

## PARISH SCHEDULING POLICY – JULY 1, 2017 THROUGH JUNE 30, 2018

Updated – February 9, 2017

The guiding principle for our parish scheduling policy is that the calendars of all parish ministries, activities and organizations “reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world.” (“Archdiocesan Charter on Youth Athletics,” section 5.2.2) The goal is that families can easily come together every Sunday, every holyday and at other significant times in the life of parish with no other parish-related conflicts.

Specific dates and times which are restricted are listed below. With such advanced notice, the observance of this scheduling policy should in no way restrict the progress or hinder the success of any parish-related activity.

### **Parish-sponsored or parish-related activities (meetings, practices, games, etc.) should not be scheduled on or off of parish grounds at the following times:**

- During the **PASCHAL TRIDUUM**, i.e. after 4:00 PM on **Holy Thursday, March 29, 2018** through all of **Easter Sunday, April 1, 2018**.
- During the preparation for and celebration of the **ANTICIPATED MASS FOR SUNDAY**, i.e. from 4:00-5:30 p.m. every Saturday.
- During the preparation for and celebration of **SUNDAY MASSES**, i.e. no earlier than 1:00 PM every Sunday.
- On **CHRISTMAS EVE & NEW YEAR’S EVE** (Sundays, December 24 & 31, 2017) after 12:00 PM through all of **CHRISTMAS DAY & NEW YEAR’S DAY** (Mondays, December 25, 2017 & January 1, 2018).
- During the preparation for and celebration of **MASSES ON HOLYDAYS OF OBLIGATION**, not before 9:30 AM and from 7:00-8:30 PM on holydays
  - **Tuesday, August 15, 2017**
  - **Wednesday, November 1, 2017**
  - **Friday, December 8, 2017**
- On **ASH WEDNESDAY, February 14, 2018**, a universal day of fast and abstinence  
(On **SHROVE TUESDAY, February 13, 2018** due to the Pancake Dinner nothing can be scheduled in the gym and due to Lenten decorating nothing can be scheduled in the church after 4:00 PM.)
- On **Monday, January 22, 2018**, a **NATIONAL DAY OF PRAYER & PENANCE** for violations to the dignity of the human person committed through acts of abortion and of prayer for the full restoration of the legal guarantee of the right of life  
*NB Concerning Ash Wednesday and the National Day of Prayer & Penance, parish-sponsored or parish-related events which respect the nature of the day and/or are “tied to” the day may be scheduled with the permission of the pastor.*
- Regarding **COMMUNAL PENANCE SERVICES**, on Saturday morning from 9:30-11:30 AM and in evenings from 6:30-8:30 PM:
  - **Saturday, December 9 & Monday, December 18, 2017**
  - **Saturday, March 10 & Thursday, March 22, 2018**
- On the days/evenings of the celebration of the **SACRAMENT OF CONFIRMATION** –
  - **FALL – TBA (this date will be received from the Archbishop’s Office in spring 2017)**
  - **SPRING – TBA (this date will be received from the Archbishop’s Office in spring 2017)**
- On the evenings of a **PARISH MISSION** from 6:00-10:00 PM.  
No parish mission is anticipated from July 1, 2017 through June 30, 2018.

Parish-related activities should not be scheduled at any times that would cause tardiness for, absence from, or undue rushing at the beginning of or end of any preparation activities, meetings, or liturgies for First Penance, First Communion and Confirmation.

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In general, no “major” events are to be scheduled during LENT – from **Ash Wednesday, February 14 through Holy Thursday, March 29, 2018.**

Only those ministries, activities or organizations preparing for the celebration of the Paschal Triduum may schedule any events (whether on or off parish grounds) during **HOLY WEEK, from Monday, March 26-Wednesday, March 28, 2018.**

Only those ministries, activities or organizations preparing for the **PARISH FESTIVAL** may schedule any events on our parish grounds during the week before the **PARISH FESTIVAL**, i.e. from **MONDAY, JUNE 4, 2018-FRIDAY, JUNE 8, 2018.** Nothing other than weekly confessions and obligation Masses should be scheduled on our parish grounds the weekend of the **PARISH FESTIVAL.** (The festival is always the weekend before Father’s Day, which in 2018 is **FRIDAY, JUNE 8-SUNDAY, JUNE 10, 2018.**)

St. Maximilian Kolbe Parish is privileged to be one of the founding churches in Butler County for **FAMILY PROMISE.** There will be four weeks a year where most of the Family Life Complex will be closed to accommodate our hosting of homeless families. We certainly appreciate everyone’s cooperation and flexibility as we embrace this corporal work of mercy. In general, the Family Life complex will be unavailable to parish groups on:

- Summer – **Sunday, July 30 through Sunday, August 6, 2017**
- Fall – **Sunday, October 8 through Sunday, October 15, 2017**
- Winter 2017-2018– will be announced when dates are determined\*
- Spring – 2018 – will be announced when dates are determined\*

*\* All parish groups need to be flexible if they need to reschedule events once these dates are determined.*

Some parish-related activities that are directly related to (through continuing or proceeding) liturgical or devotional celebrations, even if on Sundays or during Lent, may be scheduled, for example:

- Early Childhood Religious Education of Youth
- Fellowships/breakfasts after weekend Masses
- Holy Thursday dinner
- Lenten Fish Fries
- Saturday afternoon/evening wedding receptions in the Parish Life Complex

Some parish-related activities due to their nature or extra-parochial influences may have to occur during times prohibited above. If that is the case, those involved should communicate this with the pastor as soon as the conflict is known. If on a Sunday, those involved will need to inform the Pastor how Mass obligation will be fulfilled and how such a conflict might be avoided in the future.

Other considerations –

- If St. Max is closed for inclement weather, the parish facilities will normally be closed for that entire day. The parking lot must be clear of cars for snow removal. Exceptions to this can only be made by the Pastoral Associate for Facilities Management. Please check our website for inclement weather closings and updates.
- All scheduling of all parish facilities will be handled by the Pastoral Associate for Communications – changes in schedules must also be made through the Pastoral Associate for Communications to avoid any conflicts. This is also necessary to insure that the security system is appropriately armed/disarmed.
- Available days and hours for team practices are given by the Pastoral Associate for Communications to the St. Max Boosters who then will schedule practices and games. Blocks of gym time may be scheduled by the St. Max Boosters in advance of an athletic season, but as soon as individual teams and practice times are scheduled, team practice schedules must be given to the Pastoral Associate for Communications so that other requests for gym time can be accommodated. If a practice or game needs to be rescheduled, this must be done through the Pastoral Associate for Communications.
- Any activities not scheduled through Pastoral Associate for Communications will normally not be honored.
- Parishioners and non-parishioners who wish to rent St. Max parish facilities are to be in contact with the Pastoral Associate for Communications.

Only the Pastor may make any exceptions to this policy unless it is stated above that the Pastoral Associate for Facilities Management or the Pastoral Associate for Communications has already been given that authority.