Date: _____

Organization or ministry sponsoring the liturgy: _____

Person responsible for preparing the liturgy: _____ Phone: _____

Proposed date of liturgy: _____ Time: _____ (Check one) Church Chapel

Reason for this celebration:

Order of Worship:

Procession will include (check the box for those applicable and write in the name):

- | | |
|---|--|
| <input type="checkbox"/> Thurifer with incense: _____ | <input type="checkbox"/> Deacon: _____ |
| <input type="checkbox"/> Crucifer (Cross bearer): _____ | <input type="checkbox"/> Concelebrating Priest: _____ |
| <input type="checkbox"/> Altar Server: _____ | <input type="checkbox"/> Master of Ceremonies: _____ |
| <input type="checkbox"/> Altar Server: _____ | <input type="checkbox"/> Principal Priest celebrant: _____ |

Liturgical Ministries:

Lector name: _____

Music Director: _____ Cantor: _____

Instrumentalist (organ/piano): _____

Extraordinary Ministers of Holy Communion (EMHC) names (Use only as many as are truly needed. Others may be listed as "back-up". No more than 7 total EMHC. They must be on the current list of officially commissioned EMHC for our parish:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |

Ushers:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

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Sacristan: _____

Person responsible for Art and Environment (flowers, decorations, etc): _____

Describe proposed art and environment plan for Pastor's approval:

Person responsible for unlocking doors, turning on lights(including sanctuary, nave, Icon of O.L. Perpet. Help, Relic Shrine, Narthex, front steps – if needed, and setting up: _____

Person responsible for locking doors, turning off lights(including sanctuary, nave, Icon of O.L. Perpet. Help, Relic Shrine, Narthex, front steps – if had been used, and taking down the set-up: _____

Other: _____

Selections:

Propers in the Missal (Opening Prayer, Prayer Over the Gifts, Prayer after Holy Communion) : Sung Recited

Propers for which Celebration in the Missal: _____

Form of Penitential Rite: _____ Sung Recited

Gloria: Sung Recited

First Reading: _____

Responsorial Psalm: Sung Recited _____

Second Reading: _____

Alleluia or Lenten Alternate: Sung Recited : _____

Gospel Reading: _____.

Proclaimed by: Deacon , Concelebrating Priest , Principal Celebrant : Name:

Homilist: _____

General Intercessions (source). A copy must be provided to the Pastor for approval: _____

Special Rite or Blessing: _____

Preface: _____ Sung Recited

Sanctus: _____ Sung Recited

Eucharistic Prayer # I , II , III , IV , Other (Specify) _____

Mysterium Fidei: _____ Sung Recited

Doxology: _____ Sung Recited

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Pater Noster: Sung Recited

Agnus Dei: _____ Sung Recited

Hymn Selections:

Prelude: _____

Entrance Hymn: _____

Offertory Hymn: _____

Communion Hymn(s): _____

Post Communion Meditation Hymn: _____

Recessional Hymn: _____

Postlude: _____

Comments:
