

Saint Ambrose Catholic Parish
Parish Leaders Manual
2022

Building God's Kingdom...

JOYFUL HOSPITALITY

SERVING

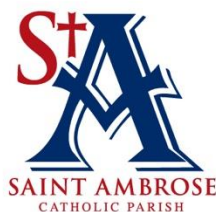
WITH THE

**GRATITUDE &
THANKFULNESS**

**COMPASSION
OF CHRIST**

**ENGAGING &
EMPOWERING
OTHERS**

INSPIRING PRAYER
& WORSHIP



*We are a Catholic community of faith,
centered on Jesus Christ, who is **everything** for us!*

A NOTE FROM OUR PASTOR

Together...for the glory of God.

The symbol on the front of the Church is the Celtic Trinity. When the architect was reflecting on Saint Ambrose, he chose it because it reminded him of our parish community. "When I think of Saint Ambrose – I think of together – people – lots and lots of people – coming together and working together." He didn't realize, at the time, that it was the symbol of the Trinity.

This Trinity communicates the essence of God – three persons united in love. It also sets the pattern for the family of God – many persons united together by the love of God.

This symbol is on the front of the Church because it's good theology and a constant reminder of who we are, and who we are called to live as God's family – many persons bound and united by the amazing love of God.

Thank you for your ministry of leadership and service to our parish community. Your efforts and hard work make a real difference in our community. Your leadership empowers many others to come together in service to the Lord and our parish.

God bless you abundantly. We come together – many persons with varied gifts and talents – bound together by the Lord our God. Our efforts together give glory and praise to our God.

Please take some time to review this Parish Leaders Manual. I hope it helps answer any questions and gives you the guidance you need to help lead your ministry and program here at Saint Ambrose.

Together...for the glory of God.



Stewardship Prayer

My Church is composed of people like me.

I can help make it what it is.

It will be friendly, ***if I am friendly.***

It will be holy, ***if I am holy.***

Its pews will be filled, ***if I help fill them.***

It will do great work, ***if I work.***

It will be prayerful, ***if I pray.***

It will make generous gifts to many causes,

if I am a generous giver.

It will bring others to worship,

if I invite and bring them.

It will be a Church of loyalty and love, of fearlessness and faith, of compassion, charity, and mercy,

***if I, who make it what it is,
am filled with these same
things.***

Therefore, with the help of God, I now dedicate myself to the task of being all the things we want our Church – Saint Ambrose – to be.

A FUTURE
full of
HOPE

CONTACTS

PASTORAL STAFF

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PARISH LEADERS

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Kathy Jake, *Parish Pastoral Council* 330.273.3741 | kathleenjake@hotmail.com
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VISION 20/20

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MEETINGS

RESERVING YOUR MEETING ROOM

Well organized and well attended meetings are an integral part of the success of your group or ministry at Saint Ambrose Catholic Parish. Our campus has numerous spaces available for your meetings or events.

If you need supplies such as a coffee pot, coffee, cups, etc., list this on the Request Form under ADDITIONAL INFORMATION.

Contact Person: All facility scheduling is handled through the Parish Life Center and managed by [Jane Baldwin](#).

Request Forms: Please submit a Facility Request Form and a Facility Set Up Form for each request. Both can be found on our [Church Forms](#) page on our parish website. The Facility Request Form can be completed and submitted [online](#) or the Editable PDF form can be [downloaded](#), completed and submitted via [email](#). **Please submit both forms.**

Submission Time Frame: Please submit the **Facility Request Form at least 4 weeks prior** to the meeting date, and the **Facility Set Up Form at least 2 weeks prior to the event**. All room bookings will receive an email confirmation once booked. If you haven't received a confirmation, the space has not been booked.

Note: Submission of a request is not a guarantee of use of the space. We will make every attempt to accommodate your needs whenever possible, but large parish events take precedence and sometimes require that we bump previously booked meetings. Additionally, we are working to meet the needs of 165+ ministries, as well as the needs of our school and preschool.

AUDIOVISUAL SETUP

If your meeting requires an audiovisual setup, please indicate this on your Facility Setup Form Request. Laminated instructions to setup your audiovisual needs are in each meeting space.

Guest Wifi: vision20/20

TECHNICAL ISSUES AT YOUR MEETING

Notify the front office if technology is not working. They will know if there is staff available to assist. If something is broken or not working and no staff is available to help, contact the Parish Office at 330.460.7300.

KEY SIGN-OUT

Most of our meeting spaces are programmed to be on an auto lock timer. In addition, we can sign keys out for after-hour events. Key sign out is at the front reception desk in the Parish Life Center, available when the front desk is staffed and open. There is a return key drop box on the outside of the rectory entrance door for after-hour returns.

MEETINGS (CONT.)

CLEAN UP

Help us create a welcoming and clean place for all of our groups and programs by taking a few minutes at the beginning and end of your meeting or event to assist with clean up. There is sanitizer and cloths in each meeting space. Please sanitize before and after each meeting. Many hands will make for light work and will help keep our parish clean, sanitized and welcoming for all. A check list is available at the back of this manual to assist in our efforts to care for our parish home. As always, please leave it better than you found it.

ROOM ENVIRONMENTAL CONDITIONS

Notify the front office if the temperature is cold/hot. They will notify maintenance if they are on campus.

AVAILABLE SPACES

Your health, safety and well-being are always a top concern and priority for us at Saint Ambrose. This is especially true given the outbreak of COVID-19. All meeting and event participants must comply with social distancing and mask requirements. Meeting space capacity during this time will be reduced by 50%. Please note that the meeting room capacities indicated below apply to “typical times,” that is, when CDC and/or Health Department safety restrictions are not in place.

Hilkert Hall: Rooms 1-4

Rooms 1-4 – capacity of 225 people combined
Gym – capacity of 450 people

Lehner Center:

Fr. McGivney (Downstairs)– capacity of 50 people
Matthew (Downstairs) – capacity of 12 people
Mark (Downstairs) – capacity of 12 people
Luke (Downstairs) – capacity of 20 people
John (Upstairs) – capacity of 30-40 people

Parish Life Center

John Paul II room – capacity of 12 people
Mother Teresa room – capacity of 90 people

School:

Rooms 201-208 – capacity of 30 people each room
Gillingham
Innovation Center – capacity of 40 people

Other:

Church – capacity of 960 people
Chapel – capacity of 100 people
Family Room - capacity of 25 people

BUILDING OPENING/LOCKING TIMES

Monday – Friday, 6:30 am to 9:30 pm
Saturday – Sunday, 6:30 am to 8:00 pm

COMMUNICATION

Communication is extremely important in getting your message out to the community. Below are the tools available to help spread the good news about your ministry.

PARISH BULLETIN

With a circulation of 2,000 copies, our weekly [parish bulletin](#) is a wonderful way to get the word out about your ministry. If you have an event you would like to promote, please submit your request by email to [Rebecca Kaaikaula](#) no later than seven business days before the Saturday street distribution date. At certain times of the year, deadlines may fluctuate based on the printer's schedule. Rebecca will always provide an email in advance indicating the change in those deadlines.

Please note that, due to the size of the publication, a submission does not guarantee inclusion in the bulletin. However, every effort will be made to accommodate your request. Because of limited space, keep articles brief (under 50 words). The maximum an article may run is 2 weeks, unless special arrangements are made. Submission of images must be copyright and royalty free. Imagery inclusion is subject to the approval of the bulletin team.

Our proofing ministry spends a lot of time reviewing content . Please help them by following some guidelines:

- Proof your own submission for proper grammar, punctuation and spelling.
- Ensure that a contact name, phone number and email address are included; also, make sure the date, time and location of the event are provided.
- Please format dates and times as this example: Monday, March 1, at 7:00 pm. Make sure there is a space between the time and period (i.e. 4:00 pm, not 4:00pm).
- Format phone numbers with periods, not hyphens or dashes (i.e. 330.460.7300).
- Please spell out Saint instead of using St.
- When publishing a Saint Ambrose email address, please adhere to this format: Rkaaikaula@StAmbrose.us.
- Saint Ambrose URL format should be www.StAmbrose.us/.
- When making mention of minors, last names will not be published. They will appear as first name and last name initial.

Due to space and other considerations, the bulletin team may have to edit your article to make sure it can be included.

PARISH WEBSITE

Our parish website – www.StAmbrose.us – provides a perfect way to reach members and interested parties who may or may not regularly attend parish functions. Because of the amount of material on our website, each parish leader is responsible for monitoring the information on his or her ministry's specific page. If you notice that a change needs to be made, email [Rebecca Kaaikaula](#) at least five business days before the content needs to go live. **When submitting revisions and/or additions to make to the website, please include the URL you are referencing the updates need to be made.** When submitting your request, please include Word documents or PDFs, and copyright and royalty images as either JPEGs or PNGs.

ADDITIONAL MARKETING AND COMMUNICATION RESOURCES

- [Parish Events Calendar](#)
- [Email](#) (i.e. weekly newsletter)
- Parish social media pages: [Facebook](#), [Instagram](#), [Twitter](#), [YouTube](#), [SOTE.life](#).
- Parish Campus High-Viz Screens
- Parish Electronic Sign
- Door Signs at Entrances
- Text Alert Subscription

COMMUNICATION STRATEGY

VIRTUAL MINISTRY AND MEETING PLATFORMS

Before 2020, virtual meetings occasionally happened, but the impact of COVID-19 has encouraged people to get familiar with virtual meeting platforms. Here are some helpful links!

- [Virtual Ministry & Meeting Platforms](#)
- [PowerPoint Instructions](#)
- [Zoom Tutorial Video](#)

PHOTOS ON SOCIAL MEDIA

Per the diocesan [Standards of Conduct for Ministry](#), “church personnel and volunteers shall not post on their own social networking sites any image of a minor with whom they are working or have previously worked in a parish or entity. When sharing a photo that includes a minor on the entity’s social networking site, written permission shall be obtained from the minor’s parent or legal guardian. The identity of any minor should never be included as part of the picture or description.”

Saint Ambrose is not responsible for pictures or content shared on individual, personal social media accounts.

MISSION STATEMENT

We are a Catholic community of faith centered on Jesus Christ, who is EVERYTHING for us.

CORE VALUES

Grounding our mission statement are our core values: collaboration, community, care and compassion, celebration, and catechesis and conversion.

SPIRITUALITY IN MEETINGS

In keeping with our Mission Statement, all activities and meetings facilitated by or on behalf of Saint Ambrose Catholic Parish should be focused on our relationship with God. The most appropriate way to begin any meeting or event is with prayer and a Scripture quote. If you need help finding the right words to pray, our staff has many resources that can help you – including prayer cards. [United States Conference of Catholic Bishops](#) and other Catholic sites such as [Formed.org](#) offer great content to assist you as well.

SUBMITTING YOUR EVENT INFORMATION

Whether you are [reserving a room](#), requesting marketing materials or submitting an article for the [bulletin](#), it is extremely important that you always include a contact name along with a phone number and email. We’ll need the date, time and location of your event, as well.

All communication on behalf of Saint Ambrose Catholic Parish should also include our name, the parish logo and the parish website address: www.StAmbrose.us.

BUSINESS

The Business Office is your resource for all financial matters including, but not limited to, group or ministry cash receipts, check requests and reimbursements. The Business Office is required to adhere to the guidelines set forth by the Diocese and Saint Ambrose Parish Finance Council. Please be sure to have all documentation (receipts, invoices, etc.) at the time of your request.

CHECK REQUEST AND/OR REIMBURSEMENT

If you are requesting reimbursement for an approved expenditure in relation to your group or ministry, please submit the expense reimbursement or check request forms, available online at StAmbrose.us/Church-Forms or from the Business Office, to Carol Maline or Luda Galinas. Forms should be submitted with complete and proper documentation and approvals. Please note all expenses need to be approved in writing by a Saint Ambrose Pastoral staff member.

MAINTENANCE OF GROUP OR MINISTRY CHECKING ACCOUNT

Group or ministry checking accounts must be approved through the Business Office before they are opened. All group and ministry monthly statements should be sent directly from the financial institution to the Business Office. Checks will be mailed to the party requesting the check unless other arrangements have been made. For more information, contact Carol Maline or Luda Galinas.

REQUESTS FOR START-UP FUNDS AND/OR CASH BOXES

There are times when a group or ministry may need assistance with minimal start-up funds or require the use of a cash box for an event. Please contact Lyla Wooten, two weeks prior to the event so arrangements may be made to fulfill your request. Arrangements to return funds and materials must be made with the Business Office at the time start-up funds or cash boxes are received, no later than 3 days after event.

EDUCATION

Education is an important part of parish life, particularly when it comes to leading various ministries. Staying informed is the best way to help your ministry.

ADULT FAITH FORMATION

[Adult Faith Formation](#) is a life-long process. We strive to offer creative and meaningful ways to explore processes and programs that will assist adults in their faith journey. Through our programming we build up the body of Christ around the Eucharist, fostering a sense of active participation and inclusion in spiritual growth at Saint Ambrose Parish. Adult Faith Formation supports all ministries through the acquisition of resources and programs, empowering the Parish community to live out their faith.

VIRTUS

The [Office for the Protection of Children and Youth of the Diocese of Cleveland](#) requires all parish leaders whose ministry involves children to register online and complete VIRTUS Training. Go to www.Virtus.org and follow the instructions to register. Visit [VIRTUS at Saint Ambrose](#). See all necessary requirements at Saint Ambrose. Click on the quick link [Become a Volunteer](#). Contact Geneva Chrysanthus, at GChrysanthus@StAmbrose.us or 330.460.7338 for questions.

SAINT AMBROSE SCHOOL AND LITTLEST ANGELS PRESCHOOL

[Saint Ambrose School](#) (along with [Littlest Angels Preschool](#)) offers its students a rigorous education that instills Catholic values and a culture of service.

PARISH SCHOOL OF RELIGION

The [Parish School of Religion](#) (PSR) is an extension of the educational mission of Saint Ambrose Catholic Church, and serves to support parents in the spiritual development and faith formation of their children. To learn more about PSR, please email [Janet Majka](mailto:Janet.Majka) or call 330.460.7321.

ADDITIONAL INFORMATION

ALCOHOL PERMITS

While Saint Ambrose Parish promotes healthy living and family-friendly activities, we do understand that there are times when alcohol is desired at adult functions. As there are specific laws and procedures in place from the [State of Ohio](#) regarding the serving of alcohol, please contact the Parish Office at 330.460.7300 at least two months prior to your proposed event to begin the alcohol permit process.

LOCATION OF CLEANING SUPPLIES

Sanitizer and cloths are in each meeting room for sanitizing before and after meetings. If you are in need of basic cleaning supplies, such as a vacuum or mop, you can find these tools in:

- **Lehner Center:** There is an unlocked closet by the kitchen on the lower level (if exiting the kitchen, hang a right – you will see it).
- **Hilkert Hall:** There is an unlocked closet in Hilkert Hall.
- **Parish Life Center:** contact the front desk ahead of time to make arrangements.

SAFETY

The safety of our parishioners, students, and staff is a top priority at Saint Ambrose. Our hope and prayer is that all of our members and guests feel secure and protected at all times.

Over the past two years, we have had several safety orientations sessions conducted by our own Sheriff Tom Miller and his staff. They have provided many insightful tips and recommendations to keep our campus safe. As a result, we have added additional cameras and panic buttons throughout the campus, and incorporated new procedures to ensure your safety. We are currently in the process of training our ushers to better protect and serve our congregation during mass. We will continue to explore additional measures to make the campus even safer going forward.

Safety begins with each of us. If something does not look or feel right, it probably isn't. Please be alert and diligent at all times.

As a general rule, it is imperative to call 911 as a first measure should we ever be faced with an emergency situation, either non-violent or one you would consider threatening. Once the authorities have been contacted, the next step should be to notify Father Bob at 216.598.7000.

VOTIVE CANDLES

We invite parishioners to have the candles on the walls of the church and chapel lit for various prayer intentions. These are what are meant by "votive candles." If you would like one lit for your prayer intention, please stop at the front desk and fill out an envelope with your name and the name of the intention and your donation. One of the wall candles will then be lit for that intention and burn for seven days. **Please note that one of our staff will light the candle for you.**

ADDITIONAL INFORMATION

MASS INTENTIONS

The tradition of offering Masses for others, particularly the dead, originates in the very early Church. An individual may ask a priest to offer a Mass for several reasons: for example, in thanksgiving, for the intentions of another person (such as on a birthday), or, as is most common, for the repose of the soul of someone who has died. Here at Saint Ambrose we continue this venerable tradition and ask that if you would like to schedule a specific Mass intention please submit Mass Intentions to the Parish Life Center.

Because of the numerous requests, we ask that each parishioner have no more than three Sunday intentions. Weekday Mass intentions are unlimited, but please do not request more than 5 per visit, as this ties the reception desk up for a long time.

Mass Intentions are by stipend/donation only – \$10 is the suggested amount. Please know that the gifts that flow from every Mass, weekday or weekend, are numerous and benefit both the living and the dead.

GENERAL PARISH CONTACT INFORMATION

Address

Saint Ambrose Catholic Parish
929 Pearl Road, Brunswick Ohio 44212

Main Phone

330.460.7300

Website

www.StAmbrose.us

Email

Office@StAmbrose.us

Social Media

SOTE.life:

Facebook: StAmbrose.us

Twitter: [@StAmbroseChurch](https://twitter.com/StAmbroseChurch)

Instagram: [Saint Ambrose Brunswick](https://www.instagram.com/Saint_Ambrose_Brunswick)

YouTube: [StAmbroseBrunswick](https://www.youtube.com/StAmbroseBrunswick)

Parish Office Hours

Monday - Thursday: 8:45 am - 7:00 pm

Friday: 8:30 am - 6:00 pm

Saturday: 8:30 am - 12:30 pm

Sunday: 9:00 am - 12:00 pm

CLEAN UP CHECKLIST

Please practice good stewardship by ensuring that the room is better than you found it at the beginning of your meeting or event. Make sure that you sanitize your meeting space before and after the meeting. Here are a few helpful reminders:

- Kitchen area**
 - Turn off all appliances (especially stove, ovens and dishwasher).
 - Wash all dishes.
 - Wipe down sinks and counters.
 - Make sure all faucets are off.
 - Check that any and all food items left in the refrigerators indicate the date and the name/ministry.

- Restrooms**
 - Lights are off.
 - Make sure restrooms are clear of debris.
 - Toilets are flushed.

- General Areas**
 - Wipe down tables and chairs.
 - Floor cleared of debris.
 - Wet mop spills.
 - Dry mop floor.
 - Putting away tables and chairs is not necessary.
 - All trash tied up and gathered around receptacles. Placement in dumpster is always appreciated, if there is time.

- Sound system off.**
- All TVs and DVD players off, with remotes and cables returned to original location.**
- All lights off.**
- Lock all doors.**
- Keys returned to the box outside of the rectory door directly across from Hilkert Hall.**
- All food is taken out of the refrigerator; if you need to leave food, clearly mark the date and who can use it.**



ATTENTION MINISTRY LEADERS

If you are not able to lock and close an outside building door, please contact Fr. Bob (216.598.7000) immediately. If you have any damaged items or problems to report, please contact Fr. Bob as soon as possible. Working together, we can keep our parish home in good shape, sparkling clean and ready for the next group who will use the facilities.