

By definition, the word MINISTRY means *the act of serving*. If you are reading this booklet, you have most likely graciously volunteered to participate in Ministry of some sort at Mary, Mother of the Redeemer Parish or School. We certainly hope that you find this *act of serving* to be personally rewarding, while you engage in good works for our community at large.

If you are the Chairperson of a ministry or committee, please remember the importance of contacting each individual who has expressed written or verbal interest in participation. Be inclusive! MMR would not be the vibrant and hospitable faith community it is today, without the helping hands of hundreds and hundreds of volunteers over the past few decades. If a volunteer is not needed in the area that he or she has expressed interest in, help to find another spot where the individual's gifts can be utilized. If you place a phone call and are unable to reach the person, do not give up; instead, find a different way to reach the individual. If an email bounces back, do not ignore this; instead, find an alternate way to contact this person.

Please comply with the following "remember to" points, in order to assure that things flow smoothly for you and your group.

**Remember To:**

**\*Complete a Scheduling Request Form** for any event or meeting that will be held on our property or off-site.

This form can be found in the Parish Office or on-line at [www.mmredeemer.org](http://www.mmredeemer.org). Click on Event Scheduling. Your event or meeting space and details will be confirmed via email within one week.

*If events to be held on our property are to include or potentially include alcoholic beverages, the event sponsors*

*should seek immediate advice with regard to licensing, from the Parish Business Manager.*

**\*Complete a Facilities Work Order** for any event or meeting requiring things such as chairs, tables, a microphone or projector, etc. This form can be found on the Event Scheduling page and will also be emailed to you with your space confirmation. After completing, this work order should be sent directly to the Maintenance Department and followed up with a phone conversation at least one week prior to your event, to discuss the details of what is needed by you for set-up and expected by MMR for clean up after your event.

**Advertising:**

- ✓ Contact the Narthex Set-up person to discuss table needs.
- ✓ Contact the Bulletin Editor, approximately 10 days before the weekend that you would like your text to appear.
- ✓ Contact the Website Administrator for web space.
- ✓ Contact the Parish Office for inclusion on the Upper State Road signage.

**Additional Checklist Items:**

- ✓ Be in touch with the parish office to relinquish space that you have reserved, if it is no longer needed.
- ✓ Keys for the CEC & Gym, Church and some meeting space, must be obtained from the Parish Office and returned, via the drop box at the Office, before leaving the property.
- ✓ Be aware of clean up procedures, as discussed with the Maintenance Department and share this info with each committee member to ensure thorough communication. Meeting and Event space should

always be left clean and tidy and ready for the next group to enter the next day. It should never be assumed that additional clean up time will occur prior to the next event.

- ✓ Lights should be turned off; Doors should never be propped open during an event and should always be locked afterward; Trash should be taken to the dumpster.

**And a few more things:**

\*Begin your meetings and events with a Prayer.

\*Remember that Ministry and School Email Distribution Lists have been compiled for the exclusive use of that Ministry. They are not to be shared and/or used for personal needs or endorsements.

\*Any literature, to include letters, that is created for community information purposes, must first be shown to the Parish Office Manager for content approval.

\*Estimated revenue and expenses should be approved by the Parish Business Manager and a Financial Summary should be provided at the conclusion of the event.

\*The names of all Guests who are to be invited onto our property to speak or participate in an activity, should be given to the Pastor or Principal for consideration, before extending the invitation.

\*Consider creating a Folder, filled with notes and contact information from your Ministry or Organization. This can then be passed onto the next Chairperson for an easy transition.

We thank you for your attention to these very important details.

*“Lord, we ask You in Your kindness to fill us with the knowledge of Your will, so that while pleasing You in all things, we may grow in every good work. May God, the source of all patience and encouragement, enable us to live in perfect harmony with one another, as we serve You in our Parish and our Parish School, in the spirit of Christ Jesus. With one heart and one voice, may we glorify God, now and forever. Mary, Mother of the Redeemer, Help us Share in the Work of Redemption.”*