

# **Church of St. Genevieve Standard Operating Procedures**

## **Church of St. Genevieve Standard Operating Procedures**

### **Parish Mission Statement**

As Catholic Christians we are called to serve as disciples of Jesus Christ  
And be nourished by scripture, prayer and the sacraments.

We are committed to worship, lifelong formation of faith, and serving  
God in our communities.

We depend on the guidance of the Holy Spirit to inspire, encourage,  
and challenge us.

All are welcome as we journey together in faith.

# **Church of St. Genevieve**

## **Standard Operating Procedures**

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# **Church of St. Genevieve**

## **Standard Operating Procedures**

### **General Information**

#### **Purpose**

- To establish standard operating policies and procedures for all organizations within the parish.
- To establish a single written source document that defines how all parish organizations are to operate.

#### **Applicability**

The policies and procedures outlined in this document are applicable to all members of the parish community and all parish organizations and ministries. A parish organization/ministry is defined as any group that satisfies **at least two** of the following conditions:

- Members of the organization/ministry are registered members of the Church of St. Genevieve.
- The organization/ministry meets on the property of the Church of St. Genevieve.
- The organization/ministry uses the tax-exempt status of the Church of St. Genevieve for purchases.
- The organization/ministry has a line item in the Church of St. Genevieve parish budget.

All parish organizations must follow parish and Archdiocesan policies.

#### **Review**

This Standard Operating Procedures document will be reviewed and updated as content changes, but at least annually. The Parish Pastoral Council, Finance Council, Pastor and Trustees are responsible for oversight of the annual review and update of this manual.

#### **Administrative Cycle**

September	The Parish Pastoral Council and Finance Council review the SOP Manual
End of September	The Pastor or his designate will request parish organizations to review their organization description to confirm that all information is correct or revise as needed and submit for pastoral review. Responses are due by November 15.
January/February	Parish Financial Standards & Controls Meeting (January or February annually or bi-annually as deemed necessary by the Pastor, Parish Business Administrator and/or Finance Council.)

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### **Administrative Cycle (cont.)**

March/April	Parish organizations that do not have checkbooks develop budget plans for the next fiscal year. Preliminary budget numbers must be submitted to the Parish Business Administrator by April 15.
April/May	<p>Preliminary budget is presented to the Finance Council by the Parish Business Administrator.</p> <p>Preliminary budget is presented to the Parish Pastoral Council by the Parish Business Administrator.</p> <p>Parish organizations that have checkbooks must submit their final budget to the Parish Business Administrator by May 15.</p>
June	Final budget is reviewed by Finance Council.

# **Church of St. Genevieve**

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### **Financial Policies and Procedures**

#### **General Information**

The Church of St. Genevieve is required to follow the policies, procedures, internal controls and best practices found in the Parish Finance Manual published by the Archdiocese of St. Paul and Minneapolis.

Each parish organization is responsible for managing funds that meet the purpose/goals of the organization's mission statement.

The fiscal year is July 1 – June 30.

Revenues are recorded when received; expenditures are recorded when invoices are received.

**All** revenues and expenses of the parish must be supported by documentation maintained on file with the organization or with the parish office for seven years.

#### **Money-Handling Policy**

Monies counted immediately after revenue is received.

- Monies are counted in a secure area by two unrelated parishioners.
- A counter sheet is used to keep track of checks and cash.
- The money counters sign and date the counter sheet. The counter sheet is given to the treasurer of the organization for retention.
- Monies are put into a bank bag with a deposit ticket.
- Monies are immediately deposited to the bank in person or through the night-deposit box

Monies not counted immediately after revenue is received.

- Monies are to be placed in a tamper-proof money collection bag and put into a parish safe by a minimum of two unrelated parishioners. The number of the bag, date and initials of the two people are documented on the clipboard atop the safe.
- Arrangements are made with the Parish Business Administrator or Administrative Assistant to retrieve the money and bring it to the Parish Office.
- Monies are counted in a secure area by the weekly money counters or at least two unrelated parishioners.
- A counter sheet is used to keep track of checks and cash.
- The money counters sign and date the counter sheet which is given to the Parish Business Administrator or the treasurer of the organization for retention.
- Monies are put into a bank bag with a deposit ticket.
- Monies are immediately deposited to the bank in person or through the night-deposit box

# **Church of St. Genevieve**

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### **Disbursements**

Any disbursement of funds equal to or greater than \$500 must be first approved by the Pastor before the disbursement is made. Request forms are available on the website and in the parish office.

Disbursements made to an individual for reimbursement should be paid by an unrelated check signer and approved by two people. Disbursements cannot be made with cash, i.e. depository funds. Proper documentation (invoice, receipt) must be maintained on file with the organization or with the parish office for seven years.

Request for reimbursement must be made within 30 days of expense.

### **Specific to Organizations with Checkbooks**

#### **Budget**

Each parish organization will strive for a balanced budget. Budget should be based on revenue and expense history and planned extraordinary activities. The organization's budget is to be submitted annually to the Parish Business Administrator by May 15<sup>th</sup> for review.

#### **Check Signers**

Check Signers must be approved by the Pastor and Trustees.

#### **Bank Reconciliations**

The Organization Treasurer and Chair receives the monthly bank statement from the Parish Business Administrator and prepares month end bank reconciliation for the checking account. The Parish Business Administrator prepares month end bank reconciliation for each checking account within the parish accounting software. The Treasurer reports the organization's checking balance and activity during monthly organization meetings. The checking balance is recorded in the meeting minutes.

#### **Expenses**

Payment cannot be made to an individual or organization that may jeopardize the parish non-profit status.

#### **Parish Financial Standards and Controls Meeting**

Two representatives from each organization (preferably chair and treasurer) must attend the Financial Standards and Controls Meeting sponsored by the Finance Council. (See Appendix for more information).

# **Church of St. Genevieve**

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### **Specific to Organizations with a Line on the Parish Budget**

#### **Budget**

Budget preparation and approval will be based on the following schedule:

- Late January – Organizations are asked to submit a budget request for the upcoming fiscal year by April 15. Requests are to include amount requested and detailed planned use of that money.
- The Parish Budget is put together by Parish Business Administrator and presented to Finance Council for input in April/May.
- Preliminary Budget is presented to Parish Pastoral Council in May for review.
- Budget is reviewed by Finance Council in June.

#### **Authority**

Budget authority is delegated specifically by organization to staff or leadership of each organization. Although flexibility is granted, the budget cannot be expended on any item specifically denied in the budget process or any item not in correlation with the organization's mission. Authorization is needed by the Parish Business Administrator before spending more than budgeted amount.

# **Church of St. Genevieve**

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### **Parish Organizations**

#### **General**

All parish organizations must be defined in a written document describing their mission/purpose, accountability, membership, officers, and meeting schedule. This document is the organization description (OD). A draft of the OD should be approved by members of the organization. The draft then requires approval by the Parish Pastoral Council and the Pastor. This information is included on the parish website and is given to newly registered parishioners.

#### **Recommendations**

- Annually parish organizations develop a list of goals or objectives the organization hopes to accomplish.
- Parish organizations evaluate their events/activities giving consideration to what went well and recommendations they would make for the event/activity in the future.

#### **Financial Responsibility**

All organizations within the parish community that require funds must participate in the development of the annual parish budget. The leadership of those organizations with checkbooks are required to attend the Financial Standards and Control meeting which will be held in January or February each year.

#### **Review**

It is the responsibility of each parish organization to review and update their organization description as requested by the Parish Business Administrator, Pastor or his designated representative.



# **Church of St. Genevieve**

## **Standard Operating Procedures**

### **Capital Maintenance Assessment Committee**

#### **Mission/Purpose**

The Capital Maintenance Assessment Committee (CMAC) of the Church of St. Genevieve evaluates the buildings owned by the church and recommend maintenance to said buildings.

#### **Accountability**

CMAC is accountable to the Pastor and parish governing councils. We work with parish staff and other organizations to maintain our facilities. The CMAC does not fundraise but receives an annual budget from the parish to support parish capital maintenance activities.

#### **Membership**

Membership includes the Pastor, Parish Business Administrator, parish maintenance staff person, appointed members of the parish, a representative from the Maintenance subcommittee, the Finance Council and the Pastoral Council.

#### **Officers**

The Finance Council representative is the chair of the organization. The Parish Business Administrator documents CMAC meeting discussion and decisions.

#### **Meeting Schedule**

The CMAC meets bi-monthly or as needed.

#### **Committees**

**Maintenance** - meets the first Thursday of every month. The group receives direction from CMAC.

#### **Recurring Events**

none

# **Church of St. Genevieve**

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### **Cemetery Board**

#### **Church of St Genevieve Cemetery Board Mission Statement**

Our cemeteries exist to meet the needs of the faithful at the time of death, burial and throughout bereavement. By setting aside a holy place for burial, we provide a fitting environment for liturgical celebration. As in life and in death, we believe the human body should be treated with respect and dignity. Our memories of the deceased are enlightened by a faith that sees death as a bridge to the communion of saints. Death is not the end of the journey. Our bonds with the believing community are not broken.

The board's purpose is to assist the Pastor to insure the appropriate, permanent disposition of the deceased and ultimate perpetual care of this holy ground.

#### **Accountability**

As members of the Church of St Genevieve Catholic community, the Cemetery Board exists to support in an advisory capacity the operation, maintenance and finances of the two cemeteries: St John the Baptist, Hugo, MN and St. Genevieve, Centerville, MN cemeteries. The board is accountable to the Pastor.

#### **Membership**

Members are appointed by the Pastor. No dues are required.

#### **Officers**

Officers are the Board Chair and Recording Secretary. The Pastor serves as chair and a volunteer serves as secretary.

#### **Meeting Schedule**

The Cemetery Board meets at a minimum twice yearly, in the Spring and Fall. Additional meetings are established if a need arises.

#### **Committees**

There are no committees associated with the cemetery board. The board works closely with the Parish Business Administrator and maintenance personnel in the event additional volunteers (other ministries or organizations) are needed for larger projects, e.g. damaged monuments/property, clean-up, etc.

# **Church of St. Genevieve**

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### **St. Genevieve's Council of Catholic Women**

#### **Mission/Purpose**

The Church of St. Genevieve's Council of Catholic Women are "Ordinary Women Doing God's Extraordinary Work". As a member of St. Genevieve's Church and our affiliated organizations, the Northeast Deanery, the Archdiocesan Council of Catholic Women and the National Council of Catholic Women, we support, empower and educate women in spirituality, leadership and service in support of the parish mission. Our programs respond with gospel values to the needs of the church and society in the modern world. The Council of Catholic Women is committed to keeping alive the tradition of honoring Mary, Our Lady of Good Counsel, as our patron.

#### **Accountability**

St. Genevieve's Council of Catholic Women is accountable to the Pastor and parish governing councils and in accordance with the Northeast Deanery, the Archdiocesan Council of Catholic Women and the National Council of Catholic Women. St. Genevieve's Council of Catholic Women work with the parish staff and other parish organizations to coordinate CCW activities and events. Officers of the CCW attend the annual Parish Financial Controls meeting. The CCW does fundraising to support their activities and does not receive an annual budget amount from the parish.

#### **Membership**

All women of the parish. We welcome all women and invite their ideas, enthusiasm, skills and talents.

#### **Officers**

The officers are president, vice president, treasurer and secretary. All terms are 2-year terms and officers are elected through a nomination and selection process. Maximum terms are two consecutive terms (4 years). Election of president and secretary are done in the odd year, and the even year election is for the vice president and treasurer. If no opposing candidate for a position comes forward the incumbent may retain the position through the voting process. Nominations are made in April and elections are held in May. The duties of the elected officers begin when they are installed, typically in June.

#### **Meeting Schedule**

The Council of Catholic Women official meetings are scheduled on the fiscal calendar year as needed from July 1st through June 30th. The official monthly meetings are not typically held July, August and December. The monthly meetings are held the second Monday of the month and held at the Parish Community Center. The date and time are published.

#### **Committees**

- Executive Board
- Budget
- Disbursement

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Deanery Meetings  
Priests Luncheons  
Oversees Funeral Luncheons  
Centennial Food Shelf  
Hugo Food Shelf  
Red Cross Blood Drives  
Country Store  
Lenten Retreat  
Harvest Fest  
Event (varies each year)  
Appreciation Luncheon for funeral volunteers  
Personal Care and Household Product Drive  
Appalachian shoe box drive  
Baptism Books

### **Recurring Events**

Blood Drives  
Centennial Food Shelf  
Hugo Food Shelf  
Appreciation Lunch for Funeral Volunteers  
Country Store  
Deanery Priests Luncheons  
Lenten Retreat  
Funeral Luncheons  
Harvest Fest  
Appalachian shoe box drive  
Baptism Books  
Event (varies each year)

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### **Environment Committee**

**Mission Statement/Purpose** - The Environment Committee of the Church of St. Genevieve is dedicated to serving our parish by working to provide a prayerful environment for liturgy. They do so by designing, procuring materials and creating a dignified and beautiful environment in all worship spaces (environments). Thus, supporting the congregation's call to full, active, conscious participation.

**Accountability** - The Environment Committee is accountable to the Liturgy Committee, the Pastor and parish governing councils. The Environment Committee does not fundraise but receives an annual budget from the parish to support environmental activities.

#### **Membership**

Open to all members of the parish who are interested in participating in the work of this ministry.

#### **Officers**

Officers are the Chair and Co-Chair. The Chair takes notes for the group.

#### **Meeting Schedule**

Meetings are scheduled by the Chair as needed.

#### **Recurring Committee Events**

None

# Church of St. Genevieve

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### Faith Formation Program

#### **Mission Statement**

The Faith Formation program of the Church of St. Genevieve promotes and shapes the development of the entire parish community as disciples of Christ, helping everyone to experience growth in understanding of the faith through reflection, prayer and study with the Word of God, the wisdom of the Church and our shared experiences.

#### **Purpose**

Its principal purpose and responsibility are to develop and oversee a comprehensive catechetical plan that supports the tasks of catechesis\* for the parish to provide for the lifelong faith formation and catechesis of all its members.

*\*Tasks of Catechesis: Promotion of knowledge of the faith, Liturgical education, Moral formation, Formation in prayer, Education for community life, and Missionary initiation.*

#### **Committees**

Faith Formation Committees establish their own schedules.

**Faith Formation Advisory Committee** - offers advice to the staff members on the design, implementation and evaluation of the total Christian educational/formational programs in the parish, which includes sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry. The Faith Formation Advisory Committee responsibilities:

1. Consult on the design and development of programs for evangelization and faith formation with education and formation administrators.
2. Monitor and evaluate the programs and activities of the programs to affirm their effectiveness and to identify any necessary changes.
4. Assist with the recruitment and support of volunteers and leadership in the formation ministries and recognition of volunteers.
5. Aid in the promotion, communication and recruitment efforts for any programs in this area of mission.

**Special Events Team**-plan and execute four Family Special Events throughout the Faith Formation Program Year under the direction of the Faith Formation Director.

**VBS Team**-provide support to the Faith Formation Director in the planning and executing of Vacation Bible School.

**RCIA Team**-under the guidance of the Faith Formation Director and the Pastor, the RCIA Team helps prepare adults for the Sacraments of Initiation.

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**Baptism Team**-under the guidance of the Faith Formation Director, the Baptism Team helps prepare parents for their child's baptism. Offers continued support to the parents after the baptism.

# **Church of St. Genevieve**

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### **Funeral Ministry**

#### **Mission/Purpose**

The St. Genevieve's Funeral Ministry provides an important service to family and friends grieving the loss of a loved one. The Funeral ministry establishes a spiritual and meaningful liturgy, followed by a luncheon where the family and friends can support each other and reminisce about their loved one.

#### **Accountability**

The Funeral Ministry is accountable to the Pastor and parish governing councils. The Funeral Ministry does not fundraise nor has a line in the parish budget. The Ministry uses the checkbook of the Council of Catholic Women to make luncheon purchases.

#### **Membership**

The Funeral Ministry works as a collaborative team including the Pastor, Liturgy Ministry, Parish Administration, Council of Catholic Women (CCW), Men's Club, and parish volunteers.

#### **Officers**

There are no officers in the Funeral Ministry, but there are key members. Parish Staff schedules a funeral with the family in consultation with the Pastor. Parish Staff finds mass volunteers and contacts the Funeral Luncheon Coordinator. The Funeral Luncheon Coordinator contacts the family for menu planning and contacts the Funeral Luncheon Kitchen Coordinator. The Funeral Luncheon Kitchen Coordinator purchases food (to be reimbursed by the family) and finds volunteers to prepare, serve and clean-up the luncheon.

#### **Meeting Schedule**

as needed

#### **Committees**

none



# **Church of St. Genevieve**

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### **Hospitality Ministry**

#### **Mission/Purpose**

The mission of the Hospitality Committee of the Church of St. Genevieve is to help foster and promote a friendly, welcoming, and caring community within our parish. The Hospitality Committee is responsible for conducting outreach activities, sponsoring events that welcome new members and promoting community building throughout the parish.

#### **Accountability**

The Hospitality Ministry of the Church of St. Genevieve is accountable to the Pastor and parish governing councils. The Hospitality Ministry does not fundraise but receives an annual budget from the parish to support activities.

#### **Membership**

The Hospitality Ministry welcomes all parishioners who want to share their ideas, enthusiasm, skills and talents.

#### **Officers**

The officers are the chair and secretary.

#### **Meeting Schedule**

The Hospitality Ministry meets the first Monday of each month at 6:30 p.m. in the months of September through April. Meeting dates and times are published in the weekly bulletin.

#### **Committees**

none

#### **Recurring Events**

Hospitality Sunday is the third Sunday of the month after the 8:30 a.m. and 10:30 a.m. Masses.

The Hospitality Ministry hosts the New Member Brunches throughout the year to welcome new parishioners and introduce them to the parish events, ministries and opportunities for spiritual growth. These dates are determined by the Pastor and the Pastoral Council.

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### **Liturgy Committee**

#### **Mission/Purpose**

The Liturgy Committee of the Church of St. Genevieve is dedicated to serving our parish by working to provide a prayerful liturgy. The congregation is called to full, active conscious participation through music, environment and well-trained volunteers of the various liturgical ministries.

#### **Accountability**

The Liturgy Committee is accountable to the Pastor and parish governing councils. The Liturgy Committee is under the direction of the Pastor. The Worship Director plans the liturgy meeting agendas and runs the meetings with the Pastor. The sub-committees of the Liturgy Committee are accountable to the Pastor and the Liturgy Committee. The Liturgy Committee does not fundraise but receives an annual budget from the parish to support liturgical activities.

#### **Membership**

The Liturgy Committee is comprised of the Pastor, the Worship Director, Environment Committee Chair, and 3-4 volunteers. The volunteers should be fully initiated Catholics who are active in our parish community and who feel they have insights that could benefit our liturgies.

#### **Officers**

The officers are comprised of the chairperson and the secretary. The chairperson is the employed Worship Director. The secretary is filled on a volunteer basis and has no term limit.

#### **Meeting Schedule**

The Liturgy Committee meets on a monthly basis on the third Tuesday of each month with the exception of the months of June and August when meetings are not scheduled. Meetings may be changed periodically at the discretion of the Pastor or Worship Director. Meetings total 10 per year. Other sub-committees and ministries schedule meetings/practices as deemed necessary by the leaders of said committees and the Pastor.

#### **Committees/Ministries**

The following ministries fall under the guidance of the Liturgy Committee:

- Music ministry - provides music for weekend liturgies, funerals, weddings and holy days.
- Environment Committee – design and create a dignified and beautiful environment in all worship spaces.
- Lectors - proclaim the word of God in a manner that is clearly spoken and understandable to the congregation.
- Ushers - provide hospitality to all who enter to worship and assist those in need.

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- Eucharistic Ministers - distribute the body and blood of Christ to the congregation.
- Servers - assist the Pastor at weekend Liturgies and Holy days.
- Sacristans - oversee each liturgy by preparing worship space and ensuring all necessary ministry positions are filled
- A/V Technicians - operate the audio-visual equipment during liturgies

**Recurring Committee Events – none**

# **Church of St. Genevieve**

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### **St. John's Men's Club of St. Genevieve's Church**

#### **Mission/Purpose**

The St. John's Men's Club of St. Genevieve's Church provides a social environment for the men of the parish for Christian fellowship. We promote and sponsor parish activities to bring parishioners and the broader community together. We contribute to the well-being of the parish and local community through contributions of time, talent, and treasure.

#### **Accountability**

The Men's Club is accountable to the Pastor and the parish governing councils. Officers of the Men's Club attend the annual parish financial controls review meeting. The Men's Club works with the parish staff and other parish organizations as needed to coordinate Men's Club activities and events. The Men's Club does fundraising to support their activities and does not receive an annual budget amount from the parish.

#### **Membership**

The Men's Club is open to all area men wishing to support the above stated mission. A \$10 annual membership is collected each year.

#### **Officers**

The Men's Club has a President, Vice-president/Secretary and Treasurer. Each serving a two-year term. The club holds elections in the month of January every other year, on even numbered years.

#### **Meeting Schedule**

The Men's Club usually meets on the first Monday of every month year round.

#### **Committees**

The Men's Club has a Disbursement Committee responsible for:

- Researching fund disbursement requests;
- Making a recommendation to the club for approval of the disbursement of club funds that supports the mission of the Men's Club.

#### **Recurring Events (may include but not limited to)**

- Annual Lenten Fish Fry's (Six Fridays during Lent)
- Pancake Breakfasts at Fortin Hall (twice a year)
- Host St. Paul Saints baseball games (twice a year)
- Host a Hamburger Night for Yellow Ribbon at the Hugo Legion (once a year)
- Host an annual Golf Outing
- Parish Picnic
- Brunch at the PCC (once a year)
- Christmas Caroling at Chauncey Barrett Gardens
- Christmas Caroling at Keystone Place
- Christmas Caroling at Muller Manor

# **Church of St. Genevieve**

## **Standard Operating Procedures**

### **Parish Festival Team**

#### **Mission/Purpose**

The Parish Festival Team of the Church of St. Genevieve coordinates activities to provide a day of social engagement for the parish and community and provide financial support to the parish.

#### **Accountability**

The Parish Festival Team is accountable to the Pastor and parish governing councils. Leadership of the Parish Festival Team attend the annual parish financial controls review meeting.

The festival team works with the Parish Business Administrator to obtain permits and licenses as needed for event such as:

- Gambling Permit
- Liquor License
- Sub License & Proof of Insurance (vendors)

#### **Membership**

Open to anyone in the parish and community to help organize event.

#### **Officers**

Required officers are the team chairperson and a finance lead. There are individuals who serve as leads of various activities supporting the annual event.

#### **Meeting Schedule**

Meetings are conducted as needed but typically include:

- Kick Off – Early May
- Status Meetings – June, July & August
- Recap Meeting – September

#### **Committees**

No committees but typically Leads for organizing subsets of activities for Festival such as:

- Beer Stand
- Bingo
- Country Store
- Dining Room
- Finance
- Food Prep
- Games
- Hamburger Stand
- Kitchen
- Parking/Security
- Raffle Tickets
- Silent Auction

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### **Recurring Events**

Festival 3<sup>rd</sup> Sunday in August

# **Church of St. Genevieve**

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### **Social Justice Ministry of the Church of St Genevieve**

#### **Mission**

The Social Justice Ministry of the Church of St. Genevieve seeks to enlighten and empower our faith community. Understanding that peace and justice are the call of the gospel of Jesus and our faith, we seek to promote justice and human dignity through prayer, charity, education, and action.

#### **Purpose**

We hope to engage all members and ministries of St Genevieve's Parish in the principles of Catholic Social Teaching so that we become a peace and justice minded parish.

#### **Accountability**

The Social Justice Ministry (SJM) is accountable to the Pastor and parish governing councils. Members of the leadership of this ministry will regularly meet with the Pastor regarding the approval of activities/communications to be presented to the parish community. We work with the parish staff to coordinate the communication of upcoming events so that entire parish may be involved in our ministry. The SJM does not fundraise but receives an annual budget from the parish to support the ministry's mission.

#### **Membership**

We invite all members of the parish and the surrounding community to be involved in the work we do. We welcome all parishioners interested in laboring for peace and justice to be involved in our ministry and the planning process. Parishioners who would like to engage the parish community in a new opportunity that advances our mission and is based in the Catholic Social Teachings should bring their ideas to our meetings to be reviewed by the ministry team and then presented to the Pastor for approval.

#### **Officers**

The officers are chair, co-chair, and secretary. All terms are one year and are elected through a nomination and selection process held at our May meeting.

#### **Meeting Schedule**

The SJM meets in September, October, November, February, March, April, & May. Extra meetings to plan events will be scheduled as needed. We meet the third Monday of the month from 6:30-7:30 pm in Fortin Hall at our St John's site. We welcome any interested parishioners at any or all of our meetings.

#### **Committees**

Habitat Build Week, St Andrew's Family Shelter (SAFS), Habitat Dedication & Welcome Baskets, Parish Education & Outreach, Social Needs Drives/Charitable Collections

#### **Recurring Events**

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Habitat Summer Build Week, St Andrew's Shelter Hosting Week (5-6 times per year), Hugo Habitat Homes Dedication (in April), Listening House Needs Collection, Lent Build, Food shelf collections



# **Church of St. Genevieve**

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### **Stewardship Team**

#### **Mission/Purpose**

The Stewardship Team of the Church of St. Genevieve recognizes that everything we have has been gifted by God. It is our role to help parishioners to understand their responsibility as Christians - to recognize God's gifts, to grow in gratitude to God for them and to express their gratitude by sharing these gifts in love.

#### **Accountability**

The Stewardship Team is accountable to the Pastor and parish governing councils. It is the team's responsibility to provide parishioners an annual opportunity to make a stewardship commitment. The team works with all parish organizations providing them with names of volunteers who have expressed an interest in some form of participation within a ministry, event or parish organization. This is done annually and on an ongoing basis. Team members work with the parish staff to coordinate the mailing of the annual commitment event letter, provide bulletin materials and populate the volunteer database that is used for ad hoc queries for volunteers. The Stewardship Team does not fundraise but receives an annual budget from the parish to support stewardship activities.

#### **Membership**

We invite any member of the parish who is a fully initiated Catholic who is active in the life of the parish community and who are interested in advancing our mission to join the Stewardship Team. We welcome all members and invite their ideas, enthusiasm, skills and talents.

#### **Officers**

The officers are chairperson and secretary. All terms are 1 year and are elected through a nomination and selection process.

#### **Meeting Schedule**

The Stewardship Team meets from April through December each year. Meetings are held at least monthly. The first meeting of the calendar year includes a review of this document and election of officers.

#### **Committees**

none

#### **Recurring Committee Events**

Annual Commitment Event

# **Church of St. Genevieve Standard Operating Procedures**

## **APPENDIX**

### **Guide for Parish Financial Standards & Controls Meeting**

Attendees: Chair and Treasurer of organizations that have checkbooks, Parish Business Administrator, Trustee (corporate board treasurer), Finance Council representative.

When: January or February annually or bi-annually as deemed necessary by the Pastor, Parish Business Administrator and/or Finance Council.

#### **Agenda**

- Parish Corporate Board structure
- Church Corporation taxation status
- Information regarding the Parish Finance Manual published by the Archdiocese of St. Paul and Minneapolis
- Documentation requirements
- Money handling/Deposits
- Expenses
- Gambling license
- Agreed Upon Procedure

Items may be added/removed by the Parish Business Administrator as appropriate.

**Church of St. Genevieve  
Standard Operating Procedures**

**Disbursement Request Form**

**Disbursement of \$500 or Greater Request Form**

On \_\_\_\_\_, \_\_\_\_\_  
(today's date) (name of parish organization)

requests to make a disbursement of \_\_\_\_\_ to  
(amount requested)

\_\_\_\_\_.  
(name of payee)

Please state reason for disbursement:

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\_\_\_\_\_ approved      \_\_\_\_\_ not approved

\_\_\_\_\_  
(pastor signature) (date)

Reason for "not approved" (if applicable):

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# **Church of St. Genevieve**

## **Standard Operating Procedures**

### **Parish Organization Description Template**

#### **Mission/Purpose**

This section can be a mission statement developed by the group or a general statement about the purpose of the group. "The Church of St. Genevieve" must be explicitly declared in the statement. All mission statements and purposes must be in support of the parish mission statement.

#### **Accountability**

Describe how the organization through its stated mission supports the parish mission. Describe the accountability of the organization to the Pastor and to the governing councils (pastoral & finance). Describe relationships of the organization with other parish organizations and the staff.

#### **Membership**

The OD should state explicitly how membership is constituted and whether or not dues are required.

#### **Officers**

Clearly identify the officers of the group, the term of office, and the selection process for each officer. Provisions for filling vacancies should also be addressed.

#### **Meeting Schedule**

The OD should specify the minimum number of meetings each year and their schedule/regularity.

#### **Committees\***

The OD should name the standing committees and their responsibilities.

#### **Recurring Committee Events: \***

\* May not apply to all organizations

# Church of St. Genevieve

## Standard Operating Procedures

### Update Log

	Date	Reviewed	Updated	Date	Reviewed	Updated	Date	Reviewed	Updated
Capital Maintenance Assessment Committee	3/5/25	x	x						
Cemetery Board	3/5/25	x	x						
Council of Catholic Women	3/5/25	x	x						
Environment Committee	3/5/25	x	x						
Faith Formation Program	3/5/25	x	x						
Funeral Ministry	3/5/25	x	x						
Hospitality Ministry	3/5/25	x	x						
Liturgy Committee	3/5/25	x	x						
St John's Men's Club of St Genevieve's Church	3/5/25	x	x						
Parish Festival Team	3/5/25	x	x						
Social Justice Ministry	3/5/25	x	x						
Stewardship Team	3/5/25	x	x						
Standard Operating Procedures	3/5/25	x	x						