

## **Policy and Procedures: Gathering Area Displays**

**Objective:** To maintain the dignity and decorum of the gathering area to enhance the appearance and dignity of the church.

### **Procedures:**

1. Window ledges and tables will remain clutter free. Devotional and written materials to include brochures, rosary baskets, devotional items, prayer cards, posters, easel materials, ministry displays, sale items, Faith Formation information and the like, will be displayed only when approved by the Pastor and only for a specified time.

2. Only the Pastor, Parochial Vicar or Director of Administration and Communication are authorized to approve requests for displays.

3. The suspense date for submitting Gathering Area Display Requests is one week prior to the requested display date.

4. Requests for the use of the gathering area must be made using the official parish form. This can be found on the website by clicking on the link to the form.

5. The normal length of Display approval is two weeks. If the requester desires a longer period, make sure it is noted clearly on the request.

6. Pastor approved materials will be removed by the requesting individual or ministry persons at the end of the approved period (normally two weeks; any exceptions must be specifically approved by the Pastor).

7. Materials displayed on the Welcome Desk must be returned to the desk drawers after the final Sunday Mass.

8. Items which have not been removed at the end of the approved period will be collected by parish staff and retained in the church office for a period of one week after which, if not claimed by the individual or ministry responsible, items will be disposed.

9. A record of approved requests for Gathering Area Requests is maintained in the Parish Administration Office (Format Enclosed).

Date Policy Approved: January 27, 2019

Approved by: Original Signed by Fr. John Forbes