



**SAINT JAMES PARISH**  
A CATHOLIC CHRISTIAN COMMUNITY

April 2018

Dear St. James Ministry Leaders,

Welcome to the St James 2018-19 calendar packet. Attached you will find the 2018-19 calendar packet and all the necessary components for you to reserve time and space for your ministry meetings and events. As in past years we have gone GREEN. Thus we encourage you to use EMAIL as your way to communicate your calendar requests. With the construction in full swing we are tight on space. Thus we are asking all ministries, if possible, to consider holding ministry meetings in their homes or another venue until construction is complete.

Ministry leaders please make sure to go over this reservation system with the new incoming ministry leader. Please send the new ministry leader contact information to us so we can update our records and make sure we are sending future calendar and parish information to the New Ministry leader! Please send ministry leader changes/updates to the parish office at [parishoffice@stjamesah.org](mailto:parishoffice@stjamesah.org)

**The most important date to remember is May 25<sup>th</sup>, 2018.** This is the deadline for sending me your 2018-19 calendar requests. For those leaders that are not familiar with the St James calendar process, here is a short review.

If you are not comfortable EMAILING your calendar request, all the forms you need are attached to this packet. Each page is titled at the top.

- We encourage you to send your date requests via email: [lczajkowski@stjamesah.org](mailto:lczajkowski@stjamesah.org), or you can print the forms, fill them out and drop them off or mail them to the Parish Office. Dates and room requests need to reach me as soon as possible, but no later than May 25th. I juggle all the dates and requests and present a proposed calendar to the Pastoral Staff in June.
- The Pastoral Staff reviews the calendar and makes changes and adjustments.
- I will let you know if your event or space needs to be altered. All final updates and modifications will come in July. ***Again, please remember that all dates and times are tentative until you receive a calendar confirmation from me in July.***

Here is a short explanation of each form that is included in this packet:

**2018-2019 Parish Calendar:**

When planning your ministry calendar, please review the dates already indicated on the overall parish calendar. We suggest you not schedule meetings on these dates to avoid major conflicts. It is important to note that Liturgical and sacramental needs will always take top priority here at St James. (i.e. Mass, funerals, 1st communion, confirmation)

**The Parish Staff kindly requests that no meetings be scheduled during Holy Week – April 14-20<sup>th</sup>, 2019**

**Facilities overview Form:** this Form gives you the names of all the rooms plus, capacity, number of tables, types of tables, number of chairs and any notations for you to know( i.e. piano, kitchen, not available during school, hours, etc) Please Note a room has certain tables and chairs. Please do not ask for tables to be moved from one place to another (i.e. Round tables in Laramie room stay in Laramie room, etc)

**Facilities Request Form:** Standard Form for requesting space for the whole year. Please give a 1<sup>st</sup> and 2<sup>nd</sup> choice. Sometimes your first choice is not always available. Giving us 2 options make it easier to work with your request. We will try to accommodate you. (Please note this form is **only needed if you choose NOT** to send your request via a email)

Now that we have reviewed all the forms let's go over how space requests work.

- 1 Please fill out the Facilities Request form in its entirety. **Please give us all dates for the entire 2018-19 year.** Please remember that the more information you give the easier it is to find space for your ministry. **Again, you can also email this information to me.**
- 2 You can mail me your completed forms, drop them in the Parish Office or you can email them to me at [lczajkowski@stjamesah.org](mailto:lczajkowski@stjamesah.org) Be sure to include all the information that is outlined in facilities request form above. **May 25th is the deadline for Calendar requests.**

***When filling out your space request forms, please follow these simple guidelines. These guidelines make the process run more smoothly. Please remember:***

- Space requests need to be in writing/email (forms are attached for your convenience).
- Actual dates should be used (ie not the second Monday of each month).
- Actual starting and ending times should be indicated as well as when you need to begin setting up. **Set up time is very important. Please DO NOT assume you can have a room for set up hours ahead of time.**
- Please do not schedule any meetings for the following dates: Ash Wednesday and Holy Week. (See the attached calendar for the actual dates.)
- If your meeting or event changes or is cancelled, please let me know in case someone else is waiting for a space to open up. **Canceling space is just as important as reserving a space.**

Finally, the majority of our ministries get new leaders, etc in May/June of each year. When completing your requests, **please do not forget to give us the name, phone number and email of the person who will be in charge of scheduling for your ministry next year.** We will not be able to complete your requests if we do not have the proper contact information for your ministry.

We thank you for your quick response to this 2018-2019 calendar planning packet. Time moves very quickly. As always, thank you for all you do for St James. Our devoted volunteers are truly the face of St James in all aspects of our vibrant parish life.

Peace,  
Liz Czajkowski  
Office Manager  
224-345-7205



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**Facilities Request Form 2018-2019**

Date \_\_\_\_\_

Organization \_\_\_\_\_

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

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Date and Day of Event or Meeting** \_\_\_\_\_

Purpose or Description of Event \_\_\_\_\_

Number of people attending Event: \_\_\_\_\_

Items needed in room: chairs \_\_\_\_\_ tables \_\_\_\_\_ piano \_\_\_\_\_ kitchen \_\_\_\_\_  
(Please Review Facility Overview form included in this package)

Facility Desired: 1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

**Actual Starting Time** \_\_\_\_\_ a.m. / p.m. **Ending Time** \_\_\_\_\_ a.m. / p.m.

How much setup time do you need before the event? \_\_\_\_\_

How much cleanup time do you need after the event? \_\_\_\_\_

**All AUDIO requests must be in writing to John Towner 2 weeks prior to the event.**  
John can be reached at [JTowner@stjamesah.org](mailto:JTowner@stjamesah.org)

Set up forms are available on the parish website at:  
<http://www.stjamesah.org/wp-content/uploads/2013/02/REQUEST-FOR-SET-2013-2014.pdf>

**All groups are required to clean up after themselves and return the space to the way it was setup prior to their use. Failure to leave the space in good condition will jeopardize future use of the space.**

Please return this Request Form to the Parish Office  
Attention Liz Czajkowski or email Liz at: [lczajkowski@stjamesah.org](mailto:lczajkowski@stjamesah.org)

**Please return calendar requests by Friday, May 25th**

## St. James Facilities Overview 2018-2019

*For your convenience, we have listed the rooms that are available for use during the 2018-2019 calendar year.*

<b>St. James School</b>					
Room	Capacity	Table Type	# of Tables	# of Chairs	Notations
Chapel	36	None	Chair/ kneelers	36	N/A during school hours
School cafeteria	200	Rectangular bench tables	18 14	160	Sink and counter space: Room N/A during school hours
Parish Center	900	Rectangular	60	850	Stage, piano Room N/A during school hours
School Library	70	square	8	50	Piano, whiteboard, video
Music Room	30	NONE	NONE	30	Piano Room N/A during school hours
Jr high Classroom	25	School desks	25	25	Room N/A during School hours
SJS Teachers lounge	45	Rounds	8	45	Room N/A during School hours
<b>St. James Parish Office</b>					
Room	Capacity	Table Type	# of Tables	# of Chairs	Notations
O'Brien Room	60-70	Rounds	10	70	Piano, elevator, Small kitchen attached
Boardroom	20-25	Large rectangular	1	20-25	1 <sup>st</sup> floor of parish office
Conf room 1	8-10	oval	1	8-10	1 <sup>st</sup> floor of parish office
Resource Room	8-10	Oval	1	8-10	1 <sup>st</sup> floor of parish office
<b>St James Table Linens ***</b>					
Shape	Size	Color	Quantity		
Round	72	White	16		
Rectangle	120"	White	8		
Rectangle	120	Cream	7		
Rectangle	120	Black	4		

\*\*\* St James has table linens that are available for use with small ministry events. We kindly ask that when you are finished with your event, you please take the soiled linens home, wash and fold them and return them to the parish office in a timely manner. \*\*\*

