



A. POLICY ON ALCOHOL AT DIOCESAN AND PARISH FACILITIES

The Diocese and the Bishop of Knoxville have an interest in the safety and welfare of all individuals on diocesan property. Some social events have traditionally served alcoholic beverages. Social customs and legal penalties for drunk driving have challenged past attitudes about the "necessity" and advisability of serving alcohol at family and parish celebrations. The Church opposes excessive alcohol consumption because it disrespects one's own health and the well being of others. If alcohol is served on parish property, it must be done responsibly and in moderation and in compliance with Tennessee law. This will reduce the risk of an alcohol related death or injury, and lessen the risk of damage to facilities and property.

THE POLICY: Pastors, in consultation with parish pastoral councils, are free to determine whether alcohol may be consumed on parish property, or to limit the events at which it may be served. The pastor should know and approve of the presence and consumption of alcohol prior to an event. If alcohol is served on parish or diocesan property, Tennessee law must be observed. The following guidelines should also serve as education and safety elements.

B. TENNESSEE LAW

1. Alcohol shall never be served to, served by, nor consumed by an individual who is under the age of 21 years. Positive proof of age through identification shall be requested of anyone who appears younger than 26 years of age.
2. If alcohol is being sold at an event on church property, a temporary permit/license is required. The event planner should contact the Tennessee Alcoholic Beverage Commission.
3. Alcohol served at an event on parish property must remain on parish property where the event is taking place. Guests are not permitted to carry alcohol away from the event's premises.
4. No one who is intoxicated may be served alcohol. Slurred speech, staggering, stumbling behavior, or poor motor skills are clear indicators of alcohol intoxication.

C. GUIDELINES FOR THE PROPER USE AND SERVING OF ALCOHOL IN HARMONY WITH TENNESSEE STATE LAW

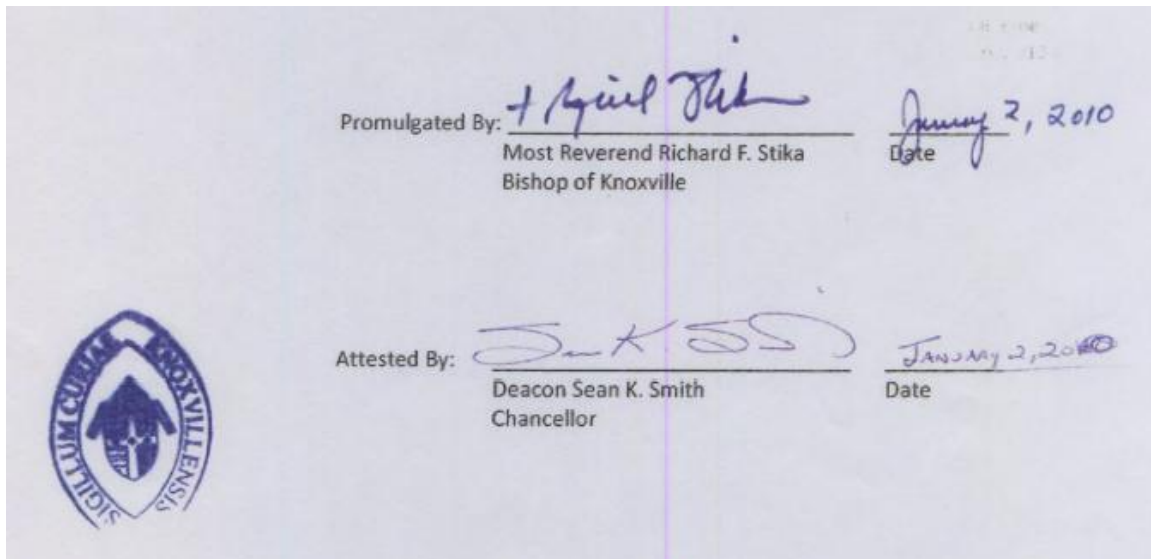
1. Alcohol shall never be served, available or otherwise consumed at a youth event. This includes celebrations of the sacraments bestowed on those under the legal drinking age (including marriage), or any event associated with the parish school, a diocesan high school, or a parish youth group.
2. If alcohol will be served at a non-youth event and individuals under the age of 21 will be present, the pastor shall ensure that young adults present their driver's license for age determination and that such individuals receive and wear a bracelet (as seen below) or are marked with some other identifier (hand stamp).



3. If alcohol is served at an event where an open invitation has been issued, at least one security person per 100 guests shall be present throughout the event. "Open invitation" means that non-parishioners have been invited, and include wedding receptions. A security person is defined as a person who agrees not to drink during the event and who also accepts the responsibility to observe guests for intoxication and/or unruly behavior. The security person may be a parishioner serving on a volunteer basis or he/she may be a hired security guard.
4. Guests should not be allowed to bring their own alcohol onto parish property without the prior approval of the pastor.
5. Only one alcoholic beverage should be served to a guest at a time. The bartenders should be trained and instructed to serve no more than 1 ounce of whisky in a mixed drink, no more than 12 ounces of beer per serving, and no more than 6 ounces of wine per serving.
6. When alcohol is served at an event on parish property, it should be dispensed only by an individual or individuals who are of mature demeanor, and who are at least 21 years old. Such persons should abstain from drinking alcohol during the events.
7. Food, coffee, and non-alcoholic beverages (pop, tea, water, and juice) should be served constantly throughout an event where alcohol is served. Food should be readily available throughout the event. The bar should be closed at a reasonable period of time before the event ends.
8. If a guest appears intoxicated and has transported himself or herself to the event, the event's planner should provide, or otherwise arrange, alternative transportation for the guest. The determination of intoxication may be made through personal observation. Slurred speech, staggering, or poor motor skills coordination.

D. SUGGESTIONS BY THE DIOCESE AND CATHOLIC MUTUAL GROUP

1. Alcohol related liability could financially ruin the event's planner. Many insurance companies offer a "rider" on a homeowner's insurance policy for an event planned by the insured. It is strongly suggested that the event's planner obtain such a rider.



POLICIES OF SAINT ALBERT THE GREAT PARISH

Because it is nearly impossible to anticipate all unusual or special circumstances, policies listed below may receive a one-time exception form the Parish Council or the Pastor for good reason.

“Safe Parish” Policy

(Recommended 9/9/08 - Approved 10/14/08)

Saint Albert the Great Parish joins with all parishes of the Diocese of Knoxville in participation in the “Safe Parish Program.” This program requires all parishioners dealing with children, minors and/or vulnerable adults to: (1) read and sign all appropriate appendices of the Diocesan publication: “Policy and Procedures Relating to Sexual Misconduct;” (2) undergo a background check; and (3) attend and complete the 3-hour VIRTUS training class.

Smoking Policy

(Recommended 10/14/08 - Approved 11/11/08)

Saint Albert the Great Parish is not only concerned with the Spiritual Health of our parishioners, but also with their Physical Health, the *Saint Albert the Great Parish* property shall be a “Smoke Free” campus.

Alcohol Policy

(Recommended 10/14/08 - Approved 11/11/08)

Saint Albert the Great Parish is concerned about the example we set for our young people, *Saint Albert the Great Parish* will not allow alcohol to be served or consumed when anyone under 21 years of age are present at a parish function.

(Also, see attached Diocesan Policy)

Leftover Food

(Recommended 11/11/08 - Approved 11/11/08)

Saint Albert the Great Parish wishes to ensure food left over from an event be put to good use and not wasted or thrown away. Therefore, when there is food left over from an event, the people who brought it should take it home. If they don’t want it, it should be offered to members of the committee sponsoring the event or to parishioners. If there is a large amount of food remaining, it is recommended that it be taken to the Volunteer Ministry Center. In any case, food should **NOT** be left behind or put in the refrigerator.

Re-Cycling Policy

(Recommended 10/14/08 - Approved 11/11/08)

Saint Albert the Great Parish is concerned about being good stewards of our environment. *Saint Albert the Great Parish* will attempt to recycle paper, aluminum, and plastic in the church office and at church functions. We will also try and use environmentally friendly items when prudent (i.e. no Styrofoam products). Clearly marked containers will be provided by the parish and should be used by all parish groups.

Use of Parish Facilities by Parishioners

(Recommended 01/12/2010 - Approved 02/09/2010)

Saint Albert the Great Parish allows parishioners to reserve parish facilities for special occasions. Reservations can be made at anytime, but will not be confirmed until 30 days before the activity is to take place. Note. Parish activities will always have priority over personal activities. Reservations must be made through the church office and 1) be place on the parish calendar; 2) sign that you have pick-up a copy of and will follow all approved parish and diocesan policies; 3) Church grounds and facilities are to be left in the same condition in which they are found; and 4) trash from your activity should be removed from the parish grounds.

Use of Parish Name/Logo’s

(Recommended 01/12/2010 - Approved 02/09/2010)

Saint Albert the Great Parish is pleased that parishioners and parish groups wish to use our name and logos on printed materials and clothing items. All such usage must be approved by the parish office.

Agreement for Use of Parish Facilities

The following agreement is applicable to parishioners who wish to use the facilities at St. Albert the Great Parish for a private event. Please contact the Parish office at 689-7011 for availability prior to submitting this form.

Name of Parishioner Requesting Facility

Phone Number

Date & Hours of Event

Number of Guests expected for event

Facilities Requested:

_____ Activities Center & Kitchen

_____ Picnic Pavilion

By signing below I acknowledge that I have received a copy of the Diocesan & Parish Policies and I agree to abide by those policies during my event.

Signature

Date