

WIND & WATER

EVENT PLANNING APPROVAL POLICY

- A. The Pastor/Administrator are ultimately responsible for all activities on St. Clare or St. Thomas Parish property and/or sponsored by either parish. Any group or individual planning an activity, liturgical change, event, or a speaker is subject to the following process(es):
 - a. The Pastor/Administrator is to be informed of **all** activities, events or speakers taking place on parish property and/or sponsored by a parish group.
 - b. The Pastor/Administrator will approve or disapprove the specified event, activity or speaker as necessary.

- B. The process for informing the Pastor/Administrator:
 - a. Events, activities, speakers with a financial impact ideally should be included in the annual budget processes. If the event, activity, or speaker is planned after the budget is passed, then it needs to be reviewed by the Pastor/Administrator and the Finance Council.
 - b. Plans for dates, times, locations, and equipment needed for events, activities, and speakers shall be submitted to the Administrator (Julie at St. Clare and Blaise at St. Thomas) and the Parish Office for the following:
 - i. Adding it to the master calendar
 - ii. Submission for approval

- C. Requests must be submitted approximately three months in advance of the event, or sooner, if possible.

Requests can be submitted to Windandwater1@outlook.com