



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-Emeritus Dennis M. Schnurr

SPECIAL EVENT REQUEST FORM

Event/Theme: _____

Purpose: ☐ appreciation ☐ fellowship ☐ education/study ☐ outreach ☐ fundraiser; fund recipient: _____

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. 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)
- Any for-profit use of property is prohibited*. This includes but is not limited to: Athletic Camps, Club Sports and Leagues; Fairs or Bazaars; Peach Truck Sales; Baseball Card Show; Private sales of any kind. *AOC Document on Temporal Affairs: "separate agency of organization may not conduct a business or generate profit from actions which take place in a parish (school) tax-exempt property".