



**St. Mary's Catholic Campus Ministry**  
at Stephen F. Austin State University



# Policies

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# Finances

The finances policies are set to establish good stewardship and money management practices that are consistent and simple for the entire ministry.

## Budgets

- We ask that each CORE Team member create an estimated budget for their apostolate.
  - This information will be used to create a budget that ultimately gets approved by the Diocese of Tyler and incorporated into the Ministry's budgeted expenses.
  - Requests for a sample budget for the past year may be made to the Office.
- This budget should be submitted to the Office **no later than September 15<sup>th</sup>**.
- Budgets should never be exceeded, and we should always seek to reduce expenses.

## Purchases

- All purchases, even if budgeted, must be approved prior to purchase.
- The Purchase Order/Reimbursement Form, available in the Office, must be completed to receive authorization and reimbursement for all purchases.
  - It is recommended that forms are submitted for authorization as far in advance as possible, and a minimum of one week.
  - Purchases made without prior approval will not be reimbursed.
- Payments and reimbursements are scheduled to be processed on Wednesdays. Please plan accordingly.
- Purchases must be made under St. Mary's tax exempt status whenever possible. Tax exempt forms are available from the Office.
  - Vendors that have the tax exempt certificate on file for SMCCM include Lowe's, Staples, Hobby Lobby, and Sam's Club.
  - Normally, St. Mary's **will not** reimburse sales tax paid for supplies or materials purchased without a tax exempt form.
- No contracts shall be signed in the name of St. Mary's without prior authorization from the Chaplain or Director of Development & Operations.
- Invoices and/or receipts must be turned in before a check can be issued.

## Organization Bank Accounts (For organizations with individual bank accounts)

- When the bank statement arrives, make a copy for the Office files.
- Please notify the Office with changes in leadership that will change the authorized signatures on the account.

## Item Sales

- Upfront cash requests for item sales (ex. tabling with t-shirt sales), should be made via the Purchase Order/Reimbursement form.
  - Along with the cash request (usually for change purposes), the items should also be listed (ex. 10 t-shirts, including sizes).
- Make the request as far in advance as possible, **minimum of one week**
- Prior to authorization, a summary plan must be submitted that includes
  - Person(s) responsible for the moneys (minimum of two)
  - Process for selling items and receiving money

- Date(s) and location(s) of the event(s)

## Facilities

The facilities policies have been established to ensure that we are being good stewards for the facilities He has provided us, to be a good neighbor, and to preserve what we have for future generations.

### Room Reservations

- Student Organizations affiliated with St. Mary's CCM will not be charged a usage fee for rooms or facilities owned by the ministry.
- Prior to requesting a room, please refer to the Upcoming Events calendar at [sfacatholic.net](http://sfacatholic.net) to verify that the room hasn't already been reserved.
- A Facilities Reservation form must be completed and submitted to the Office Administrator to reserve rooms for specific purposes & events.
- All rooms and facilities shall be left clean and undamaged.
  - The accepted level of cleanliness is that the room is ready for event use (trash taken out, floors swept and mopped, dishes cleaned and put up, tables wiped and stored or put up, etc.) Checklists are available at the Office.
  - Any damages or issues should be immediately reported to the Office.
  - For rooms reserved for activities and/or programs by individuals or by an organization, that are left unclean, a fine of up to \$50.00 will be assessed.
  - A financial penalty may be charged for damages, depending on amount and type of damage. A deposit may be required prior to further reservations if this occurs.
- St. Mary's Catholic Campus Ministry will not be liable for any claims made by anyone attending the event for any accidents, injury, or that which may occur on the property.
- Should any incidents occur to an individual or group where they are injured or become in distress, an Incident Report Form should immediately be filed.

### Food & Supplies

- Supplies are available for approved organization and event usage.
  - Most supplies will be located in the kitchen and pantry areas.
  - Cleaning supplies are available near the restrooms.
  - If there are any supplies that appear low, please write a note or send an email to the Office indicating which item(s) are low, and the quantity
- Leftover food should be labeled, stored and cleared appropriately.
  - Perishable items should be stored in the refrigerator
  - Food should get labeled for everyone to use, or the individual's or organization's name if for specific use.
    - Labels should include the date of storage as well.
  - Unlabeled food will be assumed for everyone.
  - Uneaten food items that are perishable should be cleaned out within one week.
    - This is the responsibility of the individual that completed the Purchase Order/Reimbursement Form.

# Advertising

The advertising policies are set for the sake of the Ministry to help ensure fairness, promote possible approaches, and maintain consistency of message.

## Bulletin Announcements

- Bulletin announcements need to be e-mailed by the Friday morning prior to the weekend you want the announcement to be printed.
- Bulletin Announcement requests are subject to approval and editing by the Chaplain.

## Mass Announcements

- Sunday Mass Announcement requests need to be e-mailed by the Thursday before the weekend you want the announcement to be made.
- Daily Mass announcement requests should be e-mailed by 12 pm the day of the Mass
- Mass announcements requests are subject to approval and editing by the Chaplain.

## Website

- Website requests should be submitted to the Office.
- It is recommended that requests be made one week prior to date of change.
- Website requests will be reviewed and approved prior to approval.
- The Media Intern will make approved changes to the website.

## Flyers & Leaflets

- Flyers & leaflets are to be submitted to the Office for approval prior to posting.
- Flyers & leaflets are to be removed as soon as the advertised event or purpose has ended.
- Any unapproved flyers & leaflets will be removed without notice.

## Banners

- Banners must be approved prior to hanging.
- Banner must come down at the end of the event.

## Social Media

- Please submit social media requests to [media@sfacatholic.net](mailto:media@sfacatholic.net)
- All requests are subject to editing and approval by the Pastoral Administrator and/or the Media Staff/Intern.

## Other Advertising

- All other advertising requests (TV, radio, newspaper, magazine, signs, etc.), should be submitted to the Office for editing and approval.

# Parking

With parking spots at a premium, the following policy has been established to help ensure a consistent, fair, and enforceable approach to parking and permits.

## Parking Area

- Parking areas include the lot next to the Office, (St. Joe's) at 214 Wettermark St., and the spaces on E. College, in front of the courtyard.

## Parking Permits

- All parking between 7:00 AM and 5:00 PM, Monday thru Friday (during the semester), is by permit only.
- Only 30 parking permits are issued at any one time.
- Parking permits may be purchased at the Office during normal Office hours. Please check for the office hours posted in St. Joes (Times are subject to change).
- Permits must be visible through the front windshield.
- Vehicles without a parking permit will receive one warning prior to being towed.
- Permit costs are set at the beginning of the Fall semester.
- Parking permits are **non-refundable**.
- There is a replacement fee of \$5.00 for any lost or stolen permits.

# Travel & Off-Site Events

The policies for travel & off-site events are to help promote safety, good planning, and limitation of liability.

## Approval

- The Office should be notified of any travel for off-site events, at least one month in advance (if possible).

## Drivers

- It is recommended that the meeting place for off-site events be the designated event area, and not St. Mary's
- If St. Mary's CCM is the designated meeting place for travel to an event, a Drivers List must be submitted for insurance purposes, at least one month notice is requested (if possible).

## Gas

- A Purchase Order / Reimbursement Form must be submitted, with receipts, for reimbursement of gas expenses.
- Gas reimbursements are subject to audit and approval.

## **Safety**

- All occupants must use seats belts, as provided in the vehicle, in the manner recommended by the vehicle manufacturer.
- Passengers are limited to the number that can be safely restrained using the available number of seat belts.
- Drivers should continually assess their state of alertness and not begin to drive, or not continue driving, if they are fatigued. There are many factors that impact driver fatigue, all affecting drivers differently; but conditions such as hours without sleep, time of the day, road conditions, etc., should be all considered and monitored.
- Only approved drivers may drive vehicles for Ministry related activities & events.
- All drivers must be appropriately licensed to drive the vehicle

## **Fundraising & Development**

The Development Office exists to ensure that our fundraising efforts are organized, efficient and successful. Since every organization and student benefit from fundraising and development efforts, all of us have the privilege and responsibility of supporting these efforts. These policies have been established to help us have what we need, and build for the future.

### **Tithing & Giving**

- Collections are taken at Sunday Mass and used for general ministry needs.
- Second collections are also taken for specific diocesan or ministry needs.
- Monthly giving by credit card or EFT can be done online or through the Development Office.
- General and specific gifts can be brought to the Office for general or specific purposes during normal Office hours. Please check for the office hours posted in St. Joes (Times are subject to change).

### **Fundraising**

- Fundraising needs and ideas should be submitted to the Development Office by e-mail, or schedule a meeting.
- Please give as much advance notice as possible for fundraising events; at least one month is preferred.
- Financial policies should be followed for all fundraising events.

### **Development**

- Efforts to raise financial support, outside of normal fundraisers and fundraising efforts (i.e. letter writing, grant seeking, formal requests for support, etc.), should be brought to the Development Office for planning and approval.
- Students and organizations agree de facto, to have their pictures taken and used for Ministry related purposes, unless otherwise notified.
- Financial policies should be followed for all fundraising events.

# Ethics & Integrity

All members of the community, especially those holding leadership positions, hold a personal responsibility to act as exemplary individuals in all of their actions, and to avoid bringing scandal to the Faith. All of the organizations and ministries of St. Mary's should carry out their activities in a way that models healthy Christian behavior and obey civil laws.

## Training & Certification

- All employees (anyone who receives a paycheck from St. Mary's, and all leaders (Core Team and organization officers), must be in compliance with the Diocese of Tyler's Ethics & Integrity policies.
- An emergency certification, valid for six months, may be completed in the Office.
- Basic and Re-certification training, each good for three years, must be taken to remain in compliance.
- All leaders, employees, and those affiliated with St. Mary's are subject to the E&I standards of the Diocese. Information is available at [www.dioceseoftyler.org](http://www.dioceseoftyler.org)
- All speakers must present certification from their home diocese that they are in compliance with their diocese's policies for safe environments for children and young people. (This is a policy of the Diocese of Tyler)
  - Guest speaker forms are available from the Office.

## Alcohol

- The serving of alcohol is not permitted, without the Chaplain's special consent, at any gathering or event related to St. Mary's CCM.
- Announcements of gathering or activities outside of St. Mary's, that include alcohol, should not be made at St. Mary's events.
- There should be no images or information provided on the website, through social media, or any other information source, that promotes alcohol, unless the event and information piece has prior approval from the Chaplain.
- Any infractions committed by an individual or group could result in actions up to and including membership revocation or organization dissolution.

## Dress

- Honor God by wearing clothing that is respectful of our Christian witness.
- Honor others by wearing clothing that is attractive, but modest.
- Dress guidelines and suggestions are available from the Office.



# Other

## Smoking

- Unless the Chaplain provides special consent, the smoking of legal substances (e-cigarettes included), and the chewing of tobacco, is allowed in the parking lot areas only.

## Pets

- All pets should be leashed or held by their owner(s) at all times.
- Pets are not allowed in the buildings.
- In compliance with Texas Law, certified service dogs are permitted for assistance in all public areas.