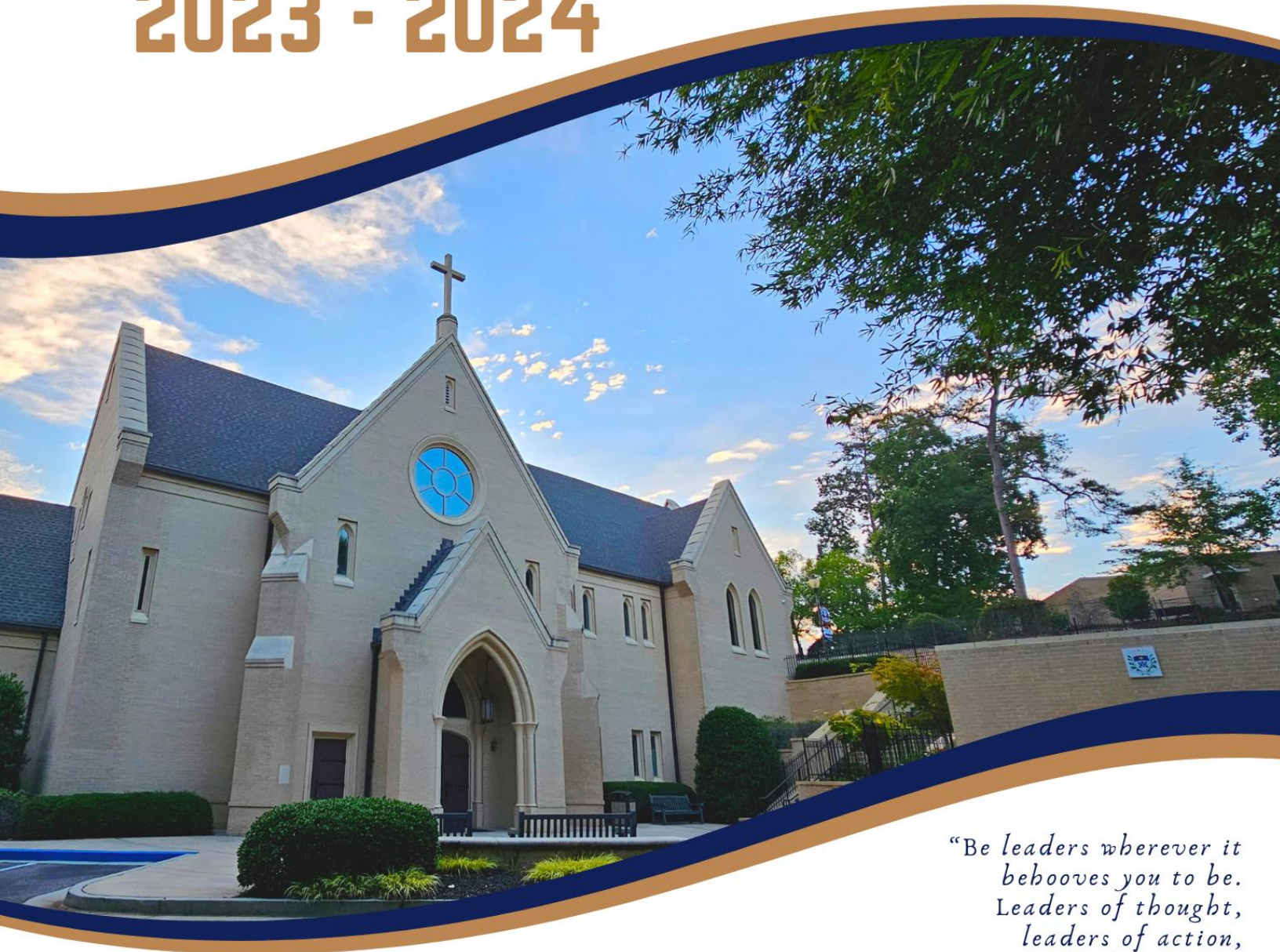


# MINISTRY LEADERS HANDBOOK

## 2023 - 2024



[www.olachurch.org/ministry-leaders](http://www.olachurch.org/ministry-leaders)

*“Be leaders wherever it  
behooves you to be.  
Leaders of thought,  
leaders of action,  
leaders of joy,  
leaders of hope,  
leaders of the construction  
of a better world.”*

*- Pope Francis*

**Office:** 1406 Hearst Drive  
**Church/Preschool/Moylan Hall:** 1350 Hearst Drive  
**OLA School/Marist Hall/Murray Center:** 1320 Hearst Drive  
Brookhaven, GA 30319



## A MESSAGE FROM OUR PASTOR AND PASTORAL COUNCIL CHAIR

Dear Ministry Leaders,

Thank you for serving the community of Our Lady of the Assumption. Our parish is blessed by your willingness to use your gifts and abilities, which strengthen us as a parish community, as we work together towards our mission and vision.

We invite you to reflect on our mission often: *Through Worship, Education, and Service we continue to grow in our relationship with God and one another through Jesus Christ, in the spirit of Mary, our Patroness.* Like Mary we are called to continually grow closer to Christ and to bring others along as we grow in faith.

Focus on this vision in our daily and ministerial lives can help keep us grounded, especially in our busy lives. In all we do, as we keep God as part of our journey – through prayer and discernment – may we know His will for us and the parish.

OLA is a multipurpose facility built through the generosity of the parishioners and others moved by the Holy Spirit over these past 70+ years. The great sacrifices made by contributors, such as yourself, place a responsibility on those who use the facility to do so in a respectful way. We ask that you care for our facilities as if it were your home.

This handbook is designed to be a resource for you, as you run your ministries and use the facilities for gatherings. In this booklet, you will find information to help you navigate leading your ministry.

General guidelines for the campus can be found at Appendix A of this document. This handbook and all forms can be downloaded from [www.olachurch.org/ministry-leaders](http://www.olachurch.org/ministry-leaders).

The OLA Staff and Pastoral Council are here to serve you. Please feel free to reach out to us anytime.

Father Jim Duffy, SM  
*Pastor*

Lawrence Lee  
*Chair, Parish Pastoral Council*

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# GENERAL PARISH INFORMATION

## IMPORTANT ADDRESSES

Parish Office: 1406 Hearst Drive NE, Brookhaven, GA 30319

Church/Upper Room/Moylan Hall: 1350 Hearst Drive NE, Brookhaven, GA 30319

OLA Preschool: 1350 Hearst Drive NE, Brookhaven, GA 30319

OLA School/Marist Hall/Murray Center: 1320 Hearst Drive NE, Brookhaven, GA 30319

## PARISH OFFICE PHONE

404-261-7181

See page 6 for specific extensions.

## HOURS AND CLOSINGS

The Parish Office is open Monday through Friday, 8am-4pm.

Parish Office Summer Hours are Monday through Friday, 8am – 3pm.

The Parish Office is closed on all Holy Days, Christmas break, Holy Thursday through Easter Monday, and on all National Holidays.

The Daily Chapel is open Monday – Friday from 8am – 3:30pm each day for private prayer. There is no daily access to the main church except during liturgies.

Meeting Rooms are available for booking daily from 7am – 9:30pm.

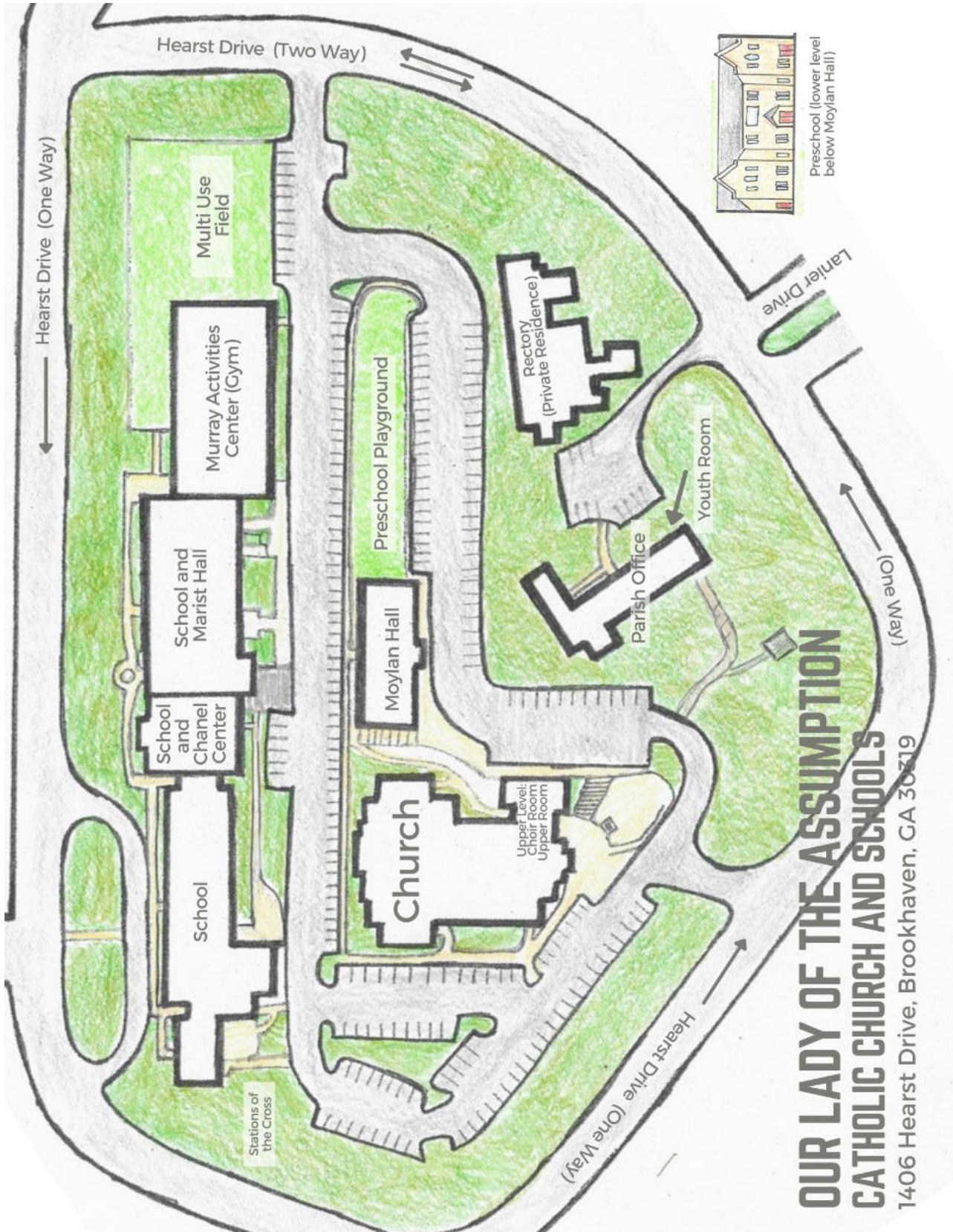
## WEBSITES

Parish: [www.olachurch.org](http://www.olachurch.org)

Preschool: [www.olapreschool-atlanta.org](http://www.olapreschool-atlanta.org)

OLA School: [www.olaschool.org](http://www.olaschool.org)

# CAMPUS MAP



# PARISH CLERGY AND STAFF

## PRIESTS

*OLA is served by priests of the Society of Mary (Marists).*

Father Jim Duffy, SM, *Pastor*

[jduffy@olachurch.org](mailto:jduffy@olachurch.org)

Father John Bolduc, *Parochial Vicar*

[jbolduc@olachurch.org](mailto:jbolduc@olachurch.org)

Father Kevin Duggan, SM, *Parochial Vicar*

[kduggan@olachurch.org](mailto:kduggan@olachurch.org)

Father Ed Sheehan, SM, *Senior Marist*

[p61riest@yahoo.com](mailto:p61riest@yahoo.com)

Father John Ulrich, SM, *In Residence*

[julrich@olachurch.org](mailto:julrich@olachurch.org)

## DEACONS

Deacon Antonius Anugerah

[anugerah.antonius@gmail.com](mailto:anugerah.antonius@gmail.com)

Deacon Terry Biglow

[terry.biglow@cdhpartners.com](mailto:terry.biglow@cdhpartners.com)

Deacon Bill Kester

[bkester@olachurch.org](mailto:bkester@olachurch.org)

Deacon Ed Patterson

[epatterson@olachurch.org](mailto:epatterson@olachurch.org)

Deacon Mat Mathews

[mmathews@olachurch.org](mailto:mmathews@olachurch.org)

## PARISH STAFF

Karen Kotara, *Pastor's Secretary*

Ext. 128, [kkotara@olachurch.org](mailto:kkotara@olachurch.org)

Nick Ables, *Middle School Youth Minister*

[nables@olachurch.org](mailto:nables@olachurch.org)

Gretchen Heath, *Parish and Sacraments Secretary*

Ext. 122, [gheath@olachurch.org](mailto:gheath@olachurch.org)

Martin Hernandez, *Facilities Assistant*

[mhernandez@olachurch.org](mailto:mhernandez@olachurch.org)

Laura Kleinman, *Sunday 9am Mass Nursery*

[nursery@olachurch.org](mailto:nursery@olachurch.org)

Andrew Knuckles, *Director of Youth Ministry*

Ext. 113, [aknuckles@olachurch.org](mailto:aknuckles@olachurch.org)

Jon Mangiaracina, *Facilities Manager*

[jmangiaracina@olachurch.org](mailto:jmangiaracina@olachurch.org)

Jake Mappes, *Director of Music*

[jmappes@olachurch.org](mailto:jmappes@olachurch.org)

Elizabeth Piper, *Director of Faith Formation*

Ext. 126, [epiper@olachurch.org](mailto:epiper@olachurch.org)

Jim Schweizer, *Parish Bookkeeper*

Ext. 130, [jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)

Anne Stephens, *Communications Director*

Ext. 172, [astephens@olachurch.org](mailto:astephens@olachurch.org)

Benny Strozier, *Business Manager*

Ext. 132, [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)

Enrique Lopez, *Latino Community Coordinator*

[comunidadlatina@olachurch.org](mailto:comunidadlatina@olachurch.org)

## OLA Preschool

Kathleen Jackowski, *Director*

Ext. 112, [kjackowski@olachurch.org](mailto:kjackowski@olachurch.org)

## OLA School

Mandy Crock, *OLA Catholic School Principal*

[mcrock@olachurch.org](mailto:mcrock@olachurch.org)

Amy Aldrich, *Communications Coordinator*

[aaldrich@olaschool.org](mailto:aaldrich@olaschool.org)

# PARISH PASTORAL COUNCIL

Father Jim Duffy, SM, *Pastor*

[jduffy@olachurch.org](mailto:jduffy@olachurch.org)

Father Kevin Duggan, SM, *Parochial Vicar -Ex Officio*

[kduggan@olachurch.org](mailto:kduggan@olachurch.org)

Lawrence Lee, *Chairperson*

[pastoralcouncil@olachurch.org](mailto:pastoralcouncil@olachurch.org)

Crystal Beasley, *Co-Chairperson*

[pastoralcouncil@olachurch.org](mailto:pastoralcouncil@olachurch.org)

Gwen Brannon, *Secretary*

[pc-secretary@olachurch.org](mailto:pc-secretary@olachurch.org)

Melissa Owens, *Representative-at-Large*

[pc-rep@olachurch.org](mailto:pc-rep@olachurch.org)

Jocelyn Ralston, *Worship/Liturgy Ministries Commission Head*

[pc-worship@olachurch.org](mailto:pc-worship@olachurch.org)

Maria Thomas, *Family and Youth Formation Ministries Commission Head*

[pc-family-youth@olachurch.org](mailto:pc-family-youth@olachurch.org)

Art Keegan, *Adult Faith Formation and Spiritual Life Commission Head*

[pc-adult-formation@olachurch.org](mailto:pc-adult-formation@olachurch.org)

Amanda Reilly, *Christian Outreach Ministries Commission Head*

[pc-christianoutreach@olachurch.org](mailto:pc-christianoutreach@olachurch.org)

Kevin O'Toole, *Parish Life Ministries Commission Head*

[pc-parishlife@olachurch.org](mailto:pc-parishlife@olachurch.org)

Joseph Patin, *Finance Council Representative - Ex Officio*

Kim Carey, *Parent Engagement Council Representative - Ex Officio*

[pec@olachurch.org](mailto:pec@olachurch.org)

Deacon Ed Patterson, *Latino Community Representative - Ex Officio*

[epatterson@olachurch.org](mailto:epatterson@olachurch.org)

Robert Susanto, *Indonesian Community Representative - Ex Officio*

[robertsusanto@gmail.com](mailto:robertsusanto@gmail.com)



# MEETINGS, EVENTS, RECOGNITIONS, AND FUNDRAISERS

## Fundraisers

If you wish to host a fundraiser, it must be approved by the Pastor prior to scheduling. Requests are made through Karen Kotara at [kkotara@olachurch.org](mailto:kkotara@olachurch.org).

Fundraising requests should be made when submitting your ministry dates in the Spring. See “Reserving Your Meeting Space/Event Space” below for details.

## Requesting A Recognition/Blessing at Mass

If you wish to have your ministry receive a special recognition or blessing at one of our weekend Masses, it must be approved by the Pastor prior to scheduling. Requests are made through Karen Kotara at [kkotara@olachurch.org](mailto:kkotara@olachurch.org).

If you wish to have a member of your ministry speak *briefly* after Mass, that also must be approved by the pastor.

These requests should be made when submitting your ministry dates in the Spring. (See the following section for details.)

Once approved, a Schema for the Recognition/Blessing at Mass must be turned in to Karen at least 8 weeks prior to the Mass. **The Schema for the Recognition/Blessing at Mass can be found at Appendix B.**

If you wish to hold gatherings after the Mass, these must be scheduled in advance through Karen.

## Reserving Your Meeting/Event Space

### Contact Person

All facility scheduling is handled by Karen Kotara, Pastor’s Secretary. Karen can be reached during office hours at 404-261-7181 Ext. 128 or [kkotara@olachurch.org](mailto:kkotara@olachurch.org).

All scheduling requests must be submitted online using one of the following forms:

- One Time Requests: [www.olachurch.org/one-time-schedule-request](http://www.olachurch.org/one-time-schedule-request)
- Recurring Requests: [www.olachurch.org/recurring-schedule-request](http://www.olachurch.org/recurring-schedule-request)

### **Who Can Reserve Meeting/Event Space**

Only heads of established ministries can schedule meetings/events on campus.

### **Spring Calendar Requests**

The Parish Calendar runs from July 1 to June 30 of the following year. The Parish Staff meets each May to set the calendar for the following calendar year.

In February a request for calendar bookings is sent to all ministry leaders for the following calendar year. A deadline in late March will be set.

The scheduling of a meeting space is on a *first come-first served* basis. Liturgy takes precedence over all other requests.

Requests received after the cut-off date will be reviewed after the May calendar meeting and will be based on availability.

### **Scheduling Confirmation**

Please note that your Spring calendar requests are not confirmed until you have received a confirmation email indicating approval from Karen Kotara after the May calendar meeting held by the parish staff.

### **Scheduling on Holy Days of Obligation, Holy Week, and Parish Reconciliation Services**

No meetings/events may be scheduled on campus during liturgies on Holy Days of Obligation, Holy Week, or Parish Reconciliation Services.

### **Required Information for Scheduling**

The following information must be included for your request to be processed.

#### **One-Time Events**

- Your Name | Name of Ministry
- Contact Information for Event
- Date and Time of Event/Meeting
  - Set-Up Start Time (This is the EARLIEST you may occupy space. This is also the time that the doors will be scheduled to unlock.)
  - Meeting/Event Start Time
  - Meeting/Event End Time
  - Meeting/Event Clean Up Time (This is the LATEST you may occupy the space. This is also the time that the doors will be scheduled to lock.)
- Location/Meeting Space Request
- Approximate number of attendees at event.

## Recurring Events

- Your Name | Name of Ministry
- Contact Information for Event
- Dates and Times of Recurring Event/Meeting
  - Set-Up Start Time (This is the EARLIEST you may occupy space. This is also the time that the doors will be scheduled to unlock.)
  - Meeting/Event Start Time
  - Meeting/Event End Time
  - Meeting/Event Clean Up Time (This is the LATEST you may occupy the space. This is also the time that the doors will be scheduled to lock.)
- Location/Meeting Space Request
- Approximate number of attendees at event.
- Dates you will **not** meet due to holiday or other reasons. **(For parish/school security it is important that you provide dates when you will not meet so that the doors are not left unlocked.)**

## **Available Space**

The required meeting space user agreement and checklists for each meeting space can be found in the [Appendices](#).

### Chanel Center

[\(See Appendices C1-C2 for more information and Space User Agreement\)](#)

*The Chanel Center is located in the school and is accessed through the main entrance.*

Capacity: 36 people  
Set-up: 6 tables that seat 6 per table  
Special Notice: Please do not move tables.  
Do not allow access into the school areas outside of the Chanel Center.  
Do not prop open doors.  
No alcohol is permitted in the Chanel Center.

### Marist Hall

[\(See Appendices D1-D3 for more information and Space User Agreement\)](#)

*Marist Hall is located in the school and is accessed through the main entrance.*

*Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked Marist Hall and not the Marist Hall Kitchen, do not access the Kitchen.*

Capacity: 120 people  
Set-up:  
Special Notices: There is no access to Marist Hall prior to 6pm on school days.  
Do not prop open exterior doors.  
Do not allow access into the school areas outside of Marist Hall.  
No alcohol is permitted in Marist Hall.

### **Marist Hall Kitchen**

**(See Appendix E1-E2 for more information and Space User Agreement)**

*Marist Hall is located in the school and is accessed through an exterior door.*

***Special advanced training is required to use the Marist Hall Kitchen and must be coordinated through the school.***

*Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked the kitchen, but not Marist Hall, do not access Marist Hall.*

No alcohol is permitted in the Marist Hall Kitchen.

### **Moylan Hall**

**(See Appendix F1-F3 for more information and Space User Agreement)**

*Moylan Hall is located on the upper level across from the second floor of the church.*

#### **Theater/Assembly Style Seating**

Capacity: 220 people

Set-up: Rows of chairs, Podium, Microphone

AV: Monitor with HDMI port. Must bring laptop with HDMI port.

#### **Dinner/Events with Tables**

Capacity: 180 people

Set-up: 6' Round tables, 6' rectangular tables, and/or card tables, if available

AV: Monitor with HDMI port. Must bring laptop with HDMI port.

### **Murray Center (Gym)**

**(See Appendix G1-G3 for more information and Space User Agreement)**

Capacity: 250 people (Approximately 200 chairs available)

Set-up: 6' Round tables, 6' rectangular tables, and/or card tables

Special Notice: Access to the stage is NOT allowed unless prior authorization obtained through the school.  
Do not prop open exterior doors.

***Floors must be swept and mopped*** if food or drinks are served.

### **Parish Office Conference Room**

**(See Appendix C1-C2 for more information and Space User Agreement)**

*The Parish Office Conference Room is located in the Parish Office at the Intersection of Lanier Drive and Humility Lane.*

Capacity: 8 people

Set-up: Conference Table Only

AV: Monitor with HDMI port. Must bring laptop with HDMI port.

Parking: Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office or the rectory). There is a walkway from that parking lot up to the parish office.

### **School Library**

**(See Appendix C1-C2 for more information and Space User Agreement)**

*The School Library is located in the school and is accessed through the main entrance.*

Capacity: 16 people

Set-up: 4 tables that seat 4 per table

Special Notice: Do not move tables.

Do not allow access into the school areas outside of Marist Hall.

Do not prop open exterior doors.

### **The Upper Room**

**(See Appendix H1-H3 for more information and Space User Agreement)**

*The Upper Room is located on the second floor of the church.*

Capacity Up to 30 depending on set-up.

#### **Theater/Assembly Style Seating**

Capacity: 30 people

Set-up: Rows of chairs, Podium, Microphone

AV: Monitor with HDMI port. Must bring a laptop with HDMI port.

Special Notices: Do not prop open exterior doors.

#### **Classroom Table Style Seating**

Capacity: 24 people

Set-up: 60" x 18" rectangular tables, and chairs

AV: Monitor with HDMI port. Must bring laptop with HDMI port.

Special Notices: Do not prop open exterior doors.

### **Youth Room**

**(See Appendix C1-C2 for more information and Space User Agreement)**

*The Youth Room is located in the Parish Office at the Intersection of Lanier Drive and Humility Lane.*

Capacity Up to 20

Set-up: 4 couches, 2 chairs. You can bring your own seating or sit on the floor.

Room Rules: If you move furniture, please put it back in its original position. Snacks, Drinks, and Supplies in the room are NOT available for your use. These are for the Youth Ministry.

AV: Monitor with HDMI port – bring your own HDMI cord. Must bring a laptop with HDMI input.

Parking: Parking for the Youth Room is located on the upper level of the church parking lot (not at the parish office or the rectory). There is a walkway from that parking lot up to the parish office.

## **Meeting Space Usage Policy**

All persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church must fill out the *OLA Meeting Space User Agreement and Check List* which includes a diagram of the required set-up and specific information on certain meeting spaces. **OLA Facilities personnel will assist with setups as they are available.**

**One Time Events:** The agreement and diagram must be signed and returned to Karen Kotara at the parish office no later than TWO WEEKS prior to the date of the event.

**Ongoing Events:** If you have monthly meetings, please fill out the OLA Meeting Space User Agreement and turn it in to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) in the parish office no later than TWO WEEKS PRIOR TO your first meeting of the year. This will ensure that each month your meeting space will be set up correctly.

**Meeting Space User Agreements and Meeting Space Check Lists can be found in Appendices C - H.**

## Hosting Your Meeting/Event

The items below apply only after your meeting/event has been confirmed with Karen Kotara.

If Registration Forms, RSVPs, or Payment Options are required, contact Anne Stephens, Communications Director, at [astephens@olachurch.org](mailto:astephens@olachurch.org).

Advertise! Learn how to promote your ministry in the following section.

**Set-Up:** If you require a set-up for your booking, set-up requests must be turned in to the parish office no later than TWO WEEKS PRIOR to the date. **The availability of the facilities staff cannot be guaranteed. Ministries should plan to execute the set-up for their meeting/event.**

Set-up requests are submitted to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) and Jon Mangiaracina, Facilities Manager ([jmangiaracina@olachurch.org](mailto:jmangiaracina@olachurch.org))

**See Appendices D1-H3 for diagrams of each meeting space.**

**Break-down:** Ministries are responsible for breaking down chairs, tables, etc. unless notified otherwise by the parish office.

**Cleaning of Space:** Ministries are responsible for ensuring that the space is left clean. That includes wiping down tables, taking out trash, and vacuuming when needed. Please help us to be good stewards of the spaces entrusted to us.

## PROMOTING YOUR MINISTRY AND EVENTS

Communication is extremely important in getting your message out to the community. The tools available to help spread the good news about your ministry can be found in the following pages.

Remember: It is YOUR responsibility to ensure that information is provided to the Communications Director. Don't assume that your ministry/event will automatically be advertised because it is on the parish calendar.

Plan early to ensure that your meetings and events receive adequate promotion in the parish. The following information outlines the specific avenues we have for advertising.

Requests for the promotions listed below must be submitted online at [www.olachurch.org/bulletin-submissions](http://www.olachurch.org/bulletin-submissions).

Ministries and their meetings, events, needs, and good news are promoted through the following:

- Weekly Printed Bulletin
- Parish Website ([www.olachurch.org](http://www.olachurch.org))
- Parish Weekly E-News
- Social Media
  - Instagram ([www.instagram.com/olachurchbrookhaven/](https://www.instagram.com/olachurchbrookhaven/)), and
  - Facebook (<https://www.facebook.com/olachurch.atlanta>)
- Narthex Monitor (Church)
- Outside Electronic Sign (by Murray Center)

See below for details.

## Write-Up

You are responsible for providing a brief description of your events/meetings for publication.

Space is limited: be brief.

Submissions should include:

- Ministry Name
- Event Name
- Date/Time/Location
- Brief description
- Cost (if any)
- Contact Information
- Links for RSVP/Payment/Etc.

Requests for promotion through the bulletin will automatically be added to our Facebook and Social Media platforms.

All submissions are subject to editing.

Please do not send images to promote your event. Due to photo copyrights and the numerous sizes required, images are created through the Communications Department.

## Weekly Bulletin

- Due to increasingly limited space, non-OLA outside events are NOT published except on rare occasions. Outside events, upon approval, can be included on our website's Around the Archdiocese page at <https://www.olachurch.org/around-archdiocese>
- Due to limited space, photos/clip art will only be published when space is available.
- Bulletin Deadlines
  - All bulletin submissions are due by 9am on TUESDAY 12 DAYS PRIOR to publication of the bulletin unless otherwise published in the e-news or bulletin.
  - Deadlines are subject to change throughout the year. Check the bulletin, website ([www.olachurch.org/bulletin](http://www.olachurch.org/bulletin)), and e-news frequently for changes.
  - No submissions will be accepted after the published deadline.
- Bulletin Covers
  - You may request a bulletin cover to highlight your ministry/event. These are subject to approval as a limited number of covers are available during the year.

## Website | [www.olachurch.org](http://www.olachurch.org)

- Ministry Description
  - Each ministry leader is responsible for monitoring the information on his or her ministry's.
  - If a change/update is required, email Anne Stephens.
  - Updates may take up to five business days.
- Upcoming Events
  - Major events are included in the Upcoming Events section on the Home page.
  - These events are generally uploaded 6 weeks prior to the event.
- Share Your Good News!

The News Section of the Home page is a great place for you to share something exceptional that has happened with your ministry. Email Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)). Include a brief explanation and a few photos if you have them. (See page 17 for photography policy.) Updates to the website can take up to 5 working days.

## Weekly E-News

Meeting and Event information submitted for the printed bulletin will automatically be added to the weekly parish e-news. The e-news is usually sent on Monday or Tuesday.

Images that accompany your information are created by the Communications Department.

## Social Media

Requests for promotion of events through the bulletin will automatically be added to our Facebook and Social Media platforms. This does not include weekly ministry meetings.

Images that accompany your information are created by the Communications Department.

Items will post 2-3 times a week until the time of the event.

Please do not send marketing images to promote your event. Due to photo copyrights and the numerous sizes required, marketing materials are created through the Communications Department.

Share Your Good News! Social Media is a great place for you to share something exceptional that has happened with your ministry. Email Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) a brief write-up and a few photos. (Please do NOT text the information.)

## Narthex Monitor

Major events will be promoted on the Monitor in the Narthex of the Church as space is available. They will be included for only a few weeks. Promotion on the Narthex Monitor is not guaranteed.

## Narthex

We sometimes receive requests from ministries to place flyers in the Narthex of the Church for ministries or events. Due to limited space and the sacred nature of the space, we limit the amount of advertising we place out. Flyers/Posters (for glassed cases) must be approved by the parish office in advance and, if approved, will be displayed for a limited amount of time. Contact Benny Strozier ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)) or Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)).



## Outside Electronic Sign (By the Gym)

Major events will be promoted on the electronic sign next to the Murray Center/Gym as space is available. They will be included for only a few weeks. As the Parish and School share this sign, usage is limited. Promotion on the Electronic Sign is not guaranteed.

## Pulpit Announcements

Pulpit announcements are made by the deacon at the end of our weekend Masses.

- All requests for pulpit announcements **MUST** be e-mailed to Deacon Ed Patterson, the Director of Worship ([epatterson@olachurch.org](mailto:epatterson@olachurch.org)), for approval.
- Requests **MUST** be received by the Director of Worship by **noon on Wednesday before the weekend Masses**.
- Pulpit announcements are **ONLY** for events occurring over the next few days and are **NOT** intended for events weeks in advance except for special liturgical events. **Pulpit announcements can only be one or two sentences. Anything more than that should be in the bulletin.** There will be no announcements for regularly scheduled recurring meetings.
- Editing for content, brevity, and grammar will be at the discretion of the Director of Worship. Do not include emails or phone numbers.

## Photography

Publishing photographs of parishioners of all ages fosters a greater sense of community. Photos are used to enhance the quality of our print materials (such as the Bulletin and Annual Report), website, and social media.

Make sure that you have permission to share photographs ***before you submit them*** to the Communications Director.

### For Public Events – Permission is Implied

For photos taken at events that are open to the public, there is no expectation of privacy and permission for use of images taken at those events is implied. Examples of this include Mass and parish-wide events. Persons attending these public events waive any claims and/or rights regarding use of photos. ***People not wanting to be photographed must inform event photographers.***

### Photographing Minors

An Archdiocesan Annual Media Release form for minors must be collected by ministry leaders and then submitted to the Communications Director in order for photos to be published in print, on the website, or on social media. No photos will be accepted or published without signed parental consent.

**The Archdiocesan Annual Media Release form can be found in Appendix I.**

### How to Have Photos Published on Social Media

We love to share photos of meetings and events! Please be sure to have one of your members take photos for you. Using a camera instead of a cell phone will provide better quality for publication.

Due to limited space in the printed bulletin, we can't promise to publish photos in the bulletin, but photos can be posted on social media.

### Sharing Your Photos

**Choose your best photos** to be sent to Anne Stephens, Communications Director, at [astephens@olachurch.org](mailto:astephens@olachurch.org). **Do not text photos.** Submit photos:

- As attachments to an Email, or
- Via a link to Google Photos or another online photo app.

**No drones allowed on campus without permission of the Business Manager.**

## MINISTRY EMAIL

All ministries are encouraged to have 'olachurch.org' email addresses. This aids continuity when leadership changes and also protects you from having your personal information made public. Examples include: [koc@olachurch.org](mailto:koc@olachurch.org), [racialjustice@olachurch.org](mailto:racialjustice@olachurch.org), [loaves-fishes@olachurch.org](mailto:loaves-fishes@olachurch.org), and [fishfry@olachurch.org](mailto:fishfry@olachurch.org).

If you would like a ministry specific email address, contact Anne Stephens at [astephens@olachurch.org](mailto:astephens@olachurch.org).

## FINANCIAL/BUDGET INFORMATION

Inquiries regarding budgets and expenses should be directed to Jim Schweizer, Parish Bookkeeper, at [jschweizer@olachurch.org](mailto:jschweizer@olachurch.org).

If you are a new ministry leader, please reach out to Jim to determine if your ministry has a budget and to discuss financial questions you have.

### **Donations To Cover Expenses**

We have many generous leaders that wish to cover their ministry expenses. We ask that you please submit your receipts for reimbursement to help us keep track of your ministry expenses. This helps us with future parish budgeting. You are welcome to then donate back to the church to cover those expenses.

## New Services Vendor Set-up

1. All new vendors providing services must complete the “Vendor Acknowledgement Form” ([Appendix J1](#)) and submit to the Business Manager (Benny Strozier), along with the required additional documents -W9 ([Appendix J2](#)), Business License, and Liability Insurance Coverage.
2. If the vendor cannot complete this form acknowledging the performance of background checks, then background checks of any employee of the vendor coming to OLA must be done through OLA. (This would primarily apply to individuals, single-proprietor businesses or those with very few employees.) W9s are still required, and in high-risk services proof of liability insurance coverage is required as well.
3. Once all documents are received in good order, the Business Manager will notify the original PO requestor. No payments are to be made until all the paperwork is in hand.

## Purchase Orders

Purchase orders are required for all purchases/expenditures over \$250. Purchase Orders Procedures are listed below:

1. Use Purchase Form (PO) form. Complete the form, explaining the purchase and expected dollar amount. [The Purchase Order Form can be found in Appendix K.](#)
2. Submit the PO request to Business Manager (Benny Strozier) via email ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)) or bring it to the parish office.
3. If approved by Benny Strozier, Business Manager, a copy will be sent back to requestor. If not approved, Benny will discuss with requestor and advise parish bookkeeper. Benny will also advise if this is a new services vendor to OLA.
4. If a PO number is required for your vendor, contact Jim Schweizer at [jschweizer@olachurch.org](mailto:jschweizer@olachurch.org).
5. The purchase is then made.
6. ***It is always preferable to have the vendor invoice OLA.*** If it is a services vendor new to OLA, then the new vendor set-up process must be followed. (See below). Once the vendor is set up (notification will be provided to you from the Business Manager) and you have the invoice, the purchase order should be attached to the bill and the original invoice forwarded to the accounting office for payment.
7. If paid by the requestor, the requestor completes the check request form and attaches the original receipts and the approved purchase order to the check request and forwards it to the accounting office. [The Check Request Form can be found in Appendix L.](#)

## Check Requests for Reimbursements Under \$250.

If you are requesting reimbursement for a ministry expenditure under \$250, please submit the check request form with original receipts to Jim Schweizer ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)).

## Collecting Funds

If your ministry collects dues or collects money at events or sales, please contact Jim Schweizer ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)) and/or Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) to review procedures.

## Payment Links and QR Codes

If you would like to set up electronic payments for dues, sales, or events contact Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)). QR codes linking to the payment form are available upon request. Requests for registration links must be made two weeks prior to the time you will use them.

## Request For Start-Up Funds

There are times when a ministry may require minimal start-up funds for an event. Contact ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)) two weeks prior to the event so arrangements may be made to fulfill your request. Arrangements to return start-up funds must be made with Jim at that time. Funds must be returned to the parish office no later than 3 days after event.

## Request For Cash Box

There are times when a ministry will need a cash box for an event Contact ([jschweizer@olachurch.org](mailto:jschweizer@olachurch.org)) two weeks prior to the event so arrangements may be made to fulfill your request. The cash box must be returned to the parish office no later than 3 days after event.

# ARCHDIOCESAN ALCOHOL POLICY

The Archdiocese of Atlanta requires that an *Events Serving Alcohol Checklist* be submitted for all parish meetings/events where alcohol is served. In accordance with Archdiocesan Policy the Alcohol Policy at Our Lady of the Assumption Catholic Church is as follows:

The Archdiocesan *Events Serving Alcohol Checklist* must be completed for all **EVENTS** and **MINISTRY MEETINGS** where alcohol is served must be turned in to Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) 30 days prior to the event.

**No alcohol can be served in any areas of the school (Chanel Center, Library, Marist Hall, and Marist Hall Kitchen).**

Ministry Leaders are responsible for ensuring that all items on this checklist are adhered to including, but not limited to, the following:

- Food must be served at events where alcohol is consumed.
- Alcohol cannot be sold but may be provided; No “Cash Bars” are allowed.
- Alcohol is to be limited to beer and wine.
- A limit of one (1) drink per hour with a maximum of 2 drinks per event unless the event lasts over three (3) hours.
- Serving of Alcohol must end 1 hour prior to the end of the event.
- No BYOB (Bring Your Own Beverage) is allowed at any time. This must be included in advertising for events and posted at events – especially events where BYOB was previously allowed.
- Backup Transportation must be provided in case someone drinks too much; and
- A police officer must be present when alcohol is served. (\$70/hour with a 3-hour minimum. This cost is paid for by the ministry hosting the event.) Staffing of the police officer is handled by OLA’s Communications Office. Contact Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) when you begin planning your event to review requirements and request a police officer.

The Events Serving Alcohol Checklist can be found in Appendix M.

## VOLUNTEERS/SAFE ENVIRONMENT

If you have any questions with regard to the requirements/policies below, contact Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org).

### Safe Environment/ Volunteer Requirements

Ministry leaders are responsible for ensuring that their volunteers complete the following steps before allowing them to volunteer – especially with children and other vulnerable individuals.

#### Adult Volunteers

ALL adults who volunteer with children (those under the age of 18) or vulnerable adults at OLA must complete the following PRIOR to volunteering at OLA:

1. Complete the *Volunteer Application* and the *Sterling Consent Form* (for background check) and turn completed paperwork in to Benny Strozier at the Parish Office PRIOR to volunteering at OLA.  
**Original paperwork is required, no electronic copies.**
  - a. To download these forms go to [www.olachurch.org/ministry-leaders](http://www.olachurch.org/ministry-leaders) or email Benny Strozier at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org).
    - i. You MUST sign both forms.
    - ii. You MUST include your birthday on your paperwork, or your application cannot be processed.

- b. You MUST include your social security number on your paperwork, or your application cannot be processed.
2. Sign-up for and complete a VIRTUS Training Class by following the instructions below.
  - a. [Click here](#) or,
  - b. Go to [www.olahchurch.org/ministry-leaders](http://www.olahchurch.org/ministry-leaders) for the link to the Archdiocesan site.

**You may NOT volunteer with children or other vulnerable persons until you have completed this training.**

## Volunteer & Employee Driver Information

The Archdiocese of Atlanta requires that any driver on church business who is driving others must adhere to the requirements listed in the Employee/Volunteer Driver Requirements Checklist. The checklist must be turned in to the parish Business Manager, Benny Strozier ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), prior to driving on parish business. Original forms are required; electronic copies will not be accepted.

[Detailed Employee/Volunteer Driver Checklist can be found at Appendices N1-N5.](#)

## Volunteering Minors

ALL minors who volunteer with children or vulnerable adults at OLA must complete the following paperwork and turn it in to the parish Business Manager, Benny Strozier ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)) **PRIOR** to volunteering at OLA. **Original paperwork is required, no electronic copies.**

[Volunteer Application for Minors and School Reference for Minors Form with instructions can be found in Appendices O and P.](#)

Volunteering Minors do NOT attend VIRTUS Protecting God's Children Session.

## Adult to Youth Ratio

The Archdiocese of Atlanta recommends the following ratio of adults to youth at all meetings and events:

- Elementary Aged Youth (Grades K-5) – 1 adult per 6 kids
- Middle School Aged Youth (Grades 6-8) – 1 adult per 8 kids
- High School Aged Youth (Grades 9-12) – 1 adult per 10 teens

## Medical Release for Minors

The Archdiocese of Atlanta requires that an Annual Medical Release be filled out for every minor who is involved in a ministry at the parish. The medical form allows adult leaders of OLA to attain medical aid in case of injury during a ministry meeting or outing. It also provides emergency contact numbers. This form is only good for one year.

[The Annual Medical Release can be found at Appendices Q1 and Q2.](#)

## Permission to Contact Youth Form for 6th - 12th Graders

The Archdiocese of Atlanta requires that permission to contact youth (6th - 12th graders, not younger children) be in writing. This form gives a ministry leader permission to contact youth within that ministry via text, email, and/or social media. Parents will always be provided with the same communications as their child(ren), but it may be transmitted via a separate technology.

[The Permission to Contact Youth Form can be found at Appendix R.](#)

## MINISTRY MEMBERSHIP

### Ministry Membership Lists

Ministry leaders are to keep updated lists of their active members – both children/youth and adults - for our parish records.

You will be asked to submit a list of active members to Anne Stephens, Communications Director, each Fall.

**As new members join your ministry, please forward those names for our records.** Please do NOT send a list of all members at that time, just those you have added to the previous list.

### Active Parishioner Status for Parish Verifications

The Archdiocese of Atlanta requires all families to submit a Parish Verification form to their Catholic School to verify that the family is registered and active in the parish.

**It is up to you, the ministry leader, to determine what qualifies as active status in your ministry.**

The Archdiocese of Atlanta defines “Active Parishioners” as:

- Those who have been registered in the parish for at least six (6) months; (please note that if you registered during the last six (6) months in this parish, you must provide evidence that you were previously active members at another parish, for a cumulative period of at least six (6) months),
- Attend Mass weekly and on Holy Days of Obligation, and
- Contribute financially (in a trackable way) to support the parish and the Archbishop’s Annual Appeal, and
- Contribute time and talent by participating in at least one ministry in the parish.

Parents must adhere to all the requirements listed above as set forth by the Archdiocese of Atlanta’s Office of Catholic Schools to receive Active Parishioner Status.

## INCLEMENT WEATHER

When weather is hazardous – or has the potential to become hazardous – the OLA campus will close. In the event of our closing, the information will be provided as soon as possible via the following:

- Posted on the parish website at [www.olachurch.org](http://www.olachurch.org),
- Posted on Facebook ([www.facebook.com/olachurch.atlanta](http://www.facebook.com/olachurch.atlanta)),
- Posted on Instagram ([www.instagram.com/olachurchbrookhaven/](http://www.instagram.com/olachurchbrookhaven/)), and
- Via the Parish E-News.

Please note that in the event of a power outage, it is not possible to send the e-news or to update the website.

If Dekalb County Schools and the Preschool and OLA School are closed, the parish office is closed and all meetings, events, and practices are cancelled.

If hazardous weather does occur, please use common sense before getting on the roads to come to OLA.

If the news is telling you to stay off the roads, do not come to OLA - especially in the mornings and after dark!

## EMERGENCIES

### Safety Concerns

The safety of all people on our campus is a top priority. We want all our members and guests to feel safe and secure at all times.

Safety begins with each of us. If something does not look or feel right, it probably isn't. Please be alert and diligent at all times.

You may want to print this information and keep it with you during your meetings and events.

***It is imperative to get everyone present to safety and call 911 first if faced with an emergency situation, either non-violent or one you would consider threatening.*** Then contact clergy/staff.



## **Campus Security Firm**

Due to the increased violence at churches and schools – and in our ongoing effort to keep our community safe – we have hired a security firm that will have personnel onsite 7 days a week.

## **Safety/in case of fire**

In case of fire, *it is imperative to get everyone present to safety and call 911.* Then notify clergy/staff.

Fire extinguishers can be found in the following locations (they are visibly marked):

### Chanel Center

- Outside doors in Library

### Church – First Floor

- Outside the Daily Chapel
- By the bathrooms
- In the sound/light room next to the choir

### Church – Second Floor

- Hallway, and
- Upper Room under the sink

### Marist Hall

- Center of room near kitchen

### Moylan Hall

- Kitchen
- To the right of the girls bathroom

### Murray Center

- Both sides of stage
- By bathrooms,
- In lobby by double doors

### Parish Office Conference Room

- At the exterior door (church side) across from the meeting space.
- At the end of the hall at the opposite end of the hallway.

### School Library

- At doors

### The Upper Room

- Under sink

### Youth Room

- At the exterior door (church side) to left as you exit youth room exterior door.
- At the end of the hall at the opposite end of the hallway.

## Medical Emergency

In case of a medical emergency, call 911 immediately. Then notify clergy/staff.

Clergy or Staff members will notify parish security, but if possible, please wave him/her down for assistance.

### AED (Automated External Defibrillator)

The 911 operator may ask you if you have access to an AED (Automated External Defibrillator). An AED is an easy-to-use medical device used to re-establish heart rhythm in those experiencing sudden cardiac arrest. Easy to follow instructions are included with the device.

AEDs are located in the following spaces:

#### Church

First Floor near bathrooms

#### Moylan Hall

Kitchen

#### School

By elevator

Gym lobby

2<sup>nd</sup> Floor across from Teacher's Lounge

### First Aid Kits

There are first aid kits located in the meeting spaces listed below.

#### First floor of Church

By bathrooms

#### Second floor of Church

Under sink in Upper Room

#### Marist Hall

Over fire extinguisher

#### Moylan Hall

Kitchen

#### Parish Office

On top of refrigerator in the kitchen

## Where to Send First Responders

If you call 911 it is important that you know provide accurate information to assist first responders in finding you.

- Give 911 the correct address:
  - The address of the Parish Office/Youth Room/Parish Office Conference Room is 1406 Hearst Drive.
  - The address of the Church/Preschool/Moylan Hall is 1350 Hearst Drive.
  - The address of the School/Chanel Center/School Library/Marist Hall/Murray Center is 1320 Hearst Drive.
- If possible, send ministry members outside to key points to point the way for police:
  - At the entrance by the playing field.
  - On lower level to point to upper level as needed.
  - At entrance doors.
  - You may have to have multiple people within sight of one another to properly direct first responders.
  - For the Parish Office/Youth Room/Parish Office Conference Room someone will need to wait at the street where Hearst Drive and Lanier Drive intersect.

## Notify Parish Clergy/Staff Immediately

Once the authorities have been contacted, the next step is to contact the parish clergy/staff as follows:

- Monday – Friday during office Hours (8am-4pm/3pm in summer): Contact the parish office at 404-261-7181.
- After Hours and Weekends: Call the rectory at 404-365-0508.
- If you cannot reach the Office or Rectory: Contact Benny Strozier (404-316-6080), Business Manager, or Anne Stephens (678-879-8290), Communications Director.
- Clergy or Staff members will notify parish security, but, if possible, please wave him/her down for assistance.

**Please note that the personal numbers listed in this section are for emergencies only and not for general parish/ministry business.**

## ACCIDENTS, INJURIES, AND DAMAGES

### Accident/Injury Reports

Accidents happen. If someone is injured at your event, after providing the appropriate medical care, contact Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org).

**The Archdiocesan Accident/Injury Report can be found in Appendix S.** This should be filled out and turned in to Benny as soon as after the incident.

### Report Damages

If you have any damaged items or problems to report, please contact Benny Strozier ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)) as soon as possible after your meeting/event. Working together, we can keep our parish home in good shape, sparkling clean, and ready for the next group who will use the facilities.

## LEADERSHIP SUCCESSION

Part of being an effective leader is spotting leaders in your ministry and planning for your retirement. When you begin thinking of stepping down it is important that you be on the lookout for a replacement. Contact the pastor or Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) when you are making plans to hand your ministry over to new leadership.

# Appendix A: General Campus Guidelines

Facilities Scheduler: Karen Kotara, [kkotara@olachurch.org](mailto:kkotara@olachurch.org)

Facilities Manager: Jon Mangiaracina, [jmangiaracina@olachurch.org](mailto:jmangiaracina@olachurch.org)

Listed below are some basic guidelines that are in place when using any facilities on the OLA campus. This is NOT a complete list of parish policies.

1. **All scheduling requests** MUST be submitted to Karen Kotara via the parish website.
2. **Advertising requests for your meeting/event** must be submitted to Anne Stephens at [www.olachurch.org/bulletin-submissions](http://www.olachurch.org/bulletin-submissions).
3. **Space User Agreements and Set-Up Requests** must be submitted to Karen Kotara at [kkotara@olachurch.org](mailto:kkotara@olachurch.org) no later than 2 weeks prior to the scheduled event/meeting.
4. **All parish policies and procedures are determined by the pastor.** Ministries and individuals cannot make policies for the parish.
5. **No “room hopping” please.** Access is permitted only to the room(s) scheduled for your event/meeting.
6. **The facility is only available** for the assigned time that has been scheduled. Do not arrive early or stay late. You must be out of the reserved space as scheduled.
7. **If an event is cancelled**, the individual who made the initial reservation is responsible for notifying the parish office as soon as possible. Notify Karen Kotara, [kkotara@olachurch.org](mailto:kkotara@olachurch.org), and Anne Stephens, [astephens@olachurch.org](mailto:astephens@olachurch.org), in the event of a cancellation. *This is important to make the space available for others and also for security purposes.*
8. **The OLA Campus is smoke-free.**
9. **Alcohol** can only be served after approval from the Parish Office and in accordance with the parish alcohol policy. Alcohol can NOT be served in areas of the school.
10. **Children must never be left unattended.** All children under 16 must be supervised by a parent or other Virtus-trained adult.
11. **Rooms are not equipped to accommodate materials storage.** All materials used are to be removed at the close of each meeting/event. This includes the narthex closet in the church. Any unclaimed items will be discarded.
12. **Rooms should be left clean after your meeting/event.** This includes wiping down tables, sweeping/vacuuming, emptying trash to dumpster, and breaking down the table/chair set-up (unless notified otherwise).
13. **Food and beverages** should be removed after the event. Do not leave in refrigerator or in pantries.
14. **Reserved equipment** should be left in the meeting space.
15. **Lights** should be turned off after the completion of each meeting/event.
16. **The Columbarium/Garden of Memories in front of the Church is NOT a play area for children.** All children MUST be accompanied by a parent or other VIRTUS trained adult.
17. **Many, many people use this campus.** Please be a good steward of the campus and clean up any mess you make to help keep our facilities in good condition for everyone!

# Appendix B: Schema for Recognition/Blessing at Mass

## Schema for Recognition/Blessing at Mass

**This form is to be submitted to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) when you receive confirmation from her that your request has been placed on the parish calendar. Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Date and Time of Mass: \_\_\_\_\_

Group/Ministry Name \_\_\_\_\_

Coordinator Name \_\_\_\_\_

Coordinator Email/Phone \_\_\_\_\_

Do you wish to reserve pews? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many pews? \_\_\_\_\_

- The Ministry Coordinator is responsible for reserving the pews before Mass.
- We have a limited number of reserved signs available, so we ask that the Ministry Leaders print signs for their event. Simply print "RESERVED" on a sheet of paper – print enough to go on both ends of the pews.
- Arrive at least 30 minutes prior to the start of Mass to reserve pews, otherwise you may find them occupied.

**Will your group provide the following?** Please note that volunteers must be TRAINED in the ministry listed below in order to serve, except for gift bearers.

Lectors Yes \_\_\_\_\_ No \_\_\_\_\_

Gift Bearers Yes \_\_\_\_\_ No \_\_\_\_\_ (Check in with Ushers prior to Mass.)

Ushers Yes \_\_\_\_\_ No \_\_\_\_\_

Altar Servers Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish to have your group mentioned in the Prayers of the Faithful? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any questions or special requests?

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Date Submitted: \_\_\_\_\_

# Appendix C1: Meeting Space User Agreement

Chanel Center/Parish Conference Room/School Library/Youth Room

**Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

## Chanel Center/Parish Office Conference Room/School Library/Youth Room

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church located at 1406 Hearst Drive, Brookhaven, GA 30319.

**The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office no later than TWO WEEKS prior to the date of the event. Originals or PDFs only, no photos. Late submissions cannot be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.**

### This Section is Required for Everyone Using Meeting Space

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time Recurring

Meeting Space Reserved: Chanel Center Parish Office Conference Room  
School Library Youth Room

### Chanel Center

*The Chanel Center is located in the school and is accessed through the main entrance.*

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

Capacity: 36 people Set-up: 6 tables that seat 6 per table

Special Notice: No AV equipment available. No alcohol is permitted in the Chanel Center

Please do not move tables.

Do not allow access into the school areas outside of the Chanel Center.

Do not prop open exterior doors.

### Parish Office Conference Room

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

Capacity: 8 people Set-up: Conference Table Only

AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port with you.

Special Notice: Parking for the Parish Office Conference Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.

# Appendix C2: Meeting Space User Agreement *Continued*

## Chanel Center/Parish Conference Room/School Library/Youth Room

### School Library

Set Up Date/Time: \_\_\_\_\_

Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Door Lock Time: \_\_\_\_\_

*The School Library is located in the school and is accessed through the main entrance.*

Capacity: 16 people                      Set-up: 4 tables that seat 4 per table

Special Notice: No AV equipment available.                      No alcohol is permitted

Do not move tables.

Do not allow access into the school areas outside of the School Library.

Do not prop open exterior doors.

### Youth Room

Set Up Date/Time: \_\_\_\_\_

Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Door Lock Time: \_\_\_\_\_

Capacity: Up to 20

Set-up: 4 couches, 2 chairs. You can bring your own seating or sit on the floor.

Room Rules: If you move furniture, please put it back in the original position.

Snacks, Drinks, and Supplies in the room are NOT available for your use. These are for the Youth Ministry.

AV Equipment: Monitor with HDMI port – bring your own HDMI cord. Must bring laptop with HDMI input.

Parking: Parking for the Youth Room is located on the upper level of the church parking lot (not at the parish office). There is a walkway from that parking lot up to the parish office.

Please initial each item acknowledging the following:

\_\_\_\_\_ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the parish office 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) one month prior to the event. (\$70/hr. 3 hour minimum.)

\_\_\_\_\_ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. (Adult to youth ratio: Elementary youth and younger:

- 1 adult per 6 kids
- Middle School youth – 1 adult per 8 kids
- High School youth – 1 adult per 10 teens

\_\_\_\_\_ No tape, glue, or other adhesives will be used to affix items/decorations to the walls, floors, equipment, fixtures, or tables.

\_\_\_\_\_ No running is allowed in any meeting space, except the gym.

\_\_\_\_\_ No permanent markers will be used.

\_\_\_\_\_ Trash, if any, will be emptied to the dumpster.

\_\_\_\_\_ Wipe down/clean tables at end of event.

\_\_\_\_\_ All food/beverages must be removed from the premises.

\_\_\_\_\_ All requirements of this *Check List* will be adhered to, and the space will be left in the same – or better – condition than prior to the event.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date



# Appendix D1: Meeting Space User Agreement

## Marist Hall

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church located at 1406 Hearst Drive, Brookhaven, GA 30319.

**On page 3 of this agreement** create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office no later than TWO WEEKS prior to the date of the event. Originals or PDFs only, no photos. Late submissions not be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.

### **This Section is Required for Everyone Using Marist Hall**

*Marist Hall is located in the school and is accessed through the main entrance.*

*Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked Marist Hall and not the Marist Hall Kitchen, do not access the Kitchen.*

Capacity: 120 people  
Special Notices: There is no access to Marist Hall prior to 6pm on school days.  
Do not prop open exterior doors.  
Do not allow access into the school areas outside of Marist Hall.  
Not accessible before 6pm on school days.  
No alcohol permitted in Marist Hall.

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time    Recurring

# of Round Tables Needed: \_\_\_\_\_ # of Round Tablecloths Needed: \_\_\_\_\_

# of Rectangular Tables Needed: \_\_\_\_\_ # of Rectangular Tablecloths Needed: \_\_\_\_\_

AV Equipment Requested: Monitor (Must provide your own laptop and HDMI Cord)

# Appendix D2: Meeting Space User Agreement *Continued*

## Marist Hall

### Marist Hall Usage Checklist

Please initial each item acknowledging the following:

- \_\_\_\_\_ No Alcohol usage/service is permitted in Marist Hall.
- \_\_\_\_\_ Marist Hall will not be accessed prior to 6pm on school days.
- \_\_\_\_\_ If the Marist Hall Kitchen has not been reserved, it will not be accessed.
- \_\_\_\_\_ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. (Adult to youth ratio:
- Elementary youth and younger: 1 adult per 6 kids
  - Middle School youth – 1 adult per 8 kids
  - High School youth – 1 adult per 10 teens
- \_\_\_\_\_ Running is NOT allowed.
- \_\_\_\_\_ Equipment shown in red on the Marist Hall Set-Up Diagram on page 3 will NOT be moved.
- \_\_\_\_\_ No candles will be used.
- \_\_\_\_\_ No tape, glue, or other adhesives can be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.
- \_\_\_\_\_ No permanent markers will be used.
- \_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.
- \_\_\_\_\_ Tables will be wiped down.
- \_\_\_\_\_ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. Any leftover food or beverage will be removed.
- \_\_\_\_\_ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager.
- \_\_\_\_\_ Trash, if any, will be emptied to the dumpster.
- \_\_\_\_\_ Laundered tablecloths will be returned to the parish office within 3 days of the event.
- \_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org) will be contacted to submit an Archdiocesan Accident/Injury Report **immediately** following the incident.
- \_\_\_\_\_ In the event of damages, a note will be left in Marist Hall and Mrs. Mandy Crock, Principal of OLA School ([mcrock@olachurch.org](mailto:mcrock@olachurch.org)) and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

**Thank you for adhering to these policies!**

**Working together, we can keep our parish and school home in good shape, sparkling clean,  
and ready for the next group who will use the facilities!**

# Appendix D3: Meeting Space User Agreement *Continued*

## Marist Hall

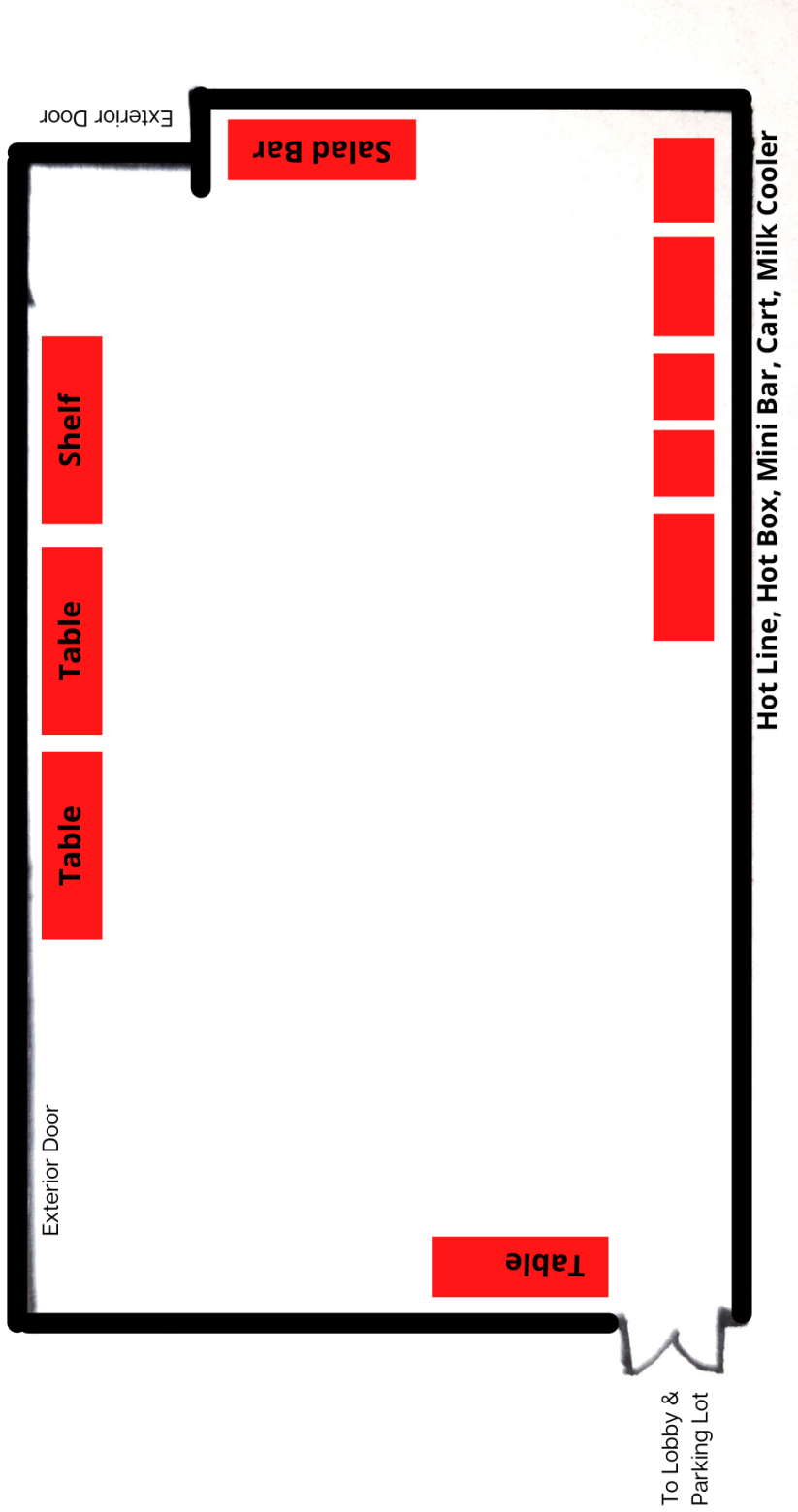
### Marist Hall Set-Up Request

Date & Time of Event: \_\_\_\_\_

Ministry/Ministry Leader: \_\_\_\_\_

Ministry Leader Contact: \_\_\_\_\_

Do not move the equipment shown on diagram.



# Appendix E1: Meeting Space User Agreement

## Marist Hall Kitchen

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

***Special advanced training is required to use the Marist Hall Kitchen and must be coordinated through the school.***

The agreement/checklist must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office **no later than TWO WEEKS prior to the date of the event.** Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.

### **This Section is Required for Everyone Using the Marist Hall Kitchen**

*The Marist Hall Kitchen is located in the school and is accessed through exterior door at the MH Kitchen.*

*Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked the Marist Hall Kitchen and not Marist Hall, do not access Marist Hall.*

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

Please initial each item acknowledging the following:

- \_\_\_\_\_ No Alcohol is permitted in the Marist Hall Kitchen.
- \_\_\_\_\_ Kitchen will only be used by persons who have received the required training by the school
- \_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.
- \_\_\_\_\_ All food and beverages will be removed from the premises at the conclusion of the event. Any leftover food or beverage will be removed.
- \_\_\_\_\_ Trash, if any, must be emptied to the dumpster.
- \_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org) will be contacted to submit an Archdiocesan Accident/Injury Report ***immediately*** following the incident.
- \_\_\_\_\_ In the event of damages, a note will be left in the Marist Hall Kitchen and Mrs. Mandy Crock, Principal of OLA School ([mcrock@olachurch.org](mailto:mcrock@olachurch.org)) and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

# Appendix E2: Meeting Space User Agreement *Continued*

Marist Hall Kitchen

## Marist Hall Kitchen Cleaning Checklist

In the columns to the left check off each item as completed.

**Be sure all of the following tasks are completed before leaving. Thank you.**

- 1.  Wipe down and sanitize all table surfaces
- 2.  Sweep floor
- 3.  Mop floor after sweeping
- 4.  Take out all trash and put in dumpster
- 5.  Wash all dishes
- 6.  Put all dishes, cutlery, and knives in correct locations
- 7.  Wipe down outside of dish machine with sanitizer solution from 3-compartment sink
- 8.  Turn OFF dish machine - red switch on front
- 9.  Make sure dish pit surfaces/walls are clear of all food particles
- 10.  Wash and sanitize 3-compartment sink - be sure there is no food left in drains
- 11.  Sanitize dish machine and entire dish pit area/surfaces
- 12.  Wipe down stove/flattop area
- 13.  Wipe outside of fryer
- 14.  Be sure to clean any grease from fryer off the floor
- 15.  Clean up any spills inside of reach in cooler
- 16.  Sanitize hot serving lines if used
- 17.  Clean out hot boxes of any food
- 18.  Remove all food unless you have a prior arrangement with the school.

**Thank you for adhering to these policies!**

**Working together, we can keep our parish and school home in good shape, sparkling clean, and ready for the next group who will use the facilities!**

# Appendix F1: Meeting Space User Agreement

## Moylan Hall

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

**On page 3 of this agreement** create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office **no later than TWO WEEKS prior to the date of the event**. **Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Late submissions cannot be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.

### This Section is Required for Everyone Using Moylan Hall

*Moylan Hall is located on the upper level across from the second floor of the church.*

#### Theater/Assembly Style Seating

Capacity: 220 people

Set-up: Rows of chairs, Podium, Microphone

AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port.

#### Dinner/Events with Tables

Capacity: 180 people

Set-up: 6' Round tables, 6' rectangular tables, and/or card tables

AV Equipment: Monitor with HDMI port. Must bring laptop with HDMI port.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time Recurring

# of Round Tables Needed: \_\_\_\_\_ # of Round Tablecloths Needed: \_\_\_\_\_

# of Rectangular Tables Needed: \_\_\_\_\_ # of Rectangular Tablecloths Needed: \_\_\_\_\_

Circle Equipment Requested: Monitor (Must provide your own laptop and HDMI Cord)

Microphone and Podium

# Appendix F2: Meeting Space User Agreement *Continued*

## Moylan Hall Checklist

Please initial each item acknowledging the following:

- \_\_\_\_\_ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the parish office 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) one month prior to the event.
- \_\_\_\_\_ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. (Adult to youth ratio:
- Elementary youth and younger: 1 adult per 6 kids
  - Middle School youth – 1 adult per 8 kids
  - High School youth – 1 adult per 10 teens
- \_\_\_\_\_ Running is NOT allowed.
- \_\_\_\_\_ No helium balloons will be used.
- \_\_\_\_\_ No candles will be used.
- \_\_\_\_\_ No permanent markers will be used.
- \_\_\_\_\_ No tape, glue, or other adhesives will be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.
- \_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.
- \_\_\_\_\_ If food and beverage are served, tables will be wiped down. Chairs will also be wiped down as needed.
- \_\_\_\_\_ Tables and chairs will be put up unless otherwise coordinated with the Facilities Manager.
- Tables go in table room past girls bathroom.
  - Chairs to be stacked in carts (be sure they all face the same direction).
- \_\_\_\_\_ Trash, if any, will be emptied in the mini-dumpster outside the kitchen.
- \_\_\_\_\_ The floor will be vacuumed if needed.
- \_\_\_\_\_ Bathrooms will be checked to ensure they are in good condition.
- \_\_\_\_\_ If the kitchen is used, it will be cleaned up. That includes wiping down countertops and cleaning any dishes.
- \_\_\_\_\_ Dishes, containers, and utensils will be cleaned, dried, and returned to the pantry where they were found.
- \_\_\_\_\_ All food and beverages (especially alcohol) must be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator. It will be thrown away.)
- \_\_\_\_\_ Laundered tablecloths will be returned to the parish office within 3 days of the event.
- \_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org) will be contacted to submit an Archdiocesan Accident/Injury Report *immediately* following the incident.
- \_\_\_\_\_ In the event of damages, a note will be left in in the kitchen and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

**Thank you for adhering to these policies! Working together, we can keep our parish and school home in good shape, sparkling clean, and ready for the next group who will use the facilities!**

# Appendix F3: Meeting Space User Agreement *Continued*

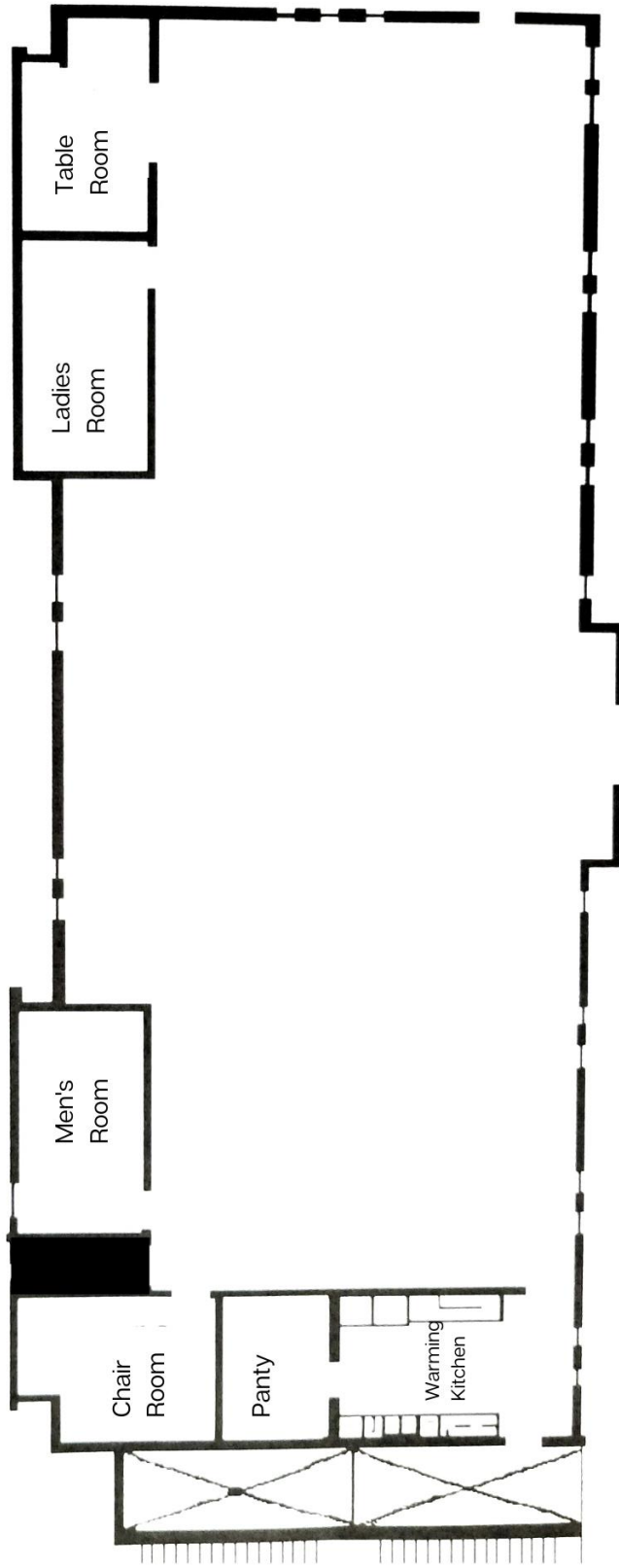
## Moylan Hall

### Moylan Hall Set-Up Request

Date & Time of Event: \_\_\_\_\_

Ministry/Ministry Leader: \_\_\_\_\_

Ministry Leader Contact: \_\_\_\_\_





# Appendix G1: Meeting Space User Agreement

## Murray Center

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

**On page 3 of this agreement** create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office no later than TWO WEEKS prior to the date of the event. **Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.**

Late submissions cannot be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.

### This Section is Required for Everyone Using the Murray Center

*Moylan Hall is located on the upper level across from the second floor of the church.*

Capacity: 250 people (Approximately 200 chairs available)  
Set-up: 6' Round tables, 6' rectangular tables, and/or card tables  
Special Notice: Access to the stage is NOT allowed.  
Please do not prop open exterior doors.  
***Floors must be swept and mopped*** if food or drinks are served.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time Recurring

# of Round Tables Needed: \_\_\_\_\_ # of Round Tablecloths Needed: \_\_\_\_\_

# of Rectangular Tables Needed: \_\_\_\_\_ # of Rectangular Tablecloths Needed: \_\_\_\_\_

Circle Equipment Requested: \_\_\_\_\_ Microphone and Podium

# Appendix G2: Meeting Space User Agreement

## Murray Center

Please initial each item acknowledging the following:

- \_\_\_\_\_ No Alcohol usage/Service is permitted in the Murray Center.
- \_\_\_\_\_ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. Adult to youth ratio:
- Elementary youth and younger: 1 adult per 6 kids
  - Middle School youth – 1 adult per 8 kids
  - High School youth – 1 adult per 10 teens
- \_\_\_\_\_ No helium balloons will be used.
- \_\_\_\_\_ No candles will be used.
- \_\_\_\_\_ No tape, glue, or other adhesives will be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.
- \_\_\_\_\_ No permanent markers will be used.
- \_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.
- \_\_\_\_\_ If food and beverage are served, tables will be wiped down.
- \_\_\_\_\_ Tables and chairs will be put up.
- \_\_\_\_\_ Trash, if any, will be emptied in the dumpster.
- \_\_\_\_\_ The floor will be swept and mopped if needed.
- \_\_\_\_\_ Bathrooms will be checked to ensure they are in good condition.
- \_\_\_\_\_ All food and beverages will be removed from the premises at the conclusion of the event.
- \_\_\_\_\_ Laundered tablecloths will be returned to the parish office within 3 days of the event.
- \_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org) will be contacted to submit an Archdiocesan Accident/Injury Report **immediately** following the incident.
- \_\_\_\_\_ In the event of damages, a note will be left in the Murray Center and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

**Thank you for adhering to these policies!**

**Working together, we can keep our parish and school home in good shape, sparkling clean,  
and ready for the next group who will use the facilities!**

# Appendix G3: Meeting Space User Agreement *Continued*

Murray Center

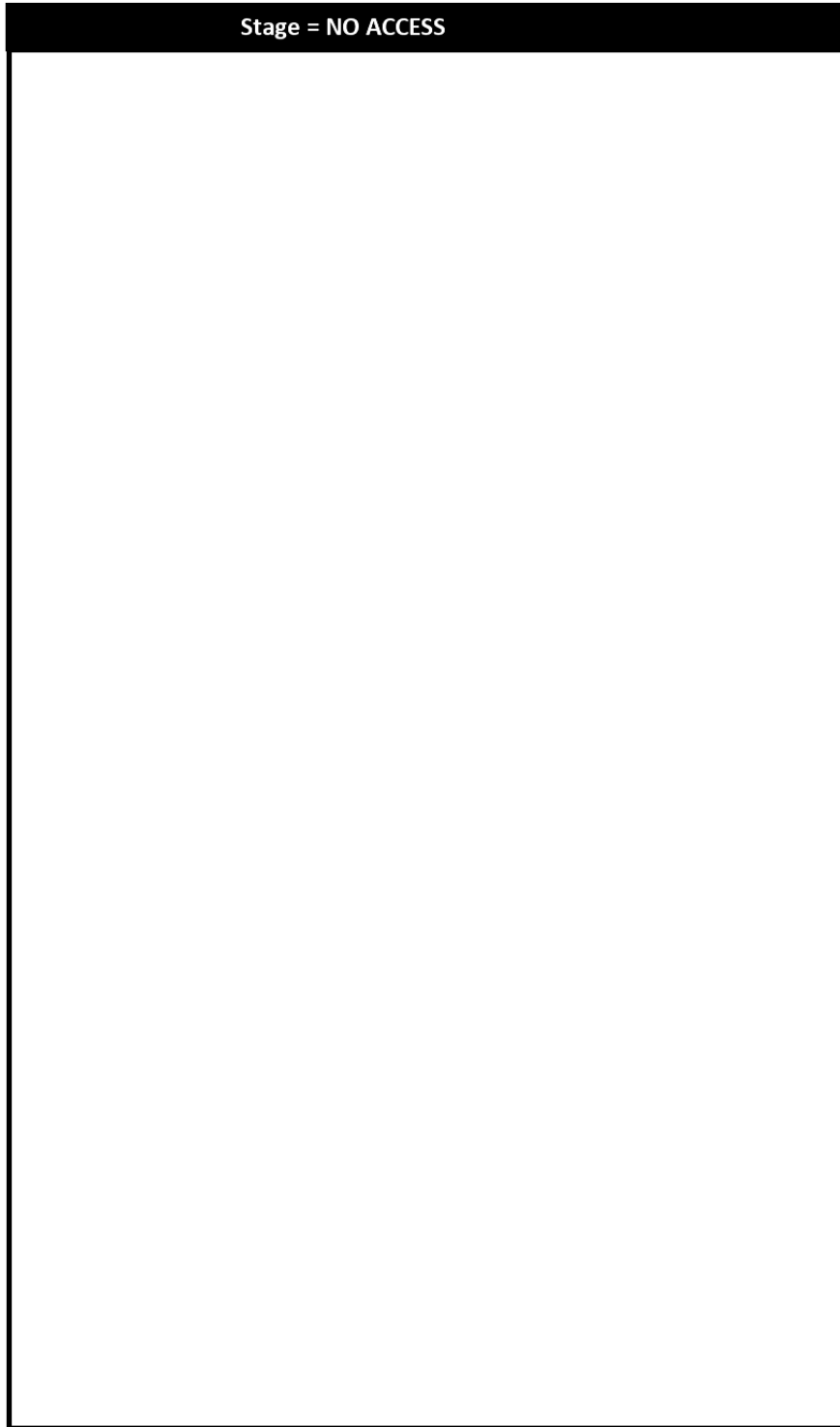
## Murray Center Set-Up Request

Date & Time of Event: \_\_\_\_\_

Ministry/Ministry Leader: \_\_\_\_\_

Ministry Leader Contact: \_\_\_\_\_

Stage = NO ACCESS



Parking Lot

# Appendix H1 Meeting Space User Agreement

## The Upper Room

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

**On page 3 of this agreement** create a diagram of the set-up required.

The agreement and diagram must be signed and returned to Karen Kotara ([kkotara@olachurch.org](mailto:kkotara@olachurch.org)) at the parish office **no later than TWO WEEKS prior to the date of the event.** **Only submit an original or a scanned PDF.** **Do NOT take a photo with your cell phone to turn in.**

Late submissions cannot be accepted. Within two weeks of meeting/event your ministry will be responsible for set-up.

### **This Section is Required for Everyone Using The Upper Room**

*The Upper Room is located on the second floor of the church.*

Capacity: Up to 30 depending on set-up

#### Theater/Assembly Style Seating

Capacity: 30 people

Set-up: Rows of chairs, Podium, Microphone

AV: Monitor with HDMI port. Must bring laptop with HDMI port.

Special Notices: Do not prop open exterior doors.

#### Theater/Assembly Style Seating

Capacity: 24 people

Set-up: 60" x 18" rectangular tables, and chairs

AV: Monitor with HDMI port. Must bring laptop with HDMI port.

Special Notices: Do not prop open exterior doors.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Door Lock Time: \_\_\_\_\_

# of People Expected: \_\_\_\_\_ Frequency of Event (Circle One): One Time Recurring

# Appendix H2: Meeting Space User Agreement *Continued*

## The Upper Room Usage Checklist

Please initial each item acknowledging the following:

\_\_\_\_\_ If Alcohol is being served, the Serving Alcohol Checklist will be turned in to the parish office 2 weeks prior to the event along with this form. Request for a police officer must be submitted to Anne Stephens ([astephens@olachurch.org](mailto:astephens@olachurch.org)) one month prior to the event.

\_\_\_\_\_ If Children are present, they will be supervised at all times to ensure their safety and the cleanliness of the facility. Adult to youth ratio:

- Elementary youth and younger: 1 adult per 6 kids
- Middle School youth – 1 adult per 8 kids
- High School youth – 1 adult per 10 teens

\_\_\_\_\_ No candles will be used.

\_\_\_\_\_ No tape, glue, or other adhesives will be used to affix items/decoration on the walls, floors, equipment, fixtures, or tables.

\_\_\_\_\_ No permanent markers will be used.

\_\_\_\_\_ The space will be left in the same – or better – condition than prior to the event.

\_\_\_\_\_ If food and beverage are served, tables will be wiped down and vacuumed.

\_\_\_\_\_ Trash, if any, will be emptied in the dumpster.

\_\_\_\_\_ All food and beverages (especially alcohol) will be removed from the premises at the conclusion of the event. (Do NOT leave in the refrigerator.)

\_\_\_\_\_ Laundered tablecloths will be returned to the parish office within 3 days of the event.

\_\_\_\_\_ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org) will be contacted to submit an Archdiocesan Accident/Injury Report **immediately** following the incident.

\_\_\_\_\_ In the event of damages, a note will be left in the Upper Room and Benny Strozier, Business Manager ([bstrozier@olachurch.org](mailto:bstrozier@olachurch.org)), will be notified immediately.

\_\_\_\_\_  
Signature of Ministry Leader

\_\_\_\_\_  
Date

# Appendix H3: Meeting Space User Agreement *Continued*

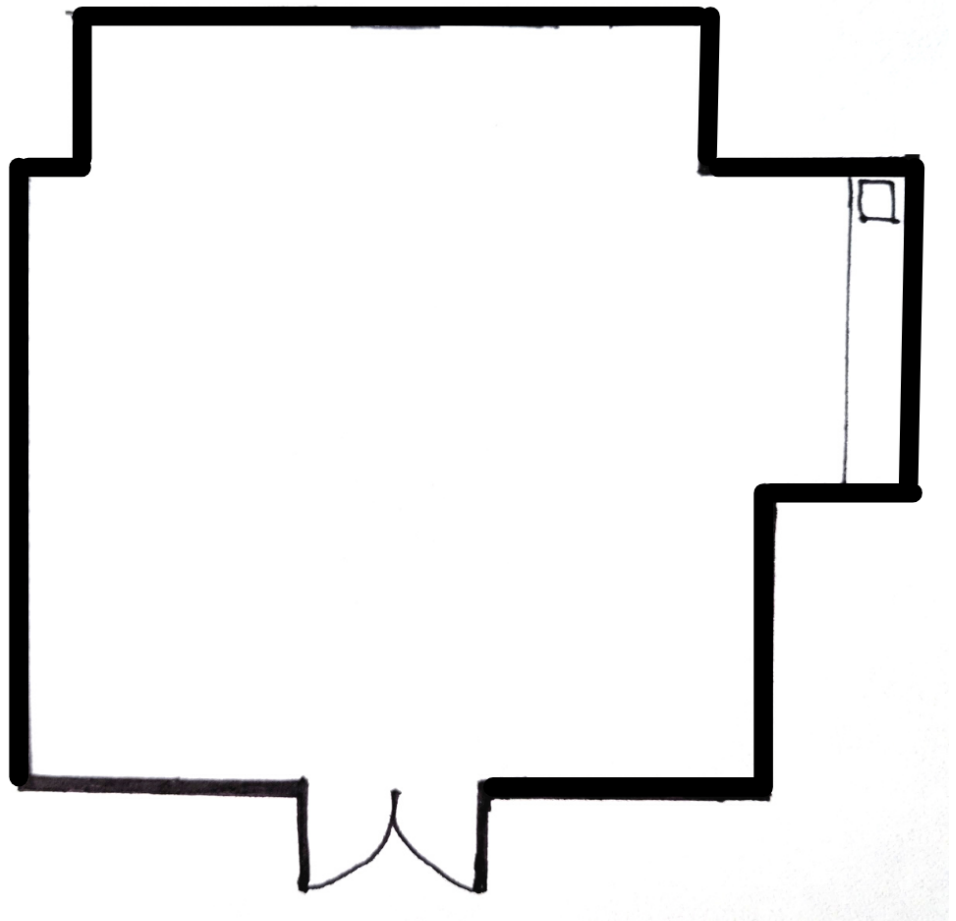
The Upper Room

## Upper Room Set-Up Request

Date & Time of Event: \_\_\_\_\_

Ministry/Ministry Leader: \_\_\_\_\_

Ministry Leader Contact: \_\_\_\_\_



# Appendix I: Annual Media Release



## Annual Media Release Form

Complete One Form per Child

Child's Name:

Date of Birth:

School Year  
(where applicable):

Our parish and/or school, \_\_\_\_\_, uses images, interviews, and videos of our children for a variety of internal and external communications. Our forms of internal and external communications include but are not limited to: print, such as newspapers, bulletins, and newsletters; photographs and digital images; film and videos; web posts, web pages, and image carousels; social networking platforms including but not limited to Facebook, Twitter, and Instagram.

We follow the Archdiocese of Atlanta's [Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors](#). Please see this resource for more information.

Please indicate below whether our parish and/or school has permission to circulate interviews, images, and/or videos of your child for all parish and/or school events for one year:

I hereby grant permission for the following parish and/or school, \_\_\_\_\_, to use images and interviews of my child, \_\_\_\_\_, for internal or external communications for one year. My child may be photographed and/or interviewed for *The Georgia Bulletin*, and other media outlets. I understand content may be reprinted in *The Georgia Bulletin* or other media for public dissemination, including but not limited to film; video; television; radio; newspapers such as *The Atlanta Journal and Constitution*; websites and online platforms; and social media networks including but not limited to Facebook, Twitter, and Instagram. I release and relieve the parish and/or school, and the Archdiocese of Atlanta, from any responsibility or liability for any claims arising from the publication or reproduction of any photographs or interview in any news or other media. I waive any and all right to inspect or approve the finished images, video, or printed matter that may be used in conjunction with any image or video, or to approve the eventual use for which it may be applied.

I understand that photographs, videos, and/or interviews are being done with the knowledge and approval of the parish and/or school, and that a signed release form is required for every participating individual.

NO, I do not want my child included in, nor my child's image used, in any internal or external communications. *This does not include Catholic School yearbooks or newspapers.*

Signature of Parent or Legal Guardian

Date

Print Name of Parent or Legal Guardian

**Please contact your Parish Catechetical Leader or School Administration immediately to adjust your media release permissions.**

**FOR OFFICE USE ONLY: Supplant this release annually. Keep the most recent release until the child is 20.**

# Appendix J1: New Vendor

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



## VENDOR ACKNOWLEDGMENT FORM

\_\_\_\_\_ certifies that all employees working at  
*Name of Company*

\_\_\_\_\_ effective \_\_\_\_\_ have  
*Name of Parish/School/Agency* *Date*

successfully cleared a criminal background check which includes a national sex offender registry search and have not been convicted of a crime (other than minor traffic infractions). Depending on the specific nature of the work or position on diocesan premises, vendors/independent contractors may also be required to attend a designated Safe Environment training.

I have provided \_\_\_\_\_ with the following documents:  
*Name of Parish/School/Agency*

- W-9 form on file
- Business license
- Liability insurance coverage

\_\_\_\_\_  
Name of  
Company Official

\_\_\_\_\_  
Signature of  
Company Official

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Company's Address and Phone Number

\_\_\_\_\_  
Date



# Appendix J2: New Vendor W-9

<p><b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p><b>Give Form to the requester. Do not send to the IRS.</b></p>								
<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>										
<p><b>2</b> Business name/disregarded entity name, if different from above</p>										
<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>Applies to accounts maintained outside the U.S.</small></p>	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>								
<p><b>Requester's name and address (optional)</b></p>										
<p><b>Part I Taxpayer Identification Number (TIN)</b></p>										
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p>										
<p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>										
<p><b>Social security number</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>						<p><b>or</b></p> <p><b>Employer identification number</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
<p><b>Part II Certification</b></p>										
<p>Under penalties of perjury, I certify that:</p>										
<p>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</p>										
<p>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</p>										
<p>3. I am a U.S. citizen or other U.S. person (defined below); and</p>										
<p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p>										
<p><b>Certification instructions:</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>										
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>								
<p><b>General Instructions</b></p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a>.</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> <li>• Form 1099-INT (interest earned or paid)</li> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>										
<p style="text-align: center;">Cat. No. 10231X <span style="float: right;">Form <b>W-9</b> (Rev. 10-2018)</span></p>										

# Appendix K: Purchase Order Form

## Purchase Order

Our Lady of the Assumption Church  
 1350 Hearst Drive NE  
 Brookhaven, GA 30319

Phone: (404) 261-7181

Fax: (404) 364-1913

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_  
 (Please Print)

E-mail Address: \_\_\_\_\_

Phone  
 Number: \_\_\_\_\_

Quantity	Description	Purpose	Unit Price	Total
Proposed Vendor: _____			Estimated Total	0

Requested by: \_\_\_\_\_  
 (Signature)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 (Signature)

Date: \_\_\_\_\_

# Appendix L: Check Request Form

OLA Check Request				
Requester:				
Make Check Payable to:				
Address:				
Telephone #				
Date:				
<i>Please attach <u>Original Receipts</u> to this form.</i>				
Vendor	Date	Amount	Account/Dept.	Description
<b>Total:</b>		<b><u>\$0.00</u></b>		
Departments: Liturgy, Evangelization, Religious Ed., Recreation, Special Ministries, Day Care, Administration, Plant, Rectory, School				
Signature of Requester:				Date:
Authorized by:				Date:

# Appendix M: Events Serving Alcohol Checklist



## ARCHDIOCESE OF ATLANTA EVENTS SERVING ALCOHOL CHECKLIST

Please complete this checklist for ALL events requesting to serve alcohol.

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Parish or School Name: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Completed	Steps
<input type="checkbox"/>	1. PASTOR/ADMINISTRATOR/PRINCIPAL APPROVAL: Pastor/Administrator/Principal has agreed that the party/event can be held in the parish/school facilities.
<input type="checkbox"/>	2. OVERSIGHT: If alcohol is served, indicate name of the individual (not the pastor or principal) with overall responsibility for Event Coordination (note above).
<input type="checkbox"/>	3. PERMIT AND INSURANCE: Georgia State Law does not allow for alcohol to be sold on church or school property except with a PERMIT and LICENSED CATERER. a. Alcohol permit can be obtained from the local municipality to sell alcohol for one day. b. A caterer should be hired and their license should be used.
<input type="checkbox"/>	4. FOOD: Provide food at all functions where alcohol is being served.
<input type="checkbox"/>	5. ENDING TIME: The event should stop serving alcohol one hour before the event is to end (note that time: _____.)
<input type="checkbox"/>	6. ALCOHOL SERVED AS HOST: Unless a PERMIT and CATERER are used: all alcohol must be furnished by the parish/school, as the "host": a. Alcohol cannot be sold, but may be provided. This is usually done on a "donation" basis, with consideration given to 2 token drink coupons per guest, for example. b. No "Cash Bars". c. No "BYOB" (Bring Your Own Beverage). Attendees are never permitted to bring alcohol to an event.
<input type="checkbox"/>	7. LOCAL ADULT BARTENDER(S): If an insured caterer is not being used, there must be responsible adult serving as bartenders who are not imbibing. They must understand their responsibilities for keeping a close watch on anyone who may be "over-served". Indicate the individual handling this responsibility in the area below.
<input type="checkbox"/>	8. LEGAL AGE: Bartender(s) must verify that anyone being served is of legal age.
<input type="checkbox"/>	9. BACKUP TRANSPORTATION: Plans should be made for offering rides or taxi availability in case someone does drink too much. Transportation options should be made clearly available.
<input type="checkbox"/>	10. SECURITY: Any time alcohol is present, security personnel should also be present.
<input type="checkbox"/>	11. BEER AND WINE: It is preferably to limit alcohol to beer and wine only.
<input type="checkbox"/>	12. OUTSIDE USAGE: If an outside group wants to rent the facility, a "Facility Usage Agreement" MUST be obtained, signed and sent to Catholic Mutual.
<input type="checkbox"/>	13. ACCIDENT/INJURY CLAIMS: In the event of a significant accident claim, or injuries, if the guidelines in this Checklist were not followed, the local parish/school deductible would be increased up to \$150,000 (which is the Archdiocese deductible for such claims).

Person responsible for monitoring for excessive alcohol: \_\_\_\_\_

Parish/School staff verifying this information:

\_\_\_\_\_ Date: \_\_\_\_\_

# Appendix N1: Volunteer & Employer Driver Information

## Volunteer & Employee Driver Information

See the info below regarding the requirements for anyone driving on church or school business. **This is required of both employees and volunteers who are driving their personal vehicle for church/school use.** This would include something as simple as running an errand to pick up an item from the grocery store to driving children to retreats and field trips. The Volunteer Driver Requirements checklist and the Volunteer Driver Form are required of each driver. The "Be Smart/Drive safe" video must be viewed on the CMG website. See the attached flyer.

Please see the attached forms. I have listed these and noted their importance.

1. **Volunteer & Employee Driver Requirements** – This is a checklist to be used for each volunteer & employer driver. All nine steps need to be completed.
2. **Volunteer & Employee Driver Form** – This is Item #5 on the checklist. This needs to be completed for each volunteer & employee driver.
3. **Be Smart/Drive Safe Video** – The attached "Defensive Driving" flyer explains how to access the "Be Smart-Drive Safe" video. This is item #6 on the checklist and needs to be viewed by each driver.

**Please contact Alex Hagan of Catholic Mutual if you have any questions or concerns at 404-920-7377 or [ahagan@catholicmutual.org](mailto:ahagan@catholicmutual.org).**

# Appendix N2: Volunteer & Employer Driver Information

## Continued

### Archdiocese of Atlanta

#### Volunteer and Employee Driver Requirements

Please complete this checklist for ALL Volunteer Drivers.

Parish / School Name: \_\_\_\_\_

Volunteer Driver Name: \_\_\_\_\_

Completed	Steps	Initials / Date
<input type="checkbox"/>	1. Verify Drivers age is 21 years or more.	___ / _____
<input type="checkbox"/>	2. Verify and obtain copy of valid driver's license.	___ / _____
<input type="checkbox"/>	3. Obtain copy of auto insurance coverage (Declarations page, for example) verifying limits of \$100,000 / \$300,000.	___ / _____
<input type="checkbox"/>	4. Parish / School staff verify valid and current tag registration (obtain copy).	___ / _____
<input type="checkbox"/>	5. Volunteer completes the Volunteer Driver Form.	___ / _____
<input type="checkbox"/>	6. Volunteer watches Be Smart - Drive Safe video and answers questions at end.	___ / _____
<input type="checkbox"/>	7. Parish / School staff completes visible inspection of the vehicle. <b>10 - 15 Passenger Vans are not allowed.</b>	___ / _____
<input type="checkbox"/>	8. Volunteer completes Archdiocesan volunteer paperwork and background screening.	___ / _____
<input type="checkbox"/>	9. Parish / School staff sends volunteer paperwork to HR / SEP Office.	___ / _____

Signature of parish/school volunteer driver coordinator:

\_\_\_\_\_ Date: \_\_\_\_\_

# Appendix N3: Volunteer & Employer Driver Information

## Continued

### Volunteer and Employee Driver Form

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_  
*(Minimum Limits of \$100,000/\$300,000 Required)*

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

	<u>TRUE</u>	<u>FALSE</u>
1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	_____	_____
2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	_____	_____
3. I have had no more than three moving violations or accidents in the last three years.	_____	_____

**Please be aware that as a volunteer driver, your insurance is primary.**

Thank you for helping us with our transportation needs.

Certification

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.*

\_\_\_\_\_  
 Volunteer Driver Signature

\_\_\_\_\_  
 Date

## Appendix N4: Volunteer & Employer Driver Information *Continued*

Catholic Mutual Group Presents

# CMGConnect



## Defensive Driving

- Be Smart—Drive Safe is our online defensive driving course.
- This 18-minute video should be taken by all volunteers and employees that drive on behalf of the parish or school.
- Easily accessible at [www.CMGconnect.org](http://www.CMGconnect.org) 'Defensive Driving Curriculum'.

For additional information please contact your Claims Risk Manager, Loss Control Representative, or Catholic Mutual Group.



# Appendix N5: Volunteer & Employer Driver Information

## *Continued*

# CMGConnect

One Stop for All Your Training Needs

### Getting Started:

1. Access the training site from your Arch/Diocesan webpage or at: [www.CMGconnect.org](http://www.CMGconnect.org).
2. Create a user account by completing the required fields. This allows your Arch/Diocese to confirm your training history.
3. If you have done training in the past and had an account you can use that same username and password to Sign-In.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your Arch/Diocese.



Defensive Driving Curriculum

New Dates

Includes: Beltsmatt, Drivemaster, and  
Volunteer (New Function)

▶ Start Curriculum

[www.CMGconnect.org](http://www.CMGconnect.org)

# Appendix O: Volunteer Application for Minors



## MINOR VOLUNTEER APPLICATION ARCHDIOCESE OF ATLANTA (Unpaid Workers)

Parish/School/Agency Name: \_\_\_\_\_

**Volunteer Profile**

The climate in the United States at this point in history is such that a concern about potential liability is raised in every sector of American life, including the Church. This is coupled with a heightening awareness of a responsibility to ensure that those who act in the name of the Church would never violate basic Christian decency.

In order to protect the Church, those whom it serves and those who serve it, we ask you to complete the form below. A physical copy of each application for volunteer service will be kept on file for one (1) year following the termination of the volunteer's service, and an electronic copy of the application will be kept for fifty (50) years following the destruction of the physical document.

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Name of School: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: XXXX - XX - \_\_\_\_\_

**REFERENCES.** Please provide the "School Reference for Minor Volunteers" form to your school Principal, Dean, or School Administrator to complete.

**For Home School**

Please list 3 non-family members who are familiar with your character

Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Verified on: \_\_\_\_\_ By: \_\_\_\_\_

Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Verified on: \_\_\_\_\_ By: \_\_\_\_\_

Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Verified on: \_\_\_\_\_ By: \_\_\_\_\_

**PERSONAL INFORMATION**

a. Have you ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation? \_\_\_Yes \_\_\_No  
If yes, explain fully the circumstances. (Such charge or conviction may be relevant if job related, but does not bar you from volunteering.)

b. Have you ever been the subject of an investigation involving an allegation of sexual abuse? \_\_\_Yes \_\_\_No  
If yes, please explain:

c. Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse? \_\_\_Yes \_\_\_No. If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

d. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse by you? \_\_\_Yes \_\_\_No  
If yes, please give a short explanation of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

e. Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? \_\_\_Yes \_\_\_No  
If yes, give a short description of the treatment, including date(s), nature and locations(s), identifying the treating physician with name, address, and telephone number

**FOR PARISH/SCHOOL/AGENCY USE ONLY**

INTERVIEWED  
By: \_\_\_\_\_

Date: \_\_\_\_\_

POSITION ASSIGNED:  
\_\_\_\_\_

a. Have the reference been contacted?  
\_\_\_Yes \_\_\_No

By whom? \_\_\_\_\_

When? \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

ACCEPTED:

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Date

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of Parent Date Signature of Minor Date

Revised December 2015

# Appendix P: School Reference for Minors



## School Reference Form Minor Volunteers



Dear Principal, Dean, or School Administrator,

\_\_\_\_\_ ("Applicant"), a student at your school, has volunteered to serve in a position of trust in which he/she may have direct contact with children. To ensure a safe environment in our churches, schools and facilities, The Catholic Archdiocese of Atlanta and Applicant together ask you to complete this confidential reference and return it within five business days to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please write your location's name  
and return address below, E.g. St.  
Joseph, 123 Main St, Atlanta, GA  
30303)

To the best of your knowledge:

	YES	NO
1. Is Applicant a student in good standing at your school?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has Applicant ever been the subject of an investigation involving an allegation of physical or sexual abuse or other abusive behavior? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has Applicant ever been disciplined for conduct involving physical or sexual abuse or other abusive behavior?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has Applicant ever been charged with, arrested for, or convicted of a crime other than a minor traffic violation?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you know of any reason Applicant should not be placed in a position of trust to interact with or supervise children of the same or opposite sex? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you recommend Applicant for such a position? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

### School Official's Section

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Minor Volunteer's Section

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

REVISED May 2017

# Appendix Q1: Annual Medical Release for Minors



Catholic Archdiocese of Atlanta  
Our Lady of the Assumption Catholic Church

Annual Medical Release – One per child

Name of Student: _____	Date of Birth: _____
Address: _____	
_____ Home phone #: _____	

Father/Guardian's full name: _____	
Cell #: _____	Work #: _____
Home address: _____	

Mother/Guardian's full name: _____	
Cell #: _____	Work #: _____
Home address: _____	

**Emergency Medical Treatment:** In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical attention. I wish to be advised prior to any further treatment by the doctor and hospital. If you are unable to reach either parent, contact:

Emergency contact (*Not either parent*): \_\_\_\_\_

Phone #: \_\_\_\_\_ Relation to participant: \_\_\_\_\_

If you are unable to reach parent/guardian or the emergency contact person, I hereby grant permission for the doctor and hospital to exercise professional judgment in treating participant.

Medical / Hospital Insurance Carrier _____	
Name of Policy Holder _____	Relation to participant _____
Policy Number _____	Group Number _____

Drug allergies: \_\_\_\_\_

Medications: My child is taking the following medication(s): *[Please include each medicine and its dosage]*

\_\_\_\_\_  
\_\_\_\_\_

(Both pages of this form must be completed and signed)

## Appendix Q2: Annual Medical Release for Minors *Continued*

\_\_\_\_\_ By initialing here, I hereby grant permission for non-prescription medications (such as Ibuprofen, Tylenol, or Benadryl) to be given, if deemed appropriate.

Other allergies / reactions (food, plants, insects, etc.): \_\_\_\_\_

\_\_\_\_\_

List any other health problems / limitations that we need to be aware of: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

(This Medical Release is good for a period of one year beginning \_\_\_\_\_ and ending \_\_\_\_\_.)

# Appendix R: Permission to Contact Youth

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



## Permission to Contact Youth

Complete One Form per Child

Child's Name:

Date of Birth:

Our parish and/or school, Our Lady of the Assumption, follows the Archdiocese of Atlanta's [Social Media Policy and Guidelines for the Use of Social Networking Sites with Minors](#) for contacting youth via social media. We may also use text messages and email to contact youth. Per this policy and guidelines, parents must be made aware of how social media and electronic communications are being used. *Parents must be told how to access the sites, and be given the opportunity to be copied on all material sent to their children.*

After receiving written permission to communicate with young people, Archdiocesan employees should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. Please reference the policy and guidelines for more information.

Please indicate below whether our parish has permission to contact your child:

I hereby grant permission for the following parish and/or school, Our Lady of the Assumption, to contact my child, \_\_\_\_\_, for internal or external communications for one year via social media, email, or text. I understand I can request the same communications provided to my child, and that it does not have to be via the same technology (for example, if children receive a reminder via Twitter, parents can receive it in a printed form or by an email list).

NO, I do not want my child contacted or communicated with in any way.

OPTIONAL

*Signature of Parent or Legal Guardian*

*Date*

*Print Name of Parent or Legal Guardian*

*Please contact your Parish Catechetical Leader immediately to change these permissions.*

**FOR OFFICE USE ONLY:** This form is to be kept for current year. Supplant annually until the child is 18.

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862  
main: 404-920-7800 • fax: 404-920-7801 • [archatl.com](http://archatl.com)

REV. 20180222

# Appendix S: Accident/Injury Report

## ACCIDENT /INJURY REPORT (Non-Employees)

Archdiocese of Atlanta

Date \_\_\_\_\_ Person Completing Report \_\_\_\_\_

Parish Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Ext \_\_\_\_\_

Parish Address \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ (PM) or (AM)

Describe Accident Area \_\_\_\_\_

Facts of Accident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Injured Person \_\_\_\_\_

Date of Birth \_\_\_\_\_

If Minor (under age 18) Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Nature of Injury \_\_\_\_\_

Emergency Medical Called (Yes) \_\_\_\_\_ or (No) \_\_\_\_\_ Transported to Hospital (Yes) \_\_\_\_\_ or (No) \_\_\_\_\_

Name(s) and Telephone Numbers(s) of Witnesses \_\_\_\_\_

\_\_\_\_\_

Please email this form to Alex Hagan at [Ahagan@catholicmutual.org](mailto:Ahagan@catholicmutual.org)

Catholic Mutual Group  
2401 Lake Park Drive  
Smyrna, GA 30080  
404-920-7375