



Holy Family

Essential Parish Information

www.holyfamily.com

Membership

Holy Family welcomes new members. To register as a parishioner, please contact the parish office Monday-Friday 8 a.m.-4 p.m. at 436-9200, at www.holyfamily.com/WelcomeNewMembers.asp or pick up a registration form from the literature rack inside the vestibule.

It is very important that Holy Family has a complete record of your family's sacramental history upon registration. These records are necessary for further sacramental formation, as well as to verify eligibility of baptism and/or confirmation sponsors.

Change of Address/Census Information—Please notify the parish office if you have a name or address change, family addition or other correction to your parish information record. In addition, we ask you to notify the office if you are leaving the parish, so we may keep our records current.

Stewardship—Holy Family Parish is a parish that believes in stewardship: a spiritual concept or lifestyle based in both the Old and New Testament that holds we are lifelong caretakers of God's spiritual and worldly blessings. We show our gratitude for God by giving back to Him of our time, talent, and treasure. We strive toward the Biblical tithe of 10 percent—10 percent of our time, talent and treasure back to God: 6 percent to our parish, 1 percent to our diocese, 3 percent to other worthy causes.

Parish Boundaries—Holy Family serves the following area:

Begin at the junction of I-29 and I-435 on the west, south on I-29 to Highway 152, east on Highway 152 to the Clay-Platte County line (North Platte Purchase Road), south on the county line to Barry Road, east on Barry Road to North Indiana, south on North Indiana to Highway 152, east on Highway 152 to I-435, north and west along I-435 to I-29.

Parish Relocation—In 2003, Holy Family purchased approximately 60 acres of land on the northwest corner of 106th Street and North Woodland for future parish relocation and expansion. The parish conducted a capital appeal in 2008, but does not yet have enough funds to begin construction.

Sacramental Preparation

Jordan Program for Baptism—Parents who have infants needing Baptism should enroll in the Jordan Program, a one-session preparation course. The Jordan Program is held on the third Sunday of the month at 1 p.m. Expectant parents are encouraged to attend the class early in the pregnancy, before selecting godparents.

Jordan Program sessions last two hours and include discussion of Baptism symbolism, godparents and faith development of children. Parents must be registered, participating parish members for six months prior to scheduling Baptism or must provide verification of active parish membership from the previous pastor.

Canon Law requires at least one Catholic godparent. Godparents are required to submit an eligibility certificate signed by their current pastor with the parish seal. A Christian of another denomination may serve as a Christian Witness with the Catholic godparent. The Christian Witness should provide verification from his or her pastor that he or she is a practicing Christian. Those interested in the Jordan Program should call the parish office at 436-9200.

First Reconciliation—Children in the second grade who have had at least one year of previous religious education are invited to prepare for the Sacrament of First Reconciliation. In accordance with church guidelines, children prepare for Reconciliation before Eucharist. Parents **are required** to attend an information meeting, as well as two activity events with their child in preparation for this sacrament. For more information, contact *Ember Riley, director of religious education, at 436-9200, ext. 28.*

First Eucharist—Second graders who have made their First Reconciliation and have at least one year of previous religious education are eligible to prepare to receive First Eucharist. Parents **are required** to attend an information meeting and two activity events with the child. For more information, contact *Ember Riley, director of religious education, at 436-9200, ext. 28.*

Confirmation—Young people in high school may begin preparation for the sacrament of Confirmation. They must have one year prior enrollment in a high school religious education program and be at least a second semester sophomore before receiving the sacrament. Preparation for the sacrament of Confirmation is a 10-week process with small group sessions, retreats, service and time spent with sponsors. For more information, contact *Heather Neds, director of youth ministry, at 436-9200, ext. 35.*

Marriage—One member should be a registered and active member of Holy Family for at least six months. The couple should complete the marriage preparation program. It usually takes about nine months to prepare for the Sacrament of Marriage. A wedding date may be set after the couple has completed the first portion of the marriage preparation program.

The program begins with an introductory preparation session. Engaged couples should call to set up an appointment as soon as they agree to marry for an initial consultation with pastoral associate *Peggy Petersen*. Contact her at *436-9200, ext. 24*. Couples will complete a pre-marital inventory which a psychologist will evaluate.

As they continue with the program, they will meet with a married couple to focus on issues concerning marriage or participate in an Engaged Encounter weekend. They will also attend sessions with Fr. Matthew Brumleve.

It is difficult for Fr. Matthew to travel away for weddings. If he can accommodate such a request, the couple must cover the cost of a replacement priest while he is away. This fee must be paid in advance to Holy Family Parish. The estimated cost is \$225 for a full weekend. The fee will be prorated if less than a full weekend.

Sacrament of the Sick—For scheduled admissions, contact *Fr. Matthew* in advance at *436-9200, ext 22*, for anointing. Hospitals do not contact the parish when a parishioner is admitted, due to confidentiality and privacy issues. It is important for parishioners admitted to the hospital to notify the parish or to have a relative or close friend do so. If you wish to receive communion while hospitalized, notify the hospital at admission.

Parish Hall Guidelines

The following may use the Holy Family Parish Hall at no cost:

- Recognized parish organizations/event
- Diocesan groups with pastor's approval
- Local neighborhood associations with pastor's approval
- City and county government agencies for public meetings

Donations to defray utility expenses are requested from non-parish organizations.

The hall is available for rent by active, tithing, registered parishioners for private family celebrations, such as receptions, anniversary parties, birthday celebrations, showers, etc. with the pastor's approval for a **fee**.

The parish hall is **not** available for:

- Political rallies or candidates
- Rental by non-parishioners
- Commercial purposes

Reservations—Contact *Marie Relic at 436-9200, ext. 21*, for availability. Parish events receive priority. The hall will be available for rental functions after parish needs are met and the annual parish calendar is complete. It will not be reserved until rental agreement is completed and returned with damage deposit. The rental fee is due and payable two weeks prior to the event. Rental agreements **will not** be made more than one year before the event.

Rental Fees--\$100, 1-2 hours; \$200, 3 hours; \$300, 4 or more hours. Liability insurance must also be purchased. See "Insurance Coverage" on next page.

Damage Deposit—A damage deposit of **\$100** is required upon completion and return of rental agreement. It may be refunded in whole or in part, depending on the hall's condition after use, as assessed by the facilities manager and approved by the parish manager and pastor. The renter agrees to pay for any property damage over and above the assigned fees.

The parish agrees to provide the hall in clean condition with tables and chairs. Occupancy is 300 with chairs only or 250 with chairs and round tables. Larger groups cannot be accommodated. Setup will be provided if the parish office is notified a week prior to the event.

The parish **does not** provide kitchen utensils, tableware, table covers, dishcloths, towels or dishwashing detergent. Renters **may not** use the deep-fat fryer. Renters **may** use coolers, stove, ovens and warming units.

Cleanup—For wedding and other receptions, a plastic drop should be placed behind the cake table and behind the bar area. This protects the flooring and helps assure the renter of security deposit return. Renter is responsible for removing decorations and trash. A cleanup charge is included in the rental fee and is the parish's responsibility.

Setup and Deliveries—Renters have hall access for setup before the event. Access should be coordinated with the parish manager. Decorations may only be used on tables. No decorations may be **taped, tacked or otherwise attached to walls, windows or hung from the ceiling**. Violation of this rule will result in *forfeiture of the \$100 damage deposit*. Deliveries should be scheduled when the renter has hall access. The renter should be present for all setup, deliveries and should act as supervisor to any catering staff. Parish staff will not be available to accept deliveries.

Saturday Events—The hall is not available during Masses or other liturgies. On Saturday afternoons, the event must end, with premises vacated, by 4 p.m. For Saturday evening events, the hall will not be available for occupancy prior to the end of 5 p.m. Mass. Renters will be allowed into the hall for setup and decorating earlier in the day. A 7 p.m. start for Saturday evening events is preferred. **All events must end and premises vacated by midnight.**

Alcoholic beverages—Holy Family expects renters to be vigilant about alcohol abuse. The parish prohibits serving hard liquor on premises. Wine, champagne and beer are allowed. **Selling alcoholic beverages is expressly prohibited. No alcoholic beverage is to be served to minors.**

Insurance Coverage—Diocesan policy requires that any person or group sponsoring a private party on parish property obtain "special event coverage" liability insurance. Coverage can be obtained from Arthur J. Gallagher Risk Management Services for \$125. Coverage must be obtained at least 15 days prior to the event.

Smoking—No smoking is allowed in parish buildings.