



Saint Maximilian Kolbe
Catholic Church

Scheduling Policy for Saint Maximilian Kolbe Parish

Parish-sponsored or parish-related activities (meetings, practices, games, etc.) should not be scheduled on or off of parish grounds at the following times:

1. During the preparation for and celebration of the ANTICIPATED MASS on any given day. (Saturday, 3:00-6:00 PM, Sunday, 7:30 AM-1:00 PM)
2. On any Holy Days of Obligation, including: Solemnity of Mary (January 1), Assumption of Mary (August 15), All Saints Day (November 1), Feast of the Immaculate Conception (December 8), Christmas Day (December 25).
3. During the celebration of the SACRAMENT OF CONFIRMATION.
4. On the NATIONAL DAY OF PRAYER & PENANCE for violations to the dignity of the human person committed through acts of abortion and of prayer for the full restoration of the legal guarantee of the right of life. (*Parish-sponsored or parish-related events which respect the nature of the day may be scheduled with the permission of the Pastor.*)
5. On ASH WEDNESDAY, a universal day of fast and abstinence.
6. During the PASCHAL TRIDUUM-Holy Thursday through all of Easter Sunday.
7. During COMMUNAL PENANCE SERVICES
8. On the evenings of a PARISH MISSION from 6:00-10:00 PM.

Additional Scheduling Considerations

1. No “major” events are to be scheduled during Lent.
2. There will be four weeks a year where most of the Family Life Complex will be closed to accommodate our hosting of homeless families through **Family Promise**. *All parish groups need to be flexible if the need to reschedule their events has to occur once the Family Promise dates are determined.*
3. If St. Max is closed for inclement weather, the parish facilities will normally be closed for that entire day. The parking lot must be clear of cars for snow removal. Exceptions to this can only be made by the Pastoral Associate for Facilities Management. Please check our website for inclement weather closings and updates.
4. All scheduling of parish facilities will be handled by the Parish Facility Scheduler. This is also necessary to insure that the security system is appropriately armed/disarmed. Any activities not scheduled through authorized members of St. Max staff will normally not be honored.
5. Only the Pastor may make any exceptions to this policy unless it is stated above that the Parish Facility Scheduler or the Pastoral Associate for Communications has already been given that authority.