

FOYER TABLE RESERVATION POLICY

SCHEDULING SPACE FOR EDUCATION AND PROMOTION

Effective March 1, 2017

Ministries are essential to the life of our parish. Ministries are key to engaging our parishioners in the life of the parish and enlivening our parish mission “To Know Christ Better and Make Him Better Known.”

Liturgy is the foundation of our parish mission. We are called to respect and maintain its reverential nature.

Valuing both of these principals, the parish is committed to balancing both. This effort requires the administration of the number of requests that are submitted for scheduling of table space in the parish foyer and on parish grounds.

With the input of representatives from various Ministries, the following Policy was agreed upon as a starting point for addressing the issues. A review of the policies will be scheduled after a trial period.

Principles

1. Maintain a welcoming presence to the parish buildings.
2. Maintain a sense of reverence at the entrance of the church.
3. Utilize the full means of communication to promote the offerings and messages of the parish ministries.
4. Maintain an open approach when necessary and possible (ex: Hospitality Sunday).

General Guidelines

1. 4 Tables in the foyer will be available for scheduling in the church foyer. (The tables will be assigned a location parallel to the chapel wall in advance.)
2. If the tables are not reserved, table(s) will not be placed in the foyer.
3. Reservations are requested in advance. Please do not access tables last minute.
4. A maximum of 3 weeks can be scheduled per ministry event or promotion.
5. Tables are not to be set outside the church entrances.
6. Distribution of flyers and materials to be scheduled and distributed at table assignments. Please refrain from distributing flyers at the doors (as they can be considered imposing and distracting to the sacredness of the liturgical experience).

Foyer Table Space

1. Table/Space scheduling is required for all uses including devotional exhibits and/or altars. Scheduling requests are directed to Staff Liaison for the Ministry. To identify the appropriate staff person contact the Parish Office Manager.
2. A maximum of 3 weeks can be scheduled per event or promotion.
3. Signage can be placed on the table or attached to the front of the table.

Other Communication Opportunities

Communication of ministry events and offerings is important to the vitality of the parish and engagement of parishioners. The parish has established and continues to establish various means of communication.

Ministries are encouraged to use all means of communication, as appropriate. Current means: Foyer space, Signage, Bulletin, Parish Website, Facebook, and Parish Newsletters.

Ministries are responsible for the creation of communication and publication coordination. The staff is always here for feedback and share tips.

Please coordinate communication efforts with Staff Liaison.