

**SUBJECT:** Use of School Building/Parish Facilities for Religious Education -- PS, SS, RE  
**NUMBER:** 2060  
**EFFECTIVE DATE:** 7/10/2014

## **I. POLICY**

It is the policy of the Diocese of Green Bay that the school building/parish facilities not be used for any non-related Religious Education (RE) activities during the afternoons/evenings that have been designated as K-12 RE afternoons/evenings.

## **II. PURPOSE**

It is the purpose of this policy to emphasize that the use of the school/parish facilities for the Religious Education program during the days and times designated for RE instruction is primary. Therefore, these facilities will be made available for Religious Education staff and students. The Religious Education program is vital in the evangelization of our Catholic children so every means to support the RE program is essential to that end.

## **III. RESPONSIBILITY**

It is the responsibility of the pastor, administrator, or pastoral leader of the parish, and the school administrator(s), to cooperate with the Religious Education administrator in making the parish facilities available for Religious Education on their designated day(s) and times of the week.

It is the responsibility of the pastor, administrator, or pastoral leader and/or school administrator(s) to give priority to the RE program on the designated day(s) and times of the week that RE programming takes place.

It is the responsibility of the Religious Education administrator to communicate the RE calendar dates and times at an appropriate date agreed upon by administrators before the start of the next school year, to the school administrator and any other parish staff who may need that information, to clear the way for any parish facility to be utilized by the parish RE program.

## **IV. PROCEDURE**

- A. The Religious Education program has the priority of the school building/parish facilities during the designated dates and times in the RE calendar that has been communicated to the appropriate parish staff.
- B. No activities for the school will be held on any afternoon or evening of the designated day(s) that RE takes place in the facility where the Religious Education administrator has scheduled instructional or other faith-formation activities.
- C. Exceptions are allowed only with the consent of the Religious Education administrator, if it does not inconvenience the Religious Education program.
- D. Use of the school building/parish facilities is essential to the Religious Education program because these resources are to be used to support the entire parish community and its activities.