

St. Dominic Catholic Parish

PARISH COMMUNICATIONS AND SERVICE REQUEST PROCEDURES

- **PARISH COMMUNICATIONS**—*the parish reserves the right to edit any submissions prior to publication or communication.*

Bulletin Articles:

Please submit bulletin articles electronically **AT LEAST 10 DAYS PRIOR TO THE BULLETIN DATE** in which the article is to be published. Please include the specific date(s) for publication. Articles will be placed in the bulletin as space allows and may be edited. Preference is given to liturgical, sacramental, formational, and parish/school items, program and events. Articles are reviewed and approved by the appropriate staff person.

Contact: molly.schmidt@stdominic.net or 262.781.3480 Ext. 241

Bulletin Flyers:

A limited number of flyers are inserted in the weekly bulletin. Flyers are reserved and scheduled through Molly Schmidt at the Parish Center. A single digital copy that is proofed, edited and print-ready needs to be submitted for approval **AT LEAST 10 DAYS PRIOR TO THE BULLETIN DATE** in which the flyer is to be inserted. Preference is given to liturgical, sacramental, formational, and parish/school items, programs and events. Flyers will be reviewed and approved by the appropriate staff person.

Contact: molly.schmidt@stdominic.net or 262.781.3480 Ext. 241

Seek Christ Quarterly Newsletter:

The parish quarterly newsletter is published four times per year in February, May, August and November. It contains articles, photos and reflections that recognize and highlight parish ministries, groups and individuals that provide an inspiring view of parish life. Article selection begins 2 ½ months prior to publication. If you have an inspiring story to share, or photos of parish life, please contact Meg Picciolo in the Parish Center.

Contact: meg.picciolo@stdominic.net or 262.781.3480 Ext 248

Website:

St. Dominic maintains a parish website as our main communication tool. Please submit information electronically for the website to Meg Picciolo in the Parish Center. Photos should be provided at full resolution. You may submit photos via email, CD, DVD or other storage device that can be dropped off at the parish center or the school office to the attention of Meg Picciolo. Please limit emails to 10 MB or less. Release forms should be obtained for photos of any individuals or small groups that are not part of our day school or lifelong faith formation programs. Information release forms are available online.

Contact: meg.picciolo@stdominic.net or 262.781.3480 Ext. 248

The Grapevine

The parish emails *The Grapevine* to all households with an email on file with the parish. This communication is sent 8-12 times per year providing important information, parish highlights and opportunities for feedback. To request information to be included in the Grapevine, please contact Meg Picciolo for the current schedule.

Contact: meg.picciolo@stdominic.net or 262.781.3480 Ext 248

eCommunications:

The parish offers electronic delivery of the bulletin, quarterly newsletter and the Lenten email retreat. You can subscribe via the parish website at www.stdominic.net by clicking the eCommunications button.

Contact: meg.picciolo@stdominic.net or 262.781.3480 Ext. 248

Bulletin Board Items:

Please submit all display items for the Church Narthexes and/or Marcy Center bulletin boards to Barb Schenauer for approval. All approved items will be stamped and placed on the bulletin board(s) by Barb.

Contact: barb.schenauer@stdominic.net or 262.781.3480 Ext. 241

Posters, Easels, and Sign-up Tables in the Church Narthexes:

Posters or sign-up tables in the church narthexes are reserved, scheduled and approved in advance through Amy Whittenberger at the Parish Center. Preference is given to liturgical, sacramental, formational, and parish/school items, programs and events.

Contact: amy.whittenberger@stdominic.net or 262.781.3480 Ext. 253

Pulpit Announcements:

Please submit pulpit announcements electronically to Susan McNeil at the Parish Center **AT LEAST 3 DAYS PRIOR TO THE WEEKEND** on which it is to be announced. If the announcement is to be delivered by someone other than the regular lector, specific names for specific Mass times should be submitted. Announcements will be included as space allows and may be edited. Preference is given to liturgical, sacramental, formational, and parish/school items, program and events. Announcements will be reviewed and approved by the appropriate staff person.

Contact: susan.mcneil@stdominic.net or 262.781.3480 Ext. 225

➤ ROOM RESERVATIONS AND EVENT SCHEDULING

Parish Groups:

Reservation and scheduling of all parish and school facilities (except Athletic Facility and Baseball fields) must be scheduled in advance through Molly Schmidt at the Parish Center. Preference is given to liturgical, sacramental, formational, and parish/school programs and events. Please fill out the "Facility Request Scheduling Form," which is available online or in the Parish Center

Contact: molly.schmidt@stdominic.net 262.781.3480 Ext. 241

Athletic Facility & Baseball Field Reservation and Scheduling:

Requests are submitted via email.

Contact: facilities@stdominic.net

Non-parish Groups:

Non-parish groups wishing to use parish facilities and grounds must comply with the policies of the Archdiocese of Milwaukee Protected Self-Insurance Program. Inquiries are submitted via email. Information is provided upon request.

Contact: facilities@stdominic.net

➤ **ROOM ACCESS KEYS**

Room access keys are obtained on a limited basis by making advance arrangements with Amy Whittenberger in the Parish Center. Pick-up and return of keys is done during normal business hours.

Contact: amy.whittenberger@stdominic.net or 262.781.3480 Ext. 253

➤ **MAINTENANCE SERVICE REQUESTS**

Repair Request:

Maintenance Department repair requests require submission of a work order form. The form is available online, in the Parish Center and the School Office. Requests will be addressed on a priority basis. Submit completed forms to Amy Whittenberger at the Parish Center or to Jill Fischer at the School Office.

Contact: amy.whittenberger@stdominic.net or 262.781.3480 Ext. 253

Contact: jill.fischer@stdominic.net or 262.783.7565 Ext. 281

Room Set-up Request:

Room set-up requests require submission of a room set up form. The form is available online, in the Parish Center and the School Office. Requests must be submitted at least 1 week in advance. Advanced notice of 7-10 days is recommended depending on the nature of the set-up. Submit completed forms to Amy Whittenberger at the Parish Center or to Jill Fischer at the School Office. Before final approval, request will be reviewed against the calendar for possible set-up conflicts. Some set-up conflicts may require event participants to perform set-up and/or take down. Advanced notice will be given.

Contact: amy.whittenberger@stdominic.net or 262.781.3480 Ext. 253

Contact: jill.fischer@stdominic.net or 262.783.7565 Ext. 281

➤ FINANCIAL SERVICES REQUESTS

Check Requests:

It is important to allow plenty of time to request checks. A check request form must be completed and approved by the department or ministry/program director. Approved check requests received by Tuesday are available for pick up or mailing on the following Monday. **Note: The church does not have cash on hand for any “start up” events.**

Contact: jeanne.verthein@stdominic.net or 262.781.3480 Ext. 227

Deposits:

Please make sure staples and tape have been removed from checks before submitting to the Parish Center for deposit. It is important to count cash and coin, total the amount, and include the names and signatures of the individuals who did the counting before submitting cash to the Parish Center.

Contact: jeanne.verthein@stdominic.net or 262.781.3480 Ext. 227

➤ REQUESTS FOR SPECIAL INTENTIONS

Mass Intentions:

A Mass Intention can be requested by completing a Mass intention Request Form or by sending the information below to the Parish Center, attention: Barb Schenauer. Mass intentions are generally not accepted by phone.

1. Name of the person(s) for whom the Mass intention is being offered.
2. Name of the person (or family) who is offering the Mass intention.
3. Any specific dates and Mass times preferred.
4. Name, address and phone number of a contact person should there be any questions.

Mass Intentions can be requested for living or deceased individuals and for wedding anniversaries.

Please include the \$10 PER Mass stipend with your request. There is a limit of THREE Saturday or Sunday Masses a year (per family requesting). However, additional weekday Masses can be requested.

Contact: barb.schenauer@stdominic.net or 262.781.3480 Ext. 242

Sanctuary Lamp Intentions:

A Sanctuary Lamp intention can be requested by completing a Sanctuary Lamp Intention Form or by sending the information below to the Parish Center, attention: Barb Schenauer. The Sanctuary Lamps are reserved for a month at a time. Two different lamps are available, one in the Church and one in the Chapel. The offering for a sanctuary lamp is \$100 per month.

1. Name of the person(s) for whom the lamp is being lit.
2. Name of the person or family who is offering the intention.
3. Month and year preferred
4. Lamp preference: Church or chapel

Contact: barb.schenauer@stdominic.net or 262.781.3480 Ext. 242

Yellow Ribbon Lamp Intentions:

A Yellow Ribbon Prayer Ministry Intention Lamp can be reserved by completing a request form. Forms are located in the Parish Center. You can have a weekly intention lamp lit in honor of a family member, grandchild or a relative serving in the armed forces, or in honor of one of our fine veterans. Requests can also be made by mail to the attention of Barb Schenauer. Please indicate the name of the person(s) for whom the lamp will be lit, as well as the week preferred.

The lamps are reserved for one week at a time (from Sunday through Saturday) at a cost of \$25.00 per week. The \$25 donation will be placed in the Yellow Ribbon Ministry account to cover the cost of candles and ongoing expenses for the ministry.

Contact: barb.schenauer@stdominic.net or 262.781.3480 Ext. 242

Flag Intentions:

Out of respect for our National symbol, St. Dominic Catholic Parish purchases American flags that were flown over our Capitol in Washington D.C. These flags are then flown at St. Dominic for three months. A quarterly sponsorship of this 5' x 8' flag is available at a cost of \$50.00. Sponsor the flag in memory of a deceased or living veteran, a loved one, or to honor someone currently serving in the military. Your intention will be listed periodically in the bulletin during your 3-month sponsorship. At the end of the quarter, the flag will be given to the sponsor along with certificates from the United States Capitol and St. Dominic Catholic Parish.

Contact: barb.schenauer@stdominic.net 262.781.3480 Ext. 242

➤ **DATA, MAILING, AND LABEL REQUESTS**

Data Requests:

Requests for parish/school data reports must be made at least 10 days in advance.

Mailing Requests:

Requests for parish/school special mailings must be made at least 15 days in advance. The Post Office allows up to 10 business days for bulk mail delivery. Since special mailing requests may occur when other in-house mailings are already in process, those requesting the special mailing need to provide sufficient volunteers for assembly and transportation to the post office. All bulk mailings need to arrive at the Post Office between 10:00 am and 2:00 P.M.

Address Label Requests:

Requests for parish/school address label must be made at least 7 days in advance.

For all of the above, please be prepared to provide the following information: person making request, group/committee, approved by, specific data/criteria needed, purpose or use of data, and frequency of report. Please be aware that this information and procedure is in place to help secure the private data of our parishioners.

Contact: meg.picciolo@stdominic.net or molly.schmidt@stdominic.net 262.781.3480