

PROTOCOL FOR VESTIBULE DISPLAYS AND TABLES

- 1.) No more than two groups can use tables in the vestibule on any given Sunday.
- 2.) The Parish Office has to OK the table setups according to our calendar. Please contact the parish secretary via email with your request. No tables or displays can be set up without prior authorization from the Office. (The pastor's permission is required for any outdoor tables and displays.)
- 3.) All tables must be decorated on the Friday preceding the vestibule event. All tables must be staffed with at least one volunteer at EACH of our three Sunday Masses to greet and assist parishioners.
- 4.) All table sign-ups and sales must be done after Sunday Mass and not before. This allows for reverence for all parishioners and ministers that are gathered and preparing for Mass. We must always respect the worship area prior to Mass beginning.
- 5.) All monies collected for deposit into the Church account on behalf of parish ministries should be placed in a protective deposit bag (ID'd and signed) and given to an usher immediately after the 5 PM Saturday vigil Mass and the 11 AM Sunday Mass.
- 6.) There should never be monies left out in a box, placed underneath the table, hidden in the cabinets, sacristy, untended or taken home.
- 7.) When St. Philip parish celebrates the Holy Sacrifice of the Mass on the following important occasions, ministries and parish groups should note that ALL Mass announcements, lobby displays, lobby sales and organizational activities on campus are suppressed and may not be scheduled:
 - Octave of Christmas
 - Holy Week and Octave of Easter – from Palm Sunday Vigil through Divine Mercy Sunday
 - Pentecost Sunday
 - Feast of Corpus Christi
 - Assumption of the Blessed Virgin Mary
 - Feast of Christ the King
 - Feast of All Saints
 - Feast of the Immaculate Conception
 - Sacrament of First Holy Communion
 - Sacrament of Confirmation

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