

Hello Everyone,

I wanted to start off by saying thank you, to each of you, for all you do for our parish family. Seeing our church, hall, and meeting rooms (new and old) being used almost daily is what we envisioned and hoped for as we expanded our space. As we have geared back up this past year we have a lot more of our ministries and some outside groups gathering here again. We are all one big family and if each of you could pass along the following to your other ministry members and/or other facilitators we would greatly appreciate it. The following checklist will help any meetings/events in the church, parish hall, and/or meeting rooms continue to run smoothly and these spaces feel like a second home to all.

First: when leaving from your meeting/event please check to see if anyone else is in the building. If so, let them know they will be the last ones in the building so they know to do the checklist below. Doing this will also help prevent the alarm from accidentally being set while someone might be in another room.

If there is no one else in the building and your group is the last one, please do the following before leaving:

1. If tables/chairs are moved please return them to their original set up.
2. If food was used in any rooms please throw away all food trash & remove trash bags to the trash cans outside. This will help prevent unwanted furry friends and bugs.
3. If the air/heat temperature was adjusted please adjust back to the previous setting.
4. Assure that all exterior doors are locked.
5. Make sure all lights are turned off (interior and exterior).
6. Set the alarm before exiting.

If there is ever anything that isn't working correctly or something happens when you are in the building please email us so we are made aware of the situation and can address it the next business day.

- Dave Kimbell - kimbelld@shc.ptdiocese.org
- Debbie Zuchowski- zuchowskid@shc.ptdiocese.org
- Meghan Tanton- tantonm@shc.ptdiocese.org

Also, if you know of anyone looking for a part time position we are currently looking for a night manager for Mondays, Wednesdays, and the occasional weekend event. Please share and let them know to contact Dave Kimbell if interested.

Again, thank you all for everything you do and for being a part of our Cathedral family.

Blessings,

Meghan Tanton

Parish Coordinator

Cathedral of the Sacred Heart

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