
PIP MEMO

FOR PRIESTS' INFORMATION

TO: PASTORS AND BUSINESS MANAGERS

FROM: ARCHDIOCESE FINANCE OFFICE

DATE: SEPTEMBER 12, 2017

SUBJECT: PARISH FESTIVAL GUIDELINES & BEST PRACTICES CHECKLIST

Festivals are an enjoyable part of Parish life and provide an opportunity for fun and fellowship. While festivals offer unique benefits, they also pose unique challenges. Festivals create liability exposures for the Church and efforts should be made to provide proper guidance and instruction to help keep the festivals safe for all involved.

In an effort to reduce the chance of loss in this area, Catholic Mutual Group has developed an online training course titled “**Safe & Successful Parish Festivals.**” All individuals involved in planning your parish festivals should view this training. The training takes less than 20 minutes to complete and there are no fees associated with the use of this course. Enclosed is a brochure which includes instructions for accessing the online training.

Catholic Mutual also has written a Parish Festival Guidelines document and a Best Practices Checklist that are available on the Archdiocese’s website under **Resources > Parish Business > Manage Risk.** They are also available on Catholic Mutual’s website at www.catholicmutual.org. After entering your login information, click on **Member Home > Risk Management > Operations > Parish Events > Activities.**

If you have any questions regarding this information, please feel free to contact Francine Roshau at froshau@archkck.org or at (913) 647-0361.

Friday, April 13, 2018