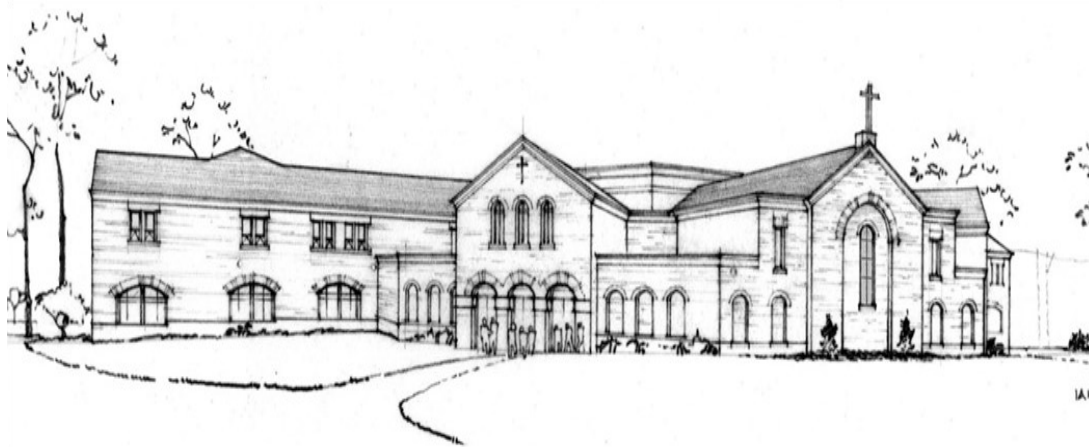




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3460 Centreville Road, Chantilly, Virginia 20151 • 703-773-2000 • 703-773-2001



# **Committee/Apostolate Coordinator Handbook**

*April 2014*

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## Committees and Apostolates

**PURPOSE:** Committees and apostolates are established at St. Veronica Catholic Church and School in order to assist the clergy and staff in providing the spiritual, academic, material and communal needs of the St. Veronica parishioners, school parents, and the Catholic Diocese of Arlington.

All committees and apostolates are established for the common good of St. Veronica Catholic Church and School. *No committee or apostolate is an entity unto itself.* All activities reflect on the parish as a whole. All properties, monies, and expenses although applicable to a specific committee or apostolate are part of the collective parish. Some committees and apostolates produce revenue for the common good – the parish as a whole – while others do not. As the early Christians brought their valuables to the feet of the Apostles to be used for the common good, so should we.

**FUNCTIONS:** A committee or apostolate will be established to provide a specific service or benefit to the parish and school. The function may be aimed at a small segment of the parish or school, but must contribute to the common good. Only the pastor can authorize the establishment or continuation of a committee or apostolate.

The pastor must approve both the on-going and future activities of the committee or apostolate. No committee or apostolate will possess its own assets. However, they will exercise due diligence in the use of and safeguard of parish assets, both properties and monies. Committees and apostolates will work within a defined annual budget.

## Coordinator's Roles and Responsibilities

**ROLE:** The Coordinator's role is to assist the volunteers and the committee/apostolate to carry out the apostolates' goal.

### **SERVICE:**

1. Pastor/Principal chooses coordinator
2. Serve at discretion of pastor/principal
3. Position is for one year, which may be extended
4. Coordinator must be an active parishioner in good standing

**RESPONSIBILITIES:** The coordinators have assumed the responsibility for time, talent, and treasure of the parishioners and parents of the church and school. Direct responsibilities include:

1. Direct/supervise activities of committee/apostolate;
2. Establish, develop, and review objectives of committee/apostolate;
3. Review and evaluate accomplishments of committee/apostolate;
4. Prepare and submit comprehensive budget request;
5. Assure that committee stays within budget;
6. Recommends approval to pastor for any expenditure;
7. Assure that prior approval is obtained for any activity that is not in the approved budget;
8. All contract commitments must be submitted with the coordinator's recommendation to pastor for review, approval, and signature of all contracts;
9. Ensure that two people count monies for their respective protection;
10. Ensure that all monies are turned in to parish/school front office with Event Collection Log Form (see page 15) filled out and signed by two people as soon as possible;
11. Be the conduit between committee/apostolate members and pastor/principal;
12. Coordinate activities when feasible with other committees/apostolates;
13. Be aware of the general activities of other committees/apostolates to avoid duplication of efforts and for efficiency;
14. Ensure that all committee/apostolate members are VIRTUS trained and approved as needed; and
15. Ensure that all committee/apostolate members are properly trained and aware of the responsibilities as listed.

# Approval and Check Signing Authorities

**OBJECTIVE:** To establish approval authority and check signing authority for St. Veronica Parish issued checks.

A parish best operates when bills and invoices are approved for payment and paid in a timely and efficient manner. Ultimate approval authority for the approval of the payment of invoices and bills rests with the pastor.

## **PROCEDURES:**

1. The pastor will approve for payment any invoice.
2. Checks in excess of \$3,000 require two signatures – pastor and parochial vicar.
3. Significantly higher payments need approval at the Diocesan level.
4. Committee/apostolate coordinators are not authorized to sign checks or open an independent checking account.
5. **Payments cannot be made from collected funds before said funds are deposited in a St. Veronica account.**

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## Solicitations

**OBJECTIVE:** To establish rules and regulations regarding solicitations at times other than at Masses.

## **PROCEDURES:**

1. All solicitations must be pre-approved by the pastor. No solicitation can be undertaken without this approval.
2. All proposed solicitations must be submitted in writing utilizing the approved form (see Request for Fundraising/Solicitation(s) Form on page 12).
3. Actual location(s) of solicitations should be identified.
4. It must be noted if minors will be involved in solicitation, and that accompanying adults are VIRTUS qualified, if appropriate.
5. The request should be submitted a minimum of three weeks prior to the requested date.
6. The handling of monies must be clearly outlined and in accordance with St. Veronica policies.
7. Any anticipated cost or expense to the parish must be identified in the request.
8. Any anticipated income or revenue to the parish must be identified in the request.

# Fundraising Rules and Regulations

**OBJECTIVE:** To establish rules and regulations regarding fundraising on behalf of St. Veronica Church and School.

A parish needs to raise funds through means other than regular collections, donations, and pledges in order to meet general and specific financial needs. This necessitates the establishment of rules and regulations controlling and restricting approved fundraising activities. Fundraising activity should not negatively impact on the parish's Christian principles and should avoid the political arena. No member of the specific fundraising project may benefit financially from that fundraising.

## **PROCEDURES:**

1. All proposed fundraising activities must have approval from the pastor prior to any involvement by any parishioner on the parish's behalf and prior to commencement.
2. The Coordinator of a fundraising activity must submit a Request for Fundraising/Solicitation(s) Form (see page 12) indicating purpose of the fundraising, benefit to the parish/school, duration (starting/ending), projected gross profit and expenses, and other resources needed.
3. All collected monies must be deposited in the parish's account and submitted by a designated member of the fundraising team. The completed Deposit Form (see page 14), along with the collected funds, is to be given to the parish/school office front desk on the day of the event.
4. Expenses and costs should normally be paid by parish check upon receipt of an appropriate bill/invoice attached to a Check Request Form (see page 13).
5. Reimbursement of expenses incurred by a fundraising committee member will be paid by the parish upon receipt of an appropriate bill/invoice attached to a Reimbursement Form (see page 9) **AND** certification that the expense was previously approved by the fundraising event coordinator or pastor.
6. No collected funds may be used to pay bills/invoices in any manner other than indicated above.
7. On a monthly basis each fundraising event financial status must be reconciled. This will be accomplished by the parish business manager and the fundraising event coordinator.
8. Upon completion of a fundraising event, the fundraising event coordinator has 30 days to complete all financial and other activities and complete a full reconciliation with the parish business manager.

## Bulletin Guidelines

All proposed bulletin announcements must be submitted on Fridays by 10:00 a.m., nine days prior to the Sunday publication. During the Christmas season and some federal holidays, deadlines are subject to change. All announcements are subject to review by the pastor and placed as space is allowed.

Bulletin announcements should be sent via e-mail to [bulletin@stveronica.net](mailto:bulletin@stveronica.net). Each committee/apostolate coordinator is allowed to place a 100-150 word column on their apostolate to be placed in the bulletin during the year to promote your committee.

Inserts are occasionally placed in the bulletin for special events. Proposed inserts must be e-mailed to [bulletin@stveronica.net](mailto:bulletin@stveronica.net) in Microsoft Word or Publisher format two weeks prior to the proposed insertion date and are subject to approval and space availability.

Do not call the parish office with announcements or to schedule an insert. E-mail questions or proposed content to Ms. Mary Sadick at [bulletin@stveronica.net](mailto:bulletin@stveronica.net).

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## Webpage Guidelines

All proposed web page submissions should be sent to [info@stveronica.net](mailto:info@stveronica.net). All submissions will be reviewed and are the discretion of the webmaster and the parish office.

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## Office Procedures

**OFFICE:** The office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday (closed each day from 12:15 to 12:45 p.m. for lunch) and Saturdays from 9:00 a.m. to 12:00 p.m. Only parish and school staff is allowed in the office spaces unescorted. All visitors, including coordinators, must report to the reception desk, be announced, and escorted.

**COPIER:** The parish office copier is usually very busy. Please contact the parish office well in advance for copying requests.

**SUPPLIES:** Basic supplies such as paper, letterhead, envelopes, pens, pencils, etc., should be requested through and obtained from the Parish Ministry Coordinator by emailing her at [info@stveronica.net](mailto:info@stveronica.net).

## **Use of Parish Facilities** ***(Church, Meeting Rooms, Grounds, Rectory)***

The St. Veronica's Parish facilities are to be used for religious and parish community activities. The growth of our parish family, coupled with the increasing demand for activities, requires that the use of our facilities be prioritized for optimum use. We will do our utmost to accommodate all proper requests.

**REQUEST PROCEDURES:** The following procedures apply to all St. Veronica properties including the church, school, parish hall, parking lots, and fields:

- All requests are to be made in writing on the Event Request and Planning Form from the committee/apostolate coordinator or his/her designee (*see pages 16-18*).
- All requests must be sent to the pastor at [info@stveronica.net](mailto:info@stveronica.net)
- All requests *must* contain committee/apostolate name, requestor, date and time requested, number of attendees anticipated, purpose of meeting, and any other pertinent information.
- All requests *may* contain, if applicable, special needs such as nursery, food area, etc., and identify a VIRTUS-training person.
- All requests should be submitted as far in advance as possible.
- It is recommended that coordinators provide an alternate date and time.

Approval will be based on a "first-come, first-served" priority; however, an unforeseen occurrence could force rescheduling to an alternate date. All requests are tentative until confirmed by the pastor.

**USE OF ROOMS:** You should note condition and arrangement of rooms when you arrive for meeting. All rooms are generally set up in a classroom configuration. You are permitted to rearrange the room to fit your activity with the following conditions:

- All tables and chairs must be *carried* by two persons and not *pushed*.
- Use of podium, markers, etc. should be requested prior to meeting. These items should not be left in the room but returned.
- Use of ActivBoards is authorized only to individuals who have been trained and approved to use them.
- To avoid possible inadvertent damage, please be aware not to use markers on dry erase boards.
- All rooms must be returned to classroom configuration at the conclusion of the meeting.
- **All rooms must be left clean and secure. Remove large debris to dumpster, whiteboards erased, lights turned off, windows locked, etc.**
- **No food or drink allowed in classrooms.**



Any damage, scratches, markings, etc., must be reported to the parish administrative assistant immediately. All committees/apostolates must terminate their activities at the prescribed time to avoid conflict with any subsequent meetings in the room. All committee/apostolate meetings must terminate and vacate the building by 9:00 p.m., unless previously approved.

Telephones are located in each school classroom and can be used to make emergency calls. In the case of an emergency, dial 9+911 for the police and fire department. To make a call inside the facility, dial the three-digit extension (e.g., office X101).

**STORAGE:** The parish and school have no storage space available for any parish committees/apostolates. Please store supplies either at home or at another off-site area.

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## Security

A Catholic Church is open to all that want to visit and rightly so. During the day and night, we have numerous children and adults meeting/visiting our church facility. The security of all St. Veronica parishioners, students, and visitors is of the highest priority. Second to this is the protection of all of St. Veronica Parish religious articles, valuables, properties, etc. We all must remain vigilant to protect our facilities from evildoers.

The pastor, parochial vicar, office staff, and committee/apostolate coordinators have the right and obligation to politely challenge anyone that does not appear to have business on St. Veronica properties (provided you feel that you are not putting yourself in harm's way). Contact the pastor or office staff if on site and if threatened or feel that a crime or sacrilege is about to occur or has been committed, and contact the police directly and immediately.

Along with the pastor, parochial vicar and the sacristan, members of the Facility Maintenance Staff have graciously taken up the challenge of securing our church facility nightly. They are responsible for clearing the facility and locking up at night. If you are planning an event that will last past closing time at 9:00 p.m., please obtain permission from the parish office staff. The pastor has the authority to clear any remaining occupants from the building after 9:00 p.m.

## VIRTUS Training

Bishop Loverde has approved the implementation of a criminal history investigation procedure that will streamline the background check process and allow for the completion of background checks **before** an individual begins employment/volunteer service.

All employees and volunteers with substantial contact with children are required to submit their background check **forms as well as have received a CLEAR criminal background history report BEFORE they may conduct any business on diocesan property and/or have contact with children.**

St. Veronica will follow the prescribed Diocesan process. Questions should be directed to our VIRTUS Coordinator, Mary Sadick at 703/773-2000 or [info@stveronica.net](mailto:info@stveronica.net) for parish apostolates. For school activities, contact Rita Stuekerjuergen at 703/773-2020 or [info@stveronicaschool.org](mailto:info@stveronicaschool.org). For school volunteers, there is a \$30 fee to cover the cost of background checks. For more information on the VIRTUS program and the Diocese's child protection and safety program, visit [www.arlingtondiocese.org/childprotection/index.php](http://www.arlingtondiocese.org/childprotection/index.php).

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## Committee/Apostolate Annual Reports

Every year, each committee and apostolate must provide a written narrative report of the goals and accomplishments of the committee/apostolate (see Committee/Apostolate Annual Report Form on page 10). This will assist the pastor in determining if the goals should be reoriented, increased, or decreased, and the extent of financial assistance to the committee/apostolate. It also helps identify active members of the committee/apostolate.

The Committee/Apostolate Member Listing Form (see page 11) must be submitted in electronic format to [info@stveronica.net](mailto:info@stveronica.net).

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## Budget Requests

All parish and school committees and apostolates that anticipate that they will be receiving income whether in the form of donations, grants, fundraising, etc., or incur expenses must submit an annual budget request in the proscribed electronic format.

The Committee/Apostolate Budget Request Form must be submitted in excel electronic format to [businessmanager@stveronica.net](mailto:businessmanager@stveronica.net). The Budget Request Form can be obtained by emailing [businessmanager@stveronica.net](mailto:businessmanager@stveronica.net). For school-related activities, all budget forms must also be submitted to the school principal.

## St. Veronica Reimbursement Form

<b>Date:</b>		<b>P.O. #:</b>	
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<b>Payee</b>	<b>Committee/Apostolate</b>
Name: Company: Address: City, State, Zip: Phone No.:	Coordinator Name: Department: Project:

DESCRIPTION	QUANTITY	RATE	AMOUNT

<b>TOTAL</b>	
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Requested by: \_\_\_\_\_

Date funds needed by: \_\_\_\_\_

Committee/Apostolate  
Coordinator approval: \_\_\_\_\_

Pastor's approval: \_\_\_\_\_

## Committee/Apostolate Annual Report for 20\_\_

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Committee/Apostolate Name:

Coordinator's Name:

Purpose and Goal of Committee/Apostolate: *Narrative up to 20 lines*

Description of Functions: *Narrative up to 20 lines*

Accomplishments in Previous Year: *Narrative up to 20 lines*

Proposed Program(s): *Identify by number and provide explanation*

Other Issues: *Narrative up to 20 lines*

Does Coordinator Recommend Continuation  
of Committee/Apostolate? *Yes/No*



## Request for Fundraising / Solicitation(s)

*This form is required to request permission to solicit and/or fundraise within St. Veronica boundaries and/or from St. Veronica parishioners at masses or at other locations. The form is required whether or not the benefactor is the parish or other non-profit activity. The fundraising/solicitation or its benefactor(s) must not be in conflict with values of the Catholic faith, the Arlington Diocese or St. Veronica Parish. Personal financial or other benefit of the fundraising/soliciting entity or person is not normally permitted. This form is required to be completed, submitted, and approved/disapproved at least three (3) weeks prior to the planned event. Approval/disapproval is based on (1) the planned activity, (2) conflict with other approved parish activities, (3) the value (monetary or spiritual) to Catholic values, (4) the overall benefit to the parish or outside entity, and (5) at the sole discretion of the pastor or his designee.*

Date submitted: \_\_\_\_\_ Committee/apostolate: \_\_\_\_\_

Requestor: \_\_\_\_\_ Telephone no.: \_\_\_\_\_

Purpose of fundraising/solicitation (*Provide sufficient information detailing fundraising/solicitation activities, benefactors, etc. Use back of form if more space is needed.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a one-time event: \_\_\_\_\_ If no, what is the frequency: \_\_\_\_\_

Benefit to the parish (*Detail how this activity benefits St. Veronica Parish*):

\_\_\_\_\_  
\_\_\_\_\_

Projected gross profit and expenses: \_\_\_\_\_

Desired date(s) and time(s) (*Indicate alternate date(s)/time(s), if possible*):

\_\_\_\_\_  
\_\_\_\_\_

For parish use only

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Pastor's approval: \_\_\_\_\_ Pastor's disapproval: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

# Check Request Form

Date check is *needed*: \_\_\_\_\_

Payee for check: \_\_\_\_\_

Address check to be sent to: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Committee/apostolate name: \_\_\_\_\_

Requested by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator's approval (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For parish use only

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Deposit Form

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Deposits can only be made by and deposited by the Money Counting Committee members.

Date of collection: \_\_\_\_\_

Source of funds: \_\_\_\_\_

Purpose: \_\_\_\_\_

Committee making deposit: \_\_\_\_\_

Total amount of deposit: \_\_\_\_\_

Log attached (Y/N)      Date submitted to parish/school office: \_\_\_\_\_



## Event Collection Log

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Total deposit: \_\_\_\_\_

*Please complete in ink and initial  
any changes made to form*

	COINS	LOOSE CASH	CHECKS	OTHER	TOTAL
<b>Totals</b>					

Counters' Signatures/Date: \_\_\_\_\_

\_\_\_\_\_

# **ST VERONICA CATHOLIC CHURCH**

**3460 Centreville Road, Chantilly, VA 20151**

**Phone: 703-273-2000 Fax: 703-773-2001 Email: info@stveronica.net**

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## **Guidelines for Parish Hall and Kitchen Use:**

- St. Veronica Church and School is a non-smoking facility.
- Events celebrated on Wednesday, Friday, Saturday, and Sunday evenings during Mass times are generally not permitted due to noise level considerations.
- No leftover food, food containers, beverages, or beverage containers may be left behind. All items left in the refrigerator will be discarded.
- Fairfax County Health Code warrants that food items and all items pertaining to food preparation and serving, must NOT be stored directly on the floor.
- Each group must provide their own supplies (napkins, plates, cups, utensils, coffee, and coffee supplies, etc.)
- Do not tape anything on the walls, doors or columns.
- **Before you leave:**
  - *Remove all trash, and decorations off floors, walls, tables, bathrooms, parking lot and courtyard and place in trash bags. Deposit trash bags in dumpster (located in parking lot behind Kitchen / Parish Hall).*
  - *Wash and sanitize all surfaces (i.e., tables and kitchen counters and sinks).*
  - *Sweep the Kitchen and Parish Hall floors. Clean up all spills and sticky areas on floors.*
  - *Clean and put away all kitchen utensils and equipment.*
  - *Clean food particles from sinks and drain water.*
  - *Turn off all appliances (instructions are posted).*
  - *Make sure all Kitchen doors are locked – especially the back door across from the pantry.*
  - *Please leave the Parish Hall and Kitchen area the way you found it – or better!*

**I have read the above regulations and will be responsible for the proper care of the Parish Hall and Kitchen during and after the event. If I have checked out a key prior to the event, I will be responsible for returning it the same day via the mail slot in the Parish Office door.**

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Signature

Date

Cell phone/Home phone

***Your cooperation is appreciated by all who use this Kitchen and Parish Hall!***

*Revised February 2012*

# ST. VERONICA CATHOLIC CHURCH

Rev. Edward C. Hathaway, Pastor

3460 Centreville Road, Chantilly, VA 20151

Phone: 703-773-2000 Fax 703-773-2001 Web: www.stveronica.net

## Event Request and Planning Form

This form must be completed and submitted prior to the planned event (other than a group meeting). This includes any event that will require scheduling space in the facility or on parish grounds.

Today's Date: \_\_\_\_\_

Sponsoring Party or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

• Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

• E-Mail Address: \_\_\_\_\_

Event Name/Project Title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Date(s) and time(s):

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Begin Setup Time: \_\_\_\_\_ End Cleanup Time: \_\_\_\_\_

**NOTE:** If your event spans multiple days, and each day requires different setup, and/or different start and end times, you must use separate planning forms for each day.

Number of Participants: \_\_\_\_\_

Room(s)/Space(s) Requested: \_\_\_\_\_

Will the Kitchen be used?  Yes  No

Have you attended St. Veronica Kitchen Training?  Yes  No

Kitchen Equipment

Stove  Oven  Convection Oven

Refrigerator  Dishwasher

Parish Hall - Tables & Chairs (specify number requested)

\_\_\_\_ Cafeteria Tables \_\_\_\_\_ Rectangular Tables \_\_\_\_\_ 5' Round Tables

\_\_\_\_ Chairs

Other: \_\_\_\_\_

Can the cafeteria tables be left out during your event .....  Yes  No

**NOTE:** Events in the Parish Hall require a completed setup diagram of the tables, chairs, and equipment. See back page of this form.

## Event Request and Planning Form – Page 2

FOR OFFICE USE ONLY:

Project Approved     Project Disapproved     Returned for Changes

Date submitted onto Parish Calendar: \_\_\_\_\_

Office Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

