

St. Maximilian Kolbe Catholic Church

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SCHEDULING POLICIES

Revised March 2023

1. **Parish-sponsored or parish-related activities (meetings, practices, games, etc.) should not be scheduled on or off parish grounds at the following times:**
 - a. During the preparation for and celebration of the **anticipated Mass** on any given day. (Saturday, 4:30-5:30 PM, Sunday, 9:00 AM-12:00 PM).
 - b. Holy days of obligation, including: Solemnity of Mary (January 1), Assumption of Mary (August 15), All Saints Day (November 1), Feast of the Immaculate Conception (December 8), and Christmas Day (December 25).
 - c. During the celebration of the **Sacrament of Confirmation**.
 - d. **January 22 (or January 23 when January 22 falls on a Sunday): Day of Prayer for the Legal Protection of Unborn Children** in all dioceses of the United States of America, this day shall be observed as a particular day of prayer for the full restoration of the legal guarantee of the right to life and of penance for violations to the dignity of the human person committed through acts of abortion. Parish sponsored or parish-related events which respect the nature of the day may be scheduled with the permission of the pastor or his designee.
 - e. **Ash Wednesday**, a universal day of fast and abstinence.
 - f. During the **Paschal Triduum** - Holy Thursday through all of Easter Sunday.
 - g. On the evenings of a **parish mission**.
2. **Additional scheduling considerations:**
 - a. No “major” events are to be scheduled during Holy Week.
 - b. There are four weeks a year where most of the Family Life Complex will be closed to accommodate homeless families through Family Promise of Butler County. Please be flexible if the need to reschedule events occurs once these dates are determined.
 - c. If St. Max is closed for inclement weather, please check our website for further updates.
 - d. All events and meetings must be scheduled by the parish facility scheduler in advance. For the safety of everyone, impromptu gatherings or meetings are not allowed.
 - e. When the office is closed, check with your pastoral associate if you still want to meet.
 - f. Only the pastor or his designee may make exceptions to this policy.



"Never be afraid of loving Mary too much. You can never love her more than Jesus did."

- St. Maximilian Kolbe