

faith & family • fun & friendship • care & compassion • prayer & worship



SAINT AMBROSE CATHOLIC PARISH
Parish Leaders Manual
2025-2026



mission & ministry • welcome & belonging • praise & thanks • healing & peace

Come & See

Throughout the 2025-26 pastoral year, we will be reflecting on Jesus' invitation to His disciples to "Come & See".

- Jesus invites us to go deeper with Him in our personal relationship and prayer.
- Jesus calls us to Follow Him wherever He goes.
- Jesus wants us to spend time with Him – to stay with Him – in prayer and reflection.
- And as we live this way of prayer, reflection, service and in our journey with the Lord, we will see again and again the mighty deeds of God in our lives.

Come & See is the invitation and theme for our pastoral year.

For our parish community, over and again, we will invite people to "Come & See":

- Faith & Family
- Prayer & Worship
- Welcome & Belonging
- Care & Compassion
- Praise & Thanks
- Mission & Ministry
- Sports & Service

These are hallmarks of the life of our community. They are expressions of our charism. They communicate and express our parish family alive and strong and filled with God's Spirit.

Thank you, as a parish leader, for your efforts to lead and serve our parish and your ministry. Your commitment, dedication and the wonderful way you go about leading your group/ministry makes all the difference. It's why our parish is alive, blessed and strong.

Please make use of this Parish Leaders Manual. It answers most of the common questions and provides good information to access the support systems of our parish. If you have other questions and needs, never hesitate to let me know (frbob@StAmbrose.us).

God bless you, your family and our parish family as we continue to do the work of the Lord at Saint Ambrose.

Come & See the Lord at work in your life, ministry and leadership. Come & See the mighty deeds of God in our parish and in your ministry!

Thank you!



Father Bob Stec

P.S. Our Parish Pastoral Council created a Come & See exercise for all of our parish groups and ministries. It simply invites you and your members to reflect on what people find when they come to your meetings and how they see the Spirit of God working in your group and ministry. To learn more contact Mary Jo at: MHalenaar@StAmbrose.us





Stewardship Prayer

My Church is composed of people like me.

I help make it what it is.

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

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

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

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

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

It will make generous gifts to many causes,

when I am a generous giver.

It will bring others to worship,

when I invite and bring them.

It will be a Church of loyalty and love,

of fearlessness and faith,

of compassion, charity, and mercy,

when I, who make it what it is,

am filled with these same things.

Therefore, with the help of God, I
now rededicate myself to the task of
being all the things I want our

Church – Saint Ambrose – to be.

Our Mission

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

CONTACTS

Pastoral Staff

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Parish Office: 330.460.7300

Parish Email Address: Info@StAmbrose.us

Parish Website: StAmbrose.us

Father Bob Stec's Mobile Phone: 216.598.7000

Parish School of Religion (PSR): 330.460.7302

Parish Life Center & Office 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.

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 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 our members, but most especially our parish leaders and ministry leaders, to know our parish focus and use it as part of your planning and prayer.

In 2025-26, we as a parish community will reflect and work on some key themes and efforts:

- **Come & See** is the invitation that the Lord offers to each of us. It's a call to go deeper with Him. It's a mindfulness to notice the **mighty works God has done** and is doing in your life. It's always a wonderful way to reflect on your group and ministry.
- Over and over again, you will hear a song at Church written by Steve Angrisano and Travis Jurgens called, "**Come & See**" that not only underscores the theme of the year but the charisms of our parish community.
- Listed below you will find the charisms. **Please continue to reflect on them with your ministry team and members.**
- On August 25, 2025, we received the **final report of the Vision 2035 Master Planning Process**. Over the next months and year, we will begin to discuss next steps to address needs like parking, meeting space and Hilkert Hall Kitchen renovation.
- **On December 7, 2025** (the Feast of Saint Ambrose), the Pastoral Council and Pastoral Staff will begin a process and conversation to reflect on the pastoral and spiritual needs of our parish for the next three years.
- We continue to work with Chief Jim Powers to review campus safety and create a continuous process of awareness and training. Always remember, "**If you see something, say something.**"

God bless you and your ministry. Thank you for all you do.



We encourage all our members, but most especially our parish leaders and ministry leaders, to know our parish focus and themes.

- **Themes for each of the major liturgical seasons** (Advent, Christmas, Lent, and Easter):
StAmbrose.us/Advent StAmbrose.us/Christmas StAmbrose.us/Lent
StAmbrose.us/Easter
- **Themes for major seasons** (Summer and Fall):
StAmbrose.us/Summer StAmbrose.us/Fall

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

- 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 20/30 Team
- StAmbrose.us/Events: up-to-date information on parish events and programming.
- StAmbrose.us/Bulletin: view and/or download the weekly parish bulletin from anywhere!
- StAmbrose.us/Volunteer: find ongoing and upcoming volunteer opportunities along with the details about becoming a [VIRTUS](#)-trained volunteer for our parish.
- StAmbrose.us/Get-Involved: landing page where anyone can find something to do at our parish.

Saint Ambrose Social Media

Facebook: StAmbrose.us
X (Twitter): @StAmbroseChurch

Instagram: Saint_Ambrose_Brunswick
YouTube: StAmbroseBrunswick

“Our work is to enlarge the tent and to let everyone know they are welcome inside the Church”.
- Pope Leo XIV

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 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:*
 - Event name and ministry name.
 - Contact person's first and last name.
 - Phone number of contact person.
 - Email address of contact person.
 - Number of people expected at event/meeting.
 - Event date (month, date, and year) and set up time, start time, end time, and clean up time.
 - An indication of whether A/V is needed or not.
 - Which room(s) 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, **vision2035!**

MEETINGS AND/OR EVENTS – Continued

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.

Campus Grounds

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 types 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.

MEETINGS AND/OR EVENTS - Continued

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 Hilbert 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.

Available Spaces and Facility Information

Hilbert Hall:

Rooms 1-4 (combined as one room)	Capacity of 225 people
Gym	Capacity of 450 people
Hilbert Hall (rooms 1-4 + Gym)	Capacity of 650 people

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

Father McGivney room (located on the lower level)	Capacity of 50 people
Matthew room (located on the lower level)	Capacity of 12 people
Mark room (located on the lower level)	Capacity of 12 people
Luke room (located on the lower level)	Capacity of 20 people
John (located on the second floor – stairs only)	Capacity of 40 people

Parish Life Center

John Paul II room	Capacity of 12 people
Mother Teresa room	Capacity of 90 people

Saint Ambrose Catholic School

Rooms 201-208 (classrooms)	Capacity of 30 people/room
Gillingham Innovation Center	Capacity of 40 people

Areas of Worship

Church	Capacity of 960 people
Church Family Room	Capacity of 25 people
Chapel	Capacity of 100 people
Grotto	

MEETINGS AND/OR EVENTS - Continued

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 2,500+ 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 using the online form at StAmbrose.us/Marketing 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 normally 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 using the online form at StAmbrose.us/Marketing [using](#) Submission of images must be copyright and royalty free. Imagery inclusion is subject to the approval of Rebecca.

MARKETING & COMMUNICATION

All marketing and communications support requests should be submitted using our online form at StAmbrose.us/Marketing.

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 MLA Style Manual.
- 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.
- 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. [A Saint Ambrose Parish Style and Standard Guide for the parish is available from our Marketing Team.](#)

Parish Website

Our parish website (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, please submit the request using our online form at StAmbrose.us/Website-Revision-Request at least 12 business days before the content needs to go live or be promoted. **When submitting revisions and/or additions to make to the website, please make that request using the same form and include the URL you are referencing and the updates that need to be made.**

Additional Ways to Promote Your Events and/or Programs

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

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](#)
- [Microsoft Teams \(for parish staff members\)](#)
- [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.

**Jesus said to him, “I am the way and the truth and the life.
No one comes to the Father except through me.”
John 14:6-7**

**“Trust in the Lord with all your heart;
do not depend on your own understandings.
Seek His will in all you do, and
He will show you which path to take.”
Proverbs 3:5**

**“I can do all things through Christ who strengthens me.”
Philippians 4:13**

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 or from the Business Office to 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 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 the Business Office, 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 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 Catie Majoros, at CMajoros@StAmbrose.us or 330.460.7338 for questions or go to www.Virtus.org and follow the instructions to register.

Saint Ambrose Catholic School and Littlest Angels Preschool

[Saint Ambrose Catholic School](#) and Littlest Angels Preschool offer 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 [Brandan Bizzi](#) or call 330.460.7325.

ADDITIONAL INFORMATION

Hospitality and Catering

All hospitality and catering requests require a two-week advance notice. Form is located on St. Ambrose Parish Website at stambrose.us/hospitality-catering-request-form/. The form must be completed in its entirety for it to be submitted.

When possible, volunteers should be used for setting up, serving and cleaning up.

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:** 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.

Votive Candles

We invite members to light 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.**

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 3 weekend Masses and 7 weekday Masses for the total of 10 per year.

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.

ADDITIONAL INFORMATION

Parish Safety

Our Community CARES (Concerned + Alert + Responsive = Everyone Safe). The best way we can take care of each other on our campus is to be watchful and vigilant. If you see something that does not look right, please say something to one of the Pastoral Staff Members or Church Ushers.

We have been working with Chief Jim Powers (retired) over the past two years to review all of our safety protocols and increase and improve safety training. Please review the set of notes we distributed to all of our members in early 2025 (StAmbrose.us/Safety).

Watch the bulletin for more updates and information. If you have questions concerning campus safety, please contact Jake Bihari (JBihari@StAmbrose.us).

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 reminder:

Brunswick Police Non-Emergency Number: 330.225.9111

Brunswick Police Emergency Number: 911

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.

AED Units – Automated External Defibrillators & First Aid Kits

AED - Automated External Defibrillators are located in the following areas:

- Narthex – near the back entrance to the church
- Gym – in the second set of doors on the left entering from the Parish Life Office door
- Lehner Center – Entry area

First Aid Kits are located in the following areas:

- Sacristy
- Narthex
- Parish Office Workroom
- Mother Teresa Kitchen
- Lehner Center

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 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.