



ST. ALOYSIUS
CATHOLIC CHURCH

Ministry Leader
Guidebook



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Ministry Leader Resources online:

<https://www.aloysius.org/ministry-leaders>



INTRODUCTION

FOCUS OF GUIDEBOOK

The intention of this guidebook is to orient and support ministry leaders in their volunteer efforts at St. Aloysius. It is also intended to communicate processes and procedures so the ministry leaders' staff resources and other administrative support personnel know their roles and thus are able to operate effectively and efficiently. The aim of these guidelines is to mitigate communication on administrative-related tasks so the focus of everyone involved can be on nourishing the ministry.

MISSION STATEMENT

St. Aloysius Parish embraces and nurtures all, inspiring each to act justly, love tenderly, and walk humbly in the love of God.

VISION STATEMENT

St. Aloysius Parish is a vibrant, welcoming community of peace, love, and unity as the living body of Christ.

PARISH STRUCTURE

The responsibility for forming and living as a church is shared.

The pastor is the leader and spiritual father of the parish. He administers Sacraments and through the Holy Eucharist brings Jesus to parishioners and people of the community. The pastor oversees and is supported by the parish, all its ministries including the School and Child Care Center, campus facilities, and both office and pastoral staff members.

The pastor has authority to make all decisions concerning the parish. Two advisory Councils, made up of parishioners, are in place to help guide St. Aloysius and the pastor:

Finance Council: Members are appointed, serve indefinite terms and meet nine times throughout the year.

The Finance Council is an appointed parish ministry and, along with Pastoral Council, is one of the two councils mandated by the Diocese for each church parish. The role of the Finance Council is to review the monthly financial statements of the Church, School, and Child Care Center; to help make financial



decisions related to significant parish business such as Master Planning, any active Capital Campaigns and general facility maintenance and repairs.

Pastoral Council: Parish ministries fit within an umbrella of one of six commissions: Worship, Spiritual Growth, Social Responsibility, Education, Administration and Community Life. Commission representatives meet nine times throughout the year immediately prior to the Pastoral Council meetings to discuss ministry needs and activities. Two representatives from each Commission, along with a parish staff member, comprise the Pastoral Council. Pastoral Council members serve a three-year term as they focus on guiding the movement of the Body of Christ in the parish.

The roles and responsibilities of each layer of parish governance under the Pastor are as follows:

The **members of the Finance Council** are entrusted with helping make financial decisions related to significant parish business.

The **members of the Pastoral Council** are entrusted with the overall direction of the parish, in alignment with our Mission and Vision.

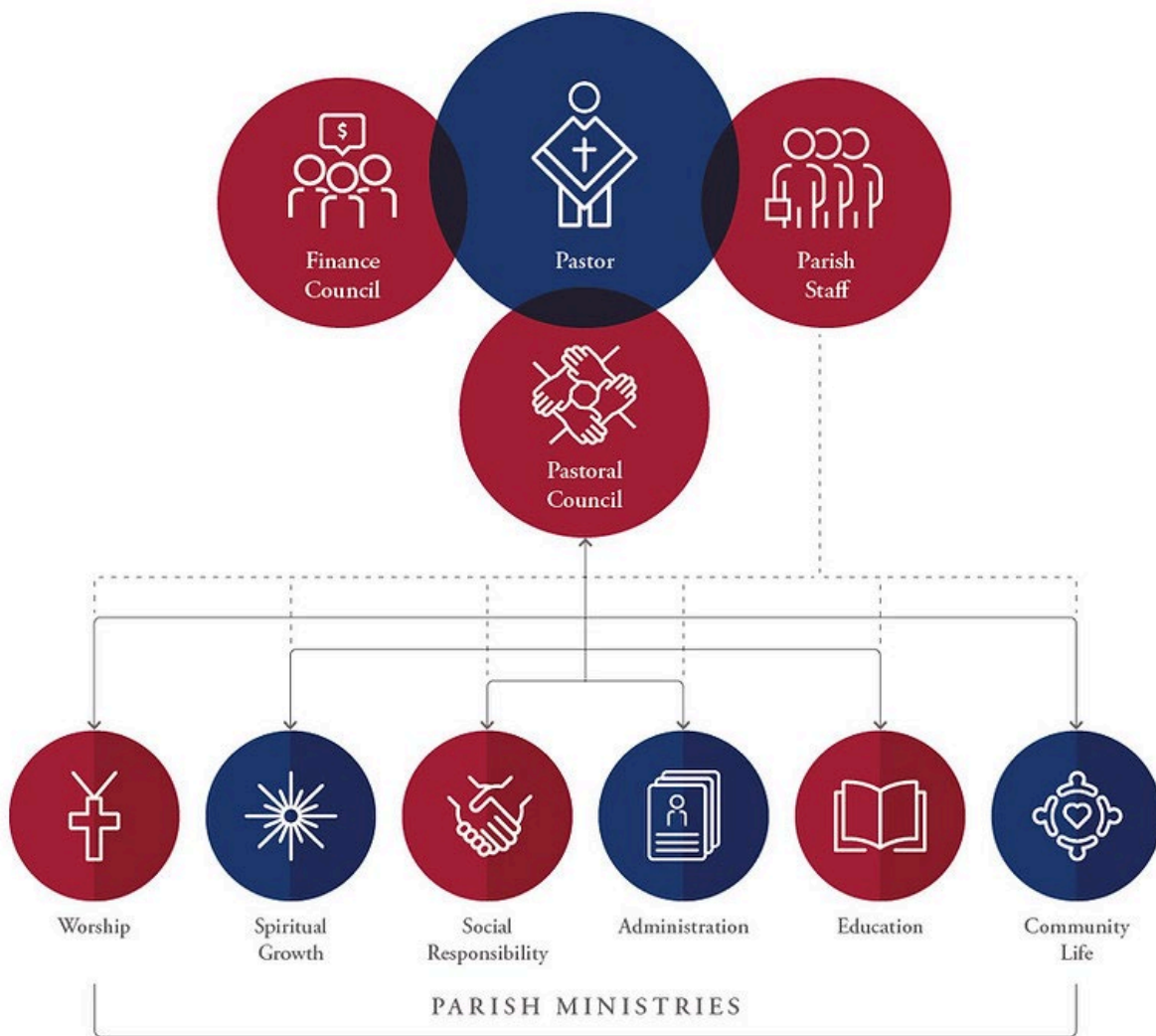
The **members of each Commission** are entrusted with a defined portion of the total mission. Commission members support ministry leaders in their ongoing ministry efforts as needed.

The **ministry leaders** and **ministry volunteers** are entrusted with a specific focus or task. The ministry leaders are to provide updates to their commission members.

The **parish's staff** is entrusted with the proper communication and support of the pastor, clergy, councils, commissions, ministries, all parishioners, volunteers, visitors and one another. The parish staff members seek to serve within their purview.



Parish Structure



From: aloysius.org/parish-structure



ROLE OF THE MINISTRY LEADER

Each ministry leader must consider that he/she and their chosen ministry itself are part of a larger group (the parish). Participants in all ministries or groups and even inactive parishioners share in the responsibility of being a part of the Body of Christ in His church.

The ministry leader's **responsibilities** are three-fold:

- Formation: to attract members into ministry
- Orientation: to welcome new members and acclimate each one into ministry
- Facilitation: to plant seeds and produce fruits according to the ministry's focus: *worship, spiritual growth, faith formation and development, outreach, fellowship, social responsibility, educational, fundraising*

The **successful ministry** leader:

- Is rooted in prayer, maintains a respectful and charitable demeanor (*respects confidentiality when appropriate*), and draws others closer to Jesus.
- Is intentional and passionate about their chosen ministry.
- Takes time to plan (*giving others proper lead time for collaborative efforts*), is prepared, and has consistent follow through.
- Will identify strengths in their team and divide responsibilities accordingly.
- Is not the expert, but rather the one who is reliable in facilitating and enabling other volunteers an easy avenue to contribute toward a common ministry goal.

Ministry Leaders are encouraged to document the knowledge they gain through successes and failures. A significant contribution to the parish is recording best practices and then saving/sharing those lessons learned electronically on a Google drive to breed successful future actions.

Any login information to email accounts, etc. that are specific to the ministry should be shared, along with their passwords, with the staff resource and Church Business Manager.

All interested in the success of a ministry should recognize that the parish's success in a particular ministry could be due to the dedication and singular focus of its ministry leader.



MINISTRY RECORDS

MINISTRY PROMOTIONS AT THE PARISH LEVEL

St. Aloysius Catholic Church embraces stewardship as a pathway to Jesus Christ. The parish very intentionally promotes stewardship three times each year. Stewardship through Ministry is typically promoted in September. (*Stewardship through Prayer and Stewardship through Offering are offered near Advent and Lent*).

For more on Stewardship through Ministry, ministry descriptions, staff resources, ministry videos or the ministry sign-up form, visit: aloysius.org/ministry

MINISTRY PARTICIPATION

All parishioners need to do to join a ministry or express their interest in joining is to sign up! He/she can visit aloysius.org/ministry-signup and select the ministries that align with their gifts or interests.

Ministry Signup- When the parishioner signs up, two emails are automatically generated. One email will go to both the ministry leader and the parish staff resource. The automatic email will contain the parishioner's name, email address and phone number. The other email will go to the parishioner with the names and email addresses of the ministry leader and parish staff resource. Instructions are included in both emails for what to do next.

These signups are recorded into the Church database and exported into a spreadsheet monthly. **Ministry leaders can request these ministry participation lists any time through their staff resource.** It is the ministry leader's responsibility once a year (*in June and July ahead of Stewardship through Ministry*) to ensure these church records are updated and accurate!

Appointed Ministries- Appointed ministries are sometimes limited by number of participants, expertise, or ability to commit and are appointed by the pastor.

If a parishioner shares an interest in joining a ministry, the ministry leader should collect his/her contact information and encourage sign-up at aloysius.org/ministry-signup.



MINISTRY SCHEDULING

One of the most important aspects of scheduling events and meetings is reserving space in advance. Shared space to support the gatherings of small groups, Sacramental prep groups, ministries, retreat preparations result in a high demand for space. The reserved space will be defined by the size of the group and the group's need for privacy, etc.

All gatherings on campus must be scheduled through a parish staff resource for several reasons, including avoidance of double-booking spaces, child protection, etc. Please see alloysius.org/calendar for more information. Please note not every reserved space is displayed in the public church calendar; contact the Communications Secretary for a full accounting of space availability.

The parish offers space inside the church, Parish Hall, Gonzaga Hall (Parish Library, atrium, meeting rooms, chapel), Pastoral Services Center, Cafeteria, Old and New Gyms, KC Hall, and many outdoor options.

Primary responsibilities for ministry leaders are to reserve space for planned meetings and to ensure those booked meetings are reflected on the parish calendar.

SCHEDULING AN EVENT ON THE PARISH CALENDAR

Requests to schedule an already established event should be made by emailing the Communications Secretary and the ministry's staff resource. The following information should be conveyed:

- Name of the event
- Date
- Start time and End time
- Facility space requested
- Contact person name, email address and phone number
- Any anticipated setup or take down challenges

When the Communications Secretary confirms the event with an email, the event is on the calendar! The ministry's next best action might be to create and share a 'Save the Date.'

SCHEDULING MEETINGS

Ministry-related meetings should begin and end in prayer and follow a prepared agenda.

Requests to reserve space for a meeting should be made by emailing the Communications Secretary and the ministry's staff resource. The following information should be conveyed:

- Ministry or Meeting topic
- Date



- Start time and End time
- Facility space requested
- Contact person name, email address and phone number
- Estimated number of people attending the meeting
- Any anticipated setup or take down challenges

When the Communications Secretary confirms the meeting with an email, the ministry leader is ready to begin sharing the meeting date(s) with the committee, ministry volunteers, participants, etc.

If scheduling space requires a setup, the Facility Setup Request form will be required. The Communications Secretary and the Facilities Manager will collaborate for the setup.

CHILD PROTECTION

Any volunteer that participates in ministry where they will be engaged with or will be interacting with children or any vulnerable population, child or adult, is required to become “child protected.”

To become child protected and before being able to participate in a parish ministry that involves a child or vulnerable adult, volunteers must first:

1. COMPLETE and SAVE the Application for Volunteers
<https://files.ecatholic.com/26904/documents/2020/8/EAPPS-Volunteer-Application-2018.pdf?t=1597968065000>
The information provided on this form will be entered into the Diocesan Child Protection database.
2. COMPLETE the **Safe and Sacred Training**: Serving Vulnerable Populations/Accepting the Diocesan Code of Ethics and SAVE the certificate provided upon completion.
<https://diobr.safeenvironment.org/login/index.php>
3. SUBMIT the **application** and **certificate** to our Child Protection Coordinator.

Volunteers that wish to volunteer at the school must also fulfill the background check and fingerprint requirements of the school.



COMMUNICATIONS

The following provides the proper method of Communication throughout the Parish, School, & Child Care Center

PROMOTING THE MINISTRY

All promotional requests should be emailed to the ministry's staff resource. The email should include the preferred way to promote a ministry/event (*listed below*) and the appropriate content, including attachments as necessary. Material will be reviewed by the staff resource, the Pastor, and/or his delegate (*e.g. Church Business Manager, Director of Communications*).

1. **Social Media Posts** – include the desired date to share the information. Approvals may be dependent upon the frequency of other social media posts and the relevancy to the audience.
2. **Bulletin** announcement and **Aloysius Alive** article processes are discussed separately below.
3. **E-Mail Blasts** – include the desired date to share the information. Approvals may be dependent upon the frequency of other mass email blast requests and the relevancy to the audience.
4. **Text Messaging Blasts** – the frequency and subject matter of these have been identified by the Pastoral Council and the Pastor. Only parish-wide events and previously identified promotions may utilize this feature.
5. **SAS Lion's Roar** – This newsletter is emailed to St. Aloysius School (SAS) families each week during the school year. Please email the article/ad to SAS Principal and ministry's staff resource no later than Wednesday at 3:00 PM the week before publication. SAS Principal approves content for the publication.
6. **SACCC Newsletter** – Information is shared with St. Aloysius Child Care Center (SACCC) families through a newsletter or other communication tool (*app/software*). Please email information to the SACCC Director and the ministry's staff resource. SACCC Director approves content for inclusion in the newsletter or internal messaging app/software.
7. **Priest Announcement after Mass** – include the weekend for the announcement and keep the announcement as brief as possible while sharing all critical information. Approvals may be dependent upon other requested announcements and the relevancy to the audience.
8. **Signage around Campus** – ministries with a dedicated budget may wish to print signs or banners in the days leading up to an event. Before going to print, drafts/proofs of designs must be emailed to the ministry's staff resource. No signs or banners shall be placed on or around campus without the approval of the



Director of Communications. Ministry volunteers should pick up all signs around campus the day of or immediately following an event.

All content may be edited prior to publication.

BULLETIN GUIDELINES

Bulletins are emailed and published for distribution in the church and around campus weekly. The parish itself is required to meet strict printing schedules. Therefore, bulletin announcements are due nine days (8:00 AM on Thursday) before the weekend the announcement would appear in the bulletin. Earlier deadlines may be necessary during the seasons of Easter, Christmas, and Thanksgiving.

To request a Bulletin announcement, email materials to the ministry’s staff resource by 8:00 AM Thursday, nine days prior to the bulletin weekend. The ministry’s staff resource will review and submit to the Communications Secretary.

Bulletin content should be provided electronically in a PDF, Microsoft Word, or Microsoft Publisher format. Graphics and photos should be .JPEGs, .GIFs, or similar files.

Beware that ministry leader phone numbers and email addresses may appear in the church bulletin, per his/her own request. With this exposure, the ministry leader may be at risk to receive PHISHING attempts from lost souls pretending to be the pastor and asking for special favors (i.e. gift cards, money, etc.). Under no circumstances will the St. Aloysius Pastor or a parish priest reach out directly to a ministry leader, volunteer, or parishioner asking for personal financial gifts. These attempts, if they occur, should simply be ignored.

ALOYSIUS ALIVE GUIDELINES

Aloysius Alive is the parish newsletter. Six issues are published annually. Deadlines vary based on publication date.

To request an Aloysius Alive article, email content to the ministry’s staff resource and the Director of Communications.

Aloysius Alive content should be provided in a Microsoft Word format. Graphics and photos should be .JPEGs, .PNGs, .GIFs, or similar files.

BRANDING GUIDELINES

This section is intended to guide ministry leaders and the parish in its use of the parish name, colors, and emblem.

Parish Colors-

Color	Pantone	Hex
Blue	288 C	#002D72
Red	201 C	#9D2235



Parish Logos- The St. Aloysius Catholic Church, St. Aloysius Catholic School, and St. Aloysius Child Care Center logos should not be edited or altered in any way. They may be included in any communications, as appropriate.

Ministry Logos- Ministries that wish to create their own logos must have written approval from the Director of Communications to do so before logo use. New or updated logos should be emailed to the Director of Communications and Church Business Manager.

Generic, St. Aloysius ministry logo options that fall within the parish's branding guide parameters, can be found at aloysius.org/logos.

Parish Name-

The following are to be used when referring to each:

- St. Aloysius Catholic Church or SAC or St. Aloysius Parish
- St. Aloysius School or SAS
- St. Aloysius Child Care Center or SACCC
- Use St. Aloysius instead of Saint Aloysius. Do not spell out Saint.
- Parish, when used, should be spelled out.
- There are no apostrophes in St. Aloysius. Do not use an apostrophe (').

DIGITAL PHOTOGRAPHS

Sharing Photos- Photos, particularly of people, are a great way to promote the Sacraments, feast days, ministries, and events. Ministry leaders can encourage volunteers and participants alike to email photos@staloysiusparish.com. Photos shared to this email account may be used in social media posts and/or Aloysius Alive newsletter. Please include any relevant information such as the sacrament, the ministry, etc. While the parish will follow the media consent and release form, emailing photos to this account implies the granting of permission to utilize the photos shared.

Photo Archives- The parish has an extensive number of archived pictures taken from parish events over the years. Such pictures are great to use for publications or promotions as they show the life of the parish and eliminate any concern of copyright issues. Email the Director of Communications for photos of specific sacraments, ministries, or events.



Media Consent & Release Form- The Media Consent & Release Form was devised by the Diocese of Baton Rouge for parishes and schools to obtain explicit permission from any party on use of their image in any form of media.

For ministries where children under the age of 18 years old are involved, it is important to obtain parents’/guardians’ written permission to use their image in any publication. Ministry leaders who have interactions with children should submit these signed forms to the ministry’s staff resource and the Director of Communications.

Copyright Compliance- The digital age makes it easy to access many pictures, forms of print, artwork, and other pieces. It’s always in the best interest of the parish to ensure any materials obtained from the Internet in use of our communications/publications does not violate or infringe upon copyrighted-protected content. The following offer images or works with free-usage rights (a few may require an account or subscription to use material):

1. Cathopic
2. Wikiart
3. Metropolitan Museum of Art (“The Met”)
4. Pixabay
5. Unsplash
6. WikiCommons
7. Oregon Catholic Press/OCP Publications
8. GIA Publications
9. World Library Publications
10. Shutterstock
11. Graphicstock
12. Bigstockphoto
13. Adobe Stock
14. CreativeCommons
15. FreeMusicArchive

Note: While these sites allow free use of their content, one should read the licensing captions to ensure there are no limiting conditions or requirements. Always investigate copyright status before use. When in doubt, do not use any photograph, image, video, etc.



FINANCIAL

MINISTRY BUDGETS

St. Aloysius Catholic Church, in line with the Diocese of Baton Rouge, operates on a fiscal year of July 1 through June 30. Ministries that require funds to operate should prepare requested budgets for the upcoming fiscal year in January of each year in conjunction with the parish budgeting and planning process. Budgets and supporting documentation should be emailed to the staff resource in February. Budgets are consolidated and presented to Finance Council for the Pastor's approval and is later shared with Pastoral Council.

Ministry leaders are responsible for monitoring their ministry's income and expenses, relative to the budget. A ministry's Commission members and staff resources offer additional support and oversight. No commission is to go over its total program budget.

If a particular ministry, event, or program exceeds its budgeted amount, the Pastor and Church Business Manager are to be consulted before additional expenses are incurred.

MINISTRY INCOME

Petty cash is not available in the parish office. Cash is not held in the parish office.

Ministries approved to collect funds or accept payments may do so in a variety of ways: online (church website, ministry or event specific websites), debit/credit card readers, cash, or check.

All money received in the form of cash or checks should be securely turned into the ministry's staff resource within two business days. A **request for deposit** form should accompany any funds turned in by a ministry to their staff resource. It is important the cash and check totals are clearly noted and the volunteer signs off on the amount that is provided to the staff resource for deposit.

Reports may need to be provided to church bookkeeper or staff resource to help reconcile transactions that take place online from a third-party website.

Donations to a Specific Ministry- Stewardship implies that with wise planning and budgeting there should be no further need for additional special appeals. The resources of the community are divided according to the needs and priorities of the councils and commissions. Therefore, donations are considered part of the offertory collections and



are not “credited” as such to a particular ministry to offset expenses. Ministry budgets are determined by program needs expressed during parish planning.

This does not include payment for a specific item (e.g. Senior Luncheons, Adult Formation books, Youth events and trips, etc.).

Volunteers may purchase items for specific ministries and forego reimbursement. However, monetary donations to invest in specific ministries through those donations are generally not allowed. Monetary offerings are deposited into the church offertory and its use is best determined through the discernment process within the defined parish structure discussed previously.

Changes to any ministry or event registrations, fees, costs, etc. must first be shared with and approved by the Church Business Manager. (*Consultation with as needed: pastor, Finance Council and/or Administration Commission.*) Price changes should not be publicized prior to written approval.

MINISTRY EXPENSES

Ministries can spend up to their budgeted amount without prior approval. Volunteers may do so through a **request for payment or reimbursement** form. Requests must be submitted to the staff resource. The staff resource passes the request onto the church bookkeeper for processing.

Backup must be included with the request. For reimbursements requests, detailed, itemized receipts must be submitted. For payment requests, invoices must be submitted. Reimbursements/Payments will not be made from vendor statements.

Any online orders/purchases must include the order confirmation with payment information. The name of the person paying and receiving the items will be the one that is able to receive reimbursement.

St. Aloysius Catholic Church will not reimburse for any alcohol for any purpose.

Any lunch/dinner meetings must include the names of people attending and purpose for meeting along with the itemized original receipts.

Checks are processed Tuesdays each week at 10 a.m. and ready, usually, by the afternoon on Wednesday. Requests submitted after 10 a.m. on Tuesdays are processed the following Tuesday.



See Addendum for:

- Ministry-related 'Requests for payment or reimbursement'
- Fundraising ministry 'Requests for Payment or Reimbursement'

For Bereavement and Servant Leadership, there is a St. Aloysius Albertson's card available if parishioners would rather not put this expense on their personal credit cards. Bereavement ministry leaders or Servant Leadership participants should see their staff resource.

Meal reimbursements are allowed for certain meetings for certain ministries. Fundraising closeout meetings, parish-wide events during setup and cleanup, etc.

Any sit-down meals to be reimbursed must include an original itemized receipt with names of those partaking in the meal and description written on the receipt and/or reimbursement request form.

TRAVEL REIMBURSEMENTS

St. Aloysius Catholic Church will not reimburse for any alcohol for any purpose.

Travel- Any and all travel associated with any ministry must be approved by the Pastor through the staff resource prior to any reservations being made or expenses incurred. Transportation should be determined by lower cost - airline flight or miles driven.

Any cash reimbursements, such as tips, parking or shuttles, must include receipt.

Mileage- Mileage reimbursements will only be for travel outside the city limits of Baton Rouge and must be approved by Staff Resource prior to travel to the event. Mileage for approved travel related to a ministry will be reimbursed at the current Internal Revenue Service (IRS) mileage rate multiplied by the actual number of miles driven. Volunteers should provide a request for reimbursement to the ministry's staff resource with knowledge of the travel. The requested reimbursement amount should match the miles on a provided map multiplied by the IRS mileage rate.



CLERGY AND STAFF

The following lists the parish ministry staff resources as well as the clergy and staff referenced throughout the ministry leader guidebook.

PARISH MINISTRY STAFF RESOURCES

Administration- Randy M. Cuevas rcuevas@staloyusparish.com

Administration- Matt Zylicz mzylicz@staloyusparish.com

Administration- Ronnie Haliburton rhaliburton@staloyusparish.com

Administration- Tyler Waggenpack twaggenpack@staloyusparish.com

Community Life- Emily Davis edavis@staloyusparish.com

Education- Tricia Greely tgreely@staloyusparish.com

Education- MacDougall Womack mwomack@staloyusparish.com

Social Responsibility- Angela Falgoust afalgoust@staloyusparish.com

Spiritual Growth- Mark Christian mchristian@staloyusparish.com

Spiritual Growth- Deacon Chauvin Wilkinson cwilkinson@staloyusparish.com

Worship- Ken Thevenet kthevenet@staloyusparish.com

CLICK 'Ministry Descriptions' button located on the aloyus.org/ministry webpage to view the ministries assigned to each staff resource above.

CLERGY AND STAFF REFERENCED IN GUIDEBOOK

Pastor- Randy M. Cuevas rcuevas@staloyusparish.com

Church Business Manager- Matt Zylicz mzylicz@staloyusparish.com

Facilities Manager- Ronnie Haliburton rhaliburton@staloyusparish.com

Child Protection Coordinator- Madeline Laperouse mlaperouse@staloyusparish.com

Director of Communications- Tyler Waggenpack twaggenpack@staloyusparish.com

Communications Secretary- Aline Landry alandry@staloyusparish.com

SAS Principal- Erin Candilora ecandilora@aloyus.org

SACCC Director- Caitlin Boudreaux cboudreaux@aloyusccc.org

Facility Manager _____
 Staff Resource _____
 Facility Assigned _____
(Office use only)



ST. ALOYSIUS
CATHOLIC CHURCH

Setup Number _____

Cleanup Required
(Office use only)

FACILITY SETUP REQUEST

*Completed forms should be sent to Aline Landry in the Parish Office or emailed to alandry@staloyusparish.com.
 When multiple weekend events are scheduled, the ministries/groups are encouraged to provide for its own setup & cleanup.*

Type of Event: _____ **Anticipated number of people:** _____

Date of Event: _____

Start Time of Event: _____

End Time of Event: _____

Time Required for Setup: _____

Time Required for Clean up: _____

Requested by: Church School Child Care Center Other

If Church, select **Commission:** Worship Spiritual Growth Social Responsibility
 Education Community Life Administration

Contact Name: _____ **Phone:** _____ **Email:** _____

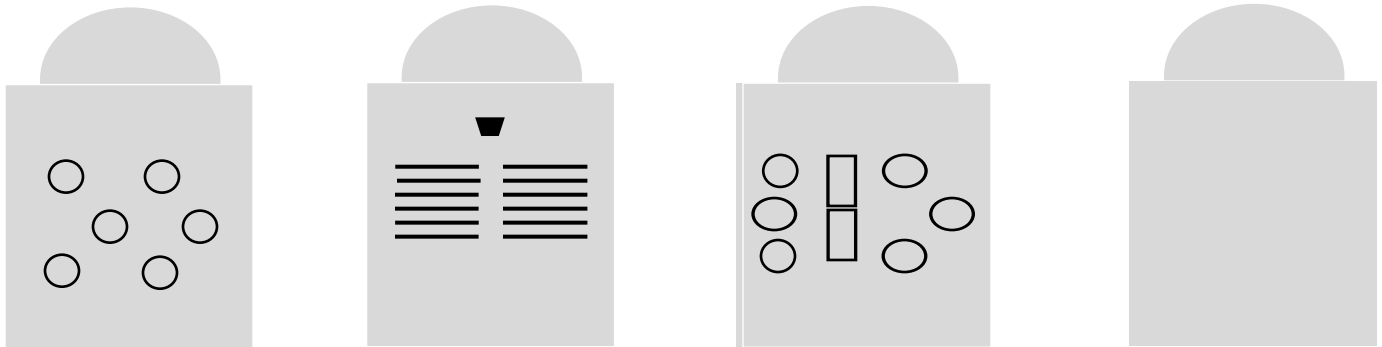
Equipment Needs: Podium Microphone Projector Other _____

Facility to Setup
(Maximum seating capacity)

- | | | |
|---|--|---|
| <input type="checkbox"/> Church | <i>Gonzaga Hall</i> | <i>School</i> |
| <input type="checkbox"/> Church Doors | <input type="checkbox"/> Parish Library (24) | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Church Fountain | <input type="checkbox"/> Chapel (40) | <input type="checkbox"/> Library |
| <input type="checkbox"/> Parish Hall | <input type="checkbox"/> Atrium (25) | <input type="checkbox"/> Large Conference Rm (30) |
| <input type="checkbox"/> KC Hall | | <input type="checkbox"/> Old Gym |
| <input type="checkbox"/> PSC Conference Rm (42) | | <input type="checkbox"/> New Gym |

If you selected the Parish Hall, please continue.

Parish Hall Layout:



Draw diagram above

Setup Needs: *Tablecloths are checked out at the Parish Office through Aline Landry and will need to be washed & returned within 3 days of the event.*
 Enter number needed

Additional Tables:
 8' Circle _____
 8' Rectangle _____
 6' Rectangle _____

Tablecloths: B=Blue; W=White
 136" Round -B____
 120" Round -W____
 90"x156" Rectangle -W____
 90"x132" Rect. -W____ -B____
 60"x102" Rect. -W____

Round Tablecloth Toppers:
 90" Black _____
 90" Turquoise _____
 90" White _____
 Runners _____

(Office use only)
 Responsible Party _____
 Date Out _____
 Date Returned _____



ST. ALOYSIUS CATHOLIC CHURCH

REQUEST FOR PAYMENT OR REIMBURSEMENT

Today's Date:			
From: <i>If reimbursee is not employed staff, return completed form to ministry's designated staff liaison</i>			
Payable To: <i>Company Name on invoice or Full Name of reimbursee</i>			
Cell Number to call when ready: <i>If check will be picked up</i>			
Complete Mailing Address: <i>If check is to be mailed</i>			
Invoice Amount or Reimbursement Total:			
Describe Purposes of Expenses / Reason for Reimbursement:			
<i>An invoice (for payment) or receipt (for reimbursement) MUST be attached. One check issued per request form. Checks are processed once a week. All requests on the bookkeeper's desk by 10AM Tuesday will be ready/mailed by Wednesday at 10AM.</i>			
Charge To:	Account Number	Ministry / Account Description	Amount
<i>Account number, Description and Amount all REQUIRED.</i> <i>Account numbers should be six digits and begin with a 4</i> <i>Payment amount may be split/charged to multiple account numbers.</i>			
			Total:
<i>(Total should equal 'Invoice Amount or Reimbursement Total' above)</i>			
***** Church office use only *****			
Staff approval:	Business Manager: _____		Ministry Designated Staff Liaison: _____
Date Paid:			
Check Number:			



ST. ALOYSIUS
CATHOLIC CHURCH

Request for Deposit

To: Bookkeeper

From: _____

Date: _____

	Acct Number	Acct Description
Account:	_____	_____

Event/Ministry: _____

Notes: _____

Check Total: _____ **No. of checks:** _____

Cash Total: _____	No. of bills	1s: _____
		5s: _____
		10s: _____
		20s: _____
		50s: _____
		100s: _____

Coin Total: _____

Total Deposit: _____

Date deposited _____

Frequently used accounts:



The Roman Catholic Diocese of
BATON ROUGE

MEDIA CONSENT AND RELEASE

I, the undersigned, on behalf of myself, and as legal guardian of the below named child or children (individually and collectively, my "Child"), hereby grant to The Roman Catholic Church of the Diocese of Baton Rouge (the "Diocese"), its parishes, schools, offices, agencies and other institutions which operate under the administrative authority of the Bishop of the Diocese, and their respective successors and/or assigns (collectively with the Diocese, the "Diocese Parties"), the irrevocable, non-exclusive right, in perpetuity and worldwide, to film, tape, photograph, record, exhibit, display, edit, distribute, sell, own, utilize, alter and otherwise use the appearance, name, image, likeness, voice, singing voice, conversations, sounds, video or sound recordings, personal characteristics and personal identifying information, whether provided by me or my Child, any other person or entity, or otherwise created, collected or obtained by or on behalf of any Diocese Party in connection with any aspect of any Diocese Party or its activities (collectively, "Images"), in any and all media, whether now known or hereafter devised, including, but not limited to, internet postings, newsletters, flyers, posters, brochures, promotional materials, merchandising, advertisements, fundraising letters, annual reports, press kits, submissions to journalists, websites, internet sites, mobile applications, social media, social networking sites, and other print and digital communications, or in any other manner in such Diocese Party's sole discretion, or to refrain therefrom, all without payment or any other consideration. The Diocese Parties shall also have the unrestricted right to edit, delete, and/or dub the content and text of any Images (including, without limitation, any video or sound recording or other materials) as any such Diocese Party sees fit in its sole discretion. I understand and acknowledge that all such Images shall become the property of the Diocese Party in possession of such Images and will not be returned to me or my Child.

To the maximum extent permitted by law, I, on behalf of myself, my Child, and our respective heirs, executors, agents, successors or assigns (the "Releasing Parties"), hereby agree that the Releasing Parties will not sue any Diocese Party because it did not take or use the Images or because any Releasing Party is unsatisfied in any way with the manner in which any Diocese Party and/or its licensees or assignees collected or made use of any Images. The Releasing Parties each hereby release, indemnify, hold harmless, promise not to sue, and forever discharge each Diocese Party, as well as the world wide web platforms on which the Images are broadcast or otherwise exhibited or distributed and the underwriters thereof, and each of their respective officers, directors, agents, representatives and employees, from any and all claims, actions, damages, losses, liabilities, costs, expenses, injuries, or causes of action whatsoever, including attorneys' fees, that in any way are caused by, arise out of or result from the Images, the creation of any Images, or any Diocesan Party's use of any Images as contemplated by this agreement, on any legal theory whatsoever (including, but not limited to, personal injury, rights of privacy and publicity, defamation, or False Light), regardless of whether caused by the negligence or willful misconduct of any Diocesan Party or anyone else.

The illegality, invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any of the remainder of this agreement, which shall be enforced to the maximum extent permitted by law. This Consent and Release shall be interpreted under the laws of Louisiana without regard to the conflicts of law provisions thereof.

Signature: _____ **Date:** _____

Print Name: _____

Name(s) of Child(ren): _____

Event (if applicable): _____