

# The Roman Catholic Community of Saint Paschal Baylon

*Administered by the Congregation of the Blessed Sacrament  
Since its founding in 1953 with Saint Ann Shrine*



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## Parish Policies & Guidelines

### The Mission of Saint Paschal Baylon

Saint Paschal Baylon is a joyful, welcoming community centered in the Eucharist. Through our prayer and liturgy, we are empowered to grow in faith, love and service.

Our parish celebration of the Eucharist and sacraments along with sacramentals, including our spiritual events, especially our annual mission, empower us to live our baptismal covenant. These events are of prime importance to us and take precedence in the life of our parish. This policy manual helps us to collaborate and work together to fulfill our mission statement and grow as the Body of Christ. This manual is meant as a supplement to the policies and procedures of the Diocese of Cleveland.

### Here to Support and Serve With You

Our Pastoral Staff, especially the Blessed Sacrament Community members (priests, brothers and deacon) are here to support you and your family. Please feel free to contact us for appointments via phone or email. Our regular office hours are posted in the bulletin. We are available as well for emergencies after office hours.

### Parish Registration

Those who are interested in becoming a member of Saint Paschal Baylon Catholic Church are asked to complete a parish membership form and submit it to the church office. The relationship between the parish and its parishioners should be mutually beneficial and respectful. Members of the pastoral staff are happy to meet with you and welcome you to the parish. Periodically, new members receive a blessing during the Mass followed by an informational brunch hosted by our Welcome Committee to welcome you and acquaint you with Saint Paschal Baylon Catholic Church.

### Stewardship

Through our baptism, we are called to live as Christ's disciples, by contributing to our parish and our communities with generous acts of stewardship. The practice of stewardship is our response of gratitude to God for the blessings we receive. Acts of stewardship include a regular financial contribution and use of your offertory envelopes, contributions of time and talent through our parish organizations and ministries, worship and prayer. All registered parishioners are asked to contribute to the life of the parish through acts of stewardship. Each person must decide how he or she can best share his or her gifts and resources. Members of the pastoral staff are happy to meet with you to help you discern how your gifts can best be used at Saint Paschal Baylon. Additionally, the Development Office and Pastoral Council host a Ministry Fair to provide an opportunity for you to learn, participate and develop your time and talent to share your life blessings with God and our parish family.

## Sacraments

*Our parish community enjoys celebrating the special moments in your life faith journey. The following policies are designed to assist in the preparation for the sacraments or sacramentals. While these are internal policies, from time to time, they may be requested by parishioners to be seen for clarification and support to a Pastoral Staff decision.*

*Sacraments are gifts from God and the church. The church facilitates the programs and preparation for each sacrament. While the sacraments are free or at no cost, the different programs, supplies and preparation aids have varying financial obligations. If a family is not able, please let us know of the scholarship needs. These are our current figures, subject to change and will be noted.*

### Baptism

#### ***Seven Years Old to Adulthood***

All registered parishioners are eligible for the sacrament of baptism. In order for one to participate in the sacrament, adults or those ages 7 - 18, must be part of the catechumenate (RCIA or RCIC) from August through Pentecost. A donation of \$30 is requested to cover parish costs for the sacramental preparation and certificate.

Requests for baptismal certificates are made through the Front Office during regular office hours. For those who ask, a donation of \$10 is suggested.

#### ***Infant Baptism (for those until the age of 6)***

Parent(s) must have an initial interview with a member of the Parish Staff and attend an instruction class prior to the sacrament of Baptism. Classes are mandatory for parents and godparents.

If a parent received instruction within the last two years, and are from another parish, please present a recent certificate/affidavit of completion from the parish where the training occurred.

In the Diocese of Cleveland, there is a special affidavit form to be obtained from other parishes to present for readiness for baptism as a godparent. **Godparent(s) (at least one):**

1. Must be an active and registered parishioner and a practicing Roman Catholic.
2. Completely initiated in the Roman Catholic Church (baptized, confirmed and have made their First Communion)
3. 16 years or older
4. If married, married in the Roman Catholic Church

A donation of \$30 is requested to cover the supply and instruction costs for the preparation program and is due during the initial interview/class and setting up of the celebration. This donation assists in covering the stipend for the class as well. Please inform us if this is a financial hardship, parents will be offered a scholarship, for no child or family will be turned away for this or any other sacrament for lack of financial resources. It is customary that a separate donation to the minister of baptism may be given on the day of baptism, sometimes by the godparent(s) and it is a free-will offering.

### First Penance

Registered Religious Education students receive this sacrament in the second grade. Students must be enrolled for two years of preparation, beginning in the first grade. The sacrament is celebrated the first Saturday of March in the second grade. Both Penance and First Communion classes include a \$40 donation for materials.

#### First Communion

Registered Religious Education students receive this sacrament in the second grade. Students must be enrolled for two years of preparation, beginning in the first grade. The sacrament is celebrated the first Sunday of May in the second grade. Both First Penance and First Communion classes include a combined \$40 donation for materials in the Journey with Jesus program that occurs separately from regular catechism classes.

#### Confirmation

##### ***Eighth Grade***

Registered Religious Education students receive this sacrament in the eighth grade. Students must be enrolled for two years of preparation, beginning in the seventh grade. The sacrament is celebrated at the end of the second semester of the eighth grade and date assigned by the Office of the Bishop. A \$75 donation covers material costs and a separate retreat experience. Scholarships are available for those requesting financial assistance.

##### ***Adult***

Adults who were not able to receive the sacrament of Confirmation while they were in grade or high school, and who regularly attend Mass, catechized and has attended other religious education classes, participate in a six-week process presented each fall or spring. The sacrament may be received at another parish in the diocese, with permission from our pastor. A \$35 donation is requested to cover material costs of the classes. Scholarships are available for those requesting financial assistance.

#### Eucharist (Mass)

**Preparation:** Parishioners/Sacristans are responsible for setting up for each Mass and receive regular training in liturgical preparation. In each sacristy, printed instructions provide reminders in making the arrangements for the Mass. During every parish Mass, the Body and Blood of Christ (Precious Blood) are offered to those receiving Holy Communion.

Sacristans and presiders are responsible for ensuring that the Blessed Sacrament in the chapel is reposed during the Masses in the church and that the church and chapel are locked.

**Music:** The Music Minister is responsible for the music at all Masses including funerals and weddings. No outside groups are permitted without coordination with the parish Music & Liturgy Minister.

**Mass Intentions:** A Mass intention in honor or memory of a loved one may be obtained by requesting that a regularly scheduled Mass be said in this person's honor. For each Mass intention a \$10 stipend is requested and is payable at the time of the request. To request a Mass intention, the parish receptionist is to be contact will schedule the Mass or Masses and will provide an acknowledgment card if necessary.

**Age Requirements:** Anyone who has made his/her First Communion is eligible to be an Altar Server or

Lector or Usher. Those who wish to serve as a Communion Minister must be confirmed and in “good standing with the church” and discern such ministry with the Pastor. It is asked that you discern your gifts to be a liturgical minister with a member of the Pastoral Staff or Liturgy Commission.

### Altar Servers

Any boy or girl who has received his/her First Communion and is in or entering into the fourth grade is eligible to be an Altar Server. High School and adult servers are also encouraged.

### Marriage

Our parish has a separate booklet/ web site page for marriage preparation with detailed information. The usual period of preparation is six months. The usual costs are listed below:

1. \$180.00 for accompanist (Checks are made out in his/her name and given ahead of time.) This is given to the accompanist the day you meet with them to plan your music. For additional musicians, there is a fee of \$150 per musician.
2. \$125.00 is the suggested donation for preparation with the priest or deacon
3. \$300.00 is the suggested donation for the use of the church (paid in two equal installments – one when the date is set – non-refundable and the other submitted at the time of the last meeting with the priest or deacon presider).
4. Non-parishioners are asked for a minimum \$500 donation for the use of the church.
5. \$10.00 is requested for each altar server (3 for a Mass; 1 without a Mass)
6. Because of insurance policies, no runners or items may be used. No rice, birdseed or confetti or any other items (i.e. bird, balloons, rose pedals etc.) may be thrown on church grounds.
7. Because this is a sacrament of the church, sacred music is part of the rite.
8. Two Catholics celebrate the “Rite of Marriage Within Mass;” as provided by Canon Law and out of respect for non-Catholics a Catholic marrying a non-Catholic celebrates the “Rite of Marriage Outside of Mass,” usually with one of the deacons on staff presiding.
9. Registration for the Prepare/Enrich Tool costs \$35 and payment for such instrument is requested at the time of the first meeting to arrange a marriage

For other questions and concerns about the marriage ritual or sacramental experience, please do not hesitate to contact the minister who is working with you for the liturgy and preparation.

### Holy Orders (Deacon & Presbyter) & Religious Life

Our Parish Staff assists in the discernment process for once contemplating becoming ordained or vowed in consecrated life. We are all encouraged to pray for vocations and also to encourage and affirm people to a life of service in the church. Once a year, the weekend Masses at Saint Paschal Baylon focus on religious life or the ordained ministry.

## Sacramentals

### Catholic Household Blessings

Each parishioner is encouraged to purchase a copy of the *Catholic Household Blessings* from a Catholic bookstore, to celebrate the special moments in family life. Over the course of the liturgical year, God blesses special times – and we bless and thank God for these events and cycles of our life that God makes holy.

### Holy Water & Blessings of Homes

At each narthex and in the sacristy of the church, there is holy water available for parishioners to use in their homes. One may schedule a house blessing with a priest or deacon by making an appointment with them.

### Other Anniversary Events

Parishioners and their families may celebrate for a special birthday (e.g. 75<sup>th</sup>, 80<sup>th</sup>, 100<sup>th</sup>, etc.) or wedding anniversary with a blessing during the regular Sunday Mass. This blessing takes place after the homily.

If a special Mass is requested, a donation of \$150 is requested for the church, plus \$180 for the music group. Additionally, the priest generally receives a donation of \$100. Arrangements for such a special Mass are made with the priest or deacon presider.

### Funerals

The parish has a separate booklet/web site page that presents the guidelines for funerals. Usually a Funeral Home contacts the parish office and schedules a funeral. The time is set with the presiding priest **first** to insure the availability of the priest and the church. An appointment with a priest and the music minister facilitates proper preparation for the liturgy. Clergy are also available if one would like to pre-plan his/her funeral. In scheduling the funeral, the front office contacts:

1. The Music & Liturgy Minister
2. The Altar Server Coordinator
3. The Principal and School Office Staff
4. The Maintenance Supervisor & Custodian

After the funeral Mass, if there are flowers left, the Music & Liturgy Minister contacts the Society of Saint Therese (flower arranging group) to decorate the church, Family Life Center and offices with flower arrangements.

There are no flags or banners placed in the church during a funeral. Once the loved one is at the church, it is a Christian celebration and event and governed as such in accordance with appropriate rubrics. The *Order of Christian Funerals* allows only Christian items to be placed on a casket or in the sanctuary.

The following financial requests are set with the funeral home:

- a. Church \$150.00 (suggested minimum donation - tax deductible - made payable to Saint Paschal Baylon). Non-parishioners make a minimum suggested donation of \$500.
- b. Priest/Deacon \$100.00 (suggested minimum donation)

- c. Accompanist \$100.00
- d. Additional musicians \$75.00 per musician.
- e. Volunteer adult servers assist with funeral Masses.
- f. If the family requests youth servers, the helpful number is 4 youth, receiving a stipend of \$10.00 per server:
  - one server to hold the incense
  - one server to carry the cross and the book(s) for the priest
  - two servers to carry the candles

## Other Areas

### Accounting Policies for Parish Organization/Ministry

#### **Introduction:**

Saint Paschal Baylon is a community of great assets – including hard-working people who support the many parish ministries and organizations. The following accounting policies and procedures are placed here together to insure good stewardship of the parish’s resources, greater transparency and the appropriate use of funds.

As the parish, diocese and the IRS are insuring the appropriate use of tax-exempt status of our federal identification number, these policies are intended to insure the proper reporting of expenditures and the appropriate gratitude that we will observe.

The Finance Council is comprised of parishioners, parents and non-parents of school families, who wish for the best use of our parish’s tithing.

1. The pastor, with the assistance of the Finance Council oversees the financial activity of the parish and its organizations to insure the financial health and stability of the parish and its many organizations.
  - a. Under Canon Law, this is a consultative body that assists the pastor in the management of the financial activity of the parish and its organizations/ministries.
2. The parish hires a Business Manager to facilitate the communication with the parish organizations/ministries and their respective financial activity.
  - a. The pastor supervises the Business Manager.
  - b. The Finance Council proposes an annual budget for the parish and school; it makes recommendations for parish policy and procedures to both the pastor and Business Manager for the operation of the parish’s financial life.
3. The Roman Catholic Community of Saint Paschal Baylon allows parish organizations, ministries and committees to have separate financial accounts to support their organizations and ministries through one of the many banking institutions.

- a. The pastor approves each financial account and is required to be the main signatory on each account at a bank.
  - b. All parish organizations/ministries bank accounts utilize the parish's federal tax identification number. This is a unique identification number issued by the Internal Revenue Service and is kept on file in the Business Office. When opening a bank account, the pastor, Business Manager and representative from a parish organization/ministry go to the bank together to obtain the proper documentation and signatures.
  - c. The Business Manager is not a signer on parish bank accounts.
  - d. All parish organizations/ministries that have a bank account will have a separate treasurer appointed or voted upon by the membership of such organization/ministry.
  - e. It is the normal operation of the parish that consultations and consensus are part of the process of making decisions. However, the pastor may appoint or remove any treasurer or members of any organization/ministry with or without the consultation or without the consultation of an organization/ministry. This would occur if a person relocates and is no longer a parishioner, dies, is no longer in "good standing" with the Catholic Church or in some way compromises his/her relationship with the Catholic Church and the Roman Catholic Community Saint Paschal Baylon or conducts themself in a manner inconsistent with the teachings of Roman Catholic Church or brings dishonor upon the parish community.
4. Each financial account of an organization/ministry treasurer will make a monthly cash flow report to the pastor (and through him) to the Business Manager and Finance Council. Such reports will be kept on file in the parish Business Office.
- a. A template of the required monthly report may be obtained from the Business Manager.
  - b. The monthly reporting will provide:
    - i. Balance at the beginning of the month
    - ii. The total amount of cash receipts during the month (i.e. all amounts together, such as "juice boxes" all summarized with all in one category)
    - iii. Cash disbursements (with additional detail of any disbursement greater than [\$2,000] during the month, including "Saint Paschal Baylon" as a disbursement)
    - iv. Balance at the end of the month
    - v. Adjustments.
      1. Identified and planned expenditures that will occur in upcoming months (i.e. within three months).
      2. An appropriate "reserve" for a future expenditure is an approved adjustment.
    - vi. Net adjusted surplus or deficit.
  - c. During the month of a fundraising event the following additional detail will be required
    - i. Total receipts generated - summarized together
    - ii. Total expenses
    - iii. Net Profit/Deficit
  - d. Each organization will use the standardized form to ensure consistency of reporting.

- e. All expenses over \$25,000 must be approved by the diocese and is presented to them by the pastor and Finance Council.
  - f. Any time a person or company is paid for services in aggregate of \$600, in a course of the calendar, the parish must send a 1099 under certain circumstances. (i.e. Mowing the grass, referees minding games, etc.)
  - g. Winners of raffles or prizes or games of chance (not Bingo), will also be issues the appropriate W2G forms as necessary and withholding, if necessary.
5. The Development Office schedules and the pastor approves all fundraising events. A request form may be obtained from this office.
- a. At the completion of each fundraiser, a report will be made to the pastor, Business Manager and the Finance Council of the income and expenses of each event. With the approval of the pastor, Development Office and Business Office, a report will be given to the parish through the bulletin, parent newsletter and/or website.
  - b. Donations in excess of \$250 will receive a special letter of acknowledgement and with include appropriate language as required to insure compliance with the Internal Revenue Service. Other gifts will be acknowledged by the Development Office to show our appreciation for their participation in Saint Paschal Baylon.
  - c. All funds raised for parish or school events will be placed on a specific general ledger account within the parish's accounting system (i.e. The Hoedown Account, Square Dancing Tournament, etc.)
  - d. Funds will be held in trust, and a special "finance activity" line on the parish balance sheet until the said funds are disbursed. (i.e. fund raised in one financial year, but not being purchased until another year, or next fiscal year [i.e. a new floor, a new computer system, uniforms, etc.]
6. The accounts and activity of each organization will be consolidated and reflected in the parish's financial statements
- a. The net surplus or deficit of each fundraising event (gathered from the monthly report (4.c.iii) will be placed as its own line item in the parish's financial statement (i.e. The Hoedown Account, Square Dancing Tournament, etc.). This activity will be gathered from the monthly report
  - b. Funds raised but not yet deployed will be considered to be held in trust, and the balance of those funds will appear as its own line item on the parish balance sheet until the said funds are disbursed. This allows for proper tracking of funds earmarked for future investments. (i.e. funds raised in one financial period, but not being deployed until a later period [i.e. a new floor, a new computer system, uniforms, etc.]) This amount will be gathered from the monthly report (4.b.iv).
7. Every year by May 31, a budget for next fiscal year of the parish organization/ministry will be submitted to the Finance Council for review comment, revision and confirmation.



8. By the June Finance Council meeting, the parish budget (that includes the school and all its organizations and ministries) is approved.
9. As soon as the accounts are finalized and balanced, the pastor, Finance Council Chair and Business Manager will present a summarized accounting sheet, accompanied with a pastoral letter to the parish (i.e. by September 15 of each year at the latest).

*Revised June 2, 2013*

*The Solemnity of the Most Holy Body & Blood of Christ*

#### Announcements as Mass

During weekend Masses, announcements may be made to publicize an event or ministry after the reception of Holy Communion. For the up coming weekend, please contact the pastor and/or the music minister by Wednesday 9 a.m. to have an announcement made. Editing and/or approval subject to the discretion of the pastor and/or music minister.

#### Assistance to the Needy

Manna Ministry provides funds for those parishioners who are in need of financial support. Photo identification is required. A photocopy of identification will be made, noted in the logbook and placed in Manna Ministry file with the amount given and the date.

If one needs mortgage/rent or utility assistance, a member of the Manna Ministry is called and an appointment is made with them.

#### Bulletin Advertising & Information

The inside of the bulletin contains information about the parish and Diocese of Cleveland. Requests for any type of non-church related services are printed on the back page of the bulletin through Dee Printing. The Bulletin Editor reserves the right to judge the appropriateness of submitted material. Items for the bulletin must be submitted by Monday at 9 a.m. one week prior to publication, or the previous week before a holiday. Submissions by email are preferred.

#### Fair Trade

The United States Catholic Conference of Bishops and Saint Paschal Baylon Roman Catholic Community support fair trade programs through which disadvantaged artisans, farmers and farm workers receive fair compensation for the goods they produce. We encourage Catholic organizations within our parish to purchase fair trade products whenever possible.

#### Photography

All worship events are sacred. It is important to maintain respect and dignity throughout all liturgical celebrations. The parish makes arrangements for videotaping and photographing significant moments in the life of the parish. The use of cameras is not allowed during a liturgical service. The Vatican felt so strongly about not having photography in church that it issued the following instruction, *Eucharisticum mysterium, On Worship of the Eucharist*, 25 May 1967:

23. Strict care should be taken to ensure that liturgical celebrations, especially of the Mass, are not disturbed by the practice of taking photographs. Where a reasonable cause for them exists,

everything should be done with great restraint and according to the norms established by the local Ordinary.

### Principle of Subsidiarity

Saint Paschal Baylon adheres to the principle in Canon Law (church law) of subsidiarity. Each Pastoral Staff member is responsible for a particular administration of the parish (e.g. Music Minister oversees the music groups, PSR Principal(s) catechetical ministries, Principal – the school, etc.). Parishioners with particular concerns about the parish (including the school) will converse with the Pastoral Staff member who oversees the relevant area of parish ministry. If this is a concern or conflict, the department head, pastor and concerned party will meet together to resolve any issue. When the pastor is away, one of the parochial vicars oversees the parish leadership. If the priests are away, the Principal, Maintenance Supervisor and/or Business Manager oversees the parish leadership.

### Solicitation

The Pastor approves all materials to be put on the kiosk bulletin board and in the pamphlet rack of the church (narthex). No materials which are not pre-approved may be distributed or sold on parish grounds (including the school). The Roman Catholic Church, Diocese of Cleveland and Saint Paschal Baylon Roman Catholic Church do not endorse items from Political Action Committees (PACS) (e.g. Respect Life Committee, Priests for Life) that at times, without permission, target vehicles in our parking lots while services or meetings are in session.

### Use of Parish Facilities

The Pastoral Staff begins calendar preparations for the following July – June year in April each year. Councils, committees and ministries annually schedule their meeting dates and request for space use for the following year beginning in May. The Pastoral Staff reviews the requests for space use and the Business Office manages a calendar in the parish office. It is the responsibility of the chair of the group (or one delegated by the leader) to reserve the space and inform the parish Business Office if there are any changes or special needs. It is the policy not to post items on the doors to help the church maintain proper de

Registered tithing parishioners may use the Family Life Center following a funeral and no cost to the family. The Business Manager and/or priest must approve such request, and the granting of the request will depend upon the availability of space.

Each room will have a standard set up (Eymard Room standard set up may be found on the back of this handbook), and the room must be left in its standard set up. Please do NOT attempt to break down or set up any tables or move the wall in Eymard Room. For specific needs or requests, please contact the Business Manager.

Each room must be left as found, paying special attention to cleaning the Eymard Room kitchen (especially the coffee maker, coffee pots and any dishes), if used. Also, please make sure to turn off the lights and lock the doors of the room used.

Children must be attended to at all times by their parent or guardian.

Reservation begins at the specifically requested time. If time beyond the stated time for the event is required for set up or clean up, please let the Business Office know when requesting the reservation. A

calendar is posted in the Family Life Center Library and Business Office to help guide parishioners for their reservation requests.

The education of our parish members is primary to the mission of Saint Paschal Baylon. The School Gymnasium is unavailable during the school year from 6 until 8 p.m. on Monday evenings during the Parish School of Religion (PSR) classes. Additionally, for the safety of our students, Father O'Brien Hall is unavailable during PSR times.

## Scheduling

1. In the parish office and Family Life Center, the Business Office and its manager and administrative assistant keep a parish calendar reflecting room reservations for meetings and events. All parishioners and non-parishioners must coordinate reservations with the Business Office.
2. The Development Office schedules all fundraising activities for the parish. All requests for fundraising activities must be submitted in writing.
3. The Development Office schedules special fundraising after Masses. This includes use of the church narthex and Family Life Center.
4. Only parish organizations or individuals of the parish (i.e. Ignatius Raffle Tickets, Girl Scout Cookies) may raise funds for themselves or their organization. No outside group may schedule fundraising activities without the permission of the pastor and Development Office.
5. The Family Life Center may be rented for parishioner's family events (e.g. weddings receptions, showers, First Communion parties, etc.) To defray expenses, there is a requested fee of \$350 for the Father O'Brien Hall or the Eymard Room & Kitchen; for additional rooms in the Family Life Center \$50 is requested. There is a \$100 deposit for cleaning.

## Athletics – Sportsmanship, Service, Belief & Prayer

The Athletic Association has its own bylaws that are printed/published elsewhere. The following are a few notes:

### **Stewardship – Time, Talent & Treasure**

1. As a continuing commitment to stewardship of the buildings and campus (i.e. School Gym, Fr Jette Gymnasium, Green Knight Field, etc.) the Athletic Association shares and contributes \$1,100 each month to the maintenance of the facilities.
2. Each year a major fundraiser (i.e. Golf Outing) will be held to support the Athletic Association. All team members are expected to participate because all will benefit from the event.
3. Each year a Pancake Breakfast is held to support Catholic Schools Week. All team members are expected to participate because of the benefit for the athletic program
4. All family members will volunteer a set number of service hours to concessions or other service areas to support the organization.

5. Twice annually (Fall and Winter), "Nick's Knights" support children with special needs and all athletes share their time to support these children and their families through the playing of different sports.
6. The Athletic Director and his/her staff schedules the use of the gymnasiums and fields for the use of the practices and games. The Athletic Association has the right of first refusal for all events in these areas.
7. To demonstrate our commitment and support of the parish and the major parish picnic/festival fundraiser (that supports a major facility/campus improvement that benefits the entire parish) the Athletic Spring Fling profits benefit the entire parish with facility and campus improvements.

#### **Commitment to God & Team**

1. As a demonstration of our faith in God, each team before a Sunday game day will attend Mass together, to fulfill the Sunday (Lord's Day) obligation. On Sunday practice days, all team members will attend Mass before a practice. All teams are encouraged to sit together and be in uniform for the Mass. If the game is at home, the Mass will be immediately before the game.
2. There are to be no games before 1:00 p.m. any Sunday.
3. No team is to practice until they have fulfilled the Sunday (Lord's Day) obligation to attend Mass and Mass is completely finished.
4. All eighth grade teams will attend Mass with their Confirmation class. Practices and games will be scheduled around the Mass and class for the preparation for the sacrament of Confirmation.

#### **Volunteer Policy:**

As you are aware, St. Paschal Baylon School complies with the Standards of Conduct with Article 6 of the United States Council of Catholic Bishops Charter for the Protection of Children and Young People. This policy includes clergy, church personnel, and volunteers. Please be aware of the following information:

A volunteer is a person who gives his services to the Diocese, a parish or other entity affiliated with the Diocese without any express or implied promise of remuneration. Volunteers who work with children are subject to the obligations of the Diocese of Cleveland Policy for the Safety of Children in Matters of Sexual Abuse, which are not to be construed as inconsistent with any policies herein. Under this policy a volunteer is anyone who works with children more than four (4) hours a month or who works with children more frequently than once a month. Examples include but are not limited to, a catechist, coach, altar server coordinator, youth leader, intern, student teacher and others in similar capacities. It does not include the occasional volunteer, such as a driver or chaperone for individual activities.

*Final Updated & Approved by the Pastoral Council & Pastoral Staff  
31 March 2013  
Easter Sunday*

*1<sup>st</sup> Update: 11 May 2013 (volunteer policy)*