

Guidelines for Displays Narthex and Parish Center

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And Jesus went into the temple of God, and cast out all them that sold and bought in the temple, and overthrew the tables of the moneychangers, and the seats of them that sold doves, And said unto them, It is written, My house shall be called the house of prayer; but ye have made it a den of thieves.

– MATT 21:12-13

Effective **July 1, 2008**, all items for sale and event sign-ups will be located in the Parish Center after all masses except in the case of a private event rental (Wedding, Anniversary, Birthday parties, etc).

Reason for Change: The way the Narthex is currently set up, it is too cramped to hear each other, to purchase items, it makes entrance to the nursery chaotic, and at times is difficult to get in and out of church easily. The Narthex should be a gathering space for parishioners and to connect with one another and make the transition from the outside world to the mass. The Parish Center should be the hub of all “after” church activities including fellowship, where the bulk of parishioners can mingle so the Narthex is open and inviting and becomes a place for parishioners to prepare for mass.

Per the USCCB document, Built of Living Stones: Art, Architecture, and Worship, the narthex is:

The Gathering Space or Narthex

§ 95 § *The narthex is a place of welcome—a threshold space between the congregation’s space and the outside environment. In the early days of the Church, it was a “waiting area” for catechumens and penitents. Today it serves as gathering space as well as the entrance and exit to the building. The gathering space helps believers to make the transition from everyday life to the celebration of the liturgy, and after the liturgy, it helps them return to daily life to live out the mystery that has been celebrated. In the gathering space, people come together to move in procession and to prepare for the celebration of the liturgy. It is in the gathering space that many important liturgical moments occur: men and women participate in the Rite of Becoming a Catechumen as they move towards later, full initiation into the Church; parents, godparents, and infants are greeted for the celebration of baptism; and Christians are greeted for the last time as their mortal remains are received into the church building for the celebration of the funeral rites.*

What Will Change: The Narthex will have one centralized display for all parish activities and ministries to display materials and offer brochures. There will also be 2 bulletin boards available in the Narthex – one for St.

Mary’s School and one for church display materials. The Parish Center will have tables available for display and sale of materials. In addition, there will be easel signs placed in the Narthex and Cedar Street entrances detailing what is available in the Parish Center each week. The History Center on the north narthex will have updated displays and rotating religious art works that have been donated to Sacred Heart over the years will be displayed here, as well as in the Parish Center.

Where Will I Be:

In the Parish Center, the following things will be available weekly/or as scheduled:

- Ministry Booth
- Fellowship
- Blood Pressures
- Bake Sales
- SCRIP Sales
- Tickets for events
- Sign-Up for activities/REP/SMS
- Other

In the Narthex, the following items will be available daily:

- Display unit featuring all ministries
- Center Bible Display
- History Center Display
- Food Shelf collections
- Christmas Giving Tree/gift collection
- Library

Nothing can be posted for display on the parish property/bulletin board without approval from the parish office. Signs should not be displayed on the glass windows. If you would like a sign posted at the entrances, it must be pre-approved and kept to a minimum length of display (one week only). All permanent signage must be created through the parish-approved vendor for consistency of look/feel.

Storage Guidelines:

All materials to be stored at Sacred Heart from week to week will be assigned a storage location. Nothing will be allowed to be kept out in the open in the Parish Center or Narthex. This is not only for appearance, but also for security. All groups (CDA, SHCCW, REP, Spanish Mass) will be assigned a central and easily accessible

storage location either in the Parish Center locked closet, the vine room cabinets, north sacristy, or the ushers room. Items left out for more than 2 days will be recycled or disposed of.

Questions can be directed to Paula Trenda, Parish Administrator.

Guidelines for Event Planning and Scheduling in Parish Center/Sacred Heart Buildings

Effective July 1, 2008, all events and activities held at Sacred Heart and scheduled in the Parish Center, Church, or Rectory Meeting Room, will need to be approved by the office prior to any promotion of the event.

Reason for Change: Sacred Heart is a growing and thriving parish and we have a dedicated group of volunteers who lead faith formation, fundraising, and fellowship programs throughout the year. Beginning summer 2008, the basement classrooms will be torn apart to address the water leakage/flooding issues. This will significantly impact the amount of space available for parish activities.

What Will Change: Parish-wide events will have priority over all other events. Some larger events will require the completion of an "Event Request Form." For last minute activities, if there is nothing scheduled, you can use the space, with a few restrictions, by calling the parish office. Changes may be made and activities moved to other acceptable space at SH, at any time, by the office staff in the event of a required parish or diocesan event.

A) Groups with membership from multiple-parishes (REP, CDA, SMS) should rotate events between SH and STJ. Both parishes have excellent and handicapped accessible meeting and event space.

B) Parish-wide events will have priority over other group-specific events and may force the rescheduling, within reason, of other activities, in the Parish Center.

C) Events such as National Speakers, Dinner Theaters, New Faith Formation Offerings, etc will need to first complete an event request form and submit it to the office (this does not apply to REP/SMS). These events will be reviewed by the pastor and parish council and will need to be submitted a minimum of 6 months before the planned event, when applicable.

How to book parish facilities

1) For committee meetings and the like, call the parish office and ask to see what space is available for your requested date/time. If the space is available, you will be entered into the calendar.

2) For personal events, such as birthday celebrations, weddings, etc, you will need to call the office to check on date availability.

a. The cost for SH parishioners is \$100. For St. Joseph

and Holy Trinity parishioners the cost is \$200. Priority is given to SH parishioners. There is an additional fee of \$20 to use the dishwasher.

i. The Parish Center is not rented for any fundraising activity outside of parish functions

ii. The Parish Center is not rented to anyone for the purpose of raising personal funds

iii. Full rental fee is to be paid 30 days prior to the event

iv. Renter will be billed for any facility damage

v. Youth activities must be chaperoned

vi. Renters must furnish their own table coverings

vii. If kitchen equipment is used a member of Sacred Heart Women's Council must show renter the proper operation prior to the event

viii. ALCOHOL USE: No beer or alcohol mixed drinks are allowed to be served in this facility. Only with special church approval can wine be served with a dinner. One month prior notice and a special license and insurance may be required for wine service

b. If your date is available, a form will need to be completed that includes your requested set-up and payment. Payment should be made payable to the SHCCW.

i. For milestone events such as a 50th Wedding Anniversary or 80th birthday celebration, the fee is waived.

3) For REP and SMS events, a schedule should be submitted to the parish office no later than August 15th for the school year for all classes, retreats, and teacher in-services (when known).

4) For large parish-wide/Catholic Community events or weekly adult faith formation programs, an event planning form should be completed and submitted to the office and your area pastoral council liaison.

a. Your requested date, if available, will be tentatively entered into the calendar.

b. You may be asked to present your idea to the council/pastor so any questions can be answered.

c. Once approved, you may proceed with your event and your date will be finalized on the parish calendar.

d. You will be required to submit to the office, your request room layout form at least 1 week prior to your event.

5) With the exception of weddings, events should not be entered into the calendar for more than 1 fiscal year (July - June) at a time.

Questions can be directed to Paula Trenda, Parish Administrator.