



St. Paul Catholic Church

A Parish in the Diocese of St. Petersburg

Ministry Leaders Handbook





ST. PAUL CATHOLIC CHURCH AND PRESCHOOL BULLETIN SUBMISSION GUIDELINES

..The Church needs to be concerned for, and present in, the world of communication, in order to dialogue with people today and to help them encounter Christ.

- Pope Francis on 48th World Communications Day, June 1, 2014

Thank you for sharing your ministry events and information with our parishioners through the bulletin! We ask you to help create awareness for your events and happenings for the parishioners by following a few guidelines:

- Please remember to include in your ad: Who? What? When? Where?
- **Deadline:** Please submit event information by **Thursday at 12:00pm (Noon) for items you want included in the following week's Sunday bulletin (10 days before the item should appear in the printed bulletin)**. For example, if you have an advertisement to appear in the November 1, 2023 bulletin, you will need to have submitted the ad by 12:00pm (Noon) on Thursday, October 22, 2023. On occasion, the publisher may move up a printing deadline and you will be notified via email of such change.
- It is also a best practice to send your event notice 4 to 6 weeks ahead of time so we can include the notice more than once before it occurs. This gives parishioners time to plan for your event. When you email your bulletin item, please include the word "Bulletin" and your ministry name in the subject line.
- **Length:** A good rule is to limit your announcement to 100 words. Items will be edited according to space available to ensure all ministries that meet the deadline are included.
- **Artwork:** If you have a photo or logo to include with your event, please attach it to your email. Artwork is best sent in either JPEG or PNG formats. We can look for artwork as well, if requested in your email. **DO NOT** send artwork or ads in a PDF.
- **Full-page and Half-page ads:** Full- and half-page ads need to be scheduled at least 4 weeks in advance of the bulletin print date. They must be emailed to Charles Yezak (cyezak@stpaulchurch.com) in **Microsoft Word, Word Perfect or Microsoft Publisher**.
- If you would like some to further promote your ministry on the website, on the Narthex TV monitors or the weekly e-Newsletter (sent out via Constant Contact on Thursdays), please contact Charles Yezak at (813) 961-3023 or via email at cyezak@stpaulchurch.com at least 6 weeks ahead of the event date.



St. Paul Catholic Church Projector and Audio Equipment

STEPS FOR AV EQUIPMENT IN FAMILY CENTER # 2

1. Please find the bag with Family Center # 2 in the Audio-Visual Closet in the Parish Center (master key needed).
2. The bag contains the remote for the projector, and an HDMI cable.
3. Lower side screen by pulling down on string connected to the screen.
4. Connect the HDMI cable provided to the laptop and then to the wall HDMI plug.
5. Turn computer on.
6. Turn on the Audio in Family Center by pressing only the green button on the wall in FC near the audio closet once (**Even if no audio is needed, the audio equipment needs to be on**).
7. Select FC 2 button on wall plate labeled FC2 if sound is needed only on FC2. There are other audio button combinations FC1 & F2 or ALL – select accordingly.
8. To turn off projector at the end of presentation (press the red button twice), turn off the audio button on the wall and turn the computer off.

Be sure to replace everything in the bag just how you found it in the AV closet and **to retract screen back up**.

Checklist

- Laptop
- Laptop power cord
- FC 2 Remote
- HDMI cable



St. Paul Catholic Church Projector and Audio Equipment

STEPS FOR AV EQUIPMENT IN FAMILY CENTER #3

1. Please find the bag tagged with Family Center #3 in the Audio-Visual Closet in the Parish Center (master key needed).
2. The bag contains the remote for the projector, and an HDMI cable.
3. The switch to lower the FC 3 screen is above the altar in the SVDP room, located on the right side of the altar (master key needed).
4. Connect the HDMI cable provided to the laptop and then to the wall HDMI plug.
5. Turn computer on.
6. Turn on the Audio in Family Center by pressing only the green button on the wall once (**Even if no audio is needed, the audio equipment needs to be on**).
7. You should be all set to present.
8. To turn off projector at the end of presentation press the red button twice, turn off the audio button on the wall and turn the computer off.

Be sure to replace everything in the bag just how you found it in the AV closet.

Checklist

- Laptop
- Laptop power cord
- FC3 Remote
- HDMI Cable



St. Paul Catholic Church Projector and Audio Equipment

"It is not enough to be passersby on the digital highways, simply "connected"; connections need to grow into true encounters. We cannot live apart, closed in on ourselves. We need to love and to be loved. We need tenderness."

MESSAGE OF POPE FRANCIS, FOR THE 48TH WORLD COMMUNICATIONS DAY

STEPS FOR AV EQUIPMENT IN PARISH CENTER G

1. The remote for the projector and the HDMI cable remote for the projector may be found in the Audio-Visual Closet in the Parish Center in a bag labeled PC Room.
2. Connect the HDMI cable provided to the laptop and then to the HDMI wall outlet.
3. Turn the computer on.
4. Turn on the overhead projector by pressing the green button once. You may need to wait a few moments before the signal is relayed from the computer to the overhead projector.
5. Once your presentation appears on the screen, you should be all set to project.
6. To turn off the projector at the end of your presentation press the green button **twice**, and then turn the computer off.

Be sure to replace everything back just how you found it in the AV closet.

Checklist

- HDMI cable



St. Paul Catholic Church Projector and Audio Equipment

STEPS FOR AV EQUIPMENT IN PARISH CENTER H

1. The remote for the projector and the HDMI cable remote for the projector may be found in the Audio-Visual Closet in the Parish Center in a bag labeled PC Room.
2. Connect the HDMI cable provided to the laptop and then to the HDMI wall outlet.
3. Turn the computer on.
4. Turn on the overhead projector by pressing the green button once. You may need to wait a few moments before the signal is relayed from the computer to the overhead projector.
5. Once your presentation appears on the screen, you should be all set to project.
6. To turn off the projector at the end of your presentation press the green button **twice**, and then turn the computer off.

Be sure to replace everything back just how you found it in the AV closet.

Checklist

- HDMI cable

St. Paul Catholic Church

Ministry Leaders Meeting August 2022

Contact: *Brian Smith, Parish Manager x3315 bsmith@stpaulchurch.com*
Nadine Dyer, Bookkeeper x3308 ndyer@stpaulchurch.com
Judy Flaherty, Assistant x3388 jflaherty@stpaulchurch.com
Julie Molten, Assistant x3302 jmolten@stpaulchurch.com

1. **Money Handling** – We are required to follow the Diocese of St. Petersburg guidelines, with additional policies set by the Parish Finance Council.
 - a. Bank accounts should not be opened without approval of the Pastor
 - b. Auxiliary accounts must be reconciled quarterly.
 - c. Special events that require an exchange of cash **need prior approval and a review of controls with the parish manager.** Tickets are required for accurately counting admission fee/meals. **Cash should never leave the campus.** Funds should be put into a tamper proof bag and / or envelope and then dropped in the safe room in the church.
 - d. There are two Safe drop locations 1) in the church 2) the PC file room (door combo is required)
 - e. **DOSP always requires two people counting money.**
 - f. Money should be secured in a bank bag, or an envelope labeled with the name of the event/ministry with **two** signatures on it and handed over to the bookkeeper (or receptionist).
 - g. Parish staff can't stop and count it at time of delivery. Expect a 2-3-day period when the funds can be confirmed.
 - h. Bank bags should **NEVER** be thrown away. We are required to keep a log. If one is destroyed, it still needs to be returned.
 - i. Request for payment (reimbursement checks) need to be in by Wednesday at 12 noon, for Friday afternoon delivery. Purchase Requisition form should be completed, with supporting documentation (**original receipt must be attached**).
 - j. Electronic Payment through Online Giving is an option for collecting funds (concert / fees, etc.) When Online Giving, make sure to choose the appropriate account in the drop-down options available.
2. Ministry Fundraisers must be approved by the Pastor at least 6 months in advance of the event.
3. Sales Tax Exempt for purchases – we will **NOT** reimburse for sales tax.
4. Getting the word out – Bulletin / email / TV / A-Frame / Calendar Wiz / App details must be correct.
5. Facility changes and requirements for reserving a room. Not following policies and procedures make your group ineligible to meet on the SPCC campus.
6. Moving walls up/down for a scheduled meeting is **PROHIBITED**. Walls will be moved by maintenance or staff.
7. Your group should never “no show” for an event. Barbara should be notified right away.
8. Limited resources in the evening. One Solutions is on site.
9. Use of the photo copier in the Parish Center. Paper is \$5.00/ream. Handle with CARE.
10. Risk Management: Accidents happen! If necessary, call 911. Take information and complete an *Incident Report Form* found next to the First Aid Kit in the church.
11. We need to know the details if you are asking for donations from local businesses.

iPad - Standard Operating Procedures for Ministries

1. iPad is now available for use.
2. iPad rental will be available on a 1st come 1st serve basis.
3. Parish Events will take precedent over Ministry.
4. To reserve the iPad, please see Judy Flaherty or Julie Molten in Finance.
5. Once reserved for use, training must be scheduled through Finance.
6. If there are any questions or concerns, please see Finance.
7. iPad **MUST** be returned after the event has ended. If the event takes place on the weekend, please return the iPad on Monday. If the event ends after hours, please return the iPad the following business day.

CASH HANDLING PROCEDURE

Finance Department

SOP No: Finance 03

SOP Title: Completing and Submitting SPCC Cash Handling

1. PURPOSE

The purpose of this Procedure is to insure money handling follows Diocesan procedure.

2. INTRODUCTION

The procedure was released by the finance department as a general guide for staff and volunteers to insure money handling process follows Diocesan Policy.

3. SCOPE

This SOP applies to all staff and volunteers collecting cash/checks while performing duties for St. Paul Catholic Church.

4. DEFINITIONS

4.1 Bank Bag

Tamper evident security bags provided by finance department.

4.2 Deposit Envelope

Labeled envelopes provided by finance department.

4.3 Deposit Drop

Designated area to secure funds after collection.

5. RESPONSIBILITIES

5.1 Staff/Volunteers

The staff/volunteers are responsible to secure funds in tamper evident bags or envelopes and to insure this is always performed by a team of two unrelated individuals. The funds are then placed in the designated drop area.

5.2 Finance Staff

The finance staff is responsible for counting and depositing the funds.

CASH HANDLING PROCEDURE

Finance Department

SOP No: Finance 03

SOP Title: Completing and Submitting SPCC Cash Handling

6. SPECIFIC PROCEDURE

- 6.1 Prior to event or money collecting activity, obtain secure bags or envelopes from finance.**
- 6.2 Please note all tamper evident bags are numbered and inventoried and assigned to specific events. Sealed bags containing funds are to be dropped in designated area.**
- 6.3 Bags assigned to the event/group that are not used for assigned purpose, or become damaged for any reason cannot be destroyed but must be returned to Finance.**
- 6.4 All bags and envelopes must be signed by two unrelated individuals**

Please reference attached sample copy of deposit envelope.

7. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.



Deposit Drop
12708 N. Dale Mabry Hwy.
Tampa, FL 33618-2802

Date: _____

Amount (if counted): _____

Function/Department: _____

Names(2): _____

PURCHASE HANDLING PROCEDURE

Finance Department

SOP No: Finance 01

SOP Title: Completing and Submitting SPCC Purchase Req.

1. PURPOSE

The purpose of this Procedure is to describe the steps to be followed when completing and submitting a purchase requisition in order to be reimbursed for an out of pocket expense incurred while performing duties for St. Paul Catholic Church.

2. INTRODUCTION

The procedure was developed by the finance department as a general guide for staff and volunteers to reference in completing purchase requests. The strategy is to expedite the process by limiting questions and changes associated with each request. Finance reserves the right to modify this procedure as required.

3. SCOPE

This SOP applies to all staff and volunteers of St. Paul Catholic Church asking for reimbursement of expenses.

4. DEFINITIONS

4.1 Payee

Payee refers to the name of the person receiving the check, the individual to be paid.

4.2 Cost Center

The cost center means the department to be charged for the expense. For example, RCIA, General Administration, Music or Development.

4.3 Source Documents

Source documents are original documents, store receipts, vendor invoices, printed receipts for online purchases and confirmations of orders.

5. RESPONSIBILITIES

5.1 Requestor

The requestor is responsible for completing the form accurately with all required information.

5.2 Finance Staff

The finance staff is responsible for processing the request in a timely manner and delivering the payment in person or by mail to requestor.

PURCHASE REQUISITION PROCEDURE

Finance Department

SOP No: Finance 01

SOP Title: Completing and Submitting SPCC Purchase Req.

6. SPECIFIC PROCEDURE

Complete the following fields on the form:

- A. PAYEE-the name of the person receiving the check
- B. DATE-the date form is completed (Date Required is not needed)
- C. REQUESTED BY-You, the person turning the form in to finance
- D. G/L ACCOUNT NUMBER-this is the expense account number, use this field if only one account number is needed. Obtain account numbers from your manager or the bookkeeper. If multiple account numbers are used list them below in section G.
- E. COST CENTER-your department
- F. TOTAL-grand total of all receipts
- G. G/L ACCOUNT NUMBER-DESCRIPTION-AMOUNT- List the various or multiple account numbers with adequate description of item detail and the amount that matches your receipts
- H. CHECK REQUEST-used only with special instruction. Refer to SOP2 to process invoices.
- I. REIMBURSEMENT-check this box
- J. REASON/ADDITIONAL COMMENTS/JUSTIFICATION-describe event, deliver check to (staff name); Mail check to this address, Hold check for pick-up. If the check is for a new vendor (payee) you must provide accurate Name and address for the check to be completed.
- K. SUPERVISOR-Supervisor signature and date is required

7. FORMS/TEMPLATES TO BE USED

Please reference attached copy of Purchase requisition form.

Request for payment (reimbursement checks) need to be turned in by Wednesday at 12 noon, for Friday delivery.

8. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.

St. Paul Catholic Church
Purchase Requisition

Req. # 16938

A Payee:

Date Required:

B Today's Date:

C Requested By:

Total:
F

D G/L Account Number:

E Cost Center:

G

G/L Account Number	Description	AMOUNT

- H** Check Request
I Reimbursement

J Reason/Additional Comments/Justification:

AUTHORIZATIONS:

K Supervisor _____ Date: _____



Clearance Request for Clergy – Revised September 2018

Deacon Rick Wells, J.C.L., Chancellor, Diocese of St. Petersburg
P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6832; Fax: (727) 345-3086

CLEARANCE PROCEDURES FOR VISITING PRIESTS AND DEACONS

CLEARANCE OF PRIESTS & DEACONS SEEKING TO PERFORM MINISTRY

All priests and deacons coming to the diocese to perform any priestly ministry such as, *baptisms, weddings, funerals or parish missions* must be in good standing and cleared by the ordinary of their diocese or religious institute before coming to the Diocese of St. Petersburg.

They must also have the written approval of the pastor of the parish or the administrator of the diocesan entity where the event is taking place. The Chancellor's Office should be notified of their coming and the purpose of the visit at least two (2) weeks prior to the event. In order to obtain clearance from the priest's or deacon's respective diocese or religious community, the Chancellor's Office will need the following information:

- Priest or deacon's name
- Diocese or religious order (including provincial's name and province, address and phone number)
- Dates when the priest or deacon plans to be in the Diocese of St. Petersburg
- Purpose of the visit

Even if the priest or deacon has been in the diocese before, the Chancellor's Office will need to ensure in each case that the priest's documentation and clearance is current.

PRIESTS FOR SUMMER OR WINTER SUPPLY

If you are making arrangements for a priest to come to your parish for "summer supply" or any other time of the year, please follow the same guidelines as above. In addition, if a priest is coming from a foreign country and plans to work in the Diocese of St. Petersburg, he will be required to obtain an R-1 Temporary Religious Worker visa. If this is the case, the inviting pastor must inform this Office, allowing a minimum of six (6) months to comply with this requirement.

Health insurance will be provided by the parish for those priests working in the diocese longer than two (2) months.

Please mail, fax or e-mail the information to María T. González using the form included on the next page.



CLEARANCE REQUEST FOR PRIESTS AND DEACONS

PLEASE NOTE: This form is to be completed by the inviting parish or other entity.

Date	
Requested by (Name, position)	
Inviting Parish/School/Office	
Inviting Entity's Fax, e-mail or phone	
Reason/Event	
Date and location(s) of Event	
Name of invited Priest/Deacon	
(Arch)Diocese OR Religious Order of Priest/Deacon	
Superior's Name	
Superior's Address	
Signature of Parish Pastor or Administrator of Entity where Presentation is to occur	
OR, printed name and signature of delegate in the absence of Pastor/Administrator of Entity.	

FOR OFFICE USE ONLY

PLEASE RETURN TO: Chancellor's Office
 Diocese of St. Petersburg
 P.O. Box 40200
 St. Petersburg, FL 33743-0200

OR BY FAX: (727) 345-3086

OR, COMPLETE AND SCAN THIS DOCUMENT AND ATTACH BY E-MAIL TO: mtg@dosp.org



Clearance Request for Religious – Revised September 2018

Deacon Rick Wells, J.C.L., Chancellor, Diocese of St. Petersburg
P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6832; Fax: (727) 345-3086

CLEARANCE PROCEDURES FOR VISITING RELIGIOUS BROTHERS AND SISTERS

CLEARANCE OF RELIGIOUS SISTERS AND BROTHERS

If you are planning to invite a Religious Sister or Brother to speak or give a parish mission, please contact Sr. Marlene Weidenborner, O.S.F., Vicar for Religious, for clearance:

Address: P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6827

Fax: (727) 374-0207

E-mail: smw@dosp.org

All Religious Sisters or Brothers planning to come to the Diocese of St. Petersburg for the aforementioned purposes must have a statement of good standing from their superior before coming to the Diocese of St. Petersburg.

They must also have the written approval of the pastor of the parish or the administrator of the diocesan entity where the event is taking place. The Office of the Vicar for Religious should be notified of their coming and the purpose of the visit at least two (2) weeks prior to the event.

In order to obtain clearance from the Sister's or Brother's religious superior, the Office of the Vicar for Religious will need the following information:

- Name of Religious Sister or Brother
- Religious order (including provincial's name and province, address and phone number)
- Dates planning to be in the diocese
- Purpose of the visit
- Approval of parish pastor or administrator of diocesan entity where the event is taking place

If the Religious Sister or Brother will be coming from a foreign country and plans to work in the Diocese of St. Petersburg, he/she will be required to obtain an R-1 Temporary Religious Worker visa. If this is the case, the inviting pastor or administrator of the entity must inform the Office of the Chancellor, allowing a minimum of six (6) months to comply with this requirement.

Please write or fax the information to our Office of the Vicar for Religious using the form included on the next page.



CLEARANCE REQUEST FOR MEN AND WOMEN RELIGIOUS

PLEASE NOTE: This form is to be completed by the inviting parish or entity.

Date	
Requested by (Name, position)	
Inviting Parish/School/Office	
Inviting Entity's Fax, e-mail or phone	
Reason/Event	For Office Only
Date and location(s) of Event	
Name of Religious to be cleared	
Religious Order	
Superior's Name	
Superior's Address	
Signature of Parish Pastor or Administrator of Entity where Presentation is to occur	
OR, printed name and signature of delegate in the absence of Pastor/Administrator of Entity.	

PLEASE RETURN TO:

**Sr. Marlene Weldenborner, O.S.F., Vicar for Religious
 Diocese of St. Petersburg
 P.O. Box 40200
 St. Petersburg, FL 33743-0200**

OR BY FAX:

(727) 374-0207

OR, COMPLETE AND SCAN THIS DOCUMENT AND ATTACH BY E-MAIL TO: smw@dosp.org



Revised September 2018

Deacon Rick Wells, J.C.L., Chancellor, Diocese of St. Petersburg
P.O. Box 40200, St. Petersburg, FL 33743-0200

Phone: (727) 341-6832; Fax: (727) 345-3086

CLEARANCE OF LAY PRESENTERS

Before inviting any member of the laity to your parish to perform any ministry such as workshops, retreats, parish missions, etc., express approval of the parish pastor or administrator of the inviting diocesan entity **must** be provided. **PLEASE NOTE: This includes lay presenters from other parishes or entities within the Diocese of St. Petersburg.**

The Chancellor's Office should be notified of the lay presenter's coming and the purpose of his/her visit **four (4) weeks prior to the event.**

Even if the presenter has been in the diocese before, the Chancellor's Office will need to ensure in each case that the presenter's documentation and clearance is current.

In order for the Chancellor's Office to verify the presenter's good standing in his/her diocese, parish or employing entity, the following information is required:

- Lay Presenter's name and contact information
- Presenter's diocese, parish or employing entity
- Dates when the presenter plans to be in the Diocese of St. Petersburg
- Purpose of the visit
- Signature of the inviting pastor

Please mail, fax or e-mail the information to María T. González using the form included on the next page.



CLEARANCE REQUEST FOR LAY PRESENTERS

PLEASE NOTE: This form is to be completed by the inviting entity and returned to the Chancellor's Office, using the contact information listed at the bottom of this page.

The Chancellor's Office will then contact the Lay Presenter's home parish or diocese or entity to ensure that the Presenter is in good standing.

Date	
Requested by (Name, position)	To be filled
Inviting Parish/School/Office	
Reason/Event	
Date and location(s) of Event	
Name and signature of Pastor/ Administrator of Inviting Entity	out by
Name of layperson to be cleared	
Address:	Staff personnel
Email:	
Phone/Cell:	
Layperson's parish/diocese	only.
Address, City, State OR Country if outside USA	
Phone and Fax	
Name of Pastor or Bishop	

PLEASE RETURN TO: Chancellor's Office
 Diocese of St. Petersburg
 P.O. Box 40200
 St. Petersburg, FL 33743-0200

OR BY FAX: (727) 345-3086

OR, COMPLETE AND SCAN THIS DOCUMENT AND ATTACH BY E-MAIL TO: mtg@dosp.org

SAFE ENVIRONMENT REQUIREMENTS

The primary responsibility of our office is the Safety of our Children. To that end, the following is a guide to our Safe Environment practices and procedures.

We DO NOT accept LEVEL II Screenings from any other source, other than that listed below. We do not have a reciprocal agreement with any other State or Federal Agency to allow this.

1. ALL Employees and ALL Volunteers who have care/custody or control of children must
 - a. Be fingerprinted in our system: <https://www.dospsep.org>
There is a fee for this service, payable at registration with a credit card.
\$51.00 for Volunteers, \$58.50 for employees.
 - b. ALL Employees and Volunteers must complete Safe Environment training:
www.cmgconnect.org
Everyone takes SAFE ENVIRONMENT – (green Box) there are 3 other requirements **for teachers**, Blood Borne Pathogens, Reporting Abuse and Suicide prevention. These are all done through the CMG site.
2. At all times, the correct ratio of adult to child must be observed. We use the requirements set by the State of Florida. As a base, but the Diocese does **require at least 2 adults** preferably one male and one female be present. Think Bathrooms, how does one person take 13 children to the appropriate bathroom alone or how does one adult handle a sick child with no backup?
http://familychildcare.org/pdf/parents/Ratio_Chart_10-6-2011.pdf
3. VENDORS must be registered with the Diocese:
 - a. Send the following information to the Safe Environment Office
 - a. Name of Company
 - b. Name of Contact person
 - c. Address of company
 - d. Email of contact person
 - e. Telephone of contact person/company**Vendors must also provide: (see attached)**
 1. Certificate of Insurance – in the amount of 1 million dollars, naming the Diocese – (exact wording can be provided) and sent to Office of Insurance – Attention Mrs. Valerie Burns vcb@dosp.org
 2. Must complete a License or Memo of understanding, signed by the PASTOR and retained at the school/parish
 3. Vendors and any/all of their employees must be LEVEL II Screened as a VENDOR for the Diocese. <https://www.dospsep.org>
 4. VENDORS and any/all employees must complete SAFE ENVIRONMENT TRAINING www.cmgconnect.org
(when the information above, name of company etc. is received, the company will be added into the Facility list in both CMG and BIM.)

Michael Craig or Kim Sbarra

Diocese of St Petersburg
Safe Environment Office
727-344-1611 ext 5303 or 5377

IMPORTANT NOTICE

It has been brought to the attention of our office that some of our parents and volunteers are being told that they do not need to do BOTH Safe Environment and LEVEL II Screening.

THIS IS INCORRECT

EVERY EMPLOYEE and ANY VOLUNTEER who works with our Children or Vulnerable Adults must do BOTH Safe Environment and LEVEL II, and it must be through our system. No exceptions.

We have asked that EVERY employee and any covered volunteer have their CMG profile completed by now.

WEBSITES:

Fingerprinting: <https://www.dospsep.org>

Safe Environment: www.cmgconnect.org

As always, if you have any questions, concerns or confusion, PLEASE contact Barbara Gray at (813) 961-3023 ext. 3307 or bgray@stpaulchurch.com

Coffee & Donuts Instructions and Information Sheet

Room Set up:

- Turn all the lights on (FC1 & FC2)
- Turn A/C on in FC1 and FC2 as well as two A/C units in Family Center 3 (on opposite walls by large closets)
- Place Coffee and Donuts signs outside (see map) pointing to Family Center
- Place tablecloths on the tables (rectangle only) for Donuts, water/juice, and coffee
- **Donut tables:** make sure that the signs, napkins, gloves, donation baskets are properly placed on that table
- **Juice/Water table:** there are 2 silver cookie sheets on cart (one for the juice and the other for water), fill one of the black beverage dispensers with water and ice, and the other black beverage dispenser with juice, place small cups, and place water and juice signs (signs are in the cart)
- **Coffee tables:** place cups, napkins, black service tray (fill with sugar, creamers, straws), 2 coffee carafes (1 regular & 1 decaf), donation baskets, regular and decaf signs (which are found in the cart)

Inside the Kitchen:

- **Making coffee:** (regular and decaf)
 - Turn on machine by pressing the **ENABLE BREW** button
 - Place filters in the baskets and add $\frac{1}{4}$ cup of coffee inside the filter
 - Slide basket back into the coffee machine
 - Place carafe on the burner and press the **BREW** button. Carafes with brown handles are used for regular coffee and orange handles are used for decaf coffee.
 - Once coffee is done, please add it to the large coffee dispenser. **Three** carafes can fill these large dispensers. When coffee runs low, just brew another carafe at a time.
 - The warming plates on the sides can be turned on by pressing either the FRONT or REAR
- **Making Juice:** (instruction are inside the binder)
 - Use the big measuring bowl (in cart)
 - Mix grape syrup (inside the fridge) with water and ice inside the black beverage dispenser
- **Separating Donuts:**
 - 3 - Dozen 7:30am Mass
 - 17 – 9:00am with 5 dozen donut holes
 - 17 - 10:45am with 5 dozen donuts holes

Cleanup time:

- Wait until most of the people have left
- Collect the signs that go outside and put them in the closet
- Empty all the beverages containers and rinse off
- **Place back on cart:** tablecloths that are not ruined, napkins, gloves, silver cookie sheets (2), all small paper signs, juice cups, measuring cup, bowls, and donation baskets
- Turn off coffee machine and lights
- If there are left over donuts, leave them inside the fridge
- Place the attendance sheet on the coffee and donuts cart or in the money bag
- Leave a dollar in each collection basket
- Do not count money – take money bag to priest sacristy and place in drop slot.

Frequently Asked Questions:

- **Who provides the donuts?** St. Paul does (no need to pay/sign anything or receive a receipt when being drop off).
- **What time do we need to be there?** 7-7:15 a.m. (max) for the people who are setting up
- **How many people do we need?** 4-5 for each mass except for the 7:30 am – 2-3 people
- **Who sets up the room?** The ministry that is serving will have to set up the room; the tables will be set up by maintenance.
- **What do we have to provide?** Nothing, but a great attitude, big smile, and willingness to help
- **What materials do we need to bring?** Nothing, everything Coffee/ Donuts related will be provided. You are urged to bring information about your ministry, flyers, decorations, presentation, and your ministry banner (pole and stand if you have one). If you don't have a pole and stand let us know by Thursday so we can get one out of storage.
- **When do we make the coffee, juice, and water?** For the first mass all beverages should be ready around 7:30 am. The coffee goes quickly so always have a backup ready, especially for the 9:00 and 10:45 am Masses. It takes about 6 minutes to brew.
- **How long does the coffee stay hot?** 4 hours
- **How many cups does it hold?** 30
- **What happens when we run out of supplies?** There will always be extra supplies (sugar, coffee, creamers, straws and, gloves) under the counter where the coffee machine is located and if not there, is in the back closet in the kitchen.
There is also a cabinet with supplies in it at the far end where the large sinks are located.
- **Do we recycle?** We do recycle the clean donut boxes. Break them down and put in the corner by the sink on the coffee counter.
- **What do we do with leftovers?** We save them for our ministries. You can put them in the refrigerator for our Youth Group that meets on Sunday evenings. If there is a large amount of donut left, please let Eddie Mendez know so that she can reduce the number of donuts being delivered.

Coffee and Donuts Mass Checklist

7:30 Mass Team

Team should consist of at least 3 people and should arrive by 7:15 am. 1 team member should be a greeter/counter. This team assists with setup and serves donuts.

Have one person greet parishioners at the entrance and take headcount, by using the handheld clicker. Record the number of parishioners from 7:15 -9:30 am on sheet provided.

Count left over donuts; and note if you ran out.

Serve donuts (plastic gloves on cart, servers on table)

Empty trash bowls on coffee service table

Refill coffee service tray with creamers, sugars, etc.

Watch and maintain coffee.

Clean round tables, if needed, before next Mass arrives

Place donations in bag provided on cart in kitchen, leaving a dollar bill in each basket.

Break down empty boxes and place on counter by small sink on coffee counter.

9:00 Mass Team

Team should consist of at least 5 people and should arrive by 9:30 am. 1 team member should be a greeter/counter and 4 should stay until crew for 10:45 Mass arrives.

Have one person greet parishioners at the entrance and take headcount, by using the handheld clicker. Record the number of parishioners from 9:30 -11:15 am on sheet provided.

Count left over donuts; and note if you ran out.

Serve donuts • Place boxes on table (just remove lids) and continue to replenish as needed from the boxes reserved for this Mass. • Place one bowl of donut holes out for kids.

Empty trash bowls on coffee service table

Refill coffee service tray with creamers, sugars, etc. as needed

Make sure there is 2 regular and 2 decafs ready. Have another ready to brew. Watch and maintain coffee.

Place donations in bag provided on cart in kitchen, leaving a dollar bill in each basket

Break down empty boxes and place on counter by small sink on coffee counter.

Clean round tables before next mass.

10:45 Mass Team

Team should consist of at least 5 people and should arrive by 11:15 am. 1 team member should be a greeter/counter. This team serves donuts and cleans up and puts away supplies and coffee.

Have one person greet parishioners at the entrance and take headcount, by using the handheld clicker. Record the number of parishioners from 11:15 am -12:15 pm on sheet provided.

Count left over donuts; and note if you ran out.

Serve donuts • Place one bowl of donut holes out for kids.

Empty trash bowls on coffee service table

Refill coffee service tray with creamers, sugars, etc. as needed

Have 2 carafes of regular coffee on table and 1 decaf. Have another ready to brew.

Place donations in bag provided on cart in kitchen, leaving a dollar bill in each basket.

Break down empty boxes and place on counter by sink.

BUNN®

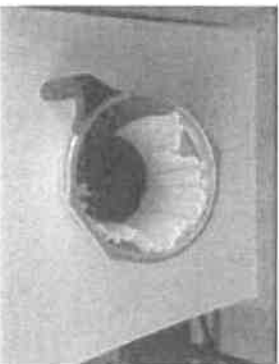
ICB SERIES BREWING & CLEANING INSTRUCTIONS

BREWING



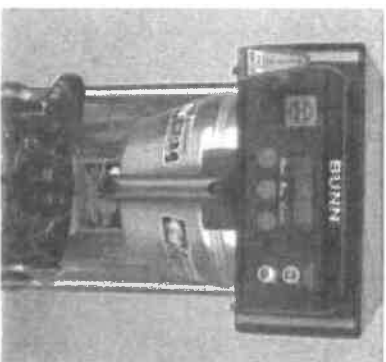
STEP 1

Begin each brew cycle with a clean, empty funnel and server. Insert a BUNN® filter into the funnel.



STEP 2

Pour a packet of fresh coffee into the filter. Level the bed of grounds by gently shaking. Slide the loaded brew funnel into the funnel rails until it stops.



STEP 3

Make sure the **ENABLE BREW** switch is **ON**. Press the switch of the desired batch size. Press the Brew Switch (A, B, or C) assigned to the desired product/recipe.



STEP 4

When coffee no longer drips from the funnel tip, carefully remove the brew funnel and discard the used grounds. Press the **ENABLE BREW** switch to **OFF** to prevent a false start. Thoroughly clean and sanitize the brew funnel and funnel tip screen.



STEP 5

Fresh coffee is available at the faucet. Drain the server before starting another brew cycle.



Kitchen Rules

If you empty it *Fill it*

If you dirty it *Clean it*

If you spill it *Wipe it up*

If you open it *Close it*

If you bring it ... *Take it home*



NECESSARY QUALITIES

- Fully initiated, practicing Catholic for at least two years.
- Twenty-one years of age or older.
- In possession of at least a high school equivalency.
- Ability to relate to people.
- Desire to become involved in a service-related ministry.
- Openness to a group-learning process.
- Openness to different types of people, ideas and spiritualities.
- Willingness to develop a sound prayer life.
- Capability of being a leader.



Scan the QR code above with your smartphone and easily be directed to our website.
www.dosp.org/lpmi/

The Lay Pastoral Ministry Institute aims to...

- * prepare men and women for committed parish lay leadership;
- * motivate baptized Catholics in the diocese to discern and use their gifts in service of others;
- * offer contemporary education and faith formation in the Roman Catholic faith;
- * network leaders with peers and professionals across the diocese;
- * empower people to own and live their baptism in all arenas of life;
- * foster a deeper sense of appreciation for the ministry of priests;
- * teach teamwork, lifelong learning, collaboration, and team skills;
- * affect family life by modeling to children a living faith.

Diocese of St. Petersburg
Lay Pastoral Ministry Institute
6363 9th Ave. North
St. Petersburg, FL 33710

LPMI/SEPI Office Email: lpmisept@dosp.org

Dale Brown, Director

E-mail: dpb@dosp.org

Ana Jahuey,

Administrative Assistant

E-mail: ajahuey@dosp.org

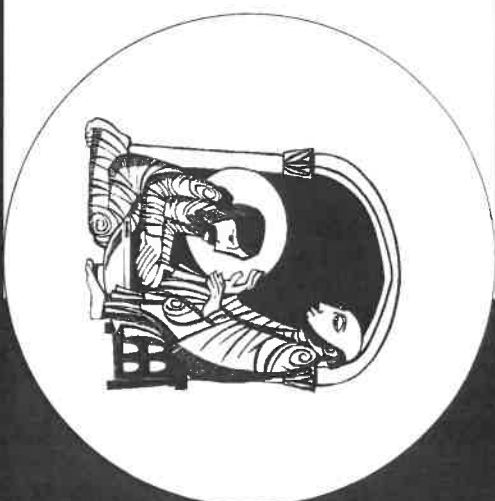
Phone: 727-344-1611, ext 5471

Fax: 727-374-0209

On the Web: www.dosp.org/lpmi



Lay Pastoral Ministry Institute Year of Discernment



2023-2024

*"God's People
Doing God's Work"*



COURAGEOUSLY
Living the Faith

Presented by the
Diocese of St. Petersburg

Dale Brown, Director
Tel: 727-344-1611, ext. 5458
www.dosp.org

WHAT IS THE LAY PASTORAL MINISTRY INSTITUTE?

The Lay Pastoral Ministry Institute (LPMI) of the Diocese of St. Petersburg is a four year program consisting of an informal year of discernment and three years of formation in parish ministry leadership. Each year of the four-year program will be repeated annually.

WHAT IS THE YEAR OF DISCERNMENT?

The Year of Discernment segment of the Institute is designed to accommodate all men and women of the diocese involved in or interested in being selected for ecclesial ministry. The Year of Discernment or a documented equivalent is a requirement for acceptance into the three-year formal program.

The goal of the Year of Discernment is to identify persons with leadership capabilities interested in and able to pursue the more intense three-year element of the Institute. A secondary goal is to create in adults of the diocese an interest in and a desire for on-going faith formation.

The Year of Discernment consists of seven Saturday sessions and one day of reflection. Attendance at the Day of Reflection is a requirement for continuing in the Institute.

SCHEDULE

Sessions are on Saturdays from 9:30 am to 3:00 pm, with breaks during the day. Classes are held at Christ the King Parish, 821 South Dale Mabry Hwy., Tampa, FL 33609-4410.

Dates and session topics are as follows but subject to change:

September 16, 2023: Discernment

October 14, 2023: Discernment

November 11, 2023:

- * Introduction to Theology
- * Foundations of Lay Spirituality (I)

December 9, 2023:

- * Ecclesiology: Christology
- * Foundations of Lay Spirituality (II)

January 13, 2024:

- * Ecclesiology: What is Church
- * Liturgy

February 10, 2024:

- * Ministry
- * Preparing for New Thinking

March 9, 2024:

- * Catholic Social Teaching
- * Foundations of Lay Spirituality (III)

April 13, 2024: Day of Discernment **

- * Who Am I as a Leader
- * LPMI Next Steps

(**must attend to continue in the program) This day is vital to the program. In order to participate in the Day of Discernment, student must have attended all of the classes.

Please send registration form to:
Diocese of St. Petersburg
LPMI Office
P.O. Box 40200
St. Petersburg, FL 33743-0200

In order to assure availability of space and materials, registrations must be received by September 11, 2023 to be accepted. For more information call: (727) 344-1611.

REGISTRATION FORM

Please print clearly

NAME _____

ADDRESS _____

CITY _____

ZIP CODE _____

PHONE: HOME () _____

CELL () _____

EMAIL _____

PASTOR _____

PARISH _____

CITY _____

\$150.00 Non-Refundable fee enclosed

Make Check payable to Diocese of St. Petersburg

Signature _____

Date _____

Future Events

Coffee & Donuts ...

We are asking that each ministry sign up to host a Sunday. It's a great opportunity to meet our parishioners and promote your ministry. A description of the ministry and the procedures for our hosting ministry are in section 4 of this folder.

Fall Festival ...

Will be held on Friday, **October 6** from 6:00pm - 8:00pm

Trunk or Treat ...

Will be held on Friday, **October 27** from 6:00pm - 7:30pm

Parish Picnic ...

Will be held on Saturday, **November 4** from 11:00am - 3:00pm. Bring the entire family and invite others to come and enjoy an outdoor BBQ and games for the entire family in our beautiful Peace Path.

St. Paul Fest ...

Will be held on Tuesday, **February 13, 2024** in our pavilion. Start thinking of what delicious dish you can make for this wonderful multicultural event.