

# SAINT JAMES MINISTRY HANDBOOK

APRIL 2022



SAINT JAMES PARISH  
ARLINGTON HEIGHTS

2022-23

Dear Ministry Leader,

Our ministries are the lifeblood 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, especially in these unprecedented times of a global pandemic. 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

## Saint James Parish Staff Contact Information

<b>Deacon Matt Hahn (Parish Operations)</b>	224-345-7207	<a href="mailto:mhahn@stjamesah.org">mhahn@stjamesah.org</a>
<b>Tam Conseur (Director of Music and Liturgy)</b>	224-345-7204	<a href="mailto:tconseur@stjamesah.org">tconseur@stjamesah.org</a>
	<ul style="list-style-type: none"> <li>- Streaming Requests</li> <li>- Susan Chappell – Music and Liturgy Assistant <a href="mailto:schappell@stjamesah.org">schappell@stjamesah.org</a></li> <li>- Mass Announcements</li> <li>- Microphone requests</li> <li>- Gathering Space TVs - Contact Kevin Dillon at <a href="mailto:kdillon@stjamesah.org">kdillon@stjamesah.org</a></li> </ul>	
<b>Evangelization Team</b>	<ul style="list-style-type: none"> <li>- Theresa Storto – Administration <a href="mailto:tstorto@stjamesah.org">tstorto@stjamesah.org</a></li> <li>- Bethany Larson – Grades 1-5 Religious Education <u>(1st Communion &amp; Reconciliation)</u> <a href="mailto:blarson@stjamesah.org">blarson@stjamesah.org</a></li> <li>- Christina Hudson – Director of Youth Ministry (Life Teen) <a href="mailto:chudson@stjamesah.org">chudson@stjamesah.org</a></li> <li>- Corey May - Middle School Youth Ministry (Edge) &amp; Confirmation <a href="mailto:cmay@stjamesah.org">cmay@stjamesah.org</a></li> <li>- Courtney Bernhardt - Middle School Youth Ministry (Edge) &amp; Confirmation <a href="mailto:cbernhardt@stjamesah.org">cbernhardt@stjamesah.org</a></li> <li>- Matthew Marcheschi – Focus Missionary/Adult ministries <a href="mailto:mmarcheschi@stjamesah.org">mmarcheschi@stjamesah.org</a></li> <li>- Sarra Stanley – Focus Missionary/Adult ministries <a href="mailto:sstanley@stjamesah.org">sstanley@stjamesah.org</a></li> </ul>	
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	<ul style="list-style-type: none"> <li>- Finance &amp; Ministry Budget</li> <li>- Event Expenditures</li> <li>- Check requests/deposits (forms required)</li> <li>- Tax Exempt Letter</li> <li>- Insurance and/or Liquor License</li> <li>- Virtus Compliance</li> </ul>	

<b>Julie Jacobson</b> <b>(Development)</b>	224-345-7212	<a href="mailto:jjacobson@stjamesah.org">jjacobson@stjamesah.org</a>
	<ul style="list-style-type: none"> <li>- Donor Relations</li> <li>- Year-End Report</li> </ul>	
<b>Flo Trunk</b> <b>(Office Manager)</b>	224-345-7206	<a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a>
	<ul style="list-style-type: none"> <li>- Calendar</li> <li>- Photocopies</li> <li>- Meeting Room Space</li> <li>- Baptisms, Wedding, and Funeral Coordination</li> <li>- Keys/swipes</li> </ul>	

<b>Mike Tomasiewicz</b> <b>(Campus Maintenance Engineer)</b>	224-345-6128	<a href="mailto:mtomasiewicz@stjamesah.org">mtomasiewicz@stjamesah.org</a>
	<ul style="list-style-type: none"> <li>- Room Set Up</li> </ul>	

## MARKETING

### BULLETIN/SOCIAL MEDIA/WEBSITE FOR PUBLICITY:

Marketing is vital for the success of Saint James proper, formation groups, faith communities, and apostolates as they work to fulfill the mission of St. James and ultimately the mission of the church; to make disciples of all nations. 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 and Instagram)
- Weekly Parish Bulletin (digital and printed)
- Mass Announcements

The submission process for the parish bulletin, website and social media is the same. Please first consult the St. James Marketing Toolkit for details and then submit a request via the Parish Operations Ticketing System. These resources can be found on the St. James website:

- [St. James Publicity Toolkit](#)
- [Parish Operations Ticketing System](#) (formerly 'Marketing Request Form')

### 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 manager ([parishoffice@stjamesah.org](mailto:parishoffice@stjamesah.org)) for any copying jobs your ministry may need.

We can provide copies at the following prices:

Black and white: 1.25c (one cent + ¼ of a cent) per page  
Color: 5.25c (five cents + ¼ of a cent) per page

## FACILITIES

### 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. *Traditionally*, a calendar planning email is sent in April to ministry leaders so they can anticipate the next year's ministry meetings and required parish space requirements. Though there are no limitations on when spaces can be used, we ask that ministries be respectful of the liturgy schedule and host their events either before or after as often as possible. *Due to a mostly new staff and Pastor, this potentially will be delayed. If your ministry has annual events, please give us your calendar as soon as possible and we will do our best to accommodate.*

Ministry leaders are sent an email from the office manager in late Spring with information to start the calendaring process for the following year. Space requests will need to be approved by the parish office **before** you share it with others. *Fr. Ed as Pastor has final say in approving all events, whether suggested by ministries or staff members.*

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:**

*See the Appendix for details of available rooms and furnishings.*

Please use the Parish Operations Ticketing System to reserve a room and in the description please include the following:

- Meeting/Event Date
- Time
- Number of attendees
- Room set-up details if applicable
- Room preference (For details on rooms, see "St. James Facilities Overview 2022-2023" below.)

### CLEANUP AFTER MEETINGS AND EVENTS:

We want to ensure that all facilities are clean and organized before and 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.
- Spray/wipe down all tables and chairs with the provided disinfecting wipes or sprays.

### 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. If there is an event scheduled sooner than 5 days you will be notified and linens must be returned sooner.

### STREAMING YOUR EVENT:

We are pleased to offer the ability to livestream any event hosted in the church sanctuary. This opportunity allows for multiple camera angles, high quality video, option to permanently record, and a chance for your ministry to have a larger reach to people who are unable to physically attend your event. Unless you specify otherwise we will stream to our website at <http://www.stjamesah.org> and simultaneously to our social media channels ([Facebook](#) and [YouTube](#)) giving your family and friends plenty of viewing options. There are no restrictions in terms of # of viewers, however we highly recommend you provide your viewers all the options so they can tune into their preferred app and for redundancy reasons. We are currently outsourcing the ability to do this, therefore the cost would be \$125 to your ministry per event. Contact Tam Conseur one month prior to your event to schedule streaming.

### 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 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 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](mailto: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 through the west 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 within 24 hours.
  - If 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.

### PROJECTION SCREEN/TV MONITORS:

St. James has several options for viewing video/slideshows/movies. It is best to reserve the screen at the time you reserve your meeting/event space (only necessary when reserving a room on the west campus). Options are different depending on the location of your meeting or event.

- West campus (parish office side)
  - St. James has a video/DVD/slide projector cart. The cart is available for events in the Parish Center/School Library/O'Brien Room and all meeting rooms in the parish office. Please contact our office manager ([parishoffice@stjamesah.org](mailto: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)*
- East campus (church side) – wireless AirPlay is available in each room (Apple products are required for using AirPlay), there is an hdmi port for use in the Laramie Room (for non-Apple users).
- Directions in appendix

### SOUND AND SOUND SYSTEM REQUESTS:

The staff 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 for sound in meeting rooms with TV's (not needing microphone access) can connect via wireless AirPlay (directions are the same as above).
- Requests for any meeting room needing a microphone, please contact

Christina Hudson ([chudson@stjamesah.org](mailto:chudson@stjamesah.org)). He will either train you how to set up/break down the available microphone system or will make himself or a member of staff available to assist you during your event.

- Requests inside the church sanctuary should be directed to Tam Conseur, Director of Music and Liturgy ([tconseur@stjamesah.org](mailto:tconseur@stjamesah.org)).

## ICE

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



## BUSINESS OFFICE

### FINANCE:

Often ministries handle money transactions. The Archdiocese has guidelines for best practices when it comes to the parish finances. We kindly ask that you do not sign any documents/contracts or buy/pay/collect money for any type of ministry event before contacting our business office [jmulvihill@stjamesah.org](mailto:jmulvihill@stjamesah.org).

We also kindly ask all ministry treasurers to schedule a face to face meeting with the 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
  - Some ministry events require an Illinois Liquor License. If you plan to serve or sell alcohol at your event, please contact the business office **no later than a month prior to your ministry event** for guidelines and rules for an Illinois Liquor License.
- Insurance for event
  - 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.
- Ministry budget and accounting process
- Use of Parish Tax Exempt Letter
  - If you will be purchasing items for your ministry or ministry event, please contact the business office for a tax-exempt letter and number. Please note that **St. James does not reimburse any group/individual for tax.**

### VIRTUS TRAINING GUIDELINES FOR VOLUNTEERS:

All volunteers of St. James, whose ministry involves or comes in contact with children, need to complete VIRTUS training and a background check. Please contact our business office to ensure that all ministry volunteers comply with Archdiocese Protecting God's Children guidelines.

VIRTUS TRAINING: If you need to be VIRTUS trained please log on <http://www.virtusonline.org> Training is about 3 hours long.

### 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](mailto:parishoffice@stjamesah.org)

## APPENDIX

The following pages are meant to help you in ministry:

- St. James Facilities room/capacity overview
- St. James Event Timeline and checklist
- Connecting to AirPlay in the Church basement

### St. James Facilities Room/Capacity Overview 2022-2023

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 benches 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

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### 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 <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

### 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	16	Square	4	16	No food or drinks please

### 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/Checklist

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 OUT

- Reserve date/space/time with our office manager via the [Parish Operations Ticketing System](#).
  - *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 OUT

- Contact our marketing coordinator via the [Parish Operations Ticketing System](#) 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 OUT

- Contact Jon Blevins for any sound request outside of the church sanctuary, requiring use of a microphone.
- Contact Tam Conseur for streaming request (church sanctuary only).

### 2 WEEKS OUT

- Submit a ticket for “Room Set Up” 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 a cash box and money collection setup.
- Contact our office manager to coordinate times for drop off and set up of event items.

### 1 WEEK OUT

- Email door time/swipe time requests to our office manager.
- Confirm set up and access time for event space with office manager.
- Stop in the parish office to pick up keys/swipes, etc.

### DAY AFTER EVENT

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

*All material in this toolkit is subject to change throughout the year. Saint James will provide an updated toolkit if an adjustment occurs.*