



St. Margaret of York

Ministry Leadership Guide

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St. Margaret of York Events and Activities Policy

St. Margaret of York (SMOY) is a very active parish with many events and activities both on and off campus. In an effort to create a more organized parish, any event or activity representing SMOY both on or off campus must have an Event Request Form submitted and approved by the calendar coordinator. The Event Request Form is available online via this [link](#).

Of note:

- Ministry leaders and anyone requesting space for a meeting or event are required to read the Ministry Leadership Guide and sign-off indicating their reading and understanding/acceptance of the guidelines in the Leadership Guide. Events and activities that do not have an (1) Event Request Form submitted and approved and (2) Ministry Leadership Guide signoff by the ministry leader or person(s) requesting space will not be promoted nor placed on the parish calendar. Additionally, no activities on campus can be scheduled during parish Mass times and off campus events held during parish Mass times will not be promoted.
- Per the Office of Risk Management at the Archdiocese of Cincinnati, use of all meeting/event space must have an Event Request Form submitted and approved before meetings/events can be held. No ad-hoc meetings are permitted.
- Due to the large number of events happening within the parish, we typically cannot host outside groups. St. Margaret of York will not promote any event that contradicts Catholic Teaching.

Youth Activities

All requested youth activities must have the names of adult volunteers submitted with the Event Request Form. All adult volunteers must be compliant with Safe Environment regulations. Please speak with Jacilyn Jackson (jjackson@smoy.org or 513-697-3109) regarding Safe Environment questions.

No Parish/School Event to Involve Firearms or Weapons

Archdiocesan schools and parishes are not permitted to host, sponsor, or participate in events that sell, raffle or shoot guns. Examples of events that are prohibited include Turkey Shoots, trap shooting, raffling of weapons. The Archdiocese of Cincinnati purchases insurance for various types of coverages. These reinsurers will NOT provide any insurance coverage for a parish/school sponsored event that involves firearms or weapons.¹

Questions about scheduling events should be directed to Margie Schmitz (mschmitz@smoy.org; 513-697-3171).

We thank you for all that you do for the community of St. Margaret of York and your efforts to comply with the Risk Management directives of the Archdiocese of Cincinnati and St. Margaret of York's policies and guidelines.

¹ Copied from the Archdiocese of Cincinnati April 2021 Clergy Communications

Mission of the Church and Your Ministry

“The Church was founded for the purpose of spreading the kingdom of Christ throughout the earth for the glory of God the Father, to enable all men to share in His saving redemption, and that through them the whole world might enter into a relationship with Christ. All activity of the Mystical Body directed to the attainment of this goal is called the apostolate, which the Church carries on in various ways through all her members...In the Church there is a diversity of ministry but a oneness of mission.”
- Decree on the Apostolate of the Laity - Apostolicam Actuositatem – Pope Paul VI, Nov. 18, 1965

The ministry (apostolate) you serve has the same mission as the Church herself, and that is to bring others to Christ and in doing so, to spread the Gospel. This should always be at the forefront of all we do in our ministry.

Lectio Divina – Keeping Our Ministries Faith Centered

The Pastoral Center of the Archdiocese of Cincinnati has been encouraging the use of Lectio Divina within parish ministry meetings.

Lectio Divina (pronounced LECseeo divEEEna) literally means divine reading. Even though it has a fancy name, it's simple.

How to Pray Lectio Divina

<https://hallow.com/2020/01/09/how-to-pray-lectio-divina/>

Safe Environment

Safe Parish - Child Protection

All adult volunteers approved to work with children in our parish or school must have completed a background check, completed on-line training, and remain compliant with Safe Environment standards.

If you or one of your ministry co-leaders work with children and are not compliant, please contact Jacilyn Jackson at jjackson@smoy.org for more information. No one who is out of compliance with Safe Environment standards may help with a youth ministry until they are back in compliance.

Campus Safety

Fire extinguishers are located throughout the building and fire alarms are located near exits. An



automated external defibrillator (AED) is located near the elevator on the main level in the Gathering Space just outside the elevator. In the school, the AED is located on the wall near the gym. Please keep doorways and exits clear and unobstructed. For your safety and the security of our campus and any individuals who may be inside, **DO NOT PROP OPEN** any entrance/exit door.

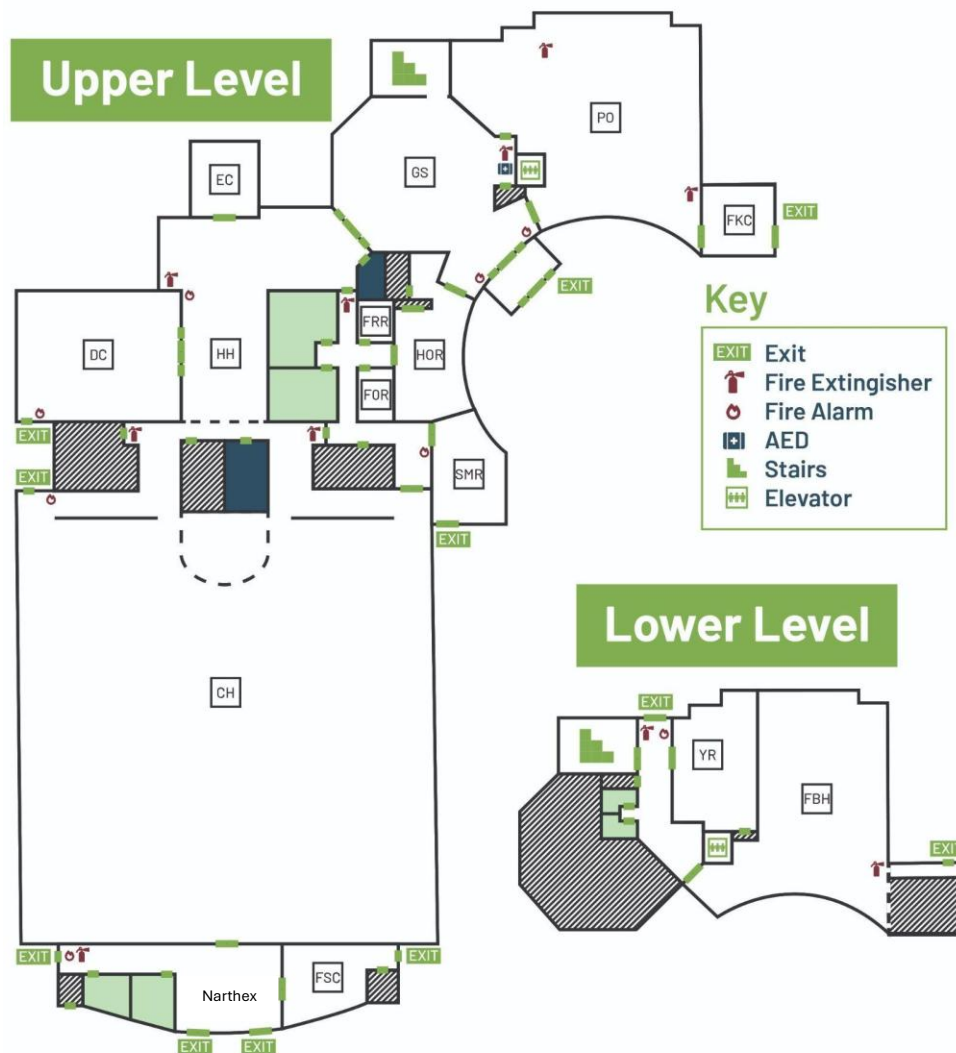


Figure 1 - Church Campus Floor Plan

Ministry Events

The parish calendar year runs from July - June and each spring the parish staff holds a calendar meeting to incorporate the Church's liturgical calendar with the parish's calendar for sacraments, faith formation, youth ministry, special events such as the festival and Funds for Excellence, and all the regular ministry and commission meetings.

Each year, ministry leaders will be notified to submit event/scheduling requests for the coming fiscal year (July 1 – June 30). In order to best accommodate all ministry needs for campus space please submit event requests by the noted deadline. It is important to plan your ministry calendar and get your requests in before the deadline because space may not be available if you wait. When making a request later in the year, please check the parish calendar online first to see what space is available before making your request.

Parish Calendar

<https://smoy.org/calendar>

Requesting Space on Campus

When you need to reserve space for your ministry you must fill out an Event Request Form. If you have a need for special audio/visual equipment, please call the parish office. The form can be found at <https://smoy.org/event-request> and submitted electronically.

Canceling Reserved Space

If you have reserved a space and do not need it, please email calendar@smoy.org or call the Parish Office at 513.697.3100 to cancel it. This frees up space for other ministries.

Requesting Space on Campus to Promote Ministry After Mass

Just like for any other space, you need to reserve space for your ministry in the Narthex. Use the Event Request Form to make your request and submit it digitally. Please note Donut Sundays are reserved for the Welcome New Parishioners and the Ministry serving donuts. See Sponsoring Donut Sunday for more details. No items/materials promoting a parish ministry or other organization are to be placed on the table in the Narthex without prior approval from the Parish Office.

Responsibilities of Using Campus Space

The parish office staff is here to support our ministries with the space needed to conduct meetings or events whenever space is available. With the use of parish facilities come some commonsense responsibilities:

- Return all furnishings to their original location if tables and chairs are moved for the meeting. (*See diagram of how Fr. James Brooks Hall should be left.*)



- Wipe down tables and sweep floors if food was served or art supplies were used. If you are using markers or paint and accidentally mark on the tables, please bring a Magic Eraser with you to clean the tables.
- If linens or dishcloths were used by your ministry, take them home on the same day and launder them and return within 48 hours so the next ministry can use them.
- If serving platters and/or utensils are borrowed from the parish pantry, wash them with dish soap, dry them and return them to their original place. Do not leave them on the kitchen counters or in the sink.
- If your ministry has leftover food, take it with you. Please do not leave it on the kitchen counters or in the refrigerator.
- DO NOT prop doors open with bags of salt or other items as this may create a tripping hazard and a security risk.
- If you are the last one to leave the meeting space, turn off the lights after your meeting is finished.
- If garbage cans are full or contain food waste or alcohol leftovers, empty them. Remove the bags, make sure they're closed and tied tightly and take them to the trash gondola outside the MPR. Clean up any spills. Place a new trash bag in the can for the next group using the space.
- Clean all spills to ensure no one slips and falls. There is a cleaning supplies station in the basement and one upstairs in the kitchen pantry.
- Return all cords, remotes, and audio/visual equipment accessories to where you found them when finished using the equipment.
- If your event requires doors to be unlocked after hours, please notify the parish office one week before the event or make sure your leaders have a key card. Key cards issued for one-off events are to be returned to the Night Drop Box outside the Parish Office when the event is finished and everything has been cleaned up. Key cards are **NEVER** to be used other than by the person to whom it has been issued.
- If your event is held outside, please walk the premises for leftover trash and clean it up.

Caring for our parish spaces should be done in the same way we would care for our own homes. We appreciate your assistance in these matters.

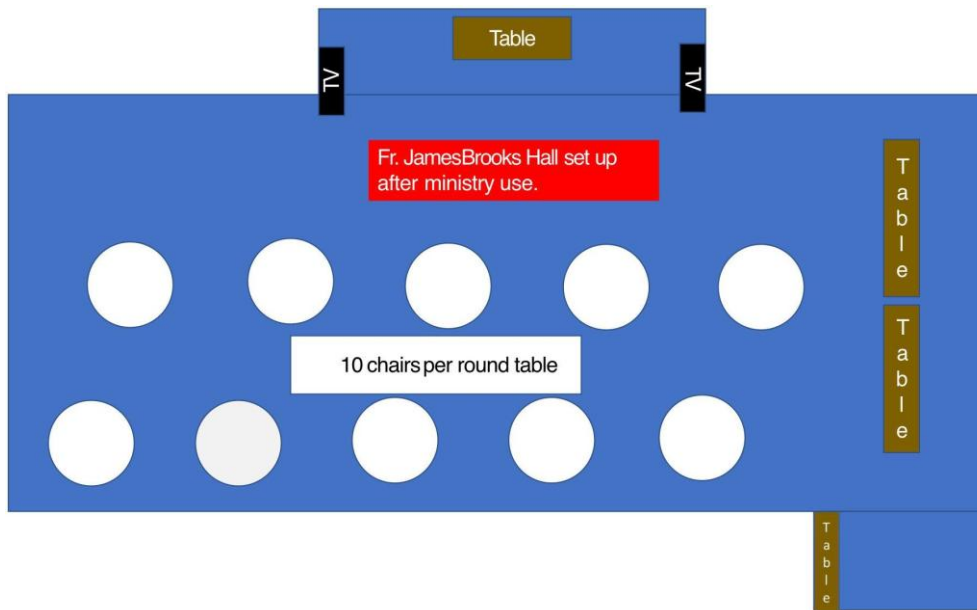


Figure 2 - Set up Diagram - Fr. James Brooks Hall

Requesting a Priest

For any occasion requiring a priest please call the parish office 513.697.3100 at least a month prior to the event so arrangements can be made. If our own parish priests are unavailable, a guest priest will be arranged for your ministry by the parish office. There are rules regarding the payment to the Priest that the parish is responsible for following.

Campus Parking

- On school days, during school hours, please do not park in the playground area which is marked off by orange cones. After 3:15pm on school days the lot is available, and you may park there.
- Monday-Friday, parking spaces on the southeast side of the parking lot are for Parish Office staff and for parents picking up/dropping off school children outside the normal pickup/dropoff times.
- Do not park in fire lanes, even to pick up or drop off a child, or run something in quickly.

Promote Your Ministry

Announcements in Parish Communications

To promote your ministry through parish communications, please email your announcement to communications@smoy.org at least 10 days before the weekend bulletin in which you'd like it to appear. Submissions are due by Wednesday of that week. For full details and specifications please see the Announcement Guidelines document.

Table After Mass

Schedule a table after weekend Masses. Request a table in the Narthex (main entrance) or the Portico (covered outdoor space) Ordinarily, there will only be one ministry scheduled per weekend to use either the Narthex or Portico. To reserve a table, follow the same process for reserving other spaces on campus. See "Requesting Space on Campus" page 4.

Ministry in Action Photos

Send your "Ministry in Action" photos for us to use in the bulletin, flocknote, or website. We want to share what our ministries are doing to evangelize and to serve others. **Here's how:**

Email your photos* along with a description of what your ministry is doing "in action" to communications@smoy.org.

*Any ministry photos including minors will need to have the necessary parental or guardian Archdiocesan release form on file. If minors are included in your photos, please send the names of the minors in your email so that it is reviewed by the parish office. A copy of the release form should be sent to Jacilyn Jackson at jjackson@smoy.org.

Host a Donut Sunday

Donut Sundays are an opportunity to promote your ministry and give the parish an opportunity for fellowship and community. They are held during the 3rd weekend of the month from August - May (except during Lent). The link to sign up your ministry is available on the Leadership Resources page. Instructions for Donut Sunday are also available on the Leadership Resources page.

Ministry Finance

Purchasing Guidelines

(Pre-approved Purchases Requiring Reimbursement)

St. Margaret of York is a tax-exempt entity. Therefore, if you wish to make a purchase for your ministry, please contact the parish office for our tax-exempt form to be used for your purchase. (Please note that some retailers require more than just that form and the church office is happy to help you with that as well.) **The parish does not reimburse for sales tax, tips, or alcohol.**

If you do make a pre-approved purchase and need to be reimbursed, you will need to submit your original receipt(s) along with a signed Purchase Order/Check Request Form to Josette Hudek in the parish office for processing. Please note that requests for payments can take up to 14 days for processing. If you have any questions regarding purchases and eligibility, please feel free to contact Josette Hudek at 513.697.3105.

Please note: Individuals may purchase items for their ministry without reimbursement. However, the IRS determines that "donations" providing personal benefit to the donor is not considered a tax-exempt donation. This is a gift.

Odds & Ends

Leadership Changes

When your ministry changes leadership, please email communications@smoy.org with the following:

- Name of ministry
- Who is leaving the position
- Who is filling the position
- New ministry leader's email and cell phone
- Which contact information does the new leader prefer in the bulletin and on the website (i.e. cell or home or email or all)

Talks & Trainings for Your Ministry

If you would like a member of the Parish Staff to talk at your ministry meeting or train ministry leaders or members, we are happy to help! Contact Birgitt Hacker at bhacker@smoy.org if interested.

A sample of topics include:

- Evangelization
- How to Pray Lectio Divina
- How to Run Small Groups
- And much more!

Ministry Leadership Guide Sign-off and Agreement

I have read, understand and agree to comply with the policies and guidelines set forth in this document. Failure to comply could result in the loss of your ministry's privilege in using space on the St. Margaret of York Campus.

Name:_____ **Date:**_____

Ministry:_____

**After signing and dating, detach this page and return
to the Parish Office or place in Night Drop Box
outside the office.**