

Leadership Tips

To Leaders of Ministries, Committees and Other Organizations

This guide is meant to help you with common tasks of leaders in the parish under the broad headings of Facilities, Publicity and Financials. Please look it over, and know we are happy to answer questions.

Parish Office Hours

Monday-Thursday: 8:30 a.m.-4 p.m.

Friday: 8:30 a.m.-12 p.m.

Contact

262-679-1773

Facilities

Internal Mailbox

Some ministries/committees/groups have a mailbox in the parish office. If you have one, please check it at least once a month or call the parish office to find out if anything is in it. We can place it in the after-hours box for your convenience.

Events and Room Use

Annual Calendaring

Events and room reservations are scheduled in February and March for the coming year starting July 1. Committee chairs should be sure the Parish Office has their correct email address so they receive information on specifics in a timely manner. Please review the “Policies and Procedures for Facilities Usage” document approved by Pastoral Council, which includes a room-use hierarchy and other details.

Scheduling Rooms or Events

Please complete the Event/Room Reservation form available on our website and submit it to calendarrequests@stleonards.org, or pick up a paper copy in the Parish Office. You also can review currently scheduled events on the calendar on our website.

Keys - Requesting and Returning

Keys can be requested from the Parish Office. Please do not accept keys from anyone else, such as an outgoing chair. Please turn your keys into the office when you no longer lead your committee or you no longer need them. There is a black locked box located outside of the parish office door to deposit your keys.

Coffee Service and bulk paper, plastic goods - free to your group

The parish has a contract with Aramark for our Gathering Space kitchen coffee service. Under the contract, we have use of their high-powered coffee machine that has water directly piped into it in the tall cupboard in the kitchen. We buy premeasured coffee and other supplies from Aramark. As a result, quickly-made coffee is available in the Gathering Area for small groups of people as well as large groups in insulated serving pots. Contact the Parish Office to find out how the machine works with the push of a button, or follow the directions posted inside the coffee cabinet.

We supply paper and plastic goods in bulk. Groups may help themselves to coffee, paper items and plastic cutlery available in the kitchen for no cost, but they would be charged back for

events of more than 100 people – this should be discussed in advance. Please let us know if supplies are in need of restocking before they are gone.

Serving Liquor – Possible License Requirement

Any group planning an event that includes serving or selling alcohol must have a representative to review the parish Alcohol Acknowledgement Information Form and sign an acknowledgement. This must be done when you reserve the room(s) and date, and you may additionally be required to obtain a license from the city of Muskego.

Raffle License Requirement

A raffle license is needed for any event that includes a raffle or ticket sales for a drawing. Please contact Karen in the parish office for more information when you schedule your raffle/event.

Fundraisers

Fundraisers or displays in the Gathering Space after Masses

Please see our Fundraising Policy handout which can be found on our parish website for details on our policy. Also, please refer to the room use policy for specific information on the sacred nature of the Gathering Area and the policy to not treat the area as a marketplace.

If your organization is approved to hold a fundraiser in the Gathering Space after Masses, two 5-foot tables will be available in a specific area. A 21-by-27 inch sign display (5-foot, 5-inches in height) also is available for posters, etc. Sellers/order-takers must remain behind the table. No shouting to direct people to your fundraiser.

Emergencies

Defibrillator (AED)

We have three. One is located near the food pantry, another is in the hallway outside the chapel and the third is in the Holy Family (gym) lobby. Directions for use pop up on a screen when you turn it on and audio directions are given as well.

Emergency Alarm

Three fire pull-alarms can be found in the Gathering Space; near the entrance, in the hallway near the bathrooms, and on the kitchen wall. When it is activated, our fire alarm system automatically calls the fire station and a truck will arrive shortly. Fire extinguishers are also located throughout the campus.

Emergency Staff Contacts

These contacts are listed in the ushers' room. A landline is available in the ushers' room for emergencies. Dial 9-1-1.

Weather Closings

Weather closings are determined by Father in consultation with other parish staff. We will send a parish-wide email via Constant Contact, and publish information on our website and Facebook. You can also check weather cancellations on TV channels 4, 6 and 12.

Personal and Building Security and Safety

To keep yourself and your committee members and event participants safe, please:

- Spread sidewalk salt if needed from supplies right inside the doors.
- If your meeting ends after 7 p.m., turn off lights and lock all doors - room door and exterior door used by your members. Be sure the doors close completely. In the Gathering Space, the Allen wrench/hex key that will release locks on the front doors can be found on a lanyard hanging in the janitor's closet. Lights in Parish Center rooms operate through motion detectors except in the Gathering Space, Fireplace Room and hallways.
- Leave the building in groups of two or more people.
- Leave your room completely clean and reset to the configuration on the sheet posted in the room or provided. We do not have a 24-hour maintenance staff.
- The fireplace and the movable wall in the Gathering Space may be operated by staff only.
- It is the responsibility of all leaders and others to keep the facilities secure!

In case of injury, a first-aid kit and single-use ice packs are available in a labeled drawer in the Ushers' Room. Any injury should be reported to the Parish Office as soon as possible. If it occurs in the church or Parish Center, an Accident Report form can be found on a clipboard in the Ushers' Room drawer on the far left. The form should be filled out as soon as possible and returned to the Parish Office.

Promotion

Bulletin

Bulletin articles are due in the Parish Office 10 days prior to the bulletin you would like your article to appear. Early deadlines due to holidays will be communicated in the bulletin. Articles can be run twice. Information or photos may be condensed or edited. Email stlmedia@stleonards.org

eNewsletter (Constant Contact)

The eNewsletter is limited to events or deadlines occurring in the week following the email being sent.

If your event has a registration, collection or sign-up, it may appear in the Constant Contact one additional time as soon as event information is available.

Email stlmedia@stleonards.org. If you've already submitted information for the bulletin, you do not need to send it again. Otherwise, content can be submitted by noon on Wednesdays prior to the eNewsletter you'd like your information to appear in (the newsletter is sent on Friday mornings). Information or photos may be condensed or edited.

Pulpit Announcements

Call the Parish Office to inquire.

Witness Talks during Mass

Call the Parish Office. Be prepared to indicate that you are requesting a witness talk during Mass, the weekend you are asking for, information regarding what you want to discuss in your talk and why. You may choose to play a 2-3 minute **video** in place of a witness talk.

Website

Call the Parish Office.

Free-Standing Gathering Space Display Signs (Marquee Signs)

The display signs in the Gathering Space are 21" x 27." You may use them for two weeks. Call the Parish Office to inquire.

Hospitality Sunday

Ministries/Committees/Groups are welcome to sponsor a Hospitality Sunday, typically the first Sunday of the month. It's a great way to highlight your ministry! Contact the Parish Office for details.

Mailings

If your group is doing a mailing of more than 200 identical pieces, contact the Parish Office early in the process about possible substantial cost savings by using bulk mail.

Logo

Make sure that any St. Leonard logos you use are approved. We have created an online folder with a brand document to guide you, and approved logos for you to download. Folder link:

https://drive.google.com/drive/folders/1LtLGMEU63xnsHr-ldzQwiY7mazKbDIL?usp=drive_link

Financials

Deposits

You will need to ask the Parish Office for a sealable plastic money bag and a deposit form *in advance* if your group hosts an event at which money is collected. Funds should never leave the premises.

Money should be counted in the presence of two unrelated people to verify the amount. Cash counting is completed with the amount to be deposited, indicating the account or event so it can be credited properly. The two counters sign the bag and indicate event/organization name & date (before funds are placed inside the bag is easiest). The deposit form and cash/checks are placed in the bag and turned into the parish office. If the parish office will not be open at the end of the event, please contact Karen Tenfel or the school office during the week before the event for instructions.

Please also contact Karen in the Parish Office regarding money handling procedures for off-site events and/or events that generate large amounts of money.

Check Requests and Expense Reimbursements

Check requests are made through the group through which expenses are incurred. Original receipts or invoices are needed. No expenses should be paid from the cash receipts of an event or fundraiser. All money collected must be deposited. Checks are issued approximately every two weeks. Call Karen to get a copy of the schedule.

Please keep in mind that we are tax exempt and have accounts with several vendors so we do not pay sales taxes when we purchase from them. Please contact the parish office for more information.

Ministry/Committee Balance

Committee/group chairs can contact Karen in the Parish Office to find out financial information about your entity, including budget, current balance, past expenses and past revenues. Not all ministries have budgets.