



*Each of the services, programs, and events we organize for our parish communities ought to have the goal of bringing people closer to Christ and helping them with the daily work of converting their hearts and minds to the Lord. If we find ourselves engaged in parish endeavors that don't support this work, we run the risk of losing sight of the mission Christ has called us to share with Him. ~Archbishop Schnurr*

## SPECIAL EVENT SCHEDULING REQUEST FORM

Event/Theme: \_\_\_\_\_

Purpose:  appreciation  fellowship  education/study  outreach  fundraiser

Audience:  all parish  families  women  men  young adult  teen  youth  adult only

Activities planned: \_\_\_\_\_

Date: \_\_\_\_\_ Event start time: \_\_\_\_\_  am  pm Event end time: \_\_\_\_\_  am  pm

Location:  St Joseph  St Jude  Visitation Specific Room/Space: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Requests to schedule an event** (except daily school activities, normal weekly/monthly meetings, or regular liturgical events) should be sent to Deb Wells, Director of Communications, at [dwells@divinemercyfam.org](mailto:dwells@divinemercyfam.org). Event plans with proposed date and agenda/theme will be presented to Father Don and the Leadership Team and will be evaluated for date conflicts across all parishes and the Divine Mercy Family of Parishes calendar including Holy and Feast Days, and event purpose, theme, and overall adherence to Catholic teachings.

Reply to requests will be sent as soon as reviewed. At that time an approved event can be scheduled on the Church's calendar.

### General Guidelines:

- Events during major liturgical times such as Lent and Advent are discouraged unless they fit the essence of that season
- No events may take place on Church grounds during scheduled Mass times (campus specific)
  - Saturday sports should be complete 1 hour prior to Mass starting to alleviate parking issues
  - Sunday activities can begin 30 minutes after the last Mass ends; based on that location's current Mass schedule
  - exceptions: RCIA, after Mass fellowship events, Conquest, CHRP
- All activities are canceled during Holy Week (sports practices are not to be moved off-site)