

Policies Governing Use of Parish Facilities

Immaculate Conception Catholic Parish

(Immaculate Conception Church & Immaculata School)

The parish and school will prepare their calendar by the end of May. Then the calendar opens to non-school and parish staff for scheduling in June (exact date to be announced). You will know that your room reservation has been accepted once you receive a confirmation. Events will be confirmed following the IC Scheduling Prioritization (see addendum 3). Please be patient at the beginning of the new scheduling cycle, there are many reservations, so it may take some time to receive your confirmation.

1. Any person or group wanting to use a space anywhere in parish facilities or grounds (church or school or EK Center)—including church staff and school faculty and staff—must reserve that space for the appropriate time either by...
 - a. Using either of our online reservation utilities: *Access ACS* or *Facility Scheduler*, or
 - b. Contacting your Staff Liaison so they may place the reservation request for you (If you do not have the appropriate access to the online reservation utility or are having difficulties).
2. Normally, our deadlines for reserving a space will be one week in advance of the proposed event or activity, except for funerals. In the event of other truly urgent or last-minute needs, exceptions can be made if the space is available and no other conflicts exist. Please know that we will do our best to honor last minute requests, as long as no door steward is required, or a door steward is already assigned.
3. When requesting reservations with less than the minimum notice mentioned above, you must also email your request to the Coordinator of Communications, with copy to the Operations Manager.
4. Every information field or area on the reservation forms is important and should be completed, but in addition to basic items such as date, time, and space needed for the proposed activity, we **MUST** have a Contact Person (someone who will be present during the event), with phone and/or email, and a designated Staff Liaison person, as well as any requested set-up / tear-down times. We also ask that you detail any other items you may need for your event (coolers, orange vests, projector screens, tables, chairs, etc.) that are not included in the room you are reserving (e.g.: San Damiano Room 2 has a “built-in” projector and screen), while some of them can be selected and reserved from the “resources” drop-down menu (e.g.: projector, chairs, tables, etc.). It helps if you list them, especially if you need items that are not available to reserve from the “resource” list of items. Please add the information under “event description.”
5. The “Contact Person” should be someone from the committee or group sponsoring the proposed activity, or one of its participants. **Normally, s/he should be someone who will be attending the event.** This is the person who will be contacted if there are any problems with approving or keeping the reservation. This person is also responsible for ensuring that all parish policies are adhered to by the group using the space.
6. Each group within a parish is assigned a “Staff Liaison” (ADDENDUM 4). The Staff Liaison is the primary contact who will assist you with your reservation and understanding our policies. All groups must be aware of their Staff Liaison. This is the staff person who serves as the group’s primary resource in planning an event and answering any questions regarding room reservation requests or compliance with policies for use of parish space. **The Staff Liaison is also responsible for submitting all requests for space on your behalf via ACS.**
7. For large meetings/events (40+ people) with special set-up/clean up needs, reservations must be made a minimum of two weeks in advance. **If you have ANY type of special set-up or clean up needs (and the latter is presumed if more than 40 people will be in attendance), you or your Staff Liaison MUST contact the Operations Manager at least two weeks in advance to arrange adequate clean-up staffing.**
8. Please be aware of Campus Closures/Limitations for the year when making your plans. This list will be sent out in June. In addition to these dates, please note, nothing can be scheduled during usual Mass times (Saturday 5-7pm; Sunday 7:30am-3pm, 5-6:30pm or Holy Day of Obligation/Feast Day Mass times -normally 7 pm Vigil, 8:15am,

noon, & 7pm). Faith Formation activities and friar-approved events are the only exceptions.

9. When completing room requests, it is important that you request any time needed for set up and tear-down (clean up). Also, as mentioned above, please note the time under “event description” so that other users can see how long the reservation is when making their own reservations. If there’s a reservation before your desired time, your event cannot start at the same time the other event ends. PLEASE NOTE: **BE SURE TO PUT THE ACTUAL STARTING TIME ON THE RESERVATION BECAUSE THAT IS WHAT WILL BE PUBLISHED ON THE PARISH CALENDAR.**
10. If a reservation request is approved, groups should plan to use **only** the rooms which they have reserved, along with the nearest restrooms, and the exterior doors and hallways to reach them. In addition, the rooms reserved should only be used for the purposes indicated at the time of the reservation request. Any change in the group, or purpose or type of event or activity should be submitted as a new reservation and or requested via email to the Communications Coordinator.
11. **No changes** in meeting space or time may be made unless first arranged with the Staff Liaison, and then they are still subject to approval. If a meeting is cancelled please contact your **Staff Liaison** and the **Communications Coordinator**. If changes are necessary, you (or your Staff Liaison) may either edit the event yourself (if possible) or send an email to the Communications Coordinator. We ask that you let us know of your changes and cancellations as soon as you know, and a week in advance at the latest. *Please note: We schedule our paid door stewards based on your reservations, if you are scheduled and you do not show up or cancel with short notice (less than a week), it is possible a door steward was ONLY called in for your group. If you or your group cancel with short notice or do not show up for your meeting or event repeatedly, your group’s reservation privileges may be suspended.*
12. For security purposes and general hospitality, the parish provides a paid “Building Security & Door Steward” during certain hours throughout much of the week (please also see addendum1).
 - a. Currently, such a person is generally available at the following times:
 - On Mon. – Fri., 6:00 – 9:00 pm
 - Saturdays, 8:30 – 12:30 pm – 6:00 - 9:00 pm
 - Sundays, 12:00 – 7:00 pm
 - b. Arrangements for coverage of other times must be made at least two weeks in advance. If no such coverage is available for a proposed event (assuming the event is approved), then the group must appoint a person who will be responsible for staying at the exterior door of the building which is being used for an appropriate period of time before and after the start of the activity, greeting people and directing them to the correct room, and ensuring that the door is kept secure at all times.
 - c. You may only schedule rooms during these hours (with the exception of Mass times). Keep in mind that door stewards are scheduled only as needed and will not be automatically present unless the calendar warrants it.
 - d. All groups and individuals (**including staff**) must enter and exit through the Olive Tree Building and check in with the door steward on duty. If you are meeting in another space on campus (trailers, church, etc.), at least one member of the group must still **check in with the door steward at the Olive Tree Building**. If you are a staff person and can open your reserved meeting space on your own, **you must still check in with the door steward by phone**, so they know you are present.
 - e. Door stewards can only admit groups listed on the schedule and cannot negotiate. During the hours listed, door stewards are completely in charge of access and usage of all parish buildings
 - f. **Please note:** *the allowances made for last minute accommodation of meetings or activities not on the calendar are there to correct scheduling mistakes made by office staff. They are not there to allow such activities if no effort has been made on the part of event leaders or participants to schedule them according to the policies and procedures in this document.*
13. **School** property (includes the Olive Tree Building, Courtyard, Gym and Playground) is off-limits to everything except ICS activity until 6pm on weekdays. The only exceptions are small FF/Youth Ministry meetings with staff present. If you need to use school property earlier than 6:00 pm contact the Principal or Operations Manager. The schedule of ALL activities offered exclusively to ICS students (tutoring, choir, private music lessons, newspaper,

- etc.) from 3pm on MUST be entered in ACS under the ICS School Day calendar and submitted to the Assistant Principal. These groups also need to provide a list of students attending to the Assistant Principal to avoid pick-up confusion and scheduling conflicts. ALL uses of space shared with the church (St. Clare, St. Francis and Assisi Trailers and the Youth Room) or parish space (San Damiano trailers) and must be entered into the ACS parish calendar to avoid conflicts with church activities.
14. The School will designate a staff person to be the primary clearinghouse for the calendar. The school will use ACS to enter their dates on the calendar. The events during the school day will be entered under *ICS school day*. Those events happening after the school day (6 pm or later) will be entered under *School* in ACS
 15. Special policies regarding use of school facilities and grounds:
 - a. Only certain classrooms or spaces within the school are available for use by other groups, and some of these are restricted in terms of the types of activities that can occur. No other spaces than those previously approved and appearing as resource bookings in the Scheduler program can be reserved without prior arrangements being made with either the School Principal or the Pastor. Therefore, you are only allowed to use the rooms you have scheduled.
 - b. No activities can be scheduled in school spaces -including the Olive Tree building, Fellowship Hall, playground and courtyard- during school and after-school hours (until 6 pm on weekdays).
 16. Special policies regarding access to the church building:
 - a. On weekdays, including Saturdays (until time to make ready for the 5:30 pm Mass), the main church doors on the left (as you stand on the porch facing the entrance), and in the middle, will remain locked at all times -except during weddings, funerals, school assemblies, or other large gatherings.
 - b. **No school or church staff, or any custodial or maintenance staff, are allowed to leave any of the church doors unlocked and unattended** during these times, even for a few moments. Custodial and maintenance staff should not allow anyone into the church other than approved volunteers who are present to complete their assigned duties.
 - c. The church building is officially closed except during Mass times, the weekday Rosary, and Adoration on Fridays, or other official church or school activities.
 17. Other scheduling restrictions:
 - a. Campus Closures, Limitations, and “Block-outs” are scheduled in June. They are indicated on the master calendar, and either limit the types of activities that can be scheduled, or in some cases preclude any and all activities except Mass. If you need a copy of the current list of these times, please contact the church office, or your Staff Liaison.
 - b. Nothing other than regular Faith Formation and Youth Ministry activities can be scheduled during weekend Mass times (Saturday from 5:00 – 7:00 pm, Sunday from 7:30 AM – 3:00 pm & 5:00 – 6:00 pm).
 - c. Nothing can be scheduled during Mass times for major Feasts and Holy Days of Obligation that fall on a weekday (which normally are at 7:00 pm –vigil-, 8:15 AM, 12:00 Noon, and 7:00 pm).
 - d. If the parish office is closed for a holiday, all activities other than Mass will be cancelled.
 - e. If the school or parish close or close early because of weather, all activities except for Mass will be cancelled.
 18. Policies of the Diocese of Raleigh, **and of our own parish**, pertaining to the “Safe Environment for Children and Youth” initiative must be followed at all times on our campus, and for the duration of any church or school-sponsored event or activity, whether on-site or not. Persons or groups not familiar with these should talk to their Staff Liaison about them. Detailed information is also available on the diocesan website, in both English and Spanish [www.dioceseofraleigh.org; click on “Child and Youth Protection”], **and by consulting our parish Safe Environment Team’s statement of policies**. At the very least, compliance with these policies means:
 - a. In any event or activity for children or youth, all groups must comply with our diocesan policy ensuring a safe environment for them; this requires a criminal background check and clearance of those adults who are supervising any minors (under 18 years of age) in any activity, as well as education regarding policy expectations.
 - b. In any event for adults at which children or youth are also present, if childcare is not being provided, then all children and youth must remain with their parents or guardians in the space(s) which have been reserved for the

activity. No minor child (including teenagers) is ever to be left unattended anywhere in church or school facilities, nor may they freely roam about the buildings or hallways or playgrounds.

- c. **No nursery care of infants who are still in diapers** is to be provided on campus, although parents (or immediate family) may use an available parish room to change diapers for their own infants. Toddlers (walking) who are still in diapers may be admitted to child-care areas, IF parents are immediately available to change their diapers as needed.
- d. Adults who lead or oversee programs or group meetings for children or youth, or who provide childcare during other adult meetings, must be cleared to do so. No child care (paid or volunteer), nor any activity for teens, is to be provided on-site by anyone without prior approval under the guidelines of this policy. (The Staff Liaison is responsible for facilitating this.)
- e. Special guidelines also pertain to the ratio of adult supervisors/leaders to underage program participants (the required number of adults per number of children/youth). In every case, a “two-deep” policy should be followed in terms of adult supervision of children and youth in parish and school activities.
- f. **As a general policy, “lock-in” or “over-night” events are not allowed** on campus. Exceptions to this may be granted for parish groups of school-age children or youth for an activity with a specific purpose beyond fun and fellowship. Such exceptions must be approved by either the Pastor or the Operations Manager.

19. Other general safety issues:

- a. No one over 5 years of age should ever be allowed to play on the pre-school playground equipment (in the playground at the end of the Olive Tree Building, between it and the driveways connecting the parking lots).
- b. All activities and events (except special Holy Day worship services) anywhere on campus should conclude by 8:55 pm. All persons should plan to leave the building (church or school) by 9:10 pm. Exceptions to this policy must be approved by either the Operations Manager or the Pastor, at the time of the request for use of facilities, as special arrangements will have to be made for our late-night security, inspection and lockdown, and the setting of the alarm system. Please note: the alarm system arms itself automatically at night, so persons who remain in the building too late will activate it.
- c. **NO ONE, including Church and School Staff, should plan to be on campus or inside buildings before 6:30 AM or after 9:30 pm without prior approval from either the Pastor or the Operations Manager.**
- d. For the safety of our parishioners, staff, and program participants, and especially our students (and other children), **locked exterior doors are NEVER to be left unlocked and unattended, or propped open.**
- e. Suspicious persons or activities should immediately be reported to church or school staff, if present. If not, or if there is clearly a serious safety issue at stake, those observing the persons or activities must call “911”.
- f. Visitors to the school should be directed to the front office (by the main entrance) on Burch Avenue, and asked to check in.

20. Cleaning, setup, and food policies for groups using parish grounds or facilities:

- a. All groups should plan to do at least general straightening up after their meeting or activity. They should either leave the room furnishings arranged according to any posted room “template”, or else in the same arrangement in which they found them, (unless instructed to do otherwise). Special instructions or restrictions pertain to some rooms/spaces, **especially in the school**; groups will be notified at the time of approval of their reservation request if any of these apply to the space they are planning to use.
- b. If a person or group has special setup needs for their event, they should note this at the time of submitting their room reservation request, and then communicate with the Operations manager regarding their specific needs. **Such requests require a minimum of two weeks’ advance notice.**
- c. Groups or activities that are not part of the regular, on-going programs or ministries of the parish, and even some of these (i.e., those which are not related to worship, youth, faith formation, RCIA, small group sessions, or to school educational, enrichment, or recreational activities, etc.), may be asked to be responsible for arranging a more thorough cleaning of the rooms/spaces they intend to use. Specific instructions in this regard will be given at the time of approval of the reservation request. No one should contact our custodial contractor or any of his staff on their own to arrange cleaning or room setup, without direction from the parish office (or designated school staff).

- d. Food is only allowed in the kitchen, gym (Fellowship Hall), Learning Center, St. Claire, St. Francis, Assisi and San Damiano Trailers, Parish Center & Youth Room (or for certain activities with advance approval, the Gathering Space). If you are reserving one of these rooms and know that food will be present, please indicate this on your reservation. It is very important that we know in advance of any planned use of food in that we have church and school children with severe food allergies and must arrange for special cleaning after your event. **Children are not permitted to use the kitchen for cooking or food preparation under any circumstances, unless they have proper adult supervision AND are doing so as part of an event previously approved by the School Principal, Operations Manager and/or Pastor.**
 - e. If a group finds a room it has reserved to be unclean when it arrives, the contact person should prepare a statement in writing describing the problem and give it either to the Parish Receptionist or the Operations Manager.
21. Special restrictions pertaining to use of the Parish Center: **If a group wishes to use a room in the Parish Center there must be a staff person present for the entire meeting.**
22. Policies pertaining to use of copiers, office, and audio-visual equipment:
- a. Audio-visual equipment of the church and school may not be used unless a staff person is present for the duration of their use. Requests for such use must be indicated and approved at the time of application.
 - b. Last minute use of this equipment is not authorized except by a staff person. If the equipment is set up in a meeting space already, no one other than staff should break it down or move it to another space.
 - c. Generally, any person or group that needs to have items duplicated or photocopied should make arrangements well in advance of their meeting or event. If copies must be made on-site at the last minute, whoever is operating the equipment must first receive training from Faith Formation or Office Staff and be given a security code for use of the equipment.
 - d. If a photocopier or duplicator malfunctions or breaks down while being used, no one who has not been trained should attempt to repair it or force it to continue operation.
 - e. Computers are for staff use only (including specially cleared and trained volunteers who have been specifically authorized to use them). No one else should ever use one of the church or school computers unless being continuously supervised by a parish staff person. *(For security reasons, as well as for the functionality of automated backups and software updates, staff persons should log off the network on their workstations -but NOT power down- before leaving the office each day.)*
 - f. Phones should only be used by non-staff persons in the event of an emergency.
23. Special policies governing use of alcohol on parish property, according to the Diocese of Raleigh:
- a. Hard liquor is **not** permitted to be sold or served on church property at any time.
 - b. Beer and wine **can be served** on church property.
 - c. Beer and wine can also be **sold** at parish fundraisers and picnics, but **not** at wedding receptions or other private parties (which generally we do not allow, anyway). However, in order to sell beer and wine at any time, a civil license must be obtained.
 - d. **Smoking is not permitted** within any building on campus at any time.
24. Our general policy is that parish facilities are not to be used for private parties. We do not rent our space out. (see addendum 2)
25. It is our general policy that parish facilities are not to be used for any fund-raising or sales activity by any group that is not an official part of the parish. Such activities by "for-profit" businesses or organizations are strictly prohibited.

Please be aware that repeated violations of these rules may result in loss of group reservation privileges.

ADDENDUM 1

July 1, 2016

Memo from Rev. Chris Van Haight, OFM

The Door Stewards in the Olive Tree Building provide hospitality and security to all who use parish facilities. The parish calendar of events guides them in this task.

I have told the Door Stewards to admit **only** groups who are listed on the parish calendar. If your group arrives for a meeting and is not listed, the Door Stewards **cannot** admit you.

Each group has a parish Staff Liaison. It is your responsibility to know who your liaison is and to schedule your meetings through that person.

Occasional errors occur in scheduling. However, the Door Stewards are not responsible for mistakes in the calendar.

If you arrive for a meeting and your group is not listed, the Door Steward will NOT admit you until you contact your parish Staff Liaison. The staff person then needs to call the Door Steward, tell the Door Steward that there has been a mistake in the schedule and request that the Door Steward find a meeting room for you.

However, if space is not available, your meeting will need to be canceled.

I am sorry if this happens, but it is not the Door Steward's job to correct the schedule. That is the job of the staff person. The Door Steward's job is to welcome scheduled groups and see that the groups find their assigned rooms.

Each group needs to complete its business at the time specified on the calendar.

On a given night, it may be necessary for the Door Steward to change the time. You will be advised of this as you arrive for your meeting.

There should be no arguments with the Door Stewards.

Any disagreements or complaints should be directed to your parish Staff Liaison. Unless and until the Door Steward speaks with the staff person, there can be no meeting or gathering.

Thank you for your cooperation

ADDENDUM 2

Special Policies Applying to Groups or Events that are NOT Officially a part of or closely Affiliated with the Parish

1. We do not allow “for-profit” activities or groups.
2. Fund-raisers by outside groups will not be approved (even though “non-profit”), with the possible exception of certain “Auxiliary” organizations (such as Boy Scouts). The latter will require approval from the Pastor and/or the Operations Manager.
3. No request from an outside group will be approved if it involves use of the kitchen to fully prepare a meal, due to liability considerations.
4. Any activity by an outside group that involves children and/or youth, without their parents or legal guardians being continually present with them, cannot be approved due to Safe Environment policies (with the exception of Scouts).
5. No request from an outside group will be approved if the date of the activity falls on a Sunday or major Holy Day, a holiday we are observing, or a parish “block-out” or “campus restriction” date. Saturday events of outside groups (if they end before 4:30 pm) may be approved if they do not involve large numbers of participants, and do not involve use of the gym (Fellowship Hall) or church.
6. No requests from an outside group will be approved if they involve activities that will recur more than 3 times per year.
7. For a group or organization that is totally external to our parish, having a purpose that is un-related to our mission, we will not approve any activity where more than 100 people are expected to attend.
8. For external groups or activities with *some* degree of connection with the parish or congruence with our mission, we will consider allowing events with larger numbers of participants but will not book the gym (Fellowship Hall) or church, or more than 4 of our classrooms or meeting rooms, more than 6 months in advance, except under exceptional circumstances, and with the approval of the Pastor or Operations Manager.

ADDENDUM 3

Scheduling Procedure/Prioritization

Step 1: Throughout the year, planned way in advance (weddings), as they occur (funerals) or are assigned by the Diocese (Confirmation/Penance Services):

- Funerals
- Weddings
- Confirmation
- Penance Service (Advent/Lent)

Step 2: Events scheduled by the staff (listed below) Liturgies

- Weekend liturgies
- Holy Days
- Special Liturgies (Our Lady of Guadalupe)
- Choir rehearsals

Sacramental plus Moments

- Reconciliation
- Baptisms / Baptism Classes
- Marriage classes
- Quinceañeras

School Functions

CGS sessions

YM sessions

Parish Events

- Stewardship Renewal
- BAA
- Multicultural Event
- St Francis Week
- Earth Day
- Alternative Gift Fair

Step 3: Events Scheduled by a staff person acting as the liaison for a ministry

- Welcoming / Meals for the Hungry /
- Young Adults (English and Spanish) / Respeto
- Prayer Group / Legion of Mary / Rosary

Once the staff has scheduled their events for the parish and those where they are Staff Liaison then the calendar is opened to other ministries/groups in the parish.

- Boy Scouts, Cub Scouts, Girl Scouts, Catholic Daughters, Knights of Columbus, etc.

ADDENDUM 4

Immaculate Conception Ministry Directory

Ministry Group	Ministry	Staff Liaison	Ministry Leader	Email
Administration	Communications	Carolina Manson	Vincent Papi	vincepapi@gmail.com
Administration	Immaculata Parent Advisory Board	Dana Corcoran		corcorand@icdurham.org
Administration	Parish Finance council	Fr. Chris	J.J. Froehlich	jjfroehlich92@gmail.com
Administration	Traffic Ministry	Katushka	Gustavo Gonzales	olavek@icdurham.org
Administration	Welcoming - Spanish	Katushka	Katushka Olave	-
Administration	Money Counting Team	Lakeitha	Lakeitha Woolard	woolardl@icdurham.org
Administration	Parish Council	Margie Burton	Dave Brese	dave.brese@gmail.com
Administration	Administration Volunteers	Olga Rodriguez	Olga Rodriguez	rodriguez@icdurham.org
Administration	Connections	Olga Rodriguez	June Mader	Jfm4795@gmail.com
Administration	Immaculata School	Robyn Soffera	Robyn Soffera	sofferar@icdurham.org
Administration	Grounds & Maintenance		Tim Kennedy	tkennedy@measinc.com
Community	Girl Scouts Troop 4033	Cara Ragusa	Codruta Roberts	armideba@aol.com
Community	Girl Scouts Troop 4034	Cara Ragusa	Shannon Thornburg	thornburgs@mindspring.com
Community	Girl Scouts Troop 846 (Brownies)	Cara Ragusa	Carolyn Kinneen	ckinneen@mac.com
Community	Boy Scouts	Carolina Manson	Bert Woodall	bert@westandwoodall.com
Community	Cub Scouts	Carolina Manson	Chris Meldrum	cmeldrum@goldenpineventures.com
Community	Knights of Columbus	Fr. Chris	Tim Kennedy	tkennedy@measinc.com
Community	Immigration Subcommittee	Katushka	Casilda Parra	casildap@yahoo.com
Community	Latino Coalition	Katushka	Casilda Parra	casildap@yahoo.com
Community	Latino Parents Playgroup	Katushka	Katushka	olavek@icdurham.org
Community	New Parents Seminars - Spanish	Katushka	Katushka	olavek@icdurham.org
Community	Health and Wellness Subcommittee	Katushka	Katushka Olave	olavek@icdurham.org
Community	Young Adults - Spanish	Katushka	Adiel Galdamez	jag.morales@hotmail.com
Community	Tax Preparation	Katushka	Kirk Wagenseller	kwagen@mindspring.com
Community	Compassionate Friends	Margie Burton	Debbie Crabtree	dcrabtree8@nc.rr.com
Community	Fifty Plus	Margie Burton	Chris Anderson	stancs21@frontier.com
Community	Homebound	Margie Burton		burtonm@icdurham.org
Community	Durham CAN	Maryann Crea	Maryann Crea	cream@icdurham.org
Community	Bread for the World	Maryann Crea	Lloyd Schmeidler	ljschmeidler@aol.com
Community	Circles of Support	Maryann Crea	Drew Doll	cream@icdurham.org
Community	CROP Walk	Maryann Crea	Mary Jane Weihe	wiethe@hotmail.com
Community	Duke Cancer patient support	Maryann Crea	Janet Csarny	jcsarny@gmail.com
Community	Furniture Ministry	Maryann Crea	Neil McManus	furnitureprojectofdurham@gmail.com
Community	Green Faith	Maryann Crea		-
Community	Habitat for Humanity	Maryann Crea	Bob Wiethe	wiethe@hotmail.com
Community	Homelessness Subcommittee	Maryann Crea	Catherine Pleil	catherine@dihn.org
Community	Interfaith Hospitality Network	Maryann Crea	Patricia Basta	patricia_basta@unc.edu
Community	Meals for the Hungry	Maryann Crea	Becky & Jeff Swoager,	swoager@webbwrites.com
Community	Respect Life	Maryann Crea	Dr. Juan Alva	juanalvamd@gmail.com
Community	Sister Parish	Maryann Crea		cream@icdurham.org
Community	Social Justice	Maryann Crea	Maryann Crea	cream@icdurham.org
Community	Social Justice Events	Maryann Crea	Maryann Crea	cream@icdurham.org
Community	The Community Garden	Maryann Crea	Donna Killian	paulanddonna@frontier.com
Community	Spanish Book Club	Olga Rodriguez	Cecilia Koble	cecilia.s.koble@gmail.com
Community	Young Adults	Olga Rodriguez		
Community	Catholic Daughters	Patricia Erickson	Lori Hester	lahester324@gmail.com
Faith formation	EMAUS Men	Fr. Mario		-
Faith formation	EMAUS Women	Katushka		-
Faith formation	RCIA	Angela		flynna@icdurham.org
Faith formation	RCIA - Spanish	Fr. Chris	Paula Cruz	paulac204@icloud.com
Faith formation	Catechesis of the Good Shepard	Joel Musser	Joel Musser	musserj@icdurham.org

Faith formation	First Reconciliation/Eucharist prep	Joel Musser	Joel Musser	musserj@icdurham.org
Faith formation	RCIA for Children	Joel Musser	Joel Musser	musserj@icdurham.org
Faith formation	Baptism - Spanish	Katushka	Katushka	olavek@icdurham.org
Faith formation	Marriage Prep - Spanish	Katushka		olavek@icdurham.org
Faith formation	Angeles en Accion	Katushka	Medardo Gomez	mdgomez18@hotmail.com
Faith formation	Respeto	Katushka	Medardo Gomez	mdgomez18@hotmail.com
Faith formation	Cursillo	Katushka	Thomas Ocampo	tomaschavez_2009@hotmail.com
Faith formation	Legion of Mary - Spanish	Katushka	Maria Barahona	marialovesmary@gmail.com
Faith formation	Legion of Mary	Margie Burton	Lucy Kim	bestmom1940@gmail.com
Faith formation	Childrens Liturgy of the Word	Martha Ellis	Maureen Holdsworth	maureenholdsworth@gmail.com
Faith formation	Womens Retreat	Maryann Crea		cream@icdurham.org
Faith formation	Mens Bible Study		Neil McManus	jneilmcmanus@yahoo.com
Faith formation	Youth Ministry			-
Worship	7:45 Choir	Angela	Jane Lynch	janilu@mindspring.com
Worship	Altar Care	Angela	Victoria Hurtado	vvh7163@gmail.com
Worship	Anglo Choirs	Angela	Angela	flynna@icdurham.org
Worship	Eucharistic Ministers	Angela	Bruce Klitzman	klitz@duke.edu
Worship	Latino Choir	Angela	Angela	flynna@icdurham.org
Worship	Lector	Angela	Sue Dimaggio	suedimaggio00@gmail.com
Worship	Wedding Music	Angela	Shawn Priggel	sppriggel@yahoo.com
Worship	Wedding Music--Spanish	Angela	Rigoberto Perez	chipimix98@gmail.com
Worship	Eucharistic Ministers - spanish	Katushka	Carlos Sandoval	carlossandoval919@yahoo.com
Worship	Altar Servers - Spanish	Katushka	Froylan Duran	froylan305@gmail.com
Worship	Hospital Ministry - spanish	Katushka	Zenon Mendoza	
Worship	Lectors - Spanish	Katushka	Florentino Garcia	garica.florentino@gmail.com
Worship	Prayer Group - spanish	Katushka	Fermin Mateo	olavek@icdurham.org
Worship	Prison Ministry: Spanish	Katushka	Katushka Olave	olavek@icdurham.org
Worship	Ushers - spanish	Katushka	Miguel Macedo	-
Worship	Hospital Ministry	Kirk	Kirk Wagenseller	kwagen@mindspring.com
Worship	Prison Ministry: anglo	Larry D	Jim Gudaitis,	ncgudaitis@gmail.com
Worship	Altar Servers	Margie Burton	Tim Kennedy	tkennedy@measinc.com
Worship	Mass Coordinators	Margie Burton		burtonm@icdurham.org
Worship	Ushers	Margie Burton		burtonm@icdurham.org
Worship	Wednesday Morning Prayer	Margie Burton	Kathy Straube	kmstraube@aol.com
Worship	Bereavement for funerals	Olga Rodriguez	Julie Caruth	caruthjulie@hotmail.com