

POLICIES OF SAINT ALBERT THE GREAT PARISH

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

Ministry Funding Policy

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish believes that ministries and activities of the parish should be free to all parishioners and paid for from the Sunday offertory (i.e. Parish Picnics/Gatherings, Faith Formation, Youth Group, etc.). For budgeting purposes, all groups should turn in a yearly budget request to the Parish Council. If a group participates in an activity not directly sponsored by the parish, or off the parish premises, they may be asked to pay for all or part of the cost to the parish (i.e. Deanery or Diocesan functions).

Fund-Raising Policy

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish desires to be a community focused on seeing and responding to the needs of our own parishioners and the greater community. We are aware there are many more needs and worthwhile causes than we can possibly meet. Therefore, it is the policy of *Saint Albert the Great Parish* that all fund-raising requests be made in writing to the Parish Council chair for discussion at the next meeting Parish Council Meeting (2nd Tuesday of the month). The Parish Council will review all requests to see how they fit into the current capacity and philosophy of the parish, giving preference 1st to Catholic organizations directly affecting parishioners, 2nd to organizations that are part of the Diocese of Knoxville, and 3rd other requests. No phone or e-mail solicitation of parishioners is allowed. Groups may be given permission to fund-raise after Sunday Masses for **one** weekend, **OR** ***may be*** allowed to make a request through the parish bulletin, **OR** may be informed that their request does not currently fit into the parish fund-raising priorities.

“Safe Parish” Policy

(Reviewed/Updated/Approved 2018)

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 appendixes 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

(Reviewed/Updated/Approved 2018)

Since 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

(Reviewed/Updated/Approved 2018)

Since 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 is present at a parish function.

Leftover Food

(Reviewed/Updated/Approved 2018)

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.

Recycling Policy

(Reviewed/Updated/Approved 2018)

Since 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 to use environmentally friendly items when prudent (i.e. no Styrofoam products). Clearly marked recycling containers will be provided by the parish and should be used by all parish groups.

Faith Formation Policies

(Reviewed/Updated/Approved 2018)

Teachers per Classroom

Saint Albert the Great Parish strives for all youth classrooms to be staffed with two adult, Virtus certified, fully initiated and practicing Catholic teachers. Should a teacher not be in attendance (either expected or unexpected absence) a

parent of one of the students will be asked to remain in the classroom. Should no parent be available, or willing, the program coordinator will step in, find another adult, or combine classes.

Visitors to Youth Programs

Saint Albert the Great Parish welcomes all youth interested in participating in faith formation classes or youth group activities. If a youth arrives as the guest of another youth, the visiting youth will be asked to complete a visitor form.

Mission Trip Grant

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish supports parishioners living the parish mission by going on a "mission trip." Parishioners may apply to receive up to a \$500 grant to be used toward trip expenses. Grants will be made based on funds available in the Parish Charity Budget. Interested parishioners may fill out an application obtained through the parish office. The request will be considered at the next Corporal Works of Mercy Committee meeting and, if recommended, forwarded to Parish Council for final approval. Parishioners receiving a grant will be asked to share their experience with the parish.

Memorial Gift Policy

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish will accept named memorial gifts under the following guidelines: 1) Recognition of person/s memorialized will be on a common plaque and not on individual items, trees, shrubs, etc. 2) Memorials will be offered in a way affordable to all parishioners; 3) Funds raised will be spent to continue the development of the Saint Albert the Great Parish or to pay down the parish debt if that is desired by the donor.

Presentations at Sunday Mass

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish does not normally allow talks or presentations from outside groups during Sunday Masses. If approved by Parish Council, groups or individuals may be offered the opportunity to make a full page color presentation on the back of the Sunday bulletin and/or be available following Sunday Masses to answer questions regarding their activity or program.

Use of Parish Facilities

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish allows parishioners to reserve parish facilities for special occasions. Reservations can be made at any time, 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 with the following stipulations: 1) the event must be placed on the parish calendar; 2) the individual requesting the reservation must verify that they have picked 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 were found; and 4) trash from the activity should be removed from the parish grounds.

For events that reoccur on a regular basis, approval must be obtained through Parish Council. Approved events will be placed on the parish calendar for no more than 6 months at a time, at which point approval must again be obtained through Parish Council. At least one Saint Albert the Great parishioner must be present for any approved reoccurring events, gatherings, or meetings. Only Saint Albert the Great parishioners will be allowed to sign out the key to the Activity Center kitchen during such events, gatherings, or meetings.

Use of parish facilities by parishioners for business purposes, or for any use by outside groups, must be requested through Parish Council. If approved for such use, the group requesting parish facilities must apply for and obtain special event insurance through Catholic Mutual. Such insurance must be obtained at least 15 days prior to the event.

Use of Parish Name/Logos

(Reviewed/Updated/Approved 2018)

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 Parish Council.

Transportation of Minors

(Reviewed/Updated/Approved 2018)

Saint Albert the Great Parish is always concerned for the safety of our young parishioners. Parish Staff and leaders of parish groups (i.e. youth group, children's choir, etc.) may not transport children home after an activity/practice without written permission of the child's parent or legal guardian. All drivers transporting minors must also be cleared through the office and Catholic Mutual before being able to serve as a driver for any events affiliated with the Parish.



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.

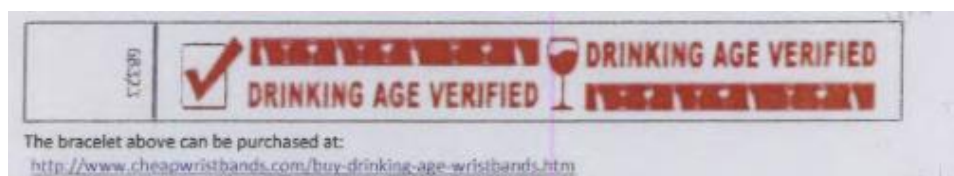
THE POLICY: Pastors, in consultation with parish pastoral councils, are free to determine whether alcohol may be consumed on parish property, or to limit the events at which it may be served. The pastor should know and approve of the presence and consumption of alcohol prior to an event. If alcohol is 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.

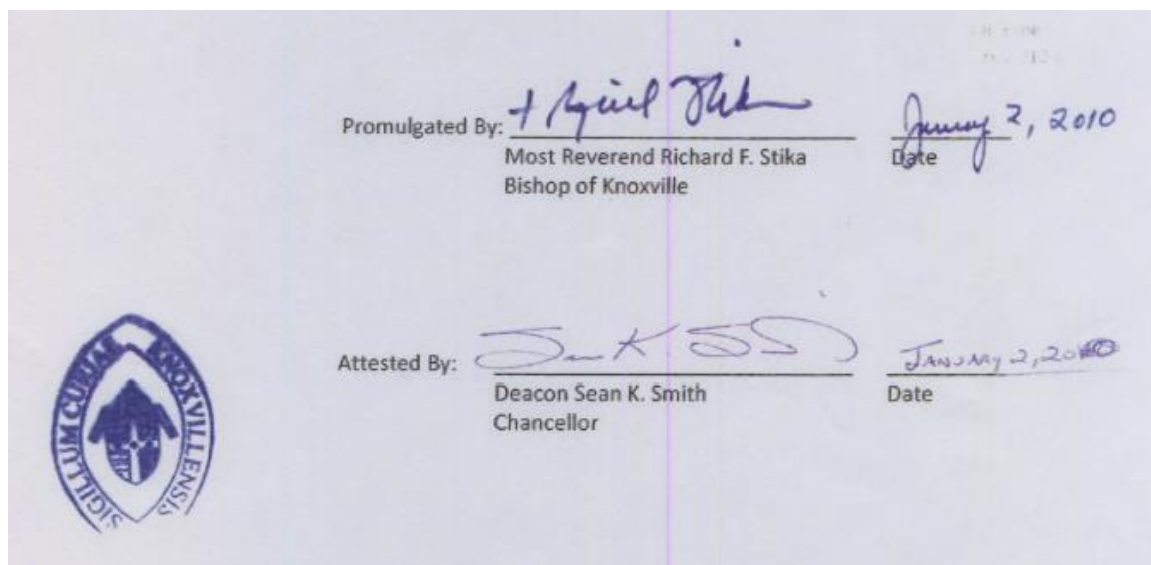
6. When alcohol is served at an event on parish property, it should be dispensed only by an individual or individuals who are of mature demeanor, and who are at least 21 years old. Such persons should abstain from drinking alcohol during the events.

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.



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:

Leftover Food

(Recommended 11/11/08 – Approved 11/11/08)

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_____ 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

Note: All Food must be labeled with the name of the event and date if left in the kitchen or refrigerator and removed immediately following the event. Also please dispose of any trash by placing it in the large garbage bins under the carport.

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH* : _____

*PARISH is understood to include the Diocese of Knoxville

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____
FACUSAG (2/07)

OPTIONAL INSURANCE

NOTE: CATHOLIC MUTUAL **MUST** RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. **DO NOT** SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

DIOCESE OF KNOXVILLE - 0789
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.

Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (*see below for purchase options*).

Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**

Coverage underwritten by **Nationwide Mutual Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$95 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:

Street (Physical) Address (NO P.O. BOXES):

City/State: _____ **ZIP Code:** _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

(Please **Print** Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ **ZIP Code:** _____

Telephone: _____

To receive approval notification please print e-mail(s):

(Please **Print** E-mail(s) Clearly)

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events with attendance of more than 1,000 persons
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

Date of Event: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a **FUNDRAISER**, be **specific** about what is occurring):

Time of Event: From _____ To _____

Is this an overnight event? _____
Yes _____ No _____

Approx. Number of Participants: _____

Is Food Being Served? _____
Yes _____ No _____

Is Liquor Being Served? _____
Yes _____ No _____

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain **LIQUOR LIABILITY** coverage by separate application.

Does this event require the additional coverage? _____ Yes _____ No

To Note: If liquor liability coverage is **NOT** purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

**DEFENSE COSTS FOR SEXUAL MISCONDUCT
FOR OVERNIGHT EVENTS - \$100,000 LIMIT**

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? _____ Yes _____ No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (A charge of \$100 per device applies. Must be pre-approved, picture required.)

**MAKE CHECK PAYABLE TO:
CATHOLIC MUTUAL GROUP**

RETURN WITH FORM TO:

CATHOLIC MUTUAL GROUP

10843 OLD MILL ROAD

OMAHA, NE 68154

Email: memberservices@catholicmutual.org

FAX: 402-551-2943

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108