

**St. Dominic Catholic Parish**  
**PARISH COMMUNICATIONS AND SERVICE REQUEST PROCEDURES**

- **PARISH COMMUNICATIONS**—*the parish reserves the right to edit any submissions prior to publication or communication.*

**Bulletin Articles:**

Please submit bulletin articles to Kay Abel at the Parish Center Office **AT LEAST 10 DAYS PRIOR TO THE BULLETIN DATE** in which the article is to be published. We request that articles be submitted electronically. Please include the specific date(s) for publication. Articles will be placed in the bulletin as space allows and may be edited. Preference is given to liturgical, sacramental, formational, and parish/school items, program and events. Articles will be reviewed and approved by the appropriate staff person.

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) or 262.781.3480 Ext. 241

**Bulletin Flyers:**

A limited number of flyers are inserted in the weekly bulletin. Flyers are reserved and scheduled through Kay Abel at the Parish Center Office. A single digital copy that is proofed, edited and print-ready needs to be submitted for approval. This should be done **AT LEAST 10 DAYS PRIOR TO THE BULLETIN DATE** in which the flyer is to be inserted. Approved flyers need 950 copies printed. If you plan to use colored paper, please let Kay know (to avoid having flyers of the same color). If you need assistance using the copy machines, please call the Parish Center or School Office to schedule a time to be instructed on the equipment.

The 950 copies of the flyer need to be at the Parish Office **NO LATER THAN 9:00 AM WEDNESDAY** (of the week the bulletin flyer is scheduled). It is important to make note of this deadline, as there is a team of volunteers who work on Wednesday mornings to collate the flyers for the bulletin. If we do not have the flyers by that time, they will be placed in the following week's bulletin (***or as soon as space is available***).

Please note that for certain times of the year the bulletin count increases or decreases from the regular 950 copies. Please verify the number needed prior to print. Preference is given to liturgical, sacramental, formational, and parish/school items, programs and events. Flyers will be reviewed and approved by the appropriate staff person.

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) or 262.781.3480 Ext. 241

## **Seek Christ Quarterly Newsletter:**

The parish newsletter is published four times per year in January, April, July and October. It contains articles, photos and reflections that recognize and highlight parish ministries, groups and individuals that provide an inspiring view of parish life. To request or submit an article or photos, please contact Meg Picciolo. Article selection begins 2 ½ months prior to publication.

Contact: [meg.picciolo@stdominic.net](mailto:meg.picciolo@stdominic.net) or 262.781.3481 Ext 248

## **Web site:**

To request information to be placed on the St. Dominic Web site, please contact Meg Picciolo. Information should be submitted in an electronic format, including documents and images.

Please include the name of the event, whether your information is a calendar item, a special announcement, a linked document or information for a specific web page.

Photos are preferred in the original size format. You may submit photos via email, CD, DVD or other storage device that can be dropped off at the parish center or school office to the attention of Meg Picciolo. Please limit emails to 10 MB or less. Release forms should be obtained for photos of any individuals or small groups that are not part of our day school or lifelong faith formation programs. Information release forms are available on our Web site under Administration/Forms.

For more information, a copy of our Web site policies is available upon request.

Contact: [meg.picciolo@stdominic.net](mailto:meg.picciolo@stdominic.net) or 262.781.3481 Ext. 248

## **e-Communications:**

The parish currently offers three e-Communications; the weekly e-Bulletin, the quarterly e-Newsletter, and the Lenten e-Mail Retreat. You can subscribe via the parish Web site at [www.stdominic.net](http://www.stdominic.net). To request a notice to be the featured article in the e-Bulletin, please contact Meg Picciolo one week in advance.

Contact: [meg.picciolo@stdominic.net](mailto:meg.picciolo@stdominic.net) or 262.781.3480 Ext. 248

## **Bulletin Board Items:**

Please submit all display items for the Church Narthex and/or Marcy Center bulletin boards to Barb Schenauer. Barb will contact the appropriate staff person for approval, stamp the item approved, and place the items on the bulletin board(s).

Contact: [barb.schenauer@stdominic.net](mailto:barb.schenauer@stdominic.net) or 262.781.3480 Ext. 241

## **Posters, Easels, and Sign-up Tables in the Church Narthex:**

Posters or sign-up tables in the church narthex are reserved, scheduled and approved in advance through Rich Harter at the Parish Center Office. Preference is given to liturgical, sacramental, formational, and parish/school items, programs and events.

Contact: [rich.harter@stdominic.net](mailto:rich.harter@stdominic.net) or 262.781.3480 Ext. 253

## **Pulpit Announcements:**

Please submit pulpit announcements to Rich Harter at the Parish Center Office **AT LEAST 3 DAYS PRIOR TO THE WEEKEND** on which it is to be announced. We request that announcements be submitted electronically. If the announcement is to be delivered by someone other than the regular lector, specific names for specific Mass times should be submitted. Announcements will be included as space allows and may be edited. Preference is given to liturgical, sacramental, formational, and parish/school items, program and events. Announcements will be reviewed and approved by the appropriate staff person.

Contact: [rich.harter@stdominic.net](mailto:rich.harter@stdominic.net) or 262.781.3480 Ext. 253

## **➤ ROOM RESERVATIONS AND SPECIAL EVENT SCHEDULING FOR PARISH AND SCHOOL**

### **Room Reservation and Special Event Scheduling**

Reservation and scheduling of all parish and school facilities (except for the gym) must be scheduled in advance through Kay Abel in the Parish Center Office. Preference is given to liturgical, sacramental, formational, and parish/school programs and events. Please fill out the "Facility Request Scheduling Form," which is available from the parish office or on the website under forms at [www.stdominic.net](http://www.stdominic.net).

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) 262.781.3480 Ext. 241

**Non-parish groups** wishing to use parish/school facilities and grounds must contact Rich Harter. Groups must comply with the policies of the Archdiocese of Milwaukee Protected Self-Insurance Program.

Contact: [rich.harter@stdominic.net](mailto:rich.harter@stdominic.net) or 262.78.-3480 Ext. 253

### **Gymnasium Reservation and Scheduling**

Reservation and scheduling of the parish gymnasium must be made in advance through the St. Dominic Athletic Association.

Contact: Dick Kohl at [rkohl@milwpc.com](mailto:rkohl@milwpc.com) or 262.790.1842

## Room Access Keys

Room access keys are obtained on a limited basis by making advance arrangements with Rich Harter in the Parish Center Office. Pick-up and return of keys is done during normal business hours.

Contact: [rich.harter@stdominic.net](mailto:rich.harter@stdominic.net) or 262.781.3480 Ext. 253

## ➤ MAINTENANCE SERVICE REQUESTS

### Repair Request:

Maintenance Department repair requests require submission of a work order form. The form (bright pink in color) is available on our website or in the Parish Center and School Offices. Requests will be addressed on a priority basis. Submit completed forms to Rich Harter at the Parish Center Office or to John Chovanec at the School Office.

Contact: [rich.harter@stdominic.net](mailto:rich.harter@stdominic.net) or 262.781.3480 Ext. 253

Contact: [john.chovanec@stdominic.net](mailto:john.chovanec@stdominic.net) or 262.783.7565 Ext. 281

### Room Set-up Request:

Room set-up requests require submission of a work order form. The form (bright orange in color) is available on our website or in the Parish Center and School Offices. Requests must be submitted at least 48 hours in advance. 7-10 day advanced notice is recommended depending on the nature of the set-up. Submit completed forms to Rich Harter at the Parish Center Office or to John Chovanec at the School Office. Before final approval, Rich Harter and John Chovanec will submit forms to Kay Abel so she can review the calendar for possible set-up conflicts. Some set-up conflicts may require event participants to perform set-up and/or take down.

Contact: [rich.harter@stdominic.net](mailto:rich.harter@stdominic.net) or 262.781.3480 Ext. 253

Contact: [john.chovanec@stdominic.net](mailto:john.chovanec@stdominic.net) or 262.783.7565 Ext. 281

## ➤ FINANCIAL SERVICES REQUESTS

### Check Requests:

It is important to allow plenty of time to request checks.

All check requests require a “check request form” to be completed and approved by the department or ministry/program director. Check requests are processed on **Wednesday** of each week and checks are cut on **Friday morning**. The Pastor and alternating trustees sign the checks over the weekend. (Two signatures are required on all checks) Checks are available the following Monday to be picked up or mailed.

**Note: The church does not have cash on hand for any “start up” events.**

Contact: [jeanne.verthein@stdominic.net](mailto:jeanne.verthein@stdominic.net) or 262.781.3480 Ext. 227

## **Deposits:**

Please make sure staples and tape have been removed from checks before submitting to the parish office for deposit. It is important to count cash and coin, total the amount, and include the names and signatures of the individuals who did the counting before submitting cash to the parish center office.

Any questions, please contact Jeanne Verthein at the Parish Center Office.

Contact: [jeanne.verthein@stdominic.net](mailto:jeanne.verthein@stdominic.net) or 262.781.3480 Ext. 227

## ➤ **REQUESTS FOR SPECIAL INTENTIONS**

### **Mass Intentions:**

A Mass Intention can be requested by coming to the Parish Office and completing a Mass Intention Request Form. If you are unable to come to the office, you can send your request by mail, to the attention of Barb Schenauer. Mass intentions are generally not accepted by phone.

The information you need to provide is: 1) name of the person(s) for whom the Mass will be for, 2) name of the person (or family) who the Mass will be from, and 3) any specific dates and Mass times you prefer. Also provide the name, address and phone number of the person we can contact, should there be any questions when the Mass is scheduled.

Mass Intentions can be requested for living or deceased individuals. Mass Intentions can also be requested for Wedding Anniversaries.

Please include with your request the stipend, which is \$10 PER Mass.

There is a limit of THREE Saturday or Sunday Masses a Year (per family requesting). However, additional weekday Masses can be requested. Questions relating to Mass Intentions can be directed to Barb Schenauer at the Parish Office.

Contact: [barb.schenauer@stdominic.net](mailto:barb.schenauer@stdominic.net) or 262.781.3480 Ext. 242

### **Sanctuary Lamp Intentions:**

A Sanctuary Lamp can be requested by coming to the Parish Office and completing a Request Form. They can also be requested by mail if you are unable to come to the office. The same information is needed as for a Mass Intention (see above).

The Sanctuary Lamps are reserved for a month at a time. Two different lamps are available: one in the Church and one in the Chapel. The offering for a sanctuary lamp is \$100 per month.

You will need to indicate on your request what month and year you desire, as well as which lamp you prefer (Church or Chapel).

Contact: [barb.schenauer@stdominic.net](mailto:barb.schenauer@stdominic.net) or 262.781.3480 Ext. 242

## **Yellow Ribbon Lamp Intentions:**

A Yellow Ribbon Prayer Ministry Intention Lamp can be reserved by completing a request form. Forms are located in the Parish Office. You can have a weekly intention lamp lit in honor of a family member, grandchild or a relative serving in the armed forces, or in honor of one of our fine veterans.

Requests can also be made by mail. Please indicate the name of the person(s) for whom the lamp will be lit, as well as the week you prefer.

The lamps are reserved for one week at a time (from Sunday through Saturday) at a cost of \$25.00 per week. The \$25 donation will be placed in the Yellow Ribbon Ministry account to cover the cost of candles and ongoing expenses for the ministry.

Contact: [barb.schenauer@stdominic.net](mailto:barb.schenauer@stdominic.net) or 262.781.3480 Ext. 242

## **Flag Intentions:**

Out of respect for our National symbol, St. Dominic Parish purchases American flags that were flown over our Capitol in Washington D.C. These flags are then flown at St. Dominic for three months. A quarterly sponsorship of this 5' x 8' flag is available at a cost of \$50.00. Sponsor the flag in memory of a deceased or living veteran, a loved one, or to honor someone currently serving in the military. Your intention will be listed periodically in the bulletin during your 3-month sponsorship. At the end of the quarter, the flag will be given to the sponsor along with certificates from the United States Capitol and St. Dominic Parish.

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) or 1.262.781.3480 Ext. 241

## **➤ DATA, MAILING, AND LABEL REQUESTS**

### **Data Requests:**

Requests for parish (school) data reports must be made at least 10 days in advance through Kay Abel at the Parish Center Office. Please be prepared to provide the following information: person making request, group/committee, approved by, specific data/criteria needed, purpose or use of data, frequency of report (one-time, monthly, quarterly or yearly, etc.) Please be aware that this information and procedure is in place to help secure the private data of our parishioners.

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) or 1.262.781.3480 Ext. 241

## **Mailing Requests:**

Requests for parish (school) special mailings must be made at least 10-20 days in advance through Kay Abel at the Parish Center Office. (Take note that the Post Office allows up to 10 days for a bulk mail delivery.) Please be prepared to provide the following information: person making request, group/committee, approved by, specific mailing purpose, and whether this mailing is bulk or first class. Since special mailing requests may occur when other in-house mailings are already in process, those requesting the special mailing need to provide sufficient volunteers for assembly (folding, stuffing, labeling, etc.), and transportation to the post office. (All bulk mailings need to arrive at the Post Office by 2:00 P.M.)

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) or 1.262.781.3480 Ext. 241

## **Address Label Requests:**

Requests for parish (school) address label requests must be made at least 7 days in advance through Kay Abel at the Parish Center Office. Please be prepared to provide the following information: person making request, group/committee, approved by, specific data/criteria needed to process labels, purpose or use of labels, frequency of labels(one-time, monthly, quarterly or yearly, etc.) Please be aware that this information and procedure is in place to help secure the private data of our parishioners.

Contact: [kay.abel@stdominic.net](mailto:kay.abel@stdominic.net) or 1.262.781.3480 Ext. 241