

# Saint Ambrose Catholic Parish Parish Leaders Manual 2023

*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!*

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## 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

<b>Father Bob Stec</b> , <i>Pastor</i>	330.460.7333	<a href="mailto:FrBob@StAmbrose.us">FrBob@StAmbrose.us</a>
<b>Father Andrew Hoover</b>	330.460.7311	<a href="mailto:AHoover@StAmbrose.us">AHoover@StAmbrose.us</a>
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<b>Jake Bihari</b> , <i>Parish Life and Development</i>	330.460.7300	<a href="mailto:JBihari@StAmbrose.us">JBihari@StAmbrose.us</a>
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## Support Team

<b>Christie Cereszko</b> , <i>Graphic Design and Website</i>	440.341.1760	<a href="mailto:cdenk@cmdgraphicsllc.com">cdenk@cmdgraphicsllc.com</a>
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## Parish Life

<b>Chrissy Balentine</b> , <i>Hospitality</i>		<a href="mailto:CBalentine@StAmbrose.us">CBalentine@StAmbrose.us</a>
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<b>Vita Schmidt</b> , <i>Stewardship and Parish Bus Trips</i>	330.460.7300	<a href="mailto:VSchmidt@StAmbrose.us">VSchmidt@StAmbrose.us</a>
<b>Jeff Trush</b> , <i>Catholic Works of Mercy</i>	330.460.7303	

## School Staff

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## Business Office

<b>Luda Galinas</b> , <i>Accounts Payable Administrator</i>	330.460.7348	<a href="mailto:LGalinas@StAmbrose.us">LGalinas@StAmbrose.us</a>
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<b>Lyla Wooten</b> , <i>Financial Deposits Administrator</i>	330.460.7332	<a href="mailto:LWooten@StAmbrose.us">LWooten@StAmbrose.us</a>

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<b>Deb Houdek</b> , <i>PSR Secretary</i>	330.460.7326	<a href="mailto:DHoudek@StAmbrose.us">DHoudek@StAmbrose.us</a>

## CONTACTS (CONT.)

### Parish Leaders

**Linda Cebula**, Parish Pastoral Council

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**Bob Downs**, Parish Finance Council

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**Frank Gati**, School Advisory Board

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**Kathy Jake**, Parish Pastoral Council

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### Vision 20/20

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**Kevin Yaughner**

216.407.7977

[kyaugher@gmail.com](mailto:kyaugher@gmail.com)

For a complete list of ministry leaders and point of contacts, please refer to our parish's Guidebook that is available to view and download at [www.StAmbrose.us/Guidebook](http://www.StAmbrose.us/Guidebook).

## PARISH INFORMATION

**Parish Mission Statement:** "We are a Catholic community of faith, centered on Jesus Christ, who is everything for us."

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

**Parish Initiatives and Themes:** We encourage all of our members, but most especially our parish leaders and ministry leaders, to know our parish focus and themes.

- **Kingdom Builders:** our parish's current major initiative at our parish. Our parish charisms are ways we build the Kingdom of God in our daily lives. Visit [www.StAmbrose.us/Kingdom-Builders](http://www.StAmbrose.us/Kingdom-Builders) for all the details.
- **Every Day God:** Each new calendar year, we choose a theme. This year's theme of "Every Day God" is meant to inspire us to choose God every day. Visit [www.StAmbrose.us/Every-Day-God](http://www.StAmbrose.us/Every-Day-God) to learn more.
- **Themes for each of the major liturgical seasons** (Advent, Christmas, Lent, and Easter):  
[www.StAmbrose.us/Advent](http://www.StAmbrose.us/Advent)      [www.StAmbrose.us/Christmas](http://www.StAmbrose.us/Christmas)  
[www.StAmbrose.us/Lent](http://www.StAmbrose.us/Lent)      [www.StAmbrose.us/Easter](http://www.StAmbrose.us/Easter)

**Parish Office:** 330.460.7300    **Parish Email Address:** [Info@StAmbrose.us](mailto:Info@StAmbrose.us)    **Parish Website:** [www.StAmbrose.us](http://www.StAmbrose.us)  
**Parish School of Religion (PSR):** 330.460.7302    **Father Bob Stec's Mobile Phone:** 216.598.7000

### Parish Life Center Hours

#### Winter (October – April)

Monday – Thursday: 8:30 am – 8:00 pm

Friday: 8:30 am – 6:00 pm

Saturday and Sunday: 8:30 am – 1:00 pm

#### Summer (May – September)

Monday – Thursday: 8:30 am – 7:00 pm

Friday: 8:30 am – 5:00 pm

Saturday and Sunday: 8:30 am – 1:00 pm

***Inclement weather and some holidays may impact the Parish Life Center hours. Visit our website or Facebook page for those types of alerts.***

**Other Helpful Parish URLs** (Bookmark these parish webpages and share them with your ministry members!)

- [www.StAmbrose.us/Staff](http://www.StAmbrose.us/Staff): current and full directory of Pastoral Staff, Support, Team, Parish Life Team, Evangelization Office, Business Office, PSR Support Staff, Parish Leaders, and Vision 20/20 Team\
- [www.StAmbrose.us/Events](http://www.StAmbrose.us/Events): up-to-date information on parish events and programming.
- [www.StAmbrose.us/Bulletin](http://www.StAmbrose.us/Bulletin): view and/or download the weekly parish bulletin from anywhere!
- [www.StAmbrose.us/Volunteer](http://www.StAmbrose.us/Volunteer): find ongoing and upcoming volunteer opportunities along with the details about becoming a [VIRTUS](http://www.StAmbrose.us/Virtus)-trained volunteer for our parish.

### Saint Ambrose Social Media

**Facebook:** StAmbrose.us  
**Twitter:** @StAmbroseChurch

**Instagram:** Saint\_Ambrose\_Brunswick  
**YouTube:** StAmbroseBrunswick

# MEETINGS AND/OR EVENTS

## 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 Parish. Our campus has numerous spaces available for your meetings or events.

**Point of Contact:** All facility scheduling is handled through the Parish Office and managed by [Mary Jo Halenar](#).

**Required Forms:** there are **two** forms that need to be completed and submitted when requesting space for a meeting or event. Both of these forms can be found online and downloaded from our [Church Forms](#) page of our [parish website](#) or hard copies are available at the Parish Office.

**Reservation Process:** the following is a step-by-step guide to reserving parish facility space.

1. Complete and submit a Facility Request form **at least 4 weeks prior to the event date of your request**. The form can be submitted either [online](#), by downloading and emailing it as a [pdf](#) to [Mary Jo Halenar](#), or by dropping a hard copy off to the Parish Office during business hours. *Please note that the following information is required to complete and submit the form online:*
  - a. Event name and ministry name.
  - b. Contact person's first and last name.
  - c. Phone number of contact person.
  - d. Email address of contact person.
  - e. Number of people expected at event/meeting.
  - f. Event date (month, date, and year) and set up time, start time, end time, and clean up time.
  - g. An indication of whether A/V is needed or not.
  - h. Which room(s) that is being requested.
2. A Facility Set Up form needs to be submitted **no later than two weeks prior to the event**. [Download and/or print this form which is an editable pdf](#). Once you have completed the form, you can either [email](#) it or drop it off to the Parish Office during normal business hours.
3. All requests will receive an email confirmation once the event is booked in our parish scheduler. If you do not receive a confirmation, the space has not been booked, and you should reach out to [Mary Jo Halenar](#) for assistance.
4. If you are in need of hospitality services, please indicate that need on the Facility Request and the Facility Set Up forms under "Additional Information." These needs should also be shared with [Mary Jo Halenar](#) who can provide a Hospitality Request form along with an overview of what our Hospitality Ministry can do for your event.

### Notes:

- Submission of a request is not a guarantee of the use of the space. We will make every attempt to accommodate your needs whenever possible. However, major parish events, the needs of Saint Ambrose Catholic School, and catechesis programming do take precedence.
- There may also be times when booked events/meetings need to be adjusted to accommodate the aforementioned priorities. Mary Jo Halenar or a member of her staff will always reach out to you to discuss the necessary changes to your booking and provide adequate alternatives.

## Audiovisual Requests

If your meeting requires an audiovisual (A/V) setup, please indicate this on your Facility Set Up form. The parish maintenance team makes every effort to cover all items listed on that form to ensure your event is successful. For assistance with using technology, please call the Parish Office at 330.460.7300. Wifi is available via the "**St Ambrose Guest**" network using the passcode, **vision20/20**.

## Other Technology Issues at Your Meeting

If you are having trouble utilizing technology that is pertinent to your event's success, immediately notify the Parish Office by coming to the Parish Reception Desk or calling 330.460.7300 if technology is not working.

## 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 conducted during Parish Office business hours. There is a return key drop box on the outside of the rectory entrance door for after-hour key returns.



## MEETINGS (CONT.)

### Clean Up

Help us create a welcoming and clean place for all who visit the parish by taking a few minutes prior and after your meeting or event to assist with clean up. Sanitizing solution and clothes are provided in all parish meeting/event spaces. *"Many hands will make for light work"* and will help keep our parish clean, sanitized, and a safe and welcoming place for all. A checklist 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 and Lighting Conditions

Notify the Parish Office if the temperature is too cold/hot. They will notify maintenance and/or Father Bob Stec. Some of our rooms, such as the Mother Teresa room, have motorized window blinds that are controlled by remote. All of these type of remotes are managed by the Parish Office and use of a remote is documented.

### Building Opening/Locking Procedure and Times

All doors of our parish facilities are automated and managed by a Parish Office staff member or Father Bob Stec. Doors to public access space are unlocked Monday through Friday from 6:30 am – 9:30 pm and on Saturday and Sunday, from 6:30 am to 8:00 pm. Should your event/meeting require after-hours access, this need should be indicated on the Facility Request form and approval from Father Bob Stec may be needed.

### Lost and Found

The Parish Office manages all lost and found items. If you notice that an item has been left behind after your event, please bring it to the Parish Office along with the details of when and where the item was found so that we can make every effort to return the item to its owner. If you have lost an item, you may make an inquiry into the item by calling (330.460.7300) or visiting the Parish Office during business hours.

### Parish Campus and Parking

Our parish campus is accessible 24-hours, 7-days a week using any of the entrances situated off of Pearl Road. Access to the Lehner Lot is limited during school hours for the safety of our Saint Ambrose Catholic School students. Additionally, access via Ambrose Drive may also be limited or restricted depending on the needs of the school and/or parish. The use of our parking lots are for our members and visitors to the parish. We allow and encourage drivers-in-training to practice maneuverability with orange cones in the south parking lot. Overnight parking will always require Father Bob Stec's permission.

Our parish campus is a vibrant and beautiful one thanks to our Adopt-a-Patch Ministry who works hard to plant and care for the many garden patches on our campus and to the countless volunteers who decorate the grounds for the seasons. We encourage everyone to enjoy the beauty and tranquility of our campus.

### Parish Accessibility

All are welcome at Saint Ambrose Parish. Just as important as making everyone feel welcome, is the objective that everyone visiting the parish is kept comfortable and safe. Prior to requesting and securing space at the parish for your event or meeting, we offer the following information that may be relevant to the attendees you are hosting.

- ADA Compliant Buildings
  - The church, Parish Life Center, and Hilkert Hall are all ADA compliant buildings according to the accessibility regulations as outlined by the Americans with Disability Act. At this time, the Narthex entrance (the door off of the PLC Lot that leads into the church and the Parish Life Center) is a fully power-operated door.
- Your health, safety, and well-being are always a top concern and priority for us at Saint Ambrose. This is especially true since the outbreak of COVID-19. Saint Ambrose Parish will always follow health and safety guidelines and regulations that are set up and enforced by the CDC and/or Medina County Health Department. Please note that the meeting room capacities indicated below apply to "typical times," that is, when the CDC and/or Health Department safety restrictions are not in place.

# MEETINGS (CONT.)

## Available Spaces and Facility Information

### Hilkert Hall:

Rooms 1-4 (combined as one room)  
Gym  
Hilkert Hall (rooms 1-4 + Gym)

Capacity of 225 people  
Capacity of 450 people  
Capacity of 650 people

### Lehner Center (often abbreviated as, "LC"):

Father McGivney room (located on the lower level)  
Matthew room (located on the lower level)  
Mark room (located on the lower level)  
Luke room (located on the lower level)  
John (located on the second floor – stairs only)

Capacity of 50 people  
Capacity of 12 people  
Capacity of 12 people  
Capacity of 20 people  
Capacity of 40 people

### Parish Life Center

John Paul II room  
Mother Teresa room

Capacity of 12 people  
Capacity of 90 people

### Saint Ambrose Catholic School

Rooms 201-208 (classrooms)  
Gillingham Innovation Center

Capacity of 30 people/room  
Capacity of 40 people

### Areas of Worship

Church  
Church Family Room  
Chapel  
Grotto

Capacity of 960 people  
Capacity of 25 people  
Capacity of 100 people

### Other

Vestibule  
Narthex  
Hilkert Courtyard  
Angels Picnic Area and Playground  
Outdoor Fields (located behind the CWM Outreach Center)  
Fire Pit and Outdoor Stations of the Cross  
Ambrose Angels' Outdoor Volleyball Court  
Ambrose Angels' Baseball Field  
Ambrose Angels' Football Field  
Front Parking Lot  
Lehner Lot  
PLC Lot  
South Lot

### Ambrose Crossing

After consultation with Mary Jo and/or Father Bob Stec, it is recommended that your event take place at Ambrose Crossing, please contact Ryan Harrington to coordinate.

A map of the Saint Ambrose Parish campus is available [online](#).

# MARKETING & COMMUNICATION

Marketing and communication efforts are extremely important in getting your message out to parish members and the community. Below are some of 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, meeting, or program 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 any changes to 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. Should you need content to run longer than two consecutive weeks, you will need to submit a new request to Rebecca. Submission of images must be copyright and royalty free. Imagery inclusion is subject to the approval of Rebecca and Father Bob Stec.

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 according to the Associated Press Stylebook.
- Ensure that a contact name, phone number, and email address are included in your promotion; 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 the following words: "Saint" instead of using "St." and "Father" rather than "Fr."
- When publishing a Saint Ambrose email address, please adhere to this format: [RKaaikaula@StAmbrose.us](mailto:RKaaikaula@StAmbrose.us).
- Please ensure any webpages corresponding to what you are promoting are up-to-date.
- When making mention of minors, last names will not be published in accordance to VIRTUS guidelines. They will appear as first name and last name initial and will only be published with a parent or legal guardian's expressed consent.

Due to parish brand standards, space limitations, and other considerations, submitted content may have to be edited or re-written by Rebecca. **A Style and Standard Guide for the parish is forthcoming. Stay tuned for more details on when this helpful handbook will be available!**

## Parish Website

Our parish website ([www.StAmbrose.us](http://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 and ministry 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 and the updates that need to be made.** When submitting your request, please include Word documents or pdfs, and copyright and royalty-free images attached to your email formatted as either jpgs or pngs.

## Additional Ways to Promote Your Events and/or Programs

- [Parish Events Calendar](#)
- [Email](#) (i.e. weekly newsletter)
- Parish social media pages: [Facebook](#), [Instagram](#), [Twitter](#), [YouTube](#), [SOTE.life](#).
- Parish high-viz screens
- Parish outdoor electronic sign
- Door posters at entrances
- [The Angelus](#) (quarterly newsletter), Parish Annual Report, [Parish Guidebook](#), and other publications
- Press releases and/or external media platforms



# CONNECTIVITY IS KEY

## Virtual Ministry and Meeting Platforms

Before 2020, virtual meetings occasionally happened, but the impact of COVID-19 has encouraged people to get familiar with and regularly utilize 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 Parish assumes zero responsibility for pictures and/or content shared on individual, personal social media accounts.

## Spirituality in Meetings

In keeping with our Mission Statement, all activities and meetings facilitated by or on behalf of Saint Ambrose 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 our very own Saint Ambrose prayer cards. [United States Conference of Catholic Bishops](#) and other Catholic sites such as [Formed.org](#) offer great content to assist you as well.

# BUSINESS AND FINANCIAL

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](http://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.

## **Ticket Sales**

[PENDING]

# EDUCATION AND DEVELOPMENT

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.

## **Volunteering and 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. Visit [VIRTUS at Saint Ambrose](#) to see all necessary requirements at Saint Ambrose and click on [Become a Volunteer](#) to begin the process of serving at Saint Ambrose Parish. Contact Geneva Chrysanthus, at [GChrysanthus@StAmbrose.us](mailto:GChrysanthus@StAmbrose.us) or 330.460.7338 for questions or go to [www.Virtus.org](http://www.Virtus.org) and follow the instructions to register.

## **Saint Ambrose Catholic School and Littlest Angels Preschool**

[Saint Ambrose Catholic School](#) (along with [Littlest Angels Preschool](#)) is our parish's day schools and 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 Parish, 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

## Hospitality and Catering

[PENDING]

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

## Parish Safety

The safety of our visitors, parishioners, students, and staff is a top priority at Saint Ambrose Parish. 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 members of 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 Stec at 216.598.7000.**

## Votive Candles

We invite members to light the candles on the walls of the church and Chapel 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 Parish Office and fill out an envelope with your name and the name of the intention and include 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.**

## 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.

## 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 to please submit Mass Intentions to the Parish Office.

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 with \$10 as 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.



# CLEAN UP CHECKLIST

Please practice good stewardship by ensuring that the room is better than you found it at the beginning and end 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**
  - Turn the lights off.
  - Make sure restrooms are clear of debris.
  - Please flush the toilet after use.
  - Ensure the faucet is off before exiting.
- ☐ **General Areas**
  - Wipe down tables and chairs.
  - Clear the floor of debris.
  - Wet mop spills.
  - Dry mop floor.
  - Putting away tables and chairs is not necessary.
  - Ensure that all trash is inside a trash bag and please tie the bag shut if it is the end of the night. Please make sure the area around the receptacles is clear. Placement of tied garbage bags in a dumpster next to the Booster Barn is always appreciated, if there is time.
- ☐ **Turn the Hilkert Hall sound system off.**
- ☐ **Turn off TVs and DVD players off and return equipment (including remotes and cables) to their original location.**
- ☐ **Turn all lights off.**
- ☐ **Lock all doors.**
- ☐ **Return signed out keys to the box outside of the rectory door directly across from Hilkert Hall.**
- ☐ **Take all food 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 Father Bob Stec on his mobile phone at 216.598.7000 immediately. If you have any damaged items or problems to report, please also contact Father Bob Stec 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.