

MISSION STATEMENT AND POLICY
FOR
ST. MARY PARISH GATHERING SPACE

**9520 W. Forest Home Ave.
Hales Corners, WI 53130
414-425-2174**

Mission Statement

The Gathering Space is a formal place for hospitality and welcome. It serves as an extension of the altar and the ministry of the Eucharist. It provides opportunity for people to experience community.

Use of the Gathering Space

The Gathering Space will be used for more formal activities. Activities should keep the spirit of the Eucharist. The activities that are offered there must embrace the people who gather there and not overwhelm them nor distract from worship. Groups must be affiliated or connected with St. Mary Catholic Faith Community. Events must only be publicized at St. Mary Parish Faith Community church bulletin or school Red Folder.

The uses for the Gathering Space include:

- Funeral Visitations
- Wedding receiving lines
- Formal classes or educational gatherings for smaller groups
- Hospitality following liturgy, formal concerts, vespers or certain other formal activities
- Liturgy of the Word for children
- Concerts: In the spirit of classical arts, school band concerts, choral singing, piano concerts will find their way to the Gathering Space mostly through our school. These concerts will need to stay within the respectful atmosphere of the Gathering Space. Rock concerts, sock hops, recreational activities will be prohibited from this space. If there are questions concerning the appropriateness of a particular concert or art form, please consult with the Parish Administrative Assistant or the Director of Administrative Services.
- School Sponsored Activities (approved per event by those requesting the event and those making policies for the Gathering Space)
- Sales or displays

Policy on Sales in the Gathering Space

Since our parish is highly active with many groups who need to sponsor fund-raising activities, the Gathering Space can be used for no more than two events each weekend. Those events could include the school promotional displays or other displays (Haiti, etc.). Once two groups have calendared or scheduled the use of the Gathering Space on a given weekend, other groups will need to make different arrangements in other rooms or at different times with the Parish Administrative Assistant.

The space that will be set aside for sales and displays includes the space from the corner of the Gathering Space near the North window at a right angle to the wall where the statue of the Resurrected Christ hangs. From that corner extending south to the beginning of the hallway and moving east from the Resurrected Christ to within three feet of the baby grand piano (not including the piano) tables and displays can be set up. Your group will receive a map of the area with a designated space where your display/sale may be set up. You will also be given a clean up checklist, identifying those responsibilities for clean up. Please fold the table up after the last mass and place it in the hallway under the donor's wall.

When selling items in the Gathering Space, please hold sales to the designated areas and do not appeal to the people walking in the doors and moving toward the church for Mass. This can be invasive. Let the people come to the sale...not the sale to the people.

Policy for Sales and Displays During the Season of Lent

Lent is a very holy season of the year. It is also a season wherein the Church is asked to give alms as part of the Lenten journey. During the six weekends of Lent, St. Mary's Parish collects food items, toiletries for the prison inmates, baby items for shelters for women and other goods for distribution to those in need. Therefore, the Gathering Space will be solely used for those collections during Lent. If you have a sale that needs to take place during the Lenten season, your sale may take place in the Board Room immediately off the Gathering Space. There will be a limit of one sale per weekend which includes: cookie sales, Kringle sales, basket sales, and any other sales or displays. This is to guard the integrity of the season.

All flower sales during the year will take place in the cafeteria.

Calendaring Special Events and Maintenance Concerns

The Parish Administrative Assistant will schedule all events for the Gathering Space. Please fill out a formal application form and submit it to the Administrative Assistant indicating the date and time the group will need the Gathering Space. These forms can be picked up in the Parish office during normal business hours.

Clean-Up

The Maintenance Manager indicates the following for your use of the Gathering Space:

1. For clean-up after a wedding, funeral or any weekend event, the vacuum is located in the cloak room next to the Communication Center.
2. A mop and bucket are located in the large choir storage area in the church and also in the custodian closet located between the girls and boys restrooms across from Room 209. Also in the custodian closet are paper towels, toilet paper, soap, and miscellaneous cleaning items.
3. The key for any of the rooms (Communication Center, Hospitality Room, Meeting Rooms) or the outside church doors, can be obtained from the Parish Administrative Assistant in the Parish Office.
4. There is a refrigerator located in the Communication Center.

5. The Maintenance Manager will keep the thermostats in the Gathering Space at 72 degrees.
6. If you have special events and need to have tables, chairs, microphones, TV/VCR/DVD player, or moveable racks set up, fill out a Maintenance Request Form in the Parish Office and submit to the Maintenance Manager.
7. Generally, be sure to clean up and be respectful of the Gathering Space.
8. Any group responsible for breaking or damaging an item, should leave a note stating what is broken and the group or person responsible for damaging the item.

Just in Case you Wondered

Staying with the formal use of the Gathering Space, sock hops, sleepovers, class parties, lock-ins, dances, casino night gambling, playground activities, etc. will be confined to the Cafeteria, Community Centre, or other larger spaces in the church/school facilities. The Gathering Space is neither meant to be a mall or storage space, but must be kept a formal place for people to experience community relative to the sacred.

Posting Signs

Signs can be posted on easels and placed outside the Communication Center. The easels are stored in the cloak room next to the Communication Center. Nothing should ever be taped, pinned, stapled, glued or gummed to the walls, windows or doors of the Church or Gathering Space.

The Communication Center

Trained volunteers are in the Communication Center after each liturgy to:

1. Register new members
2. Answer questions
3. Collect items (Campbell's Soup labels, McDonald's receipts, etc.)
4. Sell items such as Scrip, Entertainment Books, cookbooks, Oplatek and other ongoing sale items for the parish. These sales are a part from the two events that go on in the Gathering Space.
5. Trained volunteers will not be displaced by a group that wants to sell items for their committees, fund raisers, etc. Those groups are to make other arrangements with the Parish Administrative Assistant in the Parish Office.

Scheduling Events not Related to the Parish

There may be times when an event not related to the Parish is scheduled. In these cases, the Parish Administrative Assistant will refer the requesting group to the Director of Administrative Services. For liability reasons, these groups will need to sign an "Adult Hold Harmless/Indemnity Agreement". The event scheduled will need to be discerned by the Director of Administrative Services as complying with the standards set for the use of the Gathering Space. The Director of Administrative Services and the Parish Administrative Assistant reserve the right to limit or deny these activities for the simple reason that St. Mary's

Parish has so many activities in and of itself, that the parish does not usually open up the Gathering Space to outside events.

Cloak Room

The closet is off the Board Room/hallway and is a wonderful place to hang coats during the winter months. It is not meant to be a storage space.

Finally

It is essential that each committee respects and cares for the space they use. Clean-up, tidiness, care of windows, furnishings, wall, carpet, etc. is expected and much appreciated.

Thank you for your consideration and understanding of these policies. May what you plan for the Gathering Space bless you and the many you serve.