

## **GUIDELINES FOR ADULT FAITH FORMATION MINISTERS**

1. Room reservations for Adult Faith Formation events/activities may be made through Roberta Zawacki by calling 630-355-4545 Ext. 112 or e-mailing: [rzawacki@st-raphael.com](mailto:rzawacki@st-raphael.com). Please book in advance.
2. Notify Roberta if a cancellation of a space needs to be made. If a rescheduling is necessary, please do so 2 business days before the meeting, or by noon on Thursday for a week-end event.
3. Spokespersons for groups that require a special set-up need to fill out a maintenance form indicating how the room is to be arranged and what specific items are needed, two weeks prior to the event. Maintenance forms are available in the parish office.
4. An ice machine, paper goods and coffee are available for your group. The ice machine is located in the canteen across the hall from the restrooms. Paper goods and coffee can be found in room 162 and in the canteen.
5. A two week advance notice is required for “big time” event supplies, such as name tags, pencils, envelopes, etc. Give Roberta a list of needed items.
6. The following equipment is available when requests are made in advance of the event: TV/VCR, TV/VCR/DVD, overhead projector, podium, microphone, sound system, flip chart, and white board. Please email Roberta if you require this equipment.
7. St. Raphael operates exclusively for religious purposes and the selling of products by ministry participants or personal money-making events is not allowed. When making purchases for the church that need to be reimbursed, please use our tax exemption form. The form may not be used by members for personal use.
8. For reimbursement of purchases made, use the designated parish check request form. The form can be obtained from the Parish Office and must be filled out before a reimbursement is made. Receipts must accompany the form and must be presented to the Adult Faith Formation Director. Reimbursement requests without original receipts cannot be reimbursed. The receipt and form are in turn submitted to the Business Office within 30 days.
9. Any written content for the bulletin or the web-site needs to be reviewed by the Adult Faith Formation Director and the Adult Faith Formation Commission web-site liaison. Two weeks lead time is needed.
10. The copier is used by many ministries as well as by members of the school community. For major runs or items that need complicated settings there is a four business day lead. Some items may need a quick turnaround and if the machine is available we will do our best to accommodate you.
11. The Protecting God’s Children Program and a Background Check are requirements for all who volunteer with children in any capacity.
12. For those Vendors who need a contribution statement for donations to the church. Provide the name, address, city, state, zip code and the amount of the donation to Marian Johnston the Business Manager. She will then mail out a statement to the Vendor.

**THANK YOU FOR YOUR COOPERATION!**