

ST. LUKE CATHOLIC CHURCH

Stewardship ... Something We Do!

7575 Holliday Drive East
Indianapolis, Indiana 46260
(317) 259-4373 x 248
(317) 254-3210 Fax
Web: 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.*

Hospitality Philosophy

*Building upon Christ's commandment to love one another, we embrace an attitude of hospitality toward our fellow neighbor – new and veteran, visitor and parishioner. In all parish activity, we renew our commitment to the tradition of hospitality taught by St. Paul to
"Welcome one another as Christ has welcomed you."*

In welcoming the newcomer, we introduce members to the abundant opportunities in the life of the parish, enlivening their faith experience in our existing community. By sustaining an environment of hospitality, our long time members are encouraged to lead lives focused on Christian values and stewardship.

Through hospitality, ministries bear witness to the love of the Christ, achieve our parish mission of sharing generously our spiritual and material resources through stewardship and evangelization, and build His Holy, Catholic Church as Stewards of God's Goodness.

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

Bulletin

Please see **Communications Guidelines**.

Calendar

The parish calendar can be found online at www.stluke.org. Occasionally, a ministry event (e.g. Marriage on Tap, Confirmation) is held offsite that still needs to be on the calendar. For Parish Calendar requests please refer to the *CommunityUse* Calendar User Guide available on the parish website.

Due to the high demand on meeting spaces, 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. 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. Please be aware that due dates may be modified to accommodate the print schedule of Liturgical Publication, Inc., especially around a holiday.

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

Flyers submitted as a pdf 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 announcements@stluke.org by Thursday, noon, prior to the weekend you wish the announcement to be made. Write the date for announcement and the ministry's name in the subject line of the email. For example: *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.

Social Media

St. Luke utilizes *Facebook* and *Twitter* as a social media tools. Find us on *Facebook* at St. Luke Catholic Church, Indianapolis; our *Twitter* hashtag is @Stluke_catholic. To advertise ministry activity through social media, please submit the information to the Communication Coordinator at facebook@stluke.org.

Narthex Information Center (NIC)

St. Luke has a monitor in the Narthex to communicate parish activity, events, and facility maps and usage. To promote ministry information on NIC, please submit material to the Communication Coordinator at NIC@stluke.org.

Posters

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.

Outdoor Signage

The ministry staff liaison and Communications Coordinator must approve all outdoor signage prior to printing. Banner signs can only be placed on the established poles in the south lawn and can be no larger than 3' x 8'.

Banners may be displayed three (3) weeks prior to event, including the week of the event. Events can utilize both sides of the poles ***contingent on availability***, thus having a sign visible to both eastbound and westbound traffic. Occasionally, two events may share the banner poles.

Since banner space is limited, the following ministry priority will be followed in scheduling displays:

1. Church Spiritual Life Events (e.g., Lent, Easter, Parish Retreats)
2. Parish Ministry Events (e.g., School and SMRE Registrations, School Open House, Stewardship Drive)
3. Parish Organization Events (e.g., CYO Sports, Seniors Group)
4. Associated Parish Organization Events (e.g., Saint Vincent de Paul, Knights of Columbus, Scouts)

The Communications Coordinator must also approve smaller outdoor signs, such as yard signs, prior to printing. At that time, size and location will be determined. These signs can be displayed three (3) weeks prior to the event, as well, and must be promptly removed after the 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.

Currently, our primary printing company is Dynamark Graphics Group (formerly PIP), 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).

Creating a New Ministry

All of our St. Luke Ministries are organized under Commissions (i.e. Faith Formation, Spiritual Life, Parish Life, etc.) in our parish.

If you have an idea for a new ministry or group to be established at St. Luke and are willing to coordinate it as a Ministry Leader, you should present your idea to the staff administrator responsible for the overall ministry grouping in which your activity/ministry would fall. That staff member, with the pastor's approval, can proceed with the establishment of the ministry if appropriate.

If you do not know what the designation type of your ministry will be or are unclear about whom to approach with your idea, the suggestion should be presented to the Volunteer Coordinator, who will direct you to the appropriate staff member.

InFellowship

InFellowship is an online tool to help ministry leaders coordinate their respective ministries by managing member and group profiles, in addition to keeping current contact information. For more information on how to access and utilize *InFellowship*, please refer to the *InFellowship* Guide Manual available on the parish website.

Keys

Facility keys are a precious commodity due to replacement costs and imperative security of the St. Luke facility. When an online reservation is made via the *CommunityUse* system (see *CommunityUse* User Guide), the option for set-up instructions is available. When indicated in the set-up notes, the room will be unlocked for the ministry's use; please include "Unlock Room" in the service description box in the set-up requirement section. 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 hallway 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 online reservation.

Liaisons for Parish Ministries

Please see **Appendix A**.

Maintenance

If proper set-up requests are made when reserving a room (See *CommunityUse* User Guide), the maintenance staff is responsible for facility preparations as indicated on the request. Please be considerate of a reasonable allotment of set-up/clean-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 particular set-up is needed, it should be indicated where specified. Please indicate “Default Set-Up” if no particular set up is necessary. Requests made without set-up instructions will always result in a Default Set-Up.

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 monthly via backpack 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 monthly 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 weeks when the RAMpage is not distributed. 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, 86th and Ditch. This letter is obtained from the Sr. Financial Associate (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 three (3) weeks preceding the event. Reservations are made using the *CommunityUse* Calendar Link (See Community Use Calendar User Guide).

Generally, no more than three (3) ministries may have Narthex table reservations at one 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 online set-up.

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

Reserving a Room

Parish space may be reserved using the *CommunityUse* Calendar Link on the parish website (See *CommunityUse* Calendar Guide). No reservation is finalized until approved through the calendar system. Please allow up to 2 business days (M-F) for your request to be approved.

When making a reservation, please allow for set-up and clean up time; the space should be reserved to include the entire time the room is needed.

If a particular set-up is needed, it should be indicated where specified. Please indicate "Default Set-Up" if no particular set up is necessary. Requests made without set-up instructions will always result in a Default Set-Up. Any moved furniture or items should be returned to original set-up position following your event.

Please note that funerals will take precedent over any reservation. 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 automatically a part of the Parish Hall Cafeteria. Reservation of the Parish Hall Kitchen can only be done online after permission is granted from the Cafeteria Manager (See Appendix A). After receiving permission, please indicate use of the Parish Kitchen in your online reservation as well as the Parish Hall or any other room being requested.

Gyms –Reservations for non-athletic activities (e.g. Mary’s W.A.Y., music concerts) are made like other parish space reservations as indicated above. Activities for the gyms require an online reservation through the *CommunityUse Calendar* (See *CommunityUse User Guide*) and are approved through the system by the Athletic Director(s) (See Appendix A).

Set-up Sheets

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

Occasionally, a detailed set-up sheet will be necessary to properly prepare a room for ministry use. Set-up sheets are available in the parish office or on the parish website www.stluke.org. Set-up sheets, along with the online reservation, must be completed at least 2 business days (M-F) prior to an event and the reservation is not complete until approved by the system. 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. *Approval must be received before scheduling events on the parish calendar.*

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. 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

All extentions are listed for Parish Office @ 317- 247-4373 unless otherwise specified.

Pastor	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Associate Pastor	Father Xavier Raj	x215	xraj@stluke.org
Director of Music	Tom Nichols	x227	tnichols@stluke.org
Director of Spiritual Life and Formation Ministries	Diane Schafer	x218	dschafer@stluke.org
Director of Religious Education	Sr. Diane Carollo	x256	dcarollo@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 Associate	Tom Lauck	x246	jsimpkiss@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
Maintenance	Nate Herman	x229	nherman@stluke.org
Co-Athletic Directors	Cory Hernandez	x234	chernandez@stluke.org
	Anita Hernandez	x234	ahernandez@stluke.org
Youth Ministry Coordinator	Patrick Duggins	x244	pduggins@stluke.org
School Principal	Steve Weber	x223	sweber@stluke.org
School Asst. Principal	Beth Borland	x226	bborland@stluke.org
School Admissions Coordinator	Jennifer Schaefer	x257	jschaefer@stluke.org
School Administrative Assistant	Kim Schmitz	x252	kschmitz@stluke.org
School Administrative Assistant	Katrina Schneider	x224	kschneider@stluke.org
Cafeteria Manager	Mary Ann Noble	x221	mnoble@stluke.org
Preschool Director	Laurie Breen	317-974-9937	lbreen@stluke.org
Preschool Administrative Assistant	Missy Fisher	317-974-9937	mfisher@stluke.org

Appendix B: Ministry Liaisons

All extentions are listed for Parish Office @ 317- 247-4373 unless otherwise specified.

Adult Faith Formation	Sr. Diane Carollo	x256	dcarollo@stluke.org
Altar Servers	Diane Schafer	x218	dschafer@stluke.org
Art & Environment	Diane Schafer	x218	dschafer@stluke.org
Baptismal Preparation	Diane Schafer	x218	dschafer@stluke.org
Basketball, Tues. Night	Cory Hernandez <i>and</i> Anita Hernandez	x234 x234	chernandez@stluke.org ahernandez@stluke.org
Beggars for the Poor	Patrick Jendraszak	x211	patrickj@stluke.org
Booster Club/Dad's Club	Cory Hernandez <i>and</i> Anita Hernandez	x234 x234	chernandez@stluke.org ahernandez@stluke.org
Buildings & Grounds	Patrick Jendraszak	x211	patrickj@stluke.org
Care for Creation	Patrick Jendraszak	x211	patrickj@stluke.org
Choirs	Tom Nichols	x227	tnichols@stluke.org
Christian Social Action Commission (CSAC)	Patrick Jendraszak	x211	patrickj@stluke.org
Christmas Store	Patrick Jendraszak	x211	patrickj@stluke.org
Church Cleaning	Diane Schafer	x218	dschafer@stluke.org
Coffee 'n' Doughnuts	Therese Hartley	x248	thartley@stluke.org
Communion to the Sick	Diane Schafer	x218	dschafer@stluke.org
Confirmation	Sr. Diane Carollo	x256	dcarollo@stluke.org
Cursillo	Diane Schafer	x218	dschafer@stluke.org
CYO Athletics	Cory Hernandez <i>and</i> Anita Hernandez	x234 x234	chernandez@stluke.org ahernandez@stluke.org
DIMMERS	Diane Schafer	x218	dschafer@stluke.org
Divorce Ministry	Diane Schafer	x218	dschafer@stluke.org
Endowment Program	Patrick Jendraszak	x211	patrickj@stluke.org
Eucharistic Ministers of Holy Communion (EMHC)	Diane Schafer	x218	dschafer@stluke.org
Engaged Couple Sponsors	Diane Schafer	x218	dschafer@stluke.org
Faith Formation Commission	Sr. Diane Carollo <i>and</i> Diane Schafer	x256 x218	dcarollo@stluke.org dschafer@stluke.org
Fall Fest	Patrick Jendraszak	x211	patrickj@stluke.org
Finance Council	Patrick Jendraszak	x211	patrickj@stluke.org

Appendix B: Ministry Liaisons (Cont.)

First Eucharist Preparation	Sr. Diane Carollo	x256	dcarollo@stluke.org
First Sunday Sharing	Patrick Jendraszak	x211	patrickj@stluke.org
First Reconciliation Preparation	Sr. Diane Carollo	x256	dcarollo@stluke.org
GLYMMERS (Seniors Group)	Diane Schafer	x218	dschafer@stluke.org
Good Samaritans	Diane Schafer	x218	dschafer@stluke.org
Holy Family Shelter	Patrick Jendraszak	x211	patrickj@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	x218	dschafer@stluke.org
Lenten 40 Cans w/K of C	Patrick Jendraszak	x211	patrickj@stluke.org
Lenten Soup Suppers	Sr. Diane Carollo	x256	dcarollo@stluke.org
Linen Care	Diane Schafer	x218	dschafer@stluke.org
Liturgy Committee	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Marriage Enrichment	Diane Schafer	x218	dschafer@stluke.org
Marriage on Tap	Sr. Diane Carollo	x256	dcarollo@stluke.org
Mothers of Young Children (MOYC)	Diane Schafer	x218	dschafer@stluke.org
Music Ministry	Tom Nichols	x227	tnichols@stluke.org
Natural Family Planning	Patrick Jendraszak	x211	patrickj@stluke.org
Pastoral Council	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Perpetual Adoration	Diane Schafer	x218	dschafer@stluke.org
Parish Life Commission	Patrick Jendraszak	x211	patrickj@stluke.org
Prayer Chain	Therese Hartley	x248	thartley@stluke.org
Pro-Life	Sr. Diane Carollo	x256	dcarollo@stluke.org
PTO	Steve Weber	x223	sweber@stluke.org
Rite of Christian Initiation (RCIA)	Sr. Diane Carollo	x256	dcarollo@stluke.org
Rite of Christian Initiation for Children (RCIC)	Sr. Diane Carollo	x256	dcarollo@stluke.org
Religious Education	Sr. Diane Carollo	x256	dcarollo@stluke.org

Rosary	Diane Schafer	x218	dschafer@stluke.org
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Appendix B: Ministry Liaisons (Cont.)

Sacristans	Diane Schafer	x218	dschafer@stluke.org
School Commission	Steve Weber	x223	sweber@stluke.org
Scouts	Diane Schafer	x218	dschafer@stluke.org
Secular Franciscans	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Sisters of Strength (SOS)	Diane Schafer	x218	dschafer@stluke.org
SLAMMERS (Men's Morning Retreat Group)	Diane Schafer	x218	dschafer@stlke.org
St. Luke Athletic Committee (SLAC)	Cory Hernandez <i>and</i> Anita Hernandez	x234 x234	chernandez@stluke.org ahernandez@stluke.org
St. Joseph's MVPs	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Small Faith Communities	Diane Schafer	x218	dschafer@stluke.org
Special Religious Ed. (SPRED)	Sr. Diane Carollo	x256	dcarollo@stluke.org
Spiritual Enrichment (Married, Divorced, and Bereaved Groups)	Diane Schafer	x218	dschafer@stluke.org
Spiritual Life Commission	Diane Schafer	x218	dschafer@stluke.org
Special Religious Education (SPRED)	Sr. Diane Carollo	x256	dcarollo@stluke.org
St. Vincent de Paul (SVdP)	Patrick Jendraszak	x211	patrickj@stluke.org
Stewardship Commission	Patrick Jendraszak	x211	patrickj@stluke.org
Summer Hot Dog Nights	Therese Hartley	x248	thartley@stluke.org
Sunday Morning Religious Education (SMRE)	Sr. Diane Carollo	x256	dcarollo@stluke.org
Thanksgiving Sharing	Patrick Jendraszak	x211	patrickj@stluke.org
That Man Is You	Diane Schafer	x218	dschafer@stluke.org
Trivia Night	Patrick Jendraszak	x211	patrickj@stluke.org
Ministers of Hospitality/Ushers	Diane Schafer	x218	dschafer@stluke.org
Vocations Committee	Msgr. Joseph Schaedel	x214	jschaedel@stluke.org
Volleyball, Adult	Cory Hernandez <i>and</i> Anita Hernandez	x234 x234	chernandez@stluke.org ahernandez@stluke.org
Volunteers	Therese Hartley	x248	thartley@stluke.org
Welcoming Committee	Therese Hartley	x248	thartley@stluke.org
Young Adult Group	Father Xavier Raj	x215	xraj@stluke.org

