



**St. Francis Xavier Church
Ministry Leaders
Process & Procedures**

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Disbursements & Purchases

Please attach original receipts with the date of sale, items purchased, the vendor's name and the total amount of the sale to any check requests. Reimbursements checks are done Tuesday mornings (very early), so all requests should be submitted Monday by 4PM. Checks are ready for distribution by the end of the day on Tuesday. If you would like the check held in the office and not mailed, please put the request in all CAPS and highlight it, otherwise it will be mailed.

If you have charged a purchase at ValuMarket, used the SFX Kroger card or credit card, please submit turn the receipt into the office with the account number to be used for charge and the reason for the purchase. ValuMarket receipts should be submitted to Cara Blake. All other receipts should be submitted to Jennifer Sweeney.

Office Credit Cards

Check is the preferred method of payment when paying vendors. If your ministry needs to make an online purchase, there is a credit card in the office that may be used for purchases. Contact the Parish Office to make arrangements to use the card. Any purchase over \$250 must be approved by the Business Manager and the card may not be removed from the office unless permission has been given. The same rules apply for the Kroger credit card.

Amazon Purchases

SFX has established a tax-exempt Amazon Prime membership. If your ministry wishes to purchase items from Amazon using this service, taking advantage of free shipping and tax exemption, please contact the parish office.

Tax-Exempt Status

There are tax-exempt certificates available in the Parish Office. Certificates can be presented to vendors at the time of purchase, and taxes won't be charged. If you would like to use a certificate for a church approved purchase, contact the parish office.

Budgeting

The parish and parish organizations are required to prepare an annual budget for income and expenses each fiscal year (July 1-June 30). Ministry financial reporting is emailed to ministry leaders each month. Should you step down as a ministry leader in your area, please give instructions to the next ministry leader for reporting and budgeting. Once the budget is compiled from all ministries and staff, it is approved by Parish and Finance Council.

Audit

An Audit Committee conducts a formal audit of the parish financial records and internal controls at the end of each fiscal year. The committee is appointed by the pastor. Two of the people should have finance or similar backgrounds, with one of the members being from the Finance Committee. Every third year the Archdiocese performs an on-site audit. The purpose of the audits are to ensure that the parish is operating in accordance with Archdiocesan Financial Policies and Procedures, ensure internal control procedures are being followed, ensure the accuracy of parish financial reports, examine underlying documentation to support the financial statements, and recommend any changes.

Bank Deposits

All parish funds must flow through the parish checking accounts. If monies are collected after normal Parish Office business hours, the funds should be placed into a sealed bank deposit bag (available in the Parish Office) and put through the Parish Office door mail slot after your event. If the church is open, please use the safe in the front working sacristy to deposit your bank bag. No funds (cash/checks) are to be held overnight at a member's residence. Please see the parish office for money bags and internal money deposit sheets. If your event is to include gaming, please obtain clear instructions from the office on the separation of the monies to be deposited.

Reporting Requirements

Per Archdiocesan polices, organizations need to submit a copy of any meeting minutes or committee reports to the parish office Administrative Assistant, as well as a schedule of any upcoming meetings and activities.

Safe Environment

All employees and volunteers (18 years and older) who have direct contact with children must complete the Archdiocesan-mandated Safe Environment Workshop: "Honor Thy Children". Upon completion of this workshop, the participant will be given a certificate. This form is to be kept on file in the Parish Office. Online refresher trainings must be completed every 5 years. Send all certificates of completion to the Business Manager.

Background Checks

Background checks must be completed every 5 years for all employees and volunteers (18 years and older) who have direct contact with children and money counters.

Reserving Space

If your Ministry or group needs to reserve space for an activity or meeting, please contact the Administrative Assistant in the parish office. All chairpersons are required to submit reoccurring meetings and events to the office to be entered into the parish calendar. When requesting space, please include the following: Date, Start and End Time for the meeting/Activity, requested room. If there are special set-up or audio/video needs, include this at your time of request.

Guidelines For SFX Facility Use

- Contact the parish office to schedule your event, reserve your desired space, and check out keys or get PDK access for the Xavier Center. Review facility use policy and accept responsibility for your events use.
- Please leave the facility as you found it, with tables and chairs returned to the original set-up unless otherwise instructed.
- Any power cords, power strips, portable lights, or audio/visual equipment needed for your event should be requested from the parish office. Their care will be the responsibility of the event coordinator.
- Mop up spills as they occur to ensure walking safety and put out "Wet Floor" signs as needed.
- "Wet Floor" signs should be used at entrance doors anytime outside walking surfaces are wet. They can be found in the janitorial storage closets of each building.
- Wipe all tables, chairs, and working surfaces before leaving. Sweep and mop the floor if necessary. Cleaning supplies are in the janitorial closets of each building.
- Clean sinks and make sure drains are open and draining properly.
- Check restrooms for wet floors, toilet issues and supplies needed throughout your event. Clean if necessary and make sure lights are off at the end of your event.
- Remove all left-over food, clean coffee makers, stoves, refrigerator, etc. and return any items used to their original location. Unplug any items you plugged in. Take all garbage to dumpster and replace can liners as needed. Supplies are in janitorial closets of each building.
- If something is broken during your use, or you find something in need of repair please submit a Maintenance Request through Forms on the website at **sfxmw.com**. This report is emailed to Facilities and the Parish Business Manager.
- Return your keys and any equipment to the parish office and report any issues that occurred during your event.

Emergencies and Accident Reporting

Each building has an AED and First Aid supplies. Be sure to locate these before your meeting or event. If an accident occurs, record all details including name of person involved, date/time, specific injury, if medical attention was required, exactly how the accident occurred and specific location of the accident. Accidents should be reported to the Parish Business Manager. Non-life-threatening accidents may be reported the next business day.

AED & First Aid Supplies Locations

Xavier Center- near bathrooms in hall

Church – in the Server's Room

Parish Hall- Lower level near the door

Religious Education Building- in hall near the bathrooms

Communications

Ministries/Groups should use our communication channels to advance your ministry by making our parishioners aware of what is happening within the ministry.

Use these communication channels to advertise upcoming meetings, events and to highlight your ministry's accomplishments.

Weekly Bulletin

The bulletin is printed and available at all Masses. It may also be viewed online through the parish website. Submit articles to **cara.blake@sfxmw.com** in the parish office by 9AM the Monday prior to the weekend that you wish it to run. Space is limited and may not always be available, so submit early when possible.

Crossroads Messenger

The Crossroads Messenger is a quarterly newsletter. Submit article ideas to editor at sfxmwnews@gmail.com. The quarterly newsletter is available to all on our parish website and is emailed to all parishioners. A limited number of paper copies are available in the gathering space of church and parish office.

Digital Communications

Website articles and posts may be requested for your ministry/group. Submit information for upcoming events, meetings and updates to wende.aubrey@sfxmw.com. Weekly emails are to all parishioners who are registered with Evangelus. Submit requests to be included in these weekly updates to Wende Aubrey. Email communications through Evangelus automatically post to Facebook. If your group would like an event created or a dedicated post on Facebook, contact Wende with the details.

What to include in your communications request?

Contact the appropriate person listed above. Email communication is preferred. Send the following:

- Title and a short summary of the news request.
- Body/Content
The text for the body of the news article. There is limited formatting available for news articles (Links are supported). Ideally, the text should be included in the body of the email, but Word document attachments are also supported. Please avoid sending PDFs or images that contain the text of the news article.
- Picture/Image
Each news article can have one image associated. A link to the image can be included in the email or an image can be attached. If no image is provided, we will search for an appropriate image to associate with the news article.
Posting date
The date the news article will become active. If not specified, the article will be immediately active.

- Expiration date
The date the news article will expire. If not specified, we will make our best guess at an appropriate date.
- Ministry
If appropriate, please include the name of the ministry requesting the news article.

If a form or document needs to be posted. Please include the form or document as a PDF file in the attachment. In addition, please provide an associated news article request, including all the information above. In the body text, identify the location where a link to the form or document should be placed.