

St. Bernard's Calendar Scheduling Procedure

If your event requires promotion and the material is not included, your form will not be processed; it should be submitted at least 4 weeks before the event.

First Events Scheduled – Faith Formation classes, Liturgical Events, major parish activities, School and Fall Festival. (Event/Request Forms are still required)

By April 1st – For general meetings and events (i.e. dinners) ALL ministries must submit their Event/Request Forms for this year, starting on July 1st until June 30th of next year.

1) When do you need to fill an Event/Liturgy Form?

- Any use of facilities, meetings outside our facilities or ZOOM gathering.
- If Priest/Deacon/Outside speaker is required or it involves a form of liturgy.
- Advertised in bulletin/electronic sign/website or Mass announcement.

2) Ministry leader need to send request form to the Calendar Coordinator.

3) For any special event using The Holy Family Center or Parish Hall, you must complete a *Facilities Use Contract with the Parish Administrator.

4) Ministry leader may check with the Calendar Coordinator if their form has been received.

5) Pastor will meet weekly with the Calendar Team to review forms.

6) Calendar Coordinator will enter information & make copies for all those involved.

7) The Parish front office will only be able to add or modify weddings, quinceañeras and funerals on the Church calendar. All other events require an Event/Liturgy Form.

8) If you cancel an event, please notify the Calendar Coordinator immediately to notify those promoting the event and release facilities for others to use.

Calendar Coordinator

Laura Ramos-Salazar will be the data entry person for the calendars and she is at the office part-time from Tuesdays to Thursdays, so please plan accordingly.

Name & Signature

Ministry

Date