

Group and Committee Guidelines

Effective Date: August 1, 2026

The Church of St. Maximilian Kolbe has many groups made up of parishioners seeking to do the good work of the Church. This document is intended to facilitate clear communication and expectations to further that good work. Groups allow parishioners to use the gifts God gave them in community with others. As part of the parish family, groups work in partnership with the parish staff and parishioners. This document outlines the guidelines for groups at the church and is meant to help all have a common understanding of how we work together as we strive to be our best as individuals, groups, and as a parish family. All group members are expected to adhere to these guidelines.

Group Leadership

All groups will assign a lead. This lead will assist the group in adhering to these guidelines. They are also responsible for engaging with the church point of contact where noted in these guidelines. If the church focal point has a need to interact with the group, they will begin with the group lead. Other points of contact may be mutually agreed to by both the group lead and the church point of contact for limited and specific activity.

Church Point of Contact

Angel Royce is the contact at the church for all groups and events. Angel will engage other staff members and connect them to group/event leaders as needed.

Communication

All communication distributed by the parish or shared in the parish, on behalf of a group or event, will be reviewed and approved by Angel. This includes verbiage and graphics. Each type of communication (bulletin, signage, pamphlets/brochures, online announcements, etc.) has different lead times to achieve specific distribution times because of the way they are created. Group leadership should work with Angel to understand these lead times and coordinate the delivery. Examples include:

- Bulletin: Generally, 2 weeks, sometimes longer (with graphics approved earlier)
- eNews: 1 week (with graphics approved earlier)

All posters, flyers, etc must be approved by the parish. Angel will facilitate this approval. She will also make sure they are posted or hung in the appropriate areas and for a duration that fits the communication and the needs of other parish communications. Anything posted without approval will be removed until approval occurs.

Money Handling

All fundraising or other money handling activity must be run through the parish. Any money collected will be given to the parish bookkeeper who will facilitate the tracking and disbursement of funds as needed. Any activity where money is handled will be scheduled with Angel.

Facility Use

The use of parish property for meetings, fundraising, selling, distributing information, posting materials (signs, posters, brochures, etc), events, or any other activity must be approved and scheduled with Angel. The church buildings are used for many different purposes. Coordination and scheduling are necessary to prevent overlapping use of space or messaging that can be confusing or overwhelming to parishioners and visitors. Any parish scheduled activity takes precedence over a group activity. As such, recurring meetings may need to be moved if needed for parish events. Meetings should be scheduled so they do not overlap with Mass times.

Anyone requiring a key for access to a church building will sign and follow the key policy.

Examples of groups at The Church of St Maximilian Kolbe (not an exhaustive list)

Knights of Columbus	Miscarriage Ministry	College Ministry
Ride for a Reason	Respect Life Group	Cana Groups
SPIRIT Committee	Sharing and Caring Hands	Small faith sharing groups
Women's Bingo	School Gala	Women's Wine and Dessert