



Policy 101 – Policy Approval

All parish policies are approved by the Pastor of St. Cecilia Catholic Church in consultation with the Parish Council.

Approved: September 21, 2022

Last Reviewed:

Policy 102– Church Office Policies and Procedures

The Church Office of St. Cecilia Catholic Church shall compile and make available a list of standard operating policies and procedures related to the business practices of the Parish.

Approved: September 21, 2022

Last Reviewed:

Policy 103 – Keeping Policies Current

All approved policies shall have an effective enforcement life of seven (7) years from the date of the initial or most recent approval, after which time the policy will be reviewed by the Parish Council. The date of this review will be listed in the policy. If a policy is deemed worthy of being dismissed, the policy will be listed as 'Suppressed,' instead of 'Last Reviewed,' along with the date of its suppression. In such cases, the policy will be struck through but remain printed for historical purposes.

Approved: September 21, 2022

Last Reviewed:

Policy 104 – Active Parishioner Policy

St. Cecilia Catholic Church shall maintain a comprehensive list of its parishioners for the purpose of parish and diocesan information. Additionally, St. Cecilia Catholic Church shall formally identify and designate "active" parishioners, as further defined below, for the purpose of those parish services and ministries for which such a distinction is important and necessary. Active parishioner status, understood in the context of a single household, shall receive priority in school registration, eligibility for in-parish tuition rates, and as well as parish educational and sacramental services.

An **active parishioner** is defined as a single household that demonstrates an ongoing commitment to St. Cecilia Catholic Church through worship, stewardship, and participation in parish life.

- I. **Registration and Practice of the Faith** - an active parishioner is formally and currently registered at St. Cecilia Catholic Church and follows the Precepts of the Catholic Church (Code of Canon Law 2041–2043), including:
 - A. Attending Holy Mass on Sundays and Holy Days of Obligation
 - B. Confessing sins at least once each year
 - C. Receiving Holy Communion at least during the Easter Season
 - D. Observing the required days of fasting and abstinence
 - E. Providing for the needs of the Church

- II. **Participation in the Sunday Collection** - an active parishioner regularly places a personalized collection envelope in the Sunday collection basket, with or without a monetary offering, as a sign of Mass attendance and participation.

The primary way that St. Cecilia Catholic Church can verify Mass attendance is through the regular use of personalized collection envelopes. These envelopes are numbered, dated, and include the parishioner's name and contact information. If at least two (2) personalized envelopes are not received within a three (3) month period, with or without a monetary offering, a parishioner may be moved to inactive status.

Personalized collection envelopes may be obtained through the Church Office. In the absence of an envelope, a personalized check or any envelope clearly marked with the parishioner's name will be treated in the same manner. Parishioners who give online are encouraged to place their envelope in the collection basket with the box checked indicating online giving.

- III. **Stewardship of Time, Talent, and Treasure** - an active parishioner strives to be good stewards of St. Cecilia Catholic Church by offering their time, talent, and treasure in support of the parish's mission.

Furthermore, as financial support is essential to the ongoing life and mission of the parish, active parishioners are asked to share this responsibility according to their ability. A weekly contribution of \$10 (averaging approximately \$500 a year) is considered a minimum level of support. This expectation is especially important for families of St. Cecilia Catholic School who receive the in-parish tuition rate, as that reduced rate reflects their ongoing financial support of the parish in addition to tuition.

- IV. **Ongoing Communication** - an active parishioner maintains regular communication with the Pastor and the Church Office. This is especially important during times of hardship or when a household is unable to attend Holy Mass.

Approved: September 21, 2022
Last Reviewed: January 12, 2026

Policy 105– Return to Active Status

To return to active status, the parishioner must contact the Church Office and request reinstatement. The parishioner must then fulfill the above criteria for a minimum of (3) months, in which they will then be placed back in active parishioner status. The responsibility for determining active parishioner status ultimately rests with the Pastor. Any such exceptions to this policy shall be reviewed and made by the Pastor.

Approved: September 21, 2022
Last Reviewed:

Policy 106 – Life-Long Members

Registered Members of St. Cecilia Catholic Church who, because of age or necessity, cannot maintain active participation in the Parish, will retain their ‘active’ status. It is advisable that families of such persons keep the Parish informed of their whereabouts and condition.

Approved: September 21, 2022
Last Reviewed:

Policy 107 – Advisory Councils

St. Cecilia Catholic Church and School shall maintain current Bylaws for the following Advisory Councils:

- Parish Council
- School Board
- Finance Council

Additionally, St. Cecilia Catholic Church and School shall maintain a record of the meeting agendas and minutes in the respective governing office of each Advisory Council.

Approved: September 21, 2022
Last Reviewed:

Policy 108 – Employee Handbooks

St. Cecilia Catholic Church and School will maintain separate and current handbooks for employees that detail the legal rights and responsibilities of all parties.

Approved: September 21, 2022
Last Reviewed:

Policy 109 – The Purchasing of Cemetery Burial Plots and Columbarium Space

The cemetery of St. Cecilia Catholic Church is owned, operated and maintained by the Parish. Therefore, the purchasing of burial plots and columbarium space is limited to active parishioners. At the discretion of the Pastor, former and/or inactive parishioners may be allowed to purchase burial plots and columbarium space if they can demonstrate a reasonable association with persons who are, or will be, buried in the cemetery (example: the child of a deceased and buried parent).

Cemetery plots and columbarium spaces are sold on a first come first serve basis. Plots and spaces will not be held for future purchase.

Approved: September 21, 2022
Last Reviewed:

Policy 110 – End of the Year Contribution Statements

All registered parishioners will receive a letter before the end of the month of January, which will detail their contributions for the previous fiscal year (January 1st through December 31st).

Approved: September 21, 2022
Last Reviewed:

Policy 111 – St. Cecilia Catholic Church Sponsored Organizations (Ex. Altar Society & Holy Name Society)

Church Sponsored Organizations exist to perpetuate the Mission of St. Cecilia Catholic Church in a unique way. The nature and specific purpose of each organization may vary; nevertheless, their founding principles must be centered on adherence to the Catholic Faith, the spiritual and temporal success of St. Cecilia Catholic Church, and the individual holiness of its members.

Organizations may only conduct business with St. Cecilia Catholic Church, and in its name, by permission of the Pastor. Furthermore, each organization, before official sponsorship of the Church is granted, must present to the Church Office an official Mission Statement and a current copy of the organization’s Constitution, both of which must be reviewed and resubmitted by February 1st of each year.

With the approval of the Pastor, Church Sponsored Organizations may conduct routine meetings on or off Church Property, collect and spend funds, host or sponsor events on Parish grounds or in the name of the Church at another location, participate in events hosted by another approved organization, advertise for events, and conduct other business as necessary.

At St. Cecilia Catholic Church, membership in a Church Sponsored Organization is not limited to registered members of St. Cecilia Catholic Church; however, membership requirements shall include the following:

1. Active parishioner status in a Catholic Parish.
2. Payment of a non-refundable yearly membership fee of \$25.00, payable to the Church Sponsored Organization.

Church Sponsored Organizations that meet the requirements above are permitted the benefit of holding funds in a checking account that is approved and maintained by the St. Cecilia Catholic Church. Funds may not be deposited in any other personal or business account. Church Sponsored Organizations must also adhere to the policies and procedures regarding the collection and use of funds, which are to be established, and periodically reviewed, by the Business Manager and approved by the Pastor. In particular, income and expenses incurred by the Church Sponsored Organization, or done by individuals in its name, must be recorded in a ledger. Copies of the ledger and monthly bank statements for the previous year's fiscal activities (July 1st through June 30th) must be submitted to the Church Office yearly before August 1st.

The Pastor reserves the right to terminate any and all operations of a Church Sponsored Organization. This includes, but is not limited to, the suppression of an organization, the dismissal of individual members, the seizing of funds, and the suspension of activities, for a time or indefinitely.

Approved: September 21, 2022
Last Reviewed:

Policy 112 – Prayer Associations (Ex. Lay Dominicans, Men's & Women's Prayer Group, Bible Study)

Registered and active parishioners of St. Cecilia Catholic Church are encouraged to participate in approved Prayer Associations that operate within the Parish for the holiness of its participants. All Prayer Associations operating in St. Cecilia Catholic Church, or in its name, must be approved by the Pastor.

With the Pastor's permission, Prayer Associations may meet on or off campus, host or sponsor events, advertise for said events, and collect entrance or participation fees for events.

Monies raised from event fees must be for a specific purpose (ex. Professional fee for an approved speaker) and must be deposited in an account maintained by St. Cecilia Catholic Church. Otherwise, Prayer Associations may not collect fees, fundraise, or operate a bank account.

Membership in approved Prayer Associations is not prohibited for any purpose.

Approved: September 21, 2022
Last Reviewed:

Policy 113 – Church Sanctioned Fraternal Organizations (Ex. The Knights of Columbus & Boy Scouts)

Church Sanctioned Fraternal Organizations are authorized by the Diocesan Bishop or Administrator to exist and operate within his Diocese. Such organizations are never financially linked to an individual Parish.

With the permission of the Pastor, Church Sanctioned Fraternal Organizations may conduct routine meetings on Church Property, collect and spend funds, host or sponsor events on Parish grounds or in the name of the Church at another location, participate in events hosted by another approved organization, advertise for events, and conduct other business as necessary.

Approved: September 21, 2022
Last Reviewed:

Policy 114 – Social Media Accounts

All social media accounts that bear the name, or operate in the name of St. Cecilia Catholic Church and/or School must be administered by a hired employee of St. Cecilia Catholic Church and/or School.

Approved: September 21, 2022
Last Reviewed:

Policy 115 – Safe Environment Policy

St. Cecilia Catholic Church and School will adhere to the policies and procedures established by the Diocese of Covington’s Office of Safe Environment.

Approved: September 21, 2022
Last Reviewed:

Policy 116 – Institutional Calendar

St. Cecilia Catholic Church will keep a paper and electronic Institutional Calendar, which will be updated regularly by the Parish Secretary. It will contain the following:

1. Times for liturgical celebrations including, but not limited to, Holy Mass, Confessions, Penance Services, Liturgy of the Hours, Devotions, First Communion, Confirmation, Baptism, Weddings, Funerals

2. Parish Events, such as, Homecoming, Socials, Retreats, larger School Events like the Christmas Pageant, and the Festival
3. City Events that affect our operations (ex: Christmas Walk)
4. Meetings for councils, committees, and other organizations.
5. Committee Meetings
6. Fund-raising activities
7. Office and School Closure
8. Special Collections
9. Uralge Hall Rentals
10. Any Event that uses campus space.

Events scheduled on the Institutional Calendar should be shared with the MyParish App via the online Google Calendar titled 'St. Cecilia Institutional Calendar'. When sharing, please consider the following:

1. Details & consistency are vital. Be sure to check spelling and use of capital letters when posting.
2. Remember to add locations in the 'locations' tab...not in the title of the event.
3. Not every detail is important.

What should not be added to the online Institutional Calendar:

1. Personal meetings (especially the Pastor's schedule)
2. Private Events
3. School & Children Events (unless approved by the Principal & Pastor)
4. Sports
5. First Names & Names of Children (Last Names are permissible: "Smith Wedding" or "Smith Baptism")
6. Events that are not open to the public such as Uralge Hall Rentals and Wedding Receptions

Approved: June 12, 2025
Last Reviewed: