Cathedral of St. John the Evangelist
"HomeKeeping"
A guide to using our Cathedral facilities

Dear Parishioners……..Introduction

The Cathedral of St. John the Evangelist, as a beacon of the Catholic faith in downtown Milwaukee, opens its doors and welcomes worshippers, guests, parishioners, those in need and volunteers to its facilities every day of the year. From the church to the meeting rooms to the Open Door Café, the Cathedral has facilities for many uses. This brief guide tries to answer some questions for parishioners about planning activities using the Cathedral facilities. *And, most importantly, encourages parishioners to take the lead forming groups at the Parish around their needs and interests.*

First, we have defined the three possible groups of users for our facilities. This is important information because only Parish-Affiliated Groups can be considered for no-fee access to Parish facilities. Please read these definitions first and then move on to more practical information about our buildings and their uses.

Part 1 - General Availability

Any Cathedral facility can be made available with no cost to a parish-affiliated group provided requested space is available and the space is used carefully and safely.

Parish Affiliated Groups

Parish affiliated groups must have all of these characteristics:

- one or more Cathedral parishioners meet regularly to plan activities with the assistance and guidance of a Cathedral Parish Pastoral Staff Member.
- activities promote the faith of the Catholic Church
- includes Cathedral parishioners as responsible persons for the set-up, use and clean-up of Cathedral facilities
- hosts activities that are open to Cathedral parishioners as well as the wider community

Non-Affiliated Parish/Catholic Organizations

All other activities which are given space at our Parish, do so through a "Facility Usage Agreement" with the Parish. The St. Vincent de Paul Society and the Legion of Mary, (which are considered by the Archdiocese not to be parish affiliated groups) use space in our parish facility through a special blanket policy provided to the Archdiocese.

Private Users

Other groups, businesses or individuals not affiliated with the parish as described above, should inquire about the fees and insurance requirements for rental of Cathedral Parish facilities. Space can be rented for business meetings, dinners or parties. The parish has information about rental rates, procedures and requirements. The Cathedral facilities are frequently used so please call as early as possible for rental information.

Part 2 - Introduction

We are a discipleship parish. One of the ways we experience this discipleship is encouraging parishioners to bring forward ideas for activities that expand and enhance their lives as Catholics. We have a busy, downtown location as our parish home and we must carefully schedule activities and facilities. We urge all parishioners to share their ideas, hopes and needs with parish pastoral staff members and we hope that parishioners are willing to work to see these ideas take shape.

First stop for a great idea

All parishioners should actively discuss and share new ideas for discipleship activities in our parish. Working in collaboration, parishioners and parish staff can understand how the needs and interests of our parish are changing and they can work together to bring discipleship to life here at the Cathedral. So, if you would like to join with other parishioners to explore an aspect of our faith - make a call to a parish staff member and discuss your idea or plan. Don't wait for someone else to reach out and plan a group activity. Please be the first.

Who might make this call? Maybe……

- you would like to plan a Bible Study group for Sunday evening,
- you are a young parent who would like to share experiences teaching children about the Catholic faith,
- you are a middle aged adult caring for older parents and feel a need for spiritual support.
- you would like to have coffee and share conversation after morning Mass

All of these parishioners could be working with a parish staff member to find time, space and materials for a parish group or possibly learn about similar opportunities in a nearby parish. You will find that the Parish staff is interested and eager to expand discipleship opportunities.

Success – always necessary?

Don't be anxious. Not every idea is feasible, every small group doesn't find members – thinking about ideas and testing new concepts is worthwhile and we all learn from this process. Please share your ideas and needs with us and together we will move in the right direction. Remember, parishioners are the disciples in our discipleship parish.

Now for the details……..Available Space:

Once you have met with a parish staff member and worked out a plan and schedule for a group you will need to determine the size and location of the needed facility.

1. Cathedral Building
    a. The Cathedral itself and the Day Chapel are available for appropriate activities
    b. The Cathedral Treasury could be used for small meetings or groups.
    c. The Cathedral Prayer Garden is available

2. Weakland Center – second floor
    a. Four (4) meeting rooms - two small rooms for groups of 6-8, one for groups of 12-20 and the largest Center Room which can accommodate groups of up to 50.
3. Atrium
    a. A large, open space appropriate for large groups or social activities. accommodating up to 200 people.
4. Open Door Café
    a. The Open Door Café with table space for approximately 40 individuals can be used for activities and meetings only on Saturday and in the evening.
5. Community Room
    a. A small room adjacent to the Open Door Kitchen - Appropriate for a small group of less than 25 people.

Requesting Space:
You should use one of the forms attached to request use of a Cathedral Parish facility. Such a request should be made as far in advance as possible and all requests are subject to review and the availability of the requested space. The Request Form includes the name of the groups requesting space, the Cathedral staff member you are working with, the date, time and duration of the event or activity, and any requests for special set-up or equipment that you need.

For any special set-up or equipment, a minimum of 48 hours notice is required. If more than incidental set-up is required (moving many tables or chairs for example) two weeks notice is required.

Set-up
Cathedral staff will set-up the space you have requested. We will move tables and chairs as you request and we will bring requested equipment to the room (TV, VCR etc.) Groups using any space will be asked to return the space to the way it was found.

Kitchen space:
Parish affiliated groups are able to use the kitchen facilities in the basement of the Weakland Center for minimal food set-up and clean up. Generally, groups should not plan to use the stove or ovens without prior permission and training.

Alcohol Policy
The Cathedral Parish allows beer and wine at events with prior permission. In certain cases, the Parish must request a liquor license from the City of Milwaukee and this process takes a minimum of 45 days and a limited number of licenses are allowed in a 12-month period. If the event is limited to parish members, small quantities of beer and wine may be served without requiring a license. Beer and wine must be provided at no cost and a licensed bartender must be present to oversee beverage usage. Other alcoholic beverages can be allowed with prior permission if provided at no cost and with a licensed bartender present.

Supplies and Equipment

Parish affiliated groups are provided at no cost:

- Paper cups, disposable plates, paper napkins, plastic eating utensils, serving platters,
- Coffee, tea, cream, sugar and pitchers/ice for water,
- Ivory fabric table coverings for round and square tables
- Coffee pots (located near every meeting room).
- TV, DVD player, VCR, LCD projector and screens are available. Some items require a brief training session to use properly
- Sound system is available for the Atrium

Generally Available Times:

The Cathedral Parish Facilities are usually available for meetings and events during these hours:

- Monday-Thursday 7:00 am - 7:00 pm – (activities can conclude after this time)
- Friday 7:00 am – 5:00 pm (activities can conclude after this time)
- Saturday 9am – 6:30 pm (activities can conclude after this time)
- Sunday 7:00 am – 1pm (activities can conclude after this time)

During these hours, Parish custodial staff and/or reception staff are usually available to set-up and open doors etc.

Building access

If you schedule meetings or events when Parish custodial staff or reception staff are not available, one group representative will be issued a key for the appropriate entrances. You will be responsible for making sure that only those individuals attending your activity enter the building. You must be sure that after you have allowed entrance for your group, the door is locked.

In every case of building use, when your group is exiting the building, you should make sure that everyone has left and check the restrooms, hallways and elevator cars as you leave. Under no circumstances can an exterior door ever be propped open or left unlocked.

Clean-up

You and your group members must:

- place all trash in trash cans and aluminum cans and plastic items in recycling bins and leave the cans in the rooms you used,
- check to make sure that all coffee pots are cleaned and unplugged,
- wipe and clean all counters and any space used in the kitchen or community room
- all food must be removed and serving platters and utensils washed and returned to storage
- if you have used the Atrium, you should leave the tables set up and place any used tablecloths in a single pile on a table.

If Cathedral custodial staff is not present, you will then need to make sure that all lights in rooms, hallways and the foyers are turned off, doors are secured, the Prayer Garden Gate is locked and that all persons have safely exited the building.

Emergency
All "Parish Affiliated Groups" using the buildings will be provided with a list of emergency phone numbers and contacts. Of course, you should call 911 for medical or police emergencies.

Building Walk About
Periodically, all groups using the Cathedral facility will be invited to walk through the entire parish facility and learn about the quirks of these particular buildings. We will show you how to turn on lights, connect the sound system, check the building for final closing, find additional supplies etc. We plan these "walk abouts" at least quarterly but will do so more frequently whenever requested.

Conclusion:
Please don't keep those good ideas to yourself. If you would like to form a group chances are great that others have the same wish. By providing this set of guidelines and instructions, we hope to have convinced you that you can easily use the Cathedral facilities with just some simple, common sense care and caution.

We named this presentation – HomeKeeping…..think of the Cathedral Parish as your home and these procedures as a written version of how you keep your home in good working order. We are careful and thorough in our homes – but our homes welcome friends and family – it's the same here at the Cathedral.

Hoping to hear from you soon,

Fr. Carl Last, Pastor and the Cathedral Pastoral Staff