

**ST. LUKE THE EVANGELIST**

# **PARISH MANUAL**

**FOR PARISH ORGANIZATIONS**

**AUGUST 22, 2013**

# SAFE ENVIRONMENT PROGRAM REQUIREMENTS FOR VOLUNTEERS

All adults who will have any possible contact with children need a **PA State Police Criminal Record Check** and a **PA Department of Public Welfare Child Abuse Clearance Check**. A **Federal Criminal Background Check** is also required for all volunteers who do not live in PA or have lived outside of PA during the past two years.

## How to obtain PA Criminal Record Check & PA Child Abuse Clearance Check:

These requests must be submitted **BEFORE** a volunteer has contact with children.

You can have the rectory office handle the requests for these clearances from the state **(A)** or you may handle it yourself **(B)**.

**These clearances must be renewed every five years.**

**A)** The rectory can process both of the requests in either of two ways: For both ways fill in the Child Abuse History Clearance request form (at the rectory or [www.stlukerc.org/PDF/DPWchildabuse.pdf](http://www.stlukerc.org/PDF/DPWchildabuse.pdf)) and bring it to the rectory and

**1. Either, sign** the “Consent/Release of Information Authorization Form for the Pennsylvania Child Abuse History Clearance” (at the rectory or [www.stlukerc.org/PDF/CACWaiver.pdf](http://www.stlukerc.org/PDF/CACWaiver.pdf)).

**2. Or,** give the **rectory a deposit of \$20**, which will be returned to you when you give your processed Child Abuse History Clearance (which will be mailed to your home) to the rectory.

**B)** Obtain your own clearances and give those documents to the rectory.

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Adult volunteers of the parish who have regular contact with children (at least one time per week for the sports season or practice season or school year) need the background checks and also must complete the following requirements:

## Safe Environment Training

Safe Environment Training is available throughout the Archdiocese. You can register for training at <http://www.virtus.org>. We occasionally have training at St. Luke Parish. **Proof of training is sent to the rectory office by the Archdiocese.**

## Signed Standards of Ministerial Behavior Form

At the training session, each participant is given a **Standards of Ministerial Behavior Signature Form** (SMBBform.pdf). This form is to be signed and returned to the rectory. The form states “I acknowledge that I have received and reviewed the *Standards of Ministerial Behavior and Boundaries for Priests, Deacons, Religious, Pastoral Ministers, Administrators, Staff and Volunteers*. I understand and will abide by all the standards as articulated in this statement.” *The Standards* can be found at [www.stlukerc.org/PDF/SMBB.pdf](http://www.stlukerc.org/PDF/SMBB.pdf). **Get form online or at the rectory and turn form in at the rectory.**

## Signed and completed Arrest/Conviction Report and Certification Form

This form certifies whether or not the individual has ever been arrested for, or convicted of, any of the disqualifying offenses that are listed in the Public School Code as amended by the Omnibus School Code - Act 2011-24. Some of these offenses are listed on the Arrest/Conviction Report and Certification Form and others are listed in *The Controlled Substances, Drugs, Device, and Cosmetic Act*. **Get form online or at the rectory and turn form in at the rectory.**

## The Technology and Communication Addendum

You are required to complete a training concerning “The Technology and Communication Addendum” to the “Standards of Ministerial Behavior.” From July 1, 2011 on this training has been part of the Safe Environment Training. Volunteers who took the Safe Environment training before July 1, 2011 need to take the Addendum training. This *Review of the Technology Addendum* ([www.stlukerc.org/PDF/Use of Technology Addendum Review.pdf](http://www.stlukerc.org/PDF/Use of Technology Addendum Review.pdf)) can be completed by studying the review and taking a quiz which you mail/email/fax to the Archdiocese. **Upon successful completion you will receive a certificate, which should be turned in to the rectory.**

## Mandatory Reporter Training Program

This training program is in addition to, as well as separate and distinct from, the Safe Environment Training. This training is online at <http://childyouthprotection.org/learning/login/index.php>.

**Forms are available at [www.stlukerc.org/safe\\_environment.htm](http://www.stlukerc.org/safe_environment.htm)**

***Full Documentation must be on file in the Rectory Office, 2316 Fairhill Ave., Glenside, PA 19038***

**If you have any questions about your status, contact the Director of Parish Services at the rectory,  
[stlukerc@aol.com](mailto:stlukerc@aol.com) or 215-572-0128**

## CALENDAR

The Master Calendar is maintained by the parish secretary. In this calendar we keep track of the facilities' usage as well as major parish events which may not be onsite.

We request that organizations forward their yearly calendars (generally—September to August) to the rectory office by the preceding Mardi Gras (the day before Ash Wednesday) if possible. This is to ensure that any potential conflicts in scheduling are resolved as soon as possible. We recommend that you inform the rectory as soon as possible about your events.

We try to keep the calendar on our website current — but it is not the Master Calendar. There are some events which do not appear on the web calendar (such as Ministerium meetings), so a lack of entry on the web calendar does not necessarily mean that the room is available.

Generally the facilities are scheduled on a first come basis. However, there are times when we must change the schedule. For instance, we have limited control over the date of Confirmation.

You can schedule an event on the calendar by making your request to the rectory office:

- 1) by e-mail to [StLukeRC@aol.com](mailto:StLukeRC@aol.com) or [secretary@stlukerc.org](mailto:secretary@stlukerc.org)
- 2) by phone to the rectory, Monday to Friday, 9 am to 3 pm. (Summer, Monday to Thursday).
- 3) by letter or note to the rectory, attention Secretary.

When making your request, please let the rectory office know the actual time of the event (beginning and ending) as well as any set-up and break-down time required.

Please notify the rectory office of any change of plans as soon as possible.

## COMMUNICATIONS

There are many ways in the parish to publish your message.

### ***Bulletin***

The bulletin posts the upcoming week's events and has a brief 'Mark Your Calendar' list. It also offers space to put in some details about your organization and its events. We try to include photographs as space permits.

There are many things to put in the weekly parish bulletin. We try to serve the parish well with notices of events in our own parish and those events in area parishes and our community that we think will be of interest to our parishioners. We also like to include spiritual and educational items.

We try to accommodate the requests of organizations for items in the bulletin. When we increased the number of pages in the bulletin a few years ago we eliminated the use of separate sheet inserts. For major events/notices we will try to give a page or most of a page for the event—this is usually page 7—the middle of the bulletin.

To request inclusion of an item in the bulletin, submit the request and the item to the rectory office by noon of the Tuesday before publication. You may e-mail to [StLukeRC@aol.com](mailto:StLukeRC@aol.com) or [secretary@stlukerc.org](mailto:secretary@stlukerc.org), or deliver the notice to the rectory by hand, mail, or fax. The deadline for bulletin items is earlier for the weeks near January 1, Easter, July 4, Thanksgiving, and Christmas. Please check the bulletin or the rectory office for those deadlines.

Please proofread your items before submitting, especially dates and spelling of names.

Submitted bulletin items may be edited.

### ***E-Mail***

The staff at the rectory have e-mail addresses (see the Directory page in this manual).

An effective way for you to communicate with your membership is by e-mail. We can supply your organization with its own e-mail address. You can then have the organization's e-mail forwarded to addresses of your choice, access the e-mail by going to the mail site managed by our web host, or by accessing through a program such as Microsoft Outlook. The e-mail address would be of the form  
[yourorganization@stlukerc.org](mailto:yourorganization@stlukerc.org)

Contact us at [StLukeRC@aol.com](mailto:StLukeRC@aol.com) or [secretary@stlukerc.org](mailto:secretary@stlukerc.org) to request an e-mail address.

### ***Web Site***

Our site at [www.stlukerc.org](http://www.stlukerc.org) contains information including Mass schedules, liturgical minister schedules, parish calendar, parish bulletins going back to 2003, sacramental information, and funeral notification.

Several parish organizations have their own pages: Catholic Youth Organization (CYO), Summerstock, Youth Group. Any organization can request space on the site. Contact us at [stlukerc@aol.com](mailto:stlukerc@aol.com) to request space on our web site.

## **COMMUNICATIONS—CONTINUED**

### ***Parish Guidebook***

Our annual parish Guidebook and Directory contains descriptions of all parish organizations, including contact names and telephone numbers (and e-mail addresses, if desired). The guidebook is mailed to all parishioners and is given to all new parishioners. Please keep the rectory office informed about any change in description, especially contact name, telephone number, and e-mail address.

### ***Sign***

Our sign on Easton Road has limited space; the primary notices will be for special seasonal liturgies (Christmas, Holy Week) and for parish events of widespread interest. Organizations may request to have an event posted on the sign. Make your requests to the rectory office.

### ***Flyers in Church***

There is room by the Church doors to post flyers. Please check with the rectory office before posting. Since there is a great demand for space, keep your flyers to 8½ by 11 inches or smaller. Flyers which are put up without permission or which cover other flyers may be removed by the rectory staff.

### ***Announcements at Mass***

We try to keep the announcements at Mass to a minimum. They should be primarily liturgical (e.g., the Holy Week schedule) or events that were not included in the bulletin (e.g., funerals).

### ***Communication from Rectory Office to Organizations***

Communication to a leader of an organization is usually done through e-mail or telephone message. Communications of general interest for most or all organizations are done through the bulletin. So it is important that leaders of organizations read the bulletin. (For example, notice of the floor refinishing in the Hall was in the bulletin.)

## FACILITIES

The areas that may be used by parish organizations are Chapel House (2330 Fairhill Avenue), Church, Fr. Fitzpatrick Hall (beneath the Church), Kitchen of Fr. Fitzpatrick Hall, Lyons Den (a/k/a Alumni Room) (a room in Fr. Fitzpatrick Hall), Music Ministry Room (a room in Fr. Fitzpatrick Hall), Parking Lot, Playground, Rectory, and School Gym. Both the Hall and the Chapel House have TVs with VCR & DVD players. There are general requirements for the use of facilities, and specific requirements and notes for certain facilities.

### *General*

- To use any area you must **reserve** it through the rectory office (see **Calendar** section of this Manual).
- Most areas have keys. You may pick up the **key** at the rectory office. You can return the key via the mail slot in the rectory's front door. If you need the key for Friday evening or the weekend, please arrange to pick it up ahead of time, because the rectory office is closed over the weekend.
- Organizations are responsible for their own setup and storage of tables and chairs.
- Leave the area at least as clean as you found it!
- Remove any decorations you put up. Decorations may not be taped to the walls.
- Return to proper storage space all equipment that you use.
- Remove trash from rooms used.
- Please recycle cans and bottles.
- Do not leave food in any room.
- Check restrooms before and after your event. Make sure toilets are flushed and no water is left running. Inform the rectory office about any problems with the restrooms.
- Turn off lights when you leave.
- Make sure doors are locked when you leave.
- Notify the parish business manager about any accident that occurs. Please use the 'Incident Report' form, which is available in the church, hall, and rectory.
- Smoking is not permitted in any of the facilities.
- The rectory has a copy machine which may be used by organizations for small runs. For large runs contact the rectory for availability. Respect copyright laws when copying

### *Hall*

- The Hall is for the use of parish organizations primarily and St. Joseph the Protector School and occasionally other related organizations (for example, Bishop McDevitt HS and the Brothers of Charity). We do not rent the hall for private events.
- A key is required to operate the elevator. You can obtain the key when you get the key to the Hall.
- Parking is not permitted in the driveway connecting Easton Road and the parking lot. This is a Fire Zone. You may stop there briefly to load or unload your car.
- There are pianos in the Hall. They are available for use—but they are not toys.
- The microphones and stands are kept in the closet next to the door to the stairs to the Church. The sound system control unit is mounted on the wall near the restroom entrances. The unit is set for use in the hall, please do not change the settings. To use, plug the system in—cord and outlet are below the unit. The unit contains a tape player. The microphone plugs into the unit located on the side of the stage nearest the kitchen. Before using the sound system make sure that there is no event in the Church (the sound travels up).
- For major events you should supply your own cups, plates, sugar, tea, etc. Otherwise you may use the products that are in the kitchen and backstage (unless labeled for an upcoming event). Some organizations have special storage areas and their property should be respected. Any other items are for the use of all.

## **FACILITIES—CONTINUED**

- You may put food in the kitchen prior to your event—make sure it is labeled for your organization and use date.
- The hall has a built in projector screen located in front of the stage.
- Children should not be backstage without supervision.
- Children are not permitted to fold or move the tables in the hall.
- Try to keep the chairs sorted by color and facing in the same direction in the holders.
- Clean coffeepots, tables, etc. before storing.
- Trash removal guidelines for Hall, Kitchen, Lyons Den, Music Ministry Room: Consolidate trash into single container, if possible. If the container is more than half full or contains food, remove that bag and put it in the dumpster, located in the lower parking lot. Put a new bag in the container. Bags can be found in the kitchen or in the utility room next to the kitchen.
- Wipe up any spills on the floor. Mops, buckets, and sink are in the utility room. Use only water to wash the floor. Sweep the floor.

### ***Lyons Den & Music Ministry Room***

The Lyons Den is appropriate for small group discussions. The room contains a large table which accommodates 14 chairs. There is additional seating in the room.

The Music Ministry Room allows for more flexible seating and can accommodate groups up to 45.

- No trash is to be left in the Lyons Den or Music Ministry Room: empty wastebaskets into a container in the Hall and follow the procedures for trash in the hall or put the trash from the meeting room in the dumpster.
- These rooms have separate heating/cooling units. Please remember to turn them off when leaving. (Cooling units work when the air conditioner is on in the Church or the Hall.)
- The Lyons Den has a separate key. The Hall key unlocks the Music Ministry Room. Remember to lock these rooms when leaving.
- No children should use either room without an adult present at all times. No children's activities or crafts are permitted in the Lyons Den.
- The Music Ministry Room is used primarily by those involved with music ministry. Please be respectful of the materials there.
- The Lyons Den is used primarily for faith sharing groups and RCIA. Please be respectful of the materials that room. The ANCHOR spiritual library is housed there. You may borrow books.

### ***Chapel House***

The Chapel House at 2330 Fairhill Avenue contains the office for PREP (Parish Religious Education Program). It also has storage and equipment used by the Home and School Association and CYO.

The first floor rooms are used during the school day by St. Joseph the Protector School. These rooms may be used in the evening for small groups. We encourage you to use the chapel in the Chapel House if your group would like a small prayerful place.

- Do not adjust the heat.
- If the air-conditioner is used, turn it off when you leave.

### ***Rectory***

Occasionally the rectory dining room is used for meetings—primarily when a staff member is part of the organization.

### ***Gym***

The gym is part of St. Joseph the Protector School so any use of it must be closely monitored to keep people from wandering through the school building. The rectory office handles the scheduling of the use of the gym outside of school hours.

## **FINANCIAL**

### ***Fees and Dues***

Organizations may collect dues and charge fees to cover their costs. Examples are Sodality dues and CYO sports fees. The organizations for children and youth of the parish are also supported through the Grocery Gift Card/Food Certificates Program (see below for details). Organizations who wish to raise additional funds must observe the Parish Fundraising Policies (see below for details).

### ***Grocery Gift Card/Food Certificates Program***

This program functions to support our youth organizations: Boy Scouts, Campfire, Cub Scouts, CYO, Venture, and Youth Group. Food certificates (scrip) or grocery gift cards from local grocery stores (Acme, Giant, O'Neill's, Pathmark, Shop'n'Bag, and Shoprite) are sold and the program retains a percentage of the selling price (from 1 to 5%) to fund the organizations.

Certificates may be purchased in Church after the Saturday evening and Sunday Masses and in the rectory during regular office hours

### ***Parish Fundraising Policies***

Fundraising at St. Luke Parish consists of three basic types: fundraising to actually support specific programs (e.g., CYO registration fees), fundraising for the parish (e.g., Spaghetti Supper), fundraising for outside organizations (e.g., Haiti Benefit Dinner). Some groups consistently run the same fundraisers each year (all the examples cited).

Organizations are asked to inform the business manager (BusinessOffice@stlukerc.org) of any NEW fundraisers being considered. The Business Office serves as a "clearing center" for information about the ongoing fundraising activities of the parish in order that efforts are organized and not conflicting.

Funds raised at St. Luke Parish are processed through bank accounts which are assigned to and managed by various organizations, such as CYO. Although organizations utilize these accounts and the funds in them to manage the activities of the organizations, these accounts are ultimately the responsibility and property of the parish. Funds in these accounts and their uses are at the ultimate discretion of the Pastor. (See Archdiocesan Policy on the following page.)



## **FINANCIAL—CONTINUED**

### ***Archdiocesan Policy for Parish Organization Bank Accounts***

*The following policy has been in effect since January 1, 1990.*

The policy concerning parish organizations is designed to establish better pastoral supervision of their financial activities and to improve the internal control over their financial transactions.

1. The pastor or associate pastor [should] be an authorized signer on all bank accounts.
2. All bank statements, canceled checks, and any other documents relating to the accounts [should] be mailed by the bank directly to the rectory so that the pastor or associate pastor may review them prior to releasing the documents to the organization.
3. Excess funds are not permitted to accumulate and therefore should be transferred into the parish operating account on a timely basis.
4. All organizations be required to file a financial report with the pastor at least on an annual basis, preferably on a quarterly basis.
5. After the organization has filed the annual financial report with the pastor, all documents related to their accounts should be given to the pastor for inclusion in the parish financial records file.
6. Bank accounts are subject to audit by the Archdiocesan internal auditors.

The treasurer or individual assuming the responsibility for the financial activities of a parish organization is acting on behalf of the pastor and the members of the parish and, in this capacity, it is suggested that the treasurer perform the following duties to ensure that funds received and expended on behalf of the parish or for other designated purposes are properly safeguarded.

1. Retain all funds of the organization in bank accounts insured by government agencies.
2. Excess funds should not accumulate in bank accounts held in the name of the organization. Surplus funds should be transferred to the parish account or used for their designated purpose.
3. Any parish and/or school purchases to be made for the parish should flow through the parish operating account by transferring funds from the organization's account to the parish operating account.
4. Maintain all records pertaining to the receipts and expenditures of the organization in an accurate manner.
5. Prepare timely reconciliations of bank statements to be certain they are in agreement with the organization's financial records.
6. Prepare a financial report for submission to the pastor. The report should be prepared at least on an annual basis, preferably on a quarterly basis.
7. After submitting the organization's annual financial report to the pastor, all documents related to financial transactions for the year should be given to the pastor for inclusion in the parish financial records file.

## DIRECTORY

General	Rectory Office stlukerc@aol.com 215-572-0128, 215-572-0482 (fax)
Pastor	Rev. Joseph D. Brandt jbrandt@stlukerc.org 215-572-0128, x 22
Secretary	Tina Dean secretary@stlukerc.org 215-572-0128, x 10
Business Manager	Beth Stieritz businessoffice@stlukerc.org 215-572-0128, x 17
Director of Parish Services	Jeanne Kyle stlukerc@aol.com 215-572-0128, x 18
Coordinator of Religious Education	Patty McFadden prep@stlukerc.org 215-884-2080
Director of Music Ministries	Molly Mahoney molymus@aol.com 215-991-0801
Deacon	Deacon Thomas M. Croke deacon@stlukerc.org 215-572-0128, x 10
Coordinator of Food Certificates	Cathy Berry GroceryGiftCards@stlukerc.org 215-572-0128, x 10
Retired Priests	Rev. John F. McBride, in Residence Msgr. J. Michael Flood, Pastor Emeritus Rev. Joseph T. Murphy stlukerc@aol.com <i>(e-mails will be printed and given to Frs. McBride and Murphy and will be forwarded to Msgr. Flood)</i> 215-572-0128, x 10

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