

# ST. LUKE CATHOLIC CHURCH

*Stewards of God's Goodness - Responding to His Call*

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Indianapolis, Indiana 46260  
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Web: [www.stluke.org](http://www.stluke.org)

## ***Our Mission***

*In grateful response to God's grace  
and nourished by His Word and Sacrament,  
St. Luke Catholic Church embraces the call of our Lord Jesus and His Church  
to share generously our spiritual and material resources.*

*We make a return to the Lord, with increase,  
through our stewardship and evangelization.*

This handbook provides the Policies of St. Luke Catholic Church for parish ministry leaders, who through their commitment exemplify our values of *Faith, Worship, Teaching, Evangelization, Stewardship, Social Action and Fellowship.*

## **Bulletin**

*Please see **Communications Guidelines.***

## **Calendar**

The parish calendar can be found online at [www.stluke.org](http://www.stluke.org). Reservations are automatically posted. Occasionally, a ministry event (e.g. Bingo Blast, Newcomers' Social) is held offsite that still needs to be on the calendar. For Parish Calendar requests contact the Parish Administrative Secretary (See Appendix A).

Kindly remove your event from the parish calendar if a change occurs. Contact the Parish Administrative Secretary (See Appendix A) for event removal.

## **Communication Guidelines**

### ***General***

Public communications such as letters, fliers, postcards, newsletters, posters, etc., are to be reviewed by the Communication Coordinator (See Appendix A) prior to printing. This is to assure proper grammar, spelling and adherence to the communication guidelines.

Public letters should be on approved stationery.

We are St. Luke Catholic Church -- not St. Luke's. Our Methodist neighbor is known as St. Luke's Methodist. The possessive is never used. For example, it is St. Luke Widowed Group, not St. Luke's Widowed Group.

### ***Branding***

In recent years branding has become an important marketing concept. A brand image is a logo that people associate with a particular institution, be it a private business or non-profit. Integrated marketing is the orientation of an entire organization towards its "brand."

For many years we have used the mosaic behind the church altar as the St. Luke "brand" logo and refer to it as the "Corpus". We have discontinued the practice of each ministry having their own logo and stationery, instead moving towards a centralized brand that recognized that all ministries at St. Luke are part of one parish.

On any public material, the most prominent place should be given to the parish brand "Corpus" (the mosaic, either in black and white or color) and the words "St. Luke Catholic Church" or "St. Luke Catholic School". When possible those words should be in either of these fonts: Papyrus (preferred), Papyrus Condensed (when space is at a premium) or Times New Roman (if you do not have Papyrus on your computer).

A pdf, jpeg or tif of the parish brand, the "Corpus", may be obtained from the Communications Coordinator (See Appendix A).

### ***The Sunday Steward Bulletin***

*The Sunday Steward* is a weekly publication of St. Luke Catholic Church. Articles are to be submitted electronically as a Word document attachment to [bulletin@stluke.org](mailto:bulletin@stluke.org). The deadline is Friday at 12:00 Noon, one week prior to publication. In other words about 10 days prior to the Sunday you would like your article to appear.

Artwork is encouraged. Please submit as a jpeg, tif or pdf.

Pdf flyers will not be put into the bulletin due to space constraints. It is purely at the Editor's discretion to reformat information into the bulletin due to time constraints.

Questions about the bulletin should be directed to the Communications Coordinator (See Appendix A).

### ***Pulpit Announcements***

While the parish bulletin, *The Sunday Steward*, is a main source of communication, pulpit announcements serve as a secondary tool. Brevity is key. Multiple details are better suited for the bulletin and a reference to "please find details in the bulletin" are most appropriate.

Pulpit announcements should be submitted electronically to the Volunteer Coordinator by Thursday, noon, prior to the weekend you wish the announcement to be made. In the subject line of the email write "Pulpit Announcement, date for announcement and the ministry's name. For example: *Pulpit Announcement, 5-16-2011, Youth Ministry*

It is at the Pastor's discretion what Pulpit Announcements are read and may be edited for content and length.

### ***Posters/Outdoor Signage***

Posters in the Narthex should be no larger than 24" x 36". This policy was adopted in response to parishioner concerns regarding the consistency of marketing in the Narthex. Exceptions to size may be made with the approval of the ministry's staff liaison and the Communications Coordinator (See Appendix A).

Generally, posters in the Narthex may be displayed four (4) weekends prior to the event. Two (2) posters of each event may be allowed, as long as there are not too many events being marketed, overloading the Narthex.

Again, all posters need to be reviewed by the Communications Coordinator prior to printing.

All outdoor signage must be approved by the ministry's staff liaison and Communications Coordinator prior to printing. At that time, size and location will be determined.

Outdoor signage may be displayed four (4) weeks prior to event, including event week. Signage must also be promptly taken down after event.

### ***Printing Company***

St. Luke has a preferred printing company that gives us competitive pricing, a consistent discount, quality workmanship and a professional representative. Estimates and print jobs are delivered in a timely manner.

Our printing company is Pip Printing and Marketing Services, a Dynamark Graphics Group Company, located at 7210 Zionsville Road, Indianapolis, IN.

The Communications Coordinator will arrange a consult with their representative, if needed, and/or arrange for free pick up and delivery.

Deviating from approved printer may cause payment issues. Any questions regarding use of a different printing company, are to be directed to the Communications Coordinator (See Appendix A).

## **Keys**

Facility keys are a precious commodity due to replacement costs and imperative security of the St. Luke facility. When a set-up sheet is completed for parish space, the option for an unlocked room is provided. Occasionally, a key is needed for certain spaces. A swipe card is also available for unlocking the doors to the Parish Hall/Meeting Room/Library for an extended period of time outside the hours of the school day. If keys are necessary for your space or this hallway, please contact your parish liaison (See Appendix A) to make arrangements prior to completing your set-up sheet.

## **Liaisons for Parish Ministries**

Please see **Appendix A**.

## **Maintenance**

If proper set-up sheets are completed, the maintenance staff is responsible for facility preparations as indicated on the sheet. Please be considerate of a reasonable allotment of set-up time prior to and following ministry activities. If you have questions or concerns about a particular provision of space and set-up, please contact the parish liaison (See Appendix B) for your ministry.

If a set-up sheet is not done, the room will most likely be in a standard arrangement or that of the event preceding your event; no guarantees of room set-up can be made without a properly completed set-up sheet.

## **Marketing to School Families**

*Please also see **Communications Guidelines**.*

All marketing materials aimed school families should be submitted as follows:

**Family Packets** – Packets are sent home to school families via backpack every other week based on the school calendar. Materials should be preprinted (quantity: 375) and submitted by Noon on the Friday prior to distribution and materials should be submitted to the attention of the School Administrative Assistant (See Appendix A).

**RAMpage** – The school newsletter, the RAMpage, is printed every other week and distributed in the family packets. Deadline for the RAMpage is Noon on the Friday prior to distribution and information should be submitted to the School Principal (See Appendix A).

**Quick Notes** – Sent to families via email, Quick Notes are published on alternate weeks of RAMpage distribution. Deadline for the Quick Notes is Noon on the Friday prior to distribution and information should be submitted to the School Principal (See Appendix A).

## **Marketing to Sunday Morning Religious Education (SMRE) Families**

*Please also see **Communications Guidelines**.*

Sunday Morning Religious Education (SMRE) classes meet most Sundays during the school year. Materials should be preprinted (quantity: 150) or submitted for email distribution by Noon on the Friday prior to distribution the Director of Religious Education (See Appendix A).

## **Marsh Letter**

When charging groceries on the St. Luke account as part of the ministry budget for a ministry event, a letter from St. Luke must be presented to Marsh, 86<sup>th</sup> and Ditch. This letter is obtained from the Financial Assistant/Purchasing (See Appendix A). Please allow at least one week prior the shopping day to acquire this letter. Any use of ministry budgets must first be approved by the staff liaison for the ministry!

## **Narthex Reservations**

*Please also see **Communication Guidelines**.*

Tables for ministry publicity and ticket sales, when appropriate, may be reserved for the Narthex for the two (2) preceding the event. Reservations are made by contacting the Parish Administrative Secretary (See Appendix A).

Generally speaking, no more than two (2) ministries may have Narthex table reservations at a time. So the earlier the request and set-up is completed, the better your chance of its availability. The possibility of a third table may be accommodated occasionally, but approval is necessary by the Parish Manager (See Appendix A).

It is not acceptable to move a table that is already set up. The parish staff is aware of the importance of *all* of the events at St. Luke and specifies where tables should be located. If a specific table location is necessary, please indicate it on the set-up sheet.

Solicitation of parishioners beyond the confines of the table is not allowed.

## **Reserving a Room**

Contact the Parish Administrative Secretary (See Appendix A) to reserve a room for a parish-related activity. When making a reservation, please make certain to allow for set-up and clean up time; the space should be reserved to include the entire time the room is needed. No reservation is complete until a set-up sheet, which can be found on the website or in the parish office, is completed and signed by the parish liaison (See Appendix B) for your ministry. Set-up sheets are to be completed at least 2 business days (M-F) prior to the event.

*Please note that funerals will take precedent over any reservation of the Church or the Father Courtney Reception Room. Every effort will be made to honor the displaced reservation with other parish space whenever possible.*

Rooms requiring additional permission:

**Parish Hall Kitchen** – The kitchen facilities are not a part of the Parish Hall Cafeteria. Reservation of the Parish Hall Kitchen requires a separate set-up sheet that must be signed by the Cafeteria Manager (See Appendix A).

**Youth Ministry Room** – The reservation of the Youth Ministry Room will require a set-up sheet signed by the Youth Minister (See Appendix A).

**Gyms** –Reservations for non-athletic activities (e.g. Mary’s W.A.Y., music concerts) are made like other parish space as indicated above. Athletic activities for the gyms require a reservation through the Athletic Director(s) (See Appendix A).

## **Set-up Sheets**

Please also see **Reserving a Room** and **Maintenance**.

Set-up sheets for parish space are available in the parish office or on the parish website, [www.stluke.org](http://www.stluke.org). Set-up sheets must be completed at least 2 business days (M-F) prior to an event in order to hold the reservation. Until a set-up sheet is completed, no room reservation is complete. Questions about Set-Up sheets should be directed to the Parish Administrative Secretary (See Appendix A).

## **Stewardship Solicitations Proposals**

The Stewardship Commission has the task of recommending policy and an annual calendar for all parish solicitations, including, but not limited to, fundraising. The stewardship calendar is traditionally set in April for the following fiscal year beginning July 1. All solicitation events must be proposed to and approved by the Stewardship Commission.

The Stewardship Commission meets monthly with the exception of December and July and will consider emergency requests at those meetings.

Questions about fundraising proposals for the Stewardship Commission should be directed to the Parish Manager (See Appendix A).

## **Website**

Our parish website is [www.stluke.org](http://www.stluke.org). Ministry leaders should use it for information and to promote the activities of your group. Please contact the staff liaison for your ministry (See Appendix A) to have information on the website.

## **Appendix A: Parish Staff**

Pastor	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Pastoral Associate	Shannon Schmidt	x218	sschmidt@stluke.org
Director of Music	John Gendvilas	x227	jgendvilas@stluke.org
Director of Religious Education	Diane Schafer	x256	dschafer@stluke.org
Youth Minister	Mary Barnstead	x257	mbarnstead@stluke.org
Parish Manager	Patrick Jendraszak	x211	patrickj@stluke.org
Parish Administrative Secretary	Mary Ann Atkins	x210	matkins@stluke.org
Senior Bookkeeper	Sue Reynolds	x217	sreynolds@stluke.org
Financial Assistant/Purchasing	Julie Simpkins	x246	jsimpkins@stluke.org
Communications Coordinator	Ronni Miller	x232	rmiller@stluke.org
Volunteer Coordinator	Therese Hartley	x248	thartley@stluke.org
Maintenance Supervisor	Jack Arnot	x229	jarnot@stluke.org
Co-Athletic Directors	Diane Anglen	x240	danglen@stluke.org
	Mike Van Marter	x234	mvanmarter@stluke.org
School Principal	Steve Weber	x223	sweber@stluke.org
School Asst. Principal	Michele Tillery	x226	mtillery@stluke.org
School Administrative Assistant	Kim Schmitz	x252	kschmitz@stluke.org
Cafeteria Manager	Mary Ann Noble	x221	mnoble@stluke.org

## **Appendix B: Ministry Liaisons**

A.C.T	Diane Schafer	x256	dschafer@stluke.org
Adoration Chapel	Diane Schafer	x256	dschafer@stluke.org
Advent Christmas Store	Patrick Jendraszak	x211	patrickj@stluke.org
Arts & Environment	Diane Schafer	x256	dschafer@stluke.org
Baptismal Prep	Shannon Schmidt	x 218	sschmidt@stluke.org
Basketball, Tues. Night	Diane Anglen <i>and</i> Mike VanMarter	x240 x234	danglen@stluke.org mvanmarter@stluke.org
Bingo	Diane Anglen	x240	danglen@stluke.org
Black Catholic Caucus	Diane Schafer	x256	dschafer@stluke.org
Booster Club	Diane Anglen <i>and</i> Mike Van Marter	x240 x234	danglen@stluke.org mvanmarter@stluke.org
Bowling	Diane Anglen <i>and</i> Mike Van Marter	x240 x234	danglen@stluke.org mvanmarter@stluke.org
Bridge	Shannon Schmidt	x218	sschmidt@stluke.org
Buildings & Grounds	Patrick Jendraszak	x211	patrickj@stluke.org
Choir	John Gendvilas	x227	jgendvilas@tluke.org
Christian Social Action (CSAC)	Patrick Jendraszak	x211	patrickj@stluke.org
CHRP	Diane Schafer	x256	dschafer@stluke.org
Church Cleaning	Diane Schafer	x256	dschafer@stluke.org
Confirmation	Diane Schafer	x256	dschafer@stluke.org
Cursillo	Diane Schafer	x256	dschafer@stluke.org
CYO Athletics	Diane Anglen <i>and</i> Mike Van Marter	x240 x234	danglen@stluke.org mvanmarter@stluke.org
DIMMERS	Diane Schafer	x256	dschafer@stluke.org
Eucharistic Ministers of Holy Communion (EMHC)	Diane Schafer	x256	dschafer@stluke.org
EMHC To the Sick	Shannon Schmidt	x218	sschmidt@stluke.org
Engaged Couple Sponsors	Shannon Schmidt	x218	sschmidt@stluke.org
Extravaganza	Ronni Miller	x232	rmiller@stluke.org
Faith Formation	Diane Schafer	x256	dschafer@stluke.org
Family Nights	Therese Hartley	x248	thartley@stluke.org
Finance Council	Patrick Jendraszak	x211	patrickj@stluke.org
First Eucharist Prep	Diane Schafer	x256	dschafer@stluke.org

## **Appendix B: Ministry Liaisons (Cont.)**

First Sunday Sharing	Patrick Jendraszak	x211	patrickj@stluke.org
Good Samaritans	Shannon Schmidt	x218	sschmidt@stluke.org
Greeters	Therese Hartley	x248	thartley@stluke.org
Holy Hour for Vocations	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Indiana Catholic Conference (ICC)	Patrick Jendraszak	x211	patrickj@stluke.org
Knights of Columbus (K of C)	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Lectors	Diane Schafer	x256	dschafer@stluke.org
Lenten Soup Suppers	Diane Schafer	x256	dschafer@stluke.org
Liturgy Committee	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Ministry of Moms Sharing (M.O.M.S.)	Diane Schafer	x256	dschafer@stluke.org
Mary's W.A.Y	Diane Schafer	x256	dschafer@stluke.org
Men's Club/St. Joseph's MVPs	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Ministry Fair	Therese Hartley	x248	thartley@stluke.org
Mothers of Young Children (MOYC)	Shannon Schmidt	x218	sschmidt@stluke.org
Music Ministry	John Gendvilas	x227	jgendvilas@stluke.org
Natural Family Planning	Patrick Jendraszak	x211	patrickj@stluke.org
Nursery	Shannon Schmidt	x218	<u>sschmidt@stluke.org</u>
Pastoral Council	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Prayer Chain	Therese Hartley	x248	thartley@stluke.org
Pro-Life	Patrick Jendraszak	x211	patrickj@stluke.org
PTO	Steve Weber	x223	sweber@stluke.org
Rite of Christian Initiation (RCIA)	Diane Schafer	x256	dschafer@stluke.org
Rite of Christian Initiation for Children (RCIC)	Diane Schafer	x256	dschafer@stluke.org
Religious Education	Diane Schafer	x256	dschafer@stluke.org
Rosary	Diane Schafer	x256	dschafer@stluke.org
Sacristans	Diane Schafer	x256	dschafer@stluke.org
School Commission	Steve Weber	x223	sweber@stluke.org

## **Appendix B: Ministry Liaisons (Cont.)**

Scouts	Mary Barnstead	x257	mbarnstead@stluke.org
Secular Franciscans	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Seniors Group/Lunch Bunch	Shannon Schmidt	x218	sschmidt@stluke.org
Servers	Diane Schafer	x256	dschafer@stluke.org
St. Luke Athletic Committee (SLAC)	Diane Anglen <i>and</i> Mike Van Marter	x240 x234	danglen@stluke.org mvanmarter@stluke.org
Small Faith Communities	Diane Schafer	x256	dschafer@stluke.org
Spiritual Life	Diane Schafer	x256	dschafer@stluke.org
Special Religious Education (SPRED)	Diane Schafer	x256	dschafer@stluke.org
St. Vincent de Paul (SVdP)	Patrick Jendraszak	x211	patrickj@stluke.org
Stewardship Commission	Patrick Jendraszak	x211	patrickj@stluke.org
Sunday Morning Religious Education (SMRE)	Diane Schafer	x256	dschafer@stluke.org
Thanksgiving Sharing	Patrick Jendraszak	x211	patrickj@stluke.org
Ushers	Diane Schafer	x256	dschafer@stluke.org
Vacation Bible School (VBS)	Diane Schafer	x256	dschafer@stluke.org
Vocations Committee	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Volunteers	Therese Hartley	x248	thartley@stluke.org
Welcoming Committee	Therese Hartley	x248	thartley@stluke.org
Youth Ministry	Mary Barnstead	x257	mbarnstead@stluke.org