



SAINT JAMES PARISH
ARLINGTON HEIGHTS

BE DISCIPLES OF CHRIST.
MAKE DISCIPLES OF CHRIST.

MINISTRY LEADER HANDBOOK



August 2021

Dear Ministry Leader,

Our ministries are the life blood of our faith community—so we want to first thank you for volunteering your time and talent to lead one of the vibrant ministries here at St. James!

As ministry leaders, you wear a lot of hats and there is a lot of information to know and a multitude of guidelines and policies to remember. It is our hope that this Ministry Leader Handbook will help you lead your ministry and work hand in hand with the parish staff.

The St. James staff is here to support you as you carry out the work of your ministry. We are here to guide you through best practices as it pertains to parish policies and procedures and assist you as needed.

Again, thank you for all you do. This parish would not be where it is without the selfless commitment of our generous parish volunteer community! Should you have a question that is not answered in this handbook, please do not hesitate to contact the parish office so we can assist you in any way possible.

With warmest regards,

St. James Parish Staff and Parish Pastoral Council (PPC)

*The parish staff provides support to help you carry out your ministry work.
The following is a list parish staff contacts who may serve you.*

Saint James Parish Staff Contact Information

Tam Conseur (Liturgy & Music Director)	224-345-7204	tconseur@stjamesah.org
	<ul style="list-style-type: none"> - Mass Announcements & Minute speech - Sound Requests 	
Jonathan Blevins (Evangelization Director)	224-345-7211	jblevins@stjamesah.org
	<ul style="list-style-type: none"> - Kevin Byrnes – Grades 1-5 Religious Education_ kbyrnes@stjamesah.org - Karen Jarosz – Open Doors Ministry kjarosz@stjamesah.org - Christina Hudson – Life Teen chudson@stjamesah.org - Matthew Marcheschi – Focus Missionary mmarcheschi@stjamesah.org - Sarra Stanley – Focus Missionary sstanley@stjamesah.org - Theresa Storto – R.E. Administrator_ tstorto@stjamesah.org - 	
Barbara Krawczyk (Business Office)	224-345-7239	bkrawczyk@stjamesah.org
	<ul style="list-style-type: none"> - Finance & Ministry Budget - Event Expenditures - Tax Exempt Letter - Insurance and/or Liquor License - Virtus Compliance 	
Flo Trunk (Office Manager)	224-345-7206	parishoffice@stjamesah.org frunk@stjamesah.org
	<ul style="list-style-type: none"> - Bulletin - Calendar - Photocopies - Meeting Room Space - Baptisms, Wedding, and Funeral Coordination - Keys/Swipe - Room Set-up Request form on-line - 	

BULLETIN/SOCIAL MEDIA/WEBSITE FOR PUBLICITY

Publicity is an important ingredient for the success of a program, an event or ministry. There are four primary ways to publicize events and new ministries here at St. James:

- The St. James Website
- St. James Social Media Channels (Facebook & Twitter)
- The weekly Parish Bulletin
- The Video Message Board in the Church Gathering Space

The submission process for the parish bulletin, website and social media is the same. Please first consult the St. James Publicity Toolkit for details and then complete the marketing request form. These resources can be found on the St. James website:

- St. James Publicity Toolkit: <http://www.stjamesah.org/wp-content/uploads/2019/10/Parish-publicity-2019-2020.pdf>
- St. James Marketing Request: <http://www.stjamesah.org/marketingrequest/>

Note: Any submissions for the bulletin are due in a print-ready format 10 days prior to the date you wish to see the information in print. *(For example, if you want your information to appear the bulletin for the weekend of August 15, you must send in print-ready material no later than August 6th.)*

For questions, please contact Flo Trunk at: frunk@stjamesah.org

CALENDAR- ROOM AND SPACE RESERVATIONS PROCESS

The overall calendar is set on an annual basis in early June. We work on a July-to-July calendar. Each April, a calendar planning email is sent to ministry leaders so as they can anticipate the next year's ministry meetings and required parish space requirements.

Ministry leaders are sent an email and link to forms and instructions that are posted on the St. James website. You submit your request and the parish office puts together an overall parish calendar. Space requests need to be approved by the parish office **before** you share it with others.

St. James understands that certain ministries cannot plan months in advance for their ministry needs. Therefore, we do take room reservations all year, but we ask that requests be made with as much notice as possible. We will do our best to accommodate your request.

To reserve a room during the year:

Please email your request to parishoffice@stjamesah.org with the following information:

- Meeting/Event Date
- Time
- Number of attendees
- Room preference (For details on rooms, see "St. James Facilities Overview 2021-22" below.)

COPIES

The parish office is available for ministry copies in small quantities (100 copies or less). The parish does have other resources for large volume copying (more than 100 copies). Please contact our office staff for copying jobs you may need.

CLEANUP AFTER MEETINGS AND EVENTS

Each of our facilities at St. James serve to build a strong faithful community. As such, we want to ensure that all facilities are clean and organized after each meeting/event. All groups using St. James facilities are required to clean up after their meeting/event; this includes returning the space to the way it was prior to their use. Each space will have

FINANCE

Often ministries handle money transactions. The Archdiocese has guidelines for best practices when it comes to a parish. We kindly ask that before you sign any documents/contracts or buy/pay/collect money for any type of ministry event, that you please contact our business office (bkrawczyk@stjamesah.org). We also kindly ask all ministry treasurers to schedule a face-to-face meeting with business office on an annual basis.

Our business office will work with you in the following business/finance areas:

- Creating online payment for ministry events
- Creating order forms/and collecting money for an event
- Cash boxes for ministry events
- Expense reimbursement
- Check request procedures
- Vendor payment
- Event/Vendor contracts
- Liquor license
- Insurance for event
- Ministry budget and accounting process
- Use of Parish Tax Exempt Letter

FORMS

The forms that are requested most often can be found on our parish website:

<http://www.stjamesah.org/forms/>

ICE

St. James has an ice machine located in both the Church and Parish Center kitchens. Please contact our office manager (parishoffice@stjamesah.org) if you need ice for your ministry event.

INSURANCE

Some ministry events require Proof of Insurance (e.g., usually larger events). To inquire whether your ministry event will need Proof of Insurance, please contact our business office (bkrawczyk@stjamesah.org).

LIQUOR LICENSE/SERVING LIQUOR

Some ministry events require an Illinois Liquor License. If you plan to serve or sell alcohol at your event, please contact the business office (bkrawczyk@stjamesah.org) **no later than a month prior to your ministry event** for guidelines and rules for an Illinois Liquor License.

LINENS

St. James has both round and rectangular table linens available. There is a set amount of each type. The linens are available for smaller events. The size, shape, color and number of linens are described on our “Facilities Overview” that is at the end of this document. We do ask that any ministry using the linens please take them home at the end of their event, wash and fold the linens and return them to the parish office within 5 days of the event.

MASS ANNOUNCEMENTS/

There is limited amount of time for podium announcements at weekend masses. Please contact our liturgy and music director (tconseur@stjamesah.org) if you would like a short announcement to be read before weekend masses. We ask that announcements be a short paragraph that is no longer than 20 seconds. Please email your announcement request no later than 7 days (1 week) prior to the weekend you would like it announced.

PARISH OFFICE MAILBOXES

All parish staff and some ministries have mailboxes in our parish office. If your ministry has a mailbox, we ask that you check that mailbox on a weekly basis. If your ministry is in need of a mailbox, please contact our office manager (parishoffice@stjamesah.org).

PROJECTION SCREEN/TV MONITORS

St. James has several options for viewing video/slide shows/movies. It is best to reserve the screen at the time you reserve your meeting/event space. Options are different depending on the location of your meeting or event. Please contact our office manager (parishoffice@stjamesah.org) should your meeting/event require a viewing screen.

ROOM KEYS/ SWIPES/BUILDING ACCESS

The St. James School, Parish Office, Parish Center, Chapel, and School Library are all located in the west side building. The west side campus has a computerized door security system for all exterior entrances. Depending on the time and location of your event, event leaders may need to obtain a swipe card (“swipes”) and check out room keys from our parish office.

- To obtain a swipe card please contact the office manager **one week prior to your event** at parishoffice@stjamesah.org.
- Please include the following information in your email:
 - Name, date and time of event.
 - Doors used for event (e.g., Parish Center/west doors)
 - *Swipes are usually requested for gaining entrance to the through the west side Parish Center doors.*
 - Times that the event leaders will need access (e.g., 5 p.m. – 11 p.m.)
 - Name of the person who will be picking up the swipe in the parish office.
- Once our office manager has received your request, she will email you to let you know if swipes/keys are necessary for your event.
- You can pick up your swipes and keys at the front desk on the day of your event. A contract will need to be signed that should the swipe be lost or not returned, the ministry or person will pay the parish \$25/swipe.
- Once the meeting/event is over, we kindly ask that you drop the key off at the parish office.
 - If your meeting is over after the parish office is closed, please drop the keys in the black key box located on the outside wall to the left of the parish office door.

REQUEST FOR SET-UP

When a ministry event or meeting needs a special room arrangement, you need to submit a “Request for Set-Up” so the room is arranged the way you would like.

- Please complete a Request for Set Up form found on our website here:
www.stjamesah.org/request-for-event-set-up/
- Please keep in mind as you plan your event, that each room/space at St. James has a certain number of tables/chairs for that space. (For details, see “St. James Facilities Overview 2021-22” at the end of the handbook.)

Please return the “Request for Set-Up” no later than one week prior to your event. Your completed form will be delivered directly to Maintenance & Parish Office.

SOUND AND SOUND SYSTEM REQUESTS

The music department of St. James will be glad to help you with most sound and sound system requests and needs. Please know that due to the delicate nature and cost of the equipment, certain requests might not be possible. However, we will do our best to accommodate you.

- **Requests for sound should be made two weeks prior to your event.**
- Requests should be directed to John Towner or Tam Conseur, music ministry director:
 - John Towner: jtowner1129@comcast.net or 224-558-1674
 - Tam Conseur: tconseur@stjamesah.org or 224-345-7204

TAX EXEMPT LETTER AND NUMBER

If you will be purchasing items for your ministry or ministry event, please contact the business office (bkrawczyk@stjamesah.org) for a tax-exempt letter and number. Please note that **St. James does not reimburse any group/individual for tax.**

VIDEO/DVD CART

St. James has a video/DVD/slide projector cart. The cart is available for events in the Parish Center/School Library/all meeting rooms in the parish office. Please contact our office manager (parishoffice@stjamesah.org) to reserve the video cart for your meeting/event. **Video cart reservations should be made at least one week prior to your event/meeting.** *(Step by step instructions will be on the cart and available in September 2018.)*

Virtus Training Guidelines for Volunteers

St. James volunteers who work with children under the age of 18 or vulnerable adults need to maintain Safe Environment compliance as defined by the Archdiocese of Chicago. Safe Environment requires Virtus training as applicable to your role, a criminal background check, one or more DCFS Cants forms and a signed Archdiocesan Standards of Behavior for Church Personnel working with Minors and Vulnerable Adults. Please contact our controller in the business office (bkrawczyk@stjamesah.org) to ensure compliance of all ministry volunteers.

APPENDIX

The following pages are forms and guidelines meant to help you in ministry:

- St. James Facilities room/capacity overview
- St. James Event Timeline and check list
- St. James Publicity toolkit

St. James Facilities Room/Capacity Overview 2021-22

For your convenience, we have listed the rooms that are available for use during the 2021-22 calendar year.

St. James School					
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, large screen/projector/apple tv Room N/A during school hours
School Library	70	square	8	50	Piano, smartboard with apple tv/screen mirror N/A during school hours
Music Room	30	NONE	NONE	30	Piano Room N/A during school hours
Jr high Classroom	25	School desks	25	25	Smartboards with apple tv Room N/A during school hours
SJS Teachers lounge	45	Rounds	8	45	Room N/A during school hours
St. James Parish Office					
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 st floor of parish office
Conf room 1	8-10	Oval	1	8-10	1 st floor of parish office
Resource Room	8-10	Oval	1	8-10	1 st floor of parish office
St. James Church					
Room	Capacity	Table Type	# of Tables	# of Chairs	Notations
Laramie Room	80-100	Rounds	10	70	kitchen with refrigerator, dishwasher, warming oven attached
Meeting Room 1	10-15	Large rectangular	1	10-12	Breakout room off the Laramie Room

Meeting Room 2	8-10	Oval	1	6-8	Breakout room off the Laramie Room
Music Room		None	None		
Teen/Senior Room					

St James Table Linens

Shape	Size	Color	Quantity	
Round	72	White	16	
Rectangle	120"	White	8	
Rectangle	120	Cream	7	
Rectangle	120	Black	4	

St. James Event Planning Timeline/Check List

When having a large event or meeting at St. James, there is a long list of "to-dos." St. James has put together the following timeline/checklist to help you plan your upcoming event. The items all include communication with St. James staff.

6 months prior

- Reserve date/space/time with our office manager. Please use this link [Room Reservation Form](#)
 - Remember to include time needed to set up/clean up
- If needed, reserve Gathering space tables with our office manager for ticket sales.

2 months prior

- Contact our communications manager for event advertising in bulletin and website.
- Contact the St. James School/ Religious Education/ Youth Ministry for advertising with St. James families.
- Contact our business office for all event liquor license/insurance/money collection best practices.

1 month prior

- Contact John Towner for any sound request.

2 weeks prior

- Submit "Room Set Up Form" to St. James maintenance for table/chairs/garbage can set up.
- Contact our office manager for swipe/key/door time information.
- Contact our business manager to arrange cash box and money collection setup.
- Contact our office manager to coordinate times for drop off and set up of event items.

1 week prior

- Email door time/swipe time requests to our office manager.
- Confirm set up and access time for event space. *(During the school year, confirm setup time with the St. James principal for Parish Center events.)*

Day of Event

- Stop in the parish office to pick up keys/swipes, etc.
- Set Up.
- Clean Up.

Day after event

- Return keys/swipes to the parish office.
- Contact our business manager for event money/expense best practices.

