

St. Mary Parish Gathering Space & Bell Tower

Mission and Use Guidelines (January 2026)

The Gathering Space is a place of welcome and community. Because of its proximity to the Church, all who use this space are asked to be mindful of the church environment and the impact of their activities, whether the doors are open or closed.

The Bell Tower Entrance serves as a brief but important transition between the outside and the sacred space of the church. Though small in size, it holds value as the first point of entry into a place of worship. Once through the interior doorway, worshippers are inside the church, with respect to the sanctity of the space.

Gathering Space Use Guidelines

The Gathering Space is reserved for parish activities that build unity and reflect our faith. It's an ideal setting for activities such as:

- Funeral visitations and receptions
- Wedding reservations
- Discipleship and formation sessions
- Small group educational gatherings
- Hospitality after Mass
- School-sponsored events and approved fundraisers

All activities must be affiliated with St. Mary Parish and approved through the Parish Office. For questions regarding the suitability of a proposed activity, please consult the Director of Administrative Services.

Bell Tower Entrance Use Guidelines

The Bell Tower entrance is not a gathering or display area. No money collection, fundraising, signs, promotional materials, or pamphlets may be placed there.

Only materials provided or approved by the Director of Communications may be placed inside the Church near the Bell Tower Entrance or at any entrance adjoining the Gathering Space.

Fundraisers, Programs, and Displays

The Gathering Space can host up to two parish-approved events per weekend (unless during Lent or Holy Week), each designed to support ministry, outreach, or community building. Layouts are reviewed in advance, and groups use one of two designated areas:

- **Area A (Risen Christ Corner)** – near the statue of the Resurrected Christ
- **Area B (Marian Room Corner)** – near the Marian Room and Welcome Center

All gatherings should enhance, not interrupt, the worship environment. Maintain quiet at all times during Mass. Please schedule groups to allow for everyone volunteering to attend at least one Mass at St. Mary.

During Lent and Holy Week

Lent is a sacred season marked by prayer, fasting, and almsgiving. Lenten weekends feature outreach collections, with one scheduled display or fundraiser at a time. During Holy Week, the space is dedicated solely to materials placed by the Discipleship or Liturgy Teams.

Please share these use guidelines with each scheduled group member or participant.

St. Mary Parish Office 414-425-2174

Scheduling and Setup

Events are scheduled through the Parish Administrative Assistant. Organizers handle their own setup and cleanup and ensure the area is left ready for others. Please report any maintenance needs promptly.

Signs and Materials

Indoor signage may be displayed on easels provided in the coatroom. Outdoor yard signs must be approved by the Director of Administrative Services and may only be placed at the corner entrances to the property.

The Welcome Center

Staffed by trained volunteers after each Mass, the Welcome Center offers information and parish items. Its purpose is to serve our community and foster connection, and it functions separately from any events scheduled in Area A or Area B of the Gathering Space.

Maintenance Guidelines

Please leave the area in the exact arrangement it was found and clean up after events. Report any damage to the Parish Office.

The walkthrough closet that runs between the Marian Room and hallway is a wonderful place to hang coats during the winter months. Please refrain from using this area for storage.

In case of a MAINTENANCE EMERGENCY - CALL 414-218-6518.

**ST. MARY PARISH
GATHERING SPACE & BELL TOWER AGREEMENT**

By signing below, I acknowledge that I have read, understand, and agree to abide by the **St. Mary Parish Gathering Space & Bell Tower Mission and Use Guidelines.**

Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to adhere to the **St. Mary Parish Gathering Space & Bell Tower Mission and Use Guidelines.**

Name of Group/Ministry: _____

Contact Person: _____

Phone: _____ **Email:** _____

Date(s) of Event: _____

Designated Area (A or B): _____

Signature: _____ **Date:** _____

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Area A (Risen Christ Corner)



Area B (Marian Room Corner)



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