

Dear St. Mary's Clubs, Organizations and Groups:

St. Mary's is truly an active, vibrant community. We are fortunate to have so many groups offering fellowship, spiritual growth, enriching activities and social outreach. We are a community that works, plays and worships together, and we do what we can to support one another in our endeavors. Most parishioners contribute to various groups by supporting their fundraising efforts, which often take place in the Narthex.

Yet the Narthex is also the place where we gather as community...where we center ourselves and prepare to enter our sacred space...where we say goodbye to one another as we leave the banquet table to carry Christ out into the world. We must remember that our main purpose for coming to church is to worship together as a community.

While we understand the need to raise funds, to provide information, to recruit volunteers and participants for various programs and to promote community outreach, we must strike a balance between those needs and the need to maintain the sanctity of the worship experience. No one should feel pressured or overwhelmed when they pass through the Narthex. In addition, when there is too much going on in the Narthex at once, attention is divided and the benefits are reduced for everyone.

In an effort to achieve and maintain that needed balance, we are implementing the following policies for all groups using the Narthex for sales, fundraising, recruiting and other activities:

- ALL groups requesting the facilities for fundraising must complete a Fundraising Request Form. A blank form is attached. If you need a new form, please contact the parish office.
- Normally, no more than three to four groups/activities will be scheduled in the Narthex at the same time. Occasional exceptions may be made based on timing and priority of need as determined by the parish staff and the Pastor.
- Length of time in the Narthex will be limited. Two weeks is a normal time frame, though each request is determined individually.
- Due to health or childcare issues, some people need to retreat to the Narthex during Mass. All groups using the Narthex are asked to keep their voices low and to be aware of those who may be trying to hear the Mass.
- Tables/displays must be placed to the sides of the Narthex, away from the path between the outer doors and the doors into the worship space. The central part of the Narthex is reserved for Worship, Christian Formation and other central programs as determined by the Pastor and staff.
- Groups and their promotional materials must stay at their tables. Bulletin announcements can be used to alert parishioners of the fundraiser, sale or other activity, and signage at the tables can also be used to draw attention. There will be NO active solicitation.
- Groups will need to set up their own tables and take their tables down after the last Mass.

Those who can and want to financially support our clubs and groups will gladly do so when given an opportunity. The purpose of these regulations is to allow various groups to use the Narthex to reach fellow parishioners while still protecting the worship experience we come together to share. Thank you for your understanding and your cooperation.

Additional Note: groups using any parish space are asked to do their own set up and clean up. Please allow for this when planning volunteers and timing.

Sincerely,

Rev. Remi Sojka

ST. MARY'S CATHOLIC CHURCH
1205 Old Mill Rd.
Blacksburg, VA 24060
540-552-1091

To: St. Mary's

From: _____

Subject: Fund Raiser

The _____ request permission to use:

_____ the parish hall

_____ the Narthex

for the purpose of having a fundraiser.

Type: _____

Date: _____ 1st Alternate Date

_____ 2nd Alternate Date

Time: from _____ to _____

After Mass: _____ 5:00 pm (Sat) _____ 8:45 am _____ 11:30 am

Who will be responsible for set up and for clean up following the completion of the activity?

_____ Telephone Number _____

Signature

_____/_____/_____
Date

Telephone Number

_____ Approved _____ Not approved (Note reason below)

Date _____