



St. Polycarp Church

Scheduling of Sales Outside of Church Doors

Contact – Parish Secretary 653-8279, office @saintpolycarp.org

If your ministry or group would like to sell food, tickets, cards, etc. outside after Masses on weekends, you must contact the Parish Secretary in the parish office to arrange for your requested dates, in writing below. No more than one group or committee at a time will be scheduled on a specific weekend.

1. The request will be sent to the Pastoral Staff to be reviewed as an agenda item at their next scheduled meeting.
2. Once decided on, the decision will be sent back to the parish secretary to communicate back to the requesting committee/ ministry.
3. If approved the sale will be added to the parish calendar. If additional rooms need to be reserved (i.e.) Kitchen, please fill out room request form as well.

Please complete the sections below:

Committee/ Ministry requesting sales: _____

Chair Person: _____

Email: _____ Phone #: ____ - ____ - ____

Type of Sale: _____ Requested Sale Dates: _____

FOR OFFICE USE:

- Date request received : ____/____/____
- Date request sent to Pastoral Staff: ____/____/____
- Request Status: (Circle) Approved or Denied
- Date added to the Parish Calendar (If approved): ____/____/____
- Date returned to Committee/ Ministry: ____/____/____