

ST. PIUS X

ALTAR & ROSARY JOY!



Caring women working together to nurture the love of Jesus Christ through the intercession of Mary.

Service

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Bake and Craft Sale	1
Executive Board Contact Guidelines	2
Lead Circles Guidelines	4
Circle Leader Guidelines.....	5
Crafts Lead Guidelines.....	6
Treasurer Guidelines.....	6
Communication Coordinator Guidelines	7
Program Chairperson Guidelines	8
Breakfast Reception for OCIA.....	9
Communal Penance Priests' Dinner	10
Confirmation Reception	12
Eucharistic Procession.....	13
Membership Drive and Hospitality Sunday Procedure	17
Annual Schedule for Hospitality Sundays	21
Parish Chili Supper	22
Soup Supper	23
Spring Fun Event	25
St. Pius X Feast Day Celebration.....	27
St. Pius X Annual Gala.....	29
Watering Guidelines.....	30

Bake and Craft Sale

The Bake and Craft Sale is an opportunity to provide baked goods and crafts to the parishioners of St. Pius X Church and offers an opportunity for Altar & Rosary JOY to promote their organization as an active, vibrant, service organization. In general, the proceeds go toward service projects suggested by the pastor. It is held in early December. Two Circles (1 Lead Circle & 1 Assistant Circle) are assigned to the Bake Sale and Crafts with direction from the Executive Board. The Lead Circle and Assistant Circle Leaders shall decide who shall be the contact person for baked goods, craft items, and for the volunteers. Lead Circle and Assistant Circle shall work together and coordinate assignments. Members of other Circles, members not associated with a Circle, and parishioners are encouraged to participate.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

EXECUTIVE BOARD CONTACT GUIDELINES

Before The Event

1. Confirms with the Administrative Assistant in St. Pius X Parish Office, 515-276-2059, no later than August 1 to make sure that the Bake Sale and Crafts have been scheduled by the previous Executive Board.
2. Contacts the Administrative Assistant in the St. Pius X Parish Office, 515-276-2059, periodically to check on the scheduled date and if there are other scheduled events, such as a wedding, selling Christmas cards, Scrip, etc. Times for set-up, delivery of baked goods, and preparation of the plates shall be adjusted by the Executive Board if there are conflicts.
3. Assures communication between the Executive Board and the Circle Leaders and Assistant Circle Leaders of the event or committee. The Executive Board assigns the Executive Board Contact, who initially meets with Circle Leaders and Assistant Circle Leaders to explain the necessary procedures. The Executive Board Contact is available to answer questions and reports to the Executive Board on the progress of the event or committee. (Altar & Rosary JOY Operational Procedures)
4. Meets with the Circle Leaders and Assistant Circle Leaders and helps prepare the Bake Sale and Crafts Circle guidelines and volunteer sign-up forms. Members volunteer to help sell baked goods and craft items after the 5:00 PM, 7:00 AM, 9:00 AM, and 11:00 AM Masses. The Lead Circle and Assistant Circle Leaders shall decide who shall be in charge of baked goods and who shall be in charge of volunteers. The Circle guidelines and sign-up forms are included with this procedure and available electronically from the Communication Coordinator or President. The President shall appoint a member of the leadership Team to make the necessary changes to the forms and print the guidelines and volunteer sign-up forms for the Circle Leader(s) in charge of volunteers.
5. The Circle Leaders in charge of volunteers shall give the guidelines and volunteer sign-up sheets to all the Circle Leaders at the October program and business meeting.
6. The Executive Board shall contact Pastoral Care. Pastoral Care will coordinate the distribution of plates to the homebound residents of St. Pius.
7. The Assistant Circle shall contact interested vendors with the craft guidelines and sign-up forms, be available to answer questions, and set up the crafts for display. They shall be responsible for seeing that unsold craft items are returned to vendors. The craft guidelines and sign-up forms are included with this procedure and available electronically from the Communication Coordinator or President. The President shall appoint a member of the Leadership Team to make the necessary changes to the forms and print the guidelines and forms for Circle Leaders and members at the September program and business meeting.
8. Discusses and sets pre-determined pricing for the baked goods with the Executive Board.
9. Schedules an Executive Board member to be present at all times during the Bake Sale and Crafts.
10. Makes arrangements with the Program Chair to have the tables set up in the Martha and Mary Fellowship Hall according to the Bake Sale and Crafts map. Check with the Administrative Assistant in the St. Pius X Parish Office to find out when the Martha and Mary Fellowship Hall is available for set-up for the Bake Sale and Crafts.
11. Makes sure a key (AB-6) is checked out by the Program Chair so there is access to tables and chairs in the Martha and Mary Fellowship Hall.
12. Meets with the Circle Leader(s) in Charge of volunteers to assign jobs, such as greeters, cashiers, runners, etc., from the volunteer sign-up forms turned in by the Circle Leaders. Volunteers are notified by email or contacted by telephone of their role during the shift they signed up to work.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

13. Provides Early Drop Off Procedure of Sales: Make sure your Name is included, designate the goods are for the Bake Sale, and leave them in the kitchen.
14. Assignments shall be made as follows:

Saturday 1:30-3:30 p.m.

- 2 members are **Door Helpers with Carts**. They unload the baked goods from cars and deliver them to the check-in table.
- 1 member is a **Check-in Helper**. They receive the baked goods, making sure they are labeled (if needed) and the contributor's name is checked off on the sign-in sheets.
- 2 members are **Runners**. They take the baked goods and craft items from the check-in table to the appropriate selling table for purchase.
- 2 members are **Individual Plate Assemblers**. They will create approx. 50 individual plates.
- 1 member to confirm price stickers for craft items.

The following assignments shall be made for ALL shifts as follows:

- 2 members are **Narthex Greeters**. They stand in the Narthex and invite people into the Bake Sale and Crafts. One stands in the Narthex and the other by the elevators.
- Open the north door to the Martha and Mary Fellowship Hall so people can see that a Bake Sale and Crafts is in progress and can enter to purchase baked goods.
- 2 members are **Cashiers**. They take the money and make change if necessary.
- 2 members are **Cashier Helpers**. Each sits next to a cashier, adds up the baked goods and craft items (if applicable), and places the amount on a sticky note for the cashier. (Retain the craft item sticker for reporting purposes). They also bag the baked goods if necessary.
- 2 members are **Table Overseers**. They stand behind the selling tables, replenish the tables, and assist customers.
- 1 of the Circle Leaders and 1 Executive Board member is present for questions and helps where necessary.

Tidy Up Helpers

Last shift members are **Tidy Up Helpers**. They fold and put away the tablecloths and signage in the Bake Sale and Crafts Box. Wash the tables. Tidy up the kitchen. Take care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary. Take the aprons and dishcloths home to launder, and return promptly.

Recommended Volunteer Shift Schedule

Saturday 5:00 PM Mass	4:30 to 6:30 PM
Sunday 7:00 AM Mass	7:45 to 8:30 AM
Sunday 9:00 AM Mass	8:30 to 10:30 AM
Sunday 11:00 AM Mass	10:30am to 12:30 PM
Sunday Tidy Up Helpers	12:15 to 1:00 PM

During the Event

1. Makes sure that a Master Volunteer and Assignment Schedule is on display.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

2. Answer questions and help where necessary during the Bake Sale and Crafts.

LEAD CIRCLES GUIDELINES

Before the Event

1. Receive direction from the Executive Board Contact. The Executive Board Contact meets with the Circle Leaders in Charge to explain the procedure(s). Together, they prepare the Bake Sale and Crafts Circle guidelines and volunteer sign-up forms. The Circle guidelines and sign-up forms are included with this procedure and available electronically from the Communication Coordinator and President. The President will appoint a Leadership Team member to make the necessary changes to the forms and print the guidelines and volunteer sign-up forms for the Circle Leader(s) in charge of volunteers. The Circle Leaders in charge shall give the guidelines and volunteer sign-up sheets to all the Circle Leaders at the October program and business meeting.
2. Confirm arrangements with the Administrative Assistant in the St. Pius X Parish Office, 515-276-2059, to have the handicap door at the front of the church unlocked at the times needed to gain entrance to the Martha and Mary Fellowship Hall.
3. Give all Circle Leaders guidelines for the Bake and Craft Sale and their Circle's volunteer sign-up form by the October program and business meeting. Circle Leaders shall have their members fill in the volunteer sign-up forms to help with preparation of plates and the shifts selling baked goods and craft items. Members not associated with a Circle shall be invited to volunteer by Flocknote from the Communication Coordinator or appointed Executive Board member. Contact information, including phone numbers and email addresses, shall be provided to allow members not affiliated with a Circle to be contacted. They may also be contacted via Flocknote.
4. Contact all Circle Leaders to solicit baked goods and craft items from their Circle members according to the guidelines. Baked goods and craft items shall also be solicited from all Altar & Rosary JOY members and parishioners in the parish through bulletin announcements and Flocknote.
5. Meet with the Executive Board Contact shortly after the November program and business meeting to assign jobs, such as greeters, cashiers, runners, etc., from the volunteer sign-up forms turned in by the Circle Leaders at the November program and business meeting. Volunteers are notified by email or contacted by telephone about their role during the shift they signed up to work.
6. Arrange for delivery of the baked goods and craft items to the Martha and Mary Fellowship Hall between the designated hours on Saturday. Have membership sign-in sheets available for members and other contributors to check off their name when they deliver their baked goods and craft items. The Communication Coordinator or appointed Executive Board member will print and have membership sign-in sheets available.
7. Have baked goods delivered on RED plates and in the plastic Ziploc bags which are provided at the November program and business meeting. Clearly label baked goods by their type and indicate if they contain nuts.
8. Have available 8 ½ - 9-inch paper plates, gallon plastic bags, plastic gloves, white labels for marking the kind of baked goods, plain white stickers for pricing, small sticky notes, Saran Wrap, tablecloths to cover the selling tables, large and small envelopes for cash and checks, and pen and paper for the cashier helpers to add purchased baked goods. Have small boxes and new grocery bags available for multiple purchases.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

9. Check the boxes labeled Altar & Rosary JOY Bake Sale and Crafts in the closet in the Martha and Mary Fellowship Hall before purchasing any supplies. The inventory list is inside the boxes with the necessary items to be purchased.
10. Prepare signage for the baked goods if necessary. Signs from previous years are in the Bake Sale and Crafts supply boxes located in the closet in the Martha & Mary Fellowship Hall. Use the black place-holders located in the storage closet in the Martha and Mary Fellowship Hall.
11. Schedule at least one Circle Leader in Charge to be present at all times to answer questions and help where necessary.
12. Count the number of plates available and the number of craft items for sale before the Bake Sale and Crafts begin and report the number to the Treasurer.

During the Event

1. Coordinate the collection of monies during the Bake Sale and Crafts with the Altar & Rosary Treasurer. The Cashier Helper sits next to the Cashier. **Have two members near the cashier boxes at all times.** Always have one member escorting the Treasurer when transferring money to the safe or Parish Office. See the Parish Cash Handling Policy.
2. Have volunteers wear aprons during the Bake Sale and Crafts.
3. Have pen and paper available for the cashier helpers to add up the total amount of goods purchased, and sticky notes available to write down the total amount purchased to give to the cashier.
4. Remind volunteers that the procedure established in 2024 (per the Pastor's request) restricts the sales of baked goods before Mass. Doors will remain closed before Mass. Remind volunteers that no baked goods are to be taken into the church.
5. After Mass, open the west and north doors to the Martha and Mary Fellowship Hall so customers can enter from either door to purchase baked goods and craft items.
6. Be present for questions and help where necessary during the Bake and Crafts Sale.

After the Event

1. Have members scheduled for clean-up; wipe off all surfaces used. Remove and fold tablecloths, and return to their proper place. If tablecloths are soiled, arrange to have them laundered and returned promptly. Take down the Bake Sale and Crafts signage. Tidy up the kitchen. Take care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary. Take the aprons and dishcloths home to be laundered if necessary.
2. When indicated, complete a Request for Payment form and submit all receipts to the Altar & Rosary JOY Treasurer after the Circle Leader has signed the Request for Payment. The Treasurer submits all receipts and charges to the St. Pius X Business Manager.
3. Return the key (AB-6) to the Martha and Mary Fellowship Hall storage closet in the Parish Office. There is a drop Mailbox located on the west side of the church near the entrance to the Parish Office that may be used to return the key.
4. Assure safety by having members exit the church with at least one other person.

CIRCLE LEADER GUIDELINES

Before the Event

1. Solicit craft items from your Circle members starting in September.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

2. Solicit baked goods from your Circle members. Solicit cookies, bars, and candies, like fudge, yeast breads, and cinnamon rolls. Please, **no refrigerated items**. Decorated/frosted Christmas baked goods are good choices for this time of the year. Members can bring as many plates as they wish. Label baked goods as to kind and if the item contains nuts.
3. Have Circle members fill in the volunteer sign-up forms. This ensures that sufficient help is available. When the forms are completed, return them to the Circle Leader in Charge of Volunteers at the November program and business meeting. Volunteers are emailed or telephoned their assignment. A Master Volunteer and Assignment Schedule shall be posted at the Bake Sale and Crafts.
4. Have members drive into the half circle drive to the main entrance of St. Pius X Church to deliver their goods. Volunteers will be available there with a cart to help unload baked goods and to check off their name on the Sign In sheet.

CRAFTS LEAD GUIDELINES

Before the Event

1. Gives all Circle Leaders guidelines and sign-up forms for the crafts at the September program and business meeting. Have members donating crafts return their form by the November program and business meeting. These guidelines and forms are included with this procedure and are printed by the Communication Coordinator or appointed Executive Board member. They are also available electronically from the Communication Coordinator or President.
2. Emails or phones the crafters a reminder about the delivery time and that they are responsible for picking up the unsold items after the sale.
3. Confirms that craft items are pre-tagged for sale as they are delivered. Price tags are available as needed.
4. Counts the number of craft items available for sale and reports the number to the Circle Leaders in Charge and the Treasurer.

After the Event

1. Notifies the crafters of unsold items and, if they were unable to pick up their items after the sale, where they can pick up the unsold items.

TREASURER GUIDELINES

Before the Event

1. Requests from the business manager and obtains \$250.00 in small bills for the cash box change. (Recommend \$175 in one-dollar bills and \$75.00 in five-dollar bills).
2. Prepares two cash boxes with \$125 each in change for the Bake Sale and Crafts cashiers.
3. Makes signage for checks to be made payable to St. Pius X Catholic Church. Secures a Treasury Deposit Form for each Mass.
4. Plans to be present during the entire Bake and Craft Sale or makes arrangements for an assistant.

During the Event

1. Coordinates and oversees the collection of monies during the Bake Sale and Crafts. Places signage on the check-out tables and dispenses the prepared cash boxes to the cashiers.
2. Instructs the cashiers to:

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- a. Follow the procedure to combine the two cash boxes at the end of each shift (subtracting \$250 start-up monies). Each cashier counts the money independently and completes and signs the Treasury Deposit Form. The Treasurer counts the money to confirm the total submitted by the cashiers and reconciles with the cashiers as needed.
3. Instructs the cashier helpers to remove tags from the craft items and give the tags to the Treasurer at the end of the shift.
4. Tracks the amount collected at each Mass. Counts the number of craft tags for craft items sold at each Mass. Records the total monetary amount collected from craft item tags for each Mass. For each Mass, subtract the total from crafts from the overall amount collected to determine the total collected for baked goods. Keep track of these numbers for a final report. Prepare cash boxes as outlined for the next shift of cashiers.

After the Event

1. Collects the cashier boxes, money for deposit, and Treasury Deposit Forms. Secures an escort when transferring monies to a vehicle or the Parish Office. There is a safe in the Vesting Sacristy that may be used.
2. Submits receipts for reimbursement of expenses as needed to the St. Pius X Business Manager.
3. Prepares money for two deposits to give to the St. Pius X Business Manager. The first deposit is \$250 for the cashbox change at the start of the sale. The second deposit is the total collected from the sale.
4. Prepares a report for the Executive Board that includes:
 - a. Total profit from sales and subtotals from the Masses.
 - b. Expenses
 - c. Number of crafts that were available for sale and the number of plates of baked goods available for sale. The Circle Leaders in Charge report these numbers to the Treasurer.
5. Notifies the President of the total profit of the Bake Sale and Crafts to share with the membership.
6. Obtains a list of parishioner names (that are not paid members of Altar & Rosary JOY) that donated baked goods from the Circle Leaders in Charge. Provides the list to the Executive Board for a thank you note to be written by an Executive Board member.

COMMUNICATION COORDINATOR GUIDELINES

Before the Event

1. Solicits crafts and baked goods from all Altar & Rosary JOY members and parishioners in the parish through bulletin announcements and email blasts.
2. Solicits volunteers from the Not Associated with a Circle membership to help with sales of baked goods and craft items.
3. Plans bulletin announcements and Flocknotes advertising the Bake Sale and Crafts. Asks the Liturgy Coordinator to announce the Bake Sale and Crafts as part of the weekend Mass announcements and to place the announcement on the St. Pius X marquee.
4. Emails the Bake Sale and Crafts guidelines, volunteer sign-up forms, set-up map, signs, and a Master Volunteer and Assignment Schedule. These are also available electronically so necessary changes can be made.
5. Prints sign-in sheets for members and other contributors to check off their name when they deliver their baked goods.
6. Sets up the Altar & Rosary JOY display and has membership information available at the Bake Sale and Crafts.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

After the Event

1. Collects the sign-in sheets and figures the percentage of member participation in the Bake and Craft Sale. Gives this information to the Treasurer for her final report. Adds the names of parishioners who are not members of Altar & Rosary JOY, who donated crafts or baked goods. These ladies may be invited to join Altar & Rosary JOY.
2. Sends a Flocknote to the membership thanking the organizers and those who donated goods or monies. Reports the profit.
3. Submits a note of appreciation to be published in the St. Pius X bulletin.

PROGRAM CHAIRPERSON GUIDELINES

Before the Event

1. Check with the Administrative Assistant in the Parish Office for other scheduled events in the Martha and Mary Fellowship Hall the weekend of the Bake Sale and Crafts. Tables shall be made available for them, and the recommended placement of the tables is noted on the Bake Sale and Crafts map.
2. Arranges to obtain the key (AB6) to the storage closet and for the front/main doors to be unlocked with the Administrative Assistant. Checks out the key (AB-6) to the Martha and Mary Fellowship Hall storage area on the Friday before the sale and makes arrangements with the Executive Board Contact to set up the Martha and Mary Fellowship Hall according to the map.
3. Arranges for the tables to be set up according to the Bake and Craft Sale map at the time the Martha and Mary Fellowship Hall is available. Sets up on Friday if there is no scheduled event in the Martha and Mary Fellowship Hall Friday evening or early Saturday morning. Arranges for the tables and chairs to be returned to their proper positions after the Bake and Craft Sale.

After the Event

1. Return the key (AB-6) to the Martha and Mary Fellowship Hall storage closet to the Parish Office. There is a drop mailbox located on the west side of the church near the entrance to the Parish Office.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Breakfast Reception for OCIA

During the Easter Vigil, men and women are received into the Catholic Church. St. Pius X welcomes these new members through the Order of Christian Initiation of Adults (OCIA) and a Mass to welcome new members into full communion with the Catholic Church. Altar & Rosary JOY serves a breakfast reception to welcome new members and their families to the Catholic faith and the St. Pius X parish community. One Circle is assigned the breakfast reception, which is held the weekend after Easter. However, an invitation to help may be extended to members of other Circles and members not associated with a Circle.

Before the Event

1. Confirm with the OCIA Coordinator in the Parish Office, 515-276-2059, the date and time the breakfast reception will be held in the Martha and Mary Fellowship Hall. Ask what Circle members can do to help. Have at least five volunteers to help serve food and drinks.
2. Discuss the menu plan with the OCIA Coordinator because this event is a St. Pius X sponsored event, and the food is charged to the OCIA Coordinator's budget. Reimbursement comes from St. Pius X, not the Altar & Rosary JOY treasury. The OCIA Coordinator arranges for the tables and chairs to be set up and makes arrangements for rolls, donuts, fruit, coffee, milk, and juice to be available.
3. Discuss and plan the table decorations. You may use the centerpieces available in the Martha and Mary Fellowship Hall. The Circle can use their Circle service allotment monies to purchase the table decorations. The St. Pius X Business Manager and the Treasurer request that one Circle member make the purchases and turn in a Request for Payment form.
4. Check the Martha & Mary Fellowship Hall kitchen to ensure supplies are adequate for the event. This includes paper products, coffee, and other supplies. If there are not enough supplies, contact the Parish Office.

During the Event

1. Set up for the event according to the plan. Greet and direct guests. Serve from both sides of the serving table. Serve the coffee, juice, milk, and water.
2. Be responsible for cleaning the kitchen, washing dishes and any other items used, wiping the tables, and taking care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary. Return all used items to their proper place in the storage closet or cupboards.
3. Take the dishtowels and dishcloths home to launder; return promptly.
4. Turn out the lights.

Fill out a Request for Payment and submit all receipts and charges to the Altar & Rosary JOY Treasurer after the Circle Leader(s) has signed the Request for Payment. The Treasurer submits all receipts and charges to the St. Pius X Business Manager. Food reimbursement is sourced from funds designated for the St. Pius X-sponsored event (OCIA), not from Altar & Rosary JOY.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Communal Penance Priests' Dinner

A communal reconciliation service is a form of sacramental confession and mixes public prayer and individual confession of sins to a priest. Communal penance services are usually held during Advent and Lent. Altar & Rosary JOY provides a dinner for participating priests. One Circle is assigned to each Communal Penance dinner. An invitation to help may be extended to members of other Circles and members not associated with a Circle.

Before the Event

1. Obtain the date and time for the Communal Penance and the approximate number of priests expected from the Liturgy Coordinator in the Parish Office, 515-276-2059.
2. Plan the meal with Altar & Rosary JOY Circle members. Inform and discuss the menu plan with the Liturgy Coordinator. Food reimbursement for the main dish is sourced from funds allocated for the St. Pius X sponsored event (Communal Penance Dinner), not from Altar & Rosary JOY.
3. Prepare a main dish (a meat and non-meat option are requested by the pastor), vegetable, salad, dessert, and drink if other than coffee or water is offered. Circle members may donate side dishes or use their Circle service allotment funds to purchase side dishes. If the side dishes are purchased with Circle service allotment funds, the St. Pius X Business Manager and the Treasurer request that one Circle member purchase supplies or food and turn in a Request for Payment form.
4. Arrange with the Administrative Assistant in the St. Pius X Parish Office, 515-276-2059, to have the handicap door at the front of the church unlocked at the time you want to set up for the Communal Penance dinner.
5. Arrange for an Altar & Rosary JOY member(s) to prepare each dish. Use the kitchen oven, but it may be easier to prepare the food at home and bring it to the Martha and Mary Fellowship Hall to bake or keep warm.
6. Finalize with the Liturgy Coordinator the number of expected priests and the time to serve.
7. Finalize with members the time to have prepared food delivered to the Martha and Mary Fellowship Kitchen.
8. Arrange for 4-6 members to set up, make final preparations of the food, and serve the meal.
9. Check out the key to the silverware cart on the day of the event if desired. Dinnerware and glasses are stored in the Martha & Mary Fellowship Hall on the cart below the coffee makers. There is a 24-place setting of silverware in a plastic container on top of the silverware cart. This may be used instead of the silverware in the silverware cart, depending on the number you are serving. It is recommended that you use the dinnerware, glasses, and silverware, not paper products.

During the Event

1. Wear aprons to prepare and serve the meal.
2. Use the tablecloths in the storage closet. Serving can be done either family-style or buffet-style.
3. Prepare coffee using the small pots, fill water pitchers, and place them on the table.
4. Set out the food and have the priests go through a buffet line if serving buffet style, or place bowls on the priests' table(s) and have them passed if serving family style.
5. Ask someone to lead grace and then serve the meal.
6. Offer more coffee and food and respond to the requests of the priests.
7. Eat after the priests are served and sit at a table further away in the Martha and Mary Fellowship Hall.
8. Take requests for takeout if there is enough leftover food. Place food in containers located in the lower cupboard of the small kitchen island.
9. Clean up and wipe the tables used following the meal.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

10. Abide by the request of the Parish Office to limit the number of garbage containers available for attendees and dump liquids into a bucket, not the garbage can.
11. Take care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary.
12. Wash dishes, glassware, and silverware. Return all used items to their proper place in the storage closet or the kitchen storage.
13. Leave the kitchen clean and tidy. Take the dishtowels, dishcloths, aprons, and tablecloths home to wash.
14. Turn out the lights and attend the service if desired.
15. Assure safety by having members exit St. Pius X with at least one other person if not attending the service.

After the Event

1. Return the clean laundry. Hang the tablecloths in the storage closet and the aprons on the pegs behind the kitchen door. Do not fold the aprons because they become too wrinkled for the next use.
2. Fill out a Request for Payment(s) and submit all receipts and charges to the Altar & Rosary JOY Treasurer after the Circle Leader has signed the Request for Payment(s). The Treasurer submits all receipts and charges to the St. Pius X Business Manager. Food reimbursement is sourced from funds designated for the St. Pius X-sponsored event Communal Penance Dinner), not from Altar & Rosary JOY.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Confirmation Reception

Confirmation is a rite of initiation carried out through anointing, laying on of hands, and prayer for the purpose of sealing with the Gifts of the Holy Spirit. At St. Pius X Parish, Confirmation is a mentor-based program that calls our young people to grow deeper in their faith and encounter Jesus in a real way. Altar & Rosary JOY members will assist with the Confirmation Reception following the Confirmation Mass. One Circle is assigned to host the Confirmation Reception. An invitation to assist the Host Circle may be extended to members of other Circles and members not associated with a Circle.

Before the Event

1. Confirm the date and time for the Confirmation Reception with the Director of Evangelization Ministries.
2. Discuss and plan table decorations and use of tablecloths with the guidance of the Director of Evangelization Ministries. If anything is purchased, it is charged to the Evangelization Ministries budget.
3. Food served is the responsibility of the Director of Evangelization Ministries to order and receive for the reception. Check with the Director of Evangelization Ministries on what will be served at the reception.
4. Check the Martha & Mary Fellowship Hall Kitchen to ensure supplies are adequate for the reception. This includes paper products, coffee, lemonade, etc. Please contact the Parish Office if additional supplies are needed.
5. Secure 6-8 members to host the Confirmation Reception. Volunteers will greet guests, oversee the food and beverage areas, and assist with clean up after the event.

During the Event

1. Make lemonade and coffee, have pitchers of water available.
2. Volunteers to wear St. Pius X Altar & Rosary JOY name tag (stored on the top shelf of the storage closet in the Martha & Mary Fellowship Hall), wear aprons if desired.
3. Arrange food on the serving table.
4. Greet guests and direct as needed.
5. Abide by the request of the Parish Office to limit the number of garbage containers available for guests. Please dispose of liquids into the sink if possible.
6. Take care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary.
7. Leave the kitchen and hall clean and tidy.
8. Arrange for members to take home soiled dish towels, dishcloths, aprons, and tablecloths to wash as needed.

After the Event

1. Turn out the lights
2. Assure safety by having members exit St. Pius X together.
3. Return the clean laundry and tablecloths promptly. If used, hang the tablecloths in the storage closet and the aprons on the pegs behind the kitchen door.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Eucharistic Procession

The feast of The Most Holy Body and Blood of Christ was established in 1246 by Bishop Robert de Thorte of Liege at the suggestion of St. Juliana of Mont Carvillon and extended to the Universal Church by Pope Urban in 1264. A Corpus Christi procession is a Christian celebration that involves carrying the Eucharist through the streets in a solemn procession with singing and prayer. The procession is a way to express devotion to Christ and to publicly profess faith in the Most Holy Eucharist. The Eucharistic Procession is generally held in June on the first Sunday after the feast of the Trinity. The procession ceremony begins after the prayer of Communion, typically during the last Sunday Mass at St. Pius X.

In general, three Altars are to be set up outdoors around the church grounds (or as directed by the Liturgy Coordinator):

1. In the grassy area of the Circle Drive
2. On the North side of the church by the Bell Tower facing Douglas Avenue
3. On the East side of the church in the center of the exit lane to Douglas Avenue

Before the Event

Guidelines for Planning for the Altars.

1. Altars should be simple and beautiful for our Lord.
2. There are 2 small wooden altars and several plastic-top, fold-up tables located in the Gathering Space closet (they are leaned up against the wall) that may be used.
3. Use a white Tablecloth over the table that reaches to the ground. There are white rectangular tablecloths in the Martha & Mary Fellowship Hall closet that may be used. The tablecloth must be secured to the table on windy days.
4. Place a White Corporal (placed over a large bible or similar to elevate the Monstrance when placed on the Altar) on top of the tablecloth. There are Corporals stored in the drawer labeled "Corporals" within the Working Sacristy. The drawer has small and large corporals; the large rectangular one works best for covering the elevated area.
5. Candles (2-4). Candles and gold candlesticks are available in the Working Sacristy that may be used. Keeping the candles lit is a concern due to the wind. Hurricane glass around the candles helps if available.
6. Colorful Fresh (no artificial) floral décor, 2-3 small arrangements on each Altar depending on space.
7. Two Plants from the Martha and Mary Fellowship Hall may be placed at the sides of the Altar for additional adornment of the area.
8. May include Religious Sculptures, photos, crucifix, rosary, etc. for additional adornment.
9. A kneeling pad (the ones the Altar Servers use during Mass) should be placed in front of each of the Altars. Secure these through the office with the Liturgy Coordinator.

During the Event

1. Arrive at the church 15-30 minutes before Mass. Set up during the Mass.
2. The Parish will provide a printed guide for the Eucharistic Procession to participants in the Narthex upon arrival to Mass. Parish volunteers will distribute them.
3. There will be members from the Knights of Columbus to direct the flow of traffic. They may also carry a canopy over the priest and monstrance during the procession.

SERVICE

St. Pius X Altar & Rosary JOY

(Jesus First, Others Second, Yourself Last)

4. The Procession begins after the Prayer after Communion. Parishioners will kneel in adoration for a few moments in the church and then gather in the Narthex for the procession. The people will follow the celebrant outdoors carrying the Blessed Sacrament in the Monstrance.
5. The Liturgy Coordinator and pastor determine the number of Altars and their locations.
6. Ceremony and Procession generally conclude inside the Church.

After the Event

1. Disassemble the Altars and replace items used to their rightful places. Corporals need not be washed if they are not soiled; launder as needed.
2. If used, small floral arrangements can be offered to the priests to enjoy in their home, placed by the Mary and Joseph statues in the church, etc.
3. Take home soiled tablecloths to be laundered and returned promptly.

Examples of past Altars:



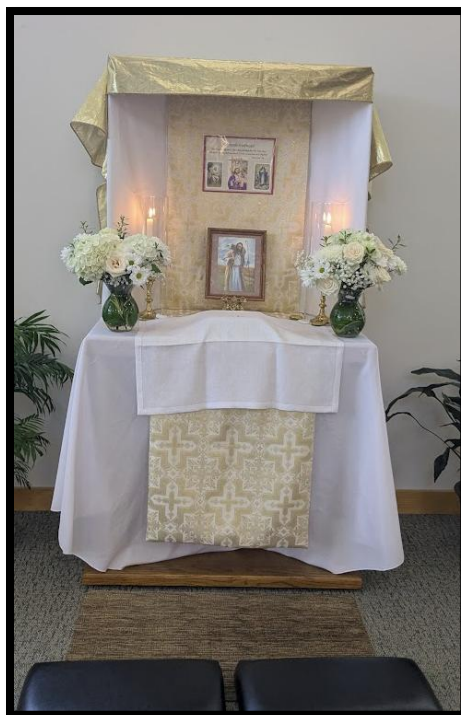
SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)



SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)



The gold backdrop was crafted for the Altar and donated to the parish in 2025. It is stored in the Arts and Environment Closet on the lower level of the church.



SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Membership Drive and Hospitality Sunday Procedure

Part of the St. Pius X vision is to create a place where people are noticed, called by name, and known by others. To facilitate this, a time for food and fellowship will follow the 7, 9, and 11 AM Sunday Masses **the 3rd Sunday of each month.**

St. Pius X Hospitality Sunday is a time for the various St. Pius X groups to showcase their ministry and invite others to join. Altar & Rosary JOY will host Hospitality Sunday on the 3rd Sunday of Advent, along with showcasing their ministry to promote membership in Altar & Rosary JOY. The parish goal of Hospitality Sunday is to make everyone feel welcomed. Membership in Altar & Rosary JOY gives women of St. Pius X the opportunity to become involved in service to the church and experience fellowship with other women.

The Membership Drive and hosting Hospitality Sunday after all Masses on that Sunday are assigned to the Executive Board Contact, the Membership Chairperson, and four Altar & Rosary JOY Circles. The Executive Board selects announcement speakers for all Masses and writes the script for the announcement. The Membership Chairperson plans the distribution of membership envelopes and the Program Schedule for the upcoming year. The assigned Circles will welcome parishioners, pass out information, answer questions about our Altar & Rosary JOY ministry, and serve food/beverages.

Typically, Hospitality Sunday will be a Coffee and Doughnuts type event. Any group is welcome to do something else, if desired, and within a reasonable cost. St. Pius X has a Sam's Club Membership, as well as purchasing power through Martin Brothers. Contact the Parish Activities Team Member to coordinate a purchase. Food may be purchased by the highlighted group; please keep receipts to be turned in for reimbursement to the Director of Administration.

Saturday 5:00 PM Mass

No food is necessary since it is not currently part of the Hospitality Sunday activities. If the assigned Circle would like to offer food and beverages, please notify the Parish Activities Team Member to arrange. The Altar & Rosary JOY Membership Drive will take place following Mass in the Narthex.

Sunday 7:00 AM Mass

Membership Drive and Coffee and Doughnuts served after Mass. Contact the Parish Activities Team Member to place a food order.

Standard order includes:

- 12 dozen assorted doughnuts; 3 dozen assorted doughnut holes
- 3 one-gallon jugs of orange juice
- 2 gallons of milk

Sunday 9:00 AM Mass

Membership Drive. Leftover doughnuts and beverages from 7 AM Mass may also be served. Altar & Rosary JOY will help with setup, serving, and cleanup as needed.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Sunday 11:00 AM Mass

Membership Drive and Assorted cookies and beverages served after Mass. Contact the Parish Activities Team Member to place the food order.

Standard order includes:

- 2 trays (each tray contains 7 dozen cookies) of assorted cookies from Sam's Club or other vendor.
- Lemonade & coffee.

Before the Event

1. Executive Board Contact will confirm the date for the Altar & Rosary JOY Membership Drive & Hospitality Sunday. To be held on the 3rd Sunday of Advent, along with the annual Bake and Craft Sale.
2. Executive Board Contact will contact Liturgy Coordinator about a member making an announcement of the Membership Drive from the podium after Communion at all weekend Masses.
3. Executive Board Contact will obtain members to speak after Communion and have a prepared script available for consistency across the Masses. May be discussed at September Executive Board Meeting.
4. Program Chairperson will contact the Parish Activities Team member to place a bulletin announcement announcing the Membership Weekend.
5. The Program Chairperson will contact the Digital Communications Team Member to put an announcement in the parish Friday Flocknote the Friday before the event.
6. The Program Chairperson will create a flyer with Programs listed for the year to be distributed during Membership Weekend.
7. The Communication Coordinator or appointed Executive Board member will send out information on the Membership Drive Weekend and Hospitality Sunday via Flocknote to members the week before the event.
8. The Membership Coordinator is responsible for obtaining and setting up the Altar & Rosary JOY display board (update as needed), obtaining membership envelopes, and the program schedule for the upcoming year to be available to distribute.
9. The four Circles assigned will obtain volunteers to assist with the Membership Drive and Hospitality Sunday. Please see Membership Drive and Hospitality Sunday worksheet.
10. The Circle responsible for Sunday 7 AM Mass will check the Martha and Mary Kitchen approximately 2 weeks before the event to ensure there are adequate supplies (plates, cups, napkins, coffee, creamer, sugar, etc.) for Hospitality Sunday. If additional supplies are required, notify the Director of Administration to order the supplies.
11. The Circle responsible for the Saturday 5:00 PM Mass will pick up the donation basket, donation envelopes, name tags, pens, etc. from the Parish Office during office hours from 8:30 AM to 4:30 PM on Thursday or Friday before the event.
12. The Circle in charge of the 11:00 AM Mass will arrange for soiled kitchen linens to be washed, take down the display board, and return the donation basket, name tags, pens, etc. to the Parish Office.

During the Event

Saturday 5:00 PM Membership Drive

Have volunteers available to assist with the Membership Drive after Mass:

- 1-2 volunteers to set up Altar & Rosary JOY display board and table before Mass in the Narthex. (Video presentation optional.)

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- 3 Volunteers (recommend 2 in the Narthex and 1 at the west doors) to hand out information on Altar & Rosary JOY and encourage parishioners to learn more about the ministry.
- 1 Volunteer at the display table in the Narthex to greet guests and answer questions.

Leave the display board and table set up and tidy for Sunday Masses.

Sunday 7:00 AM Mass: Membership Drive and Coffee and Doughnuts

Have volunteers available to assist with Membership Drive and Hospitality Sunday after Mass:

- 1 volunteer to set up.
- 3 volunteers (recommend 2 in the Narthex and 1 at the west doors) to hand out information on Altar & Rosary JOY and encourage parishioners to attend the event in the hall.
- 1 volunteer at the Display table in the Narthex to greet guests and answer questions.
- 1 volunteer to assist at the name tag table and greet guests.
- 2 volunteers to serve.

Leave the display board and table set up and tidy for 9:00 AM Mass.

Hospitality is of primary importance.

1. Delivery of the doughnuts is generally by 7:30 AM. Have a member available to accept delivery as directed by the Parish Activities Team Member.
2. Make regular and decaf coffee following the instructions posted in the kitchen.
3. 1 small table should be set up at the entrance of the Martha and Mary Fellowship Hall for name tags.
4. Use the serving table for doughnuts (or other food) and serve from both sides of the table. Place items in the following order: donation basket, napkins, doughnuts, or other food.
5. Beverages can be served from the kitchen window and/or the counterspace in the hall.
6. Please leave the tables and chairs as you found them. Wash all tables and counters.
7. All dishes, utensils, etc. that are used are to be washed, dried, and put away in their proper location.
8. A vacuum cleaner is available in the Martha and Mary Fellowship Hall closet, if needed.
9. Please make sure that the hall and kitchen are left clean.
10. Abide by the request of the Parish Office to limit the number of garbage containers available for guests. Please dispose of liquids into the sink if possible.
11. If not already collected by the Parish Activities Team Member, have 2 members count and place donation money collected into an envelope provided by the parish office, and place in the safe in the vesting sacristy.

Leave the display board and table set up and tidy for the 11:00 Mass.

Sunday 9:00 AM Mass: Membership Drive

Have volunteers available to assist with Membership Drive and Hospitality Sunday after Mass:

- 3 volunteers (recommend 2 in the Narthex and 1 at the west doors) to hand out information on Altar & Rosary JOY and encourage parishioners to attend the event in the Martha and Mary Fellowship Hall.
- 1 volunteer at the display table in the Narthex to greet guests and answer questions.
- 2 volunteers to assist at the name tag tables and welcome guests.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- 2-3 volunteers to assist serving with the Knights of Columbus.
- 3-4 volunteers to clean up.

Leave the display board and table set up and tidy for the 11:00 Mass.

Hospitality is of primary importance.

1. Make additional coffee as needed with the BUNN coffee makers according to the instructions posted in the kitchen.
2. 2 tables should be set up at the entrance of the Martha and Mary Fellowship Hall for name tags.
3. Beverages can be served from the kitchen window and/or the counterspace in the Martha and Mary Fellowship Hall.
4. Please leave the tables and chairs as you found them. Wash all tables and counters.
5. All dishes, utensils, etc. that are used are to be washed, dried, and put away in their proper location.
6. A vacuum is available in the Martha and Mary Fellowship Hall closet, if needed.
7. Please make sure that the hall and kitchen are left clean.
8. Abide by the request of the Parish Office to limit the number of garbage containers available for guests. Please dispose of liquids into the sink if possible.
9. If not already collected by the Activities Team Member, have 2 members count and place donation money collected into an envelope provided by the parish office and place in the safe in the vesting sacristy.

Sunday 11:00 AM Mass: Membership Drive and Assorted Cookies and Beverages

Have volunteers available to assist with Membership Drive and Hospitality Sunday after Mass:

- 3 volunteers (recommend 2 in the Narthex and 1 at the west doors) to hand out information on Altar & Rosary JOY and encourage parishioners to attend the Hospitality event in the Martha and Mary Fellowship Hall.
- 1 volunteer at the display table in the Narthex to greet guests and answer questions.
- 1 volunteer to assist at the name tag table and welcome guests.
- 2 volunteers to serve.
- 2-3 volunteers to clean up.
- Take the display board down and return the table to the Martha and Mary Fellowship Hall.

Hospitality is of primary importance.

1. Make additional coffee as needed using the BUNN coffee makers according to the instructions posted in the kitchen.
2. 1 small table should be set up at the entrance of the Martha and Mary Fellowship Hall for name tags.
3. Beverages can be served from the kitchen window and/or the counterspace in the Martha and Mary Fellowship Hall.
4. Please leave the tables and chairs as you found them. Wash all tables and counters.
5. Abide by the request of the Parish Office to limit the number of garbage containers available for guests. Please dispose of liquids into the sink if possible.
6. All dishes, utensils, etc. that are used are to be washed, dried, and put away.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

7. A vacuum is available in the Martha and Mary Fellowship Hall closet, if needed.
8. Arrange to have the used linens laundered and returned in a timely fashion.
9. Please make sure that the hall and kitchen are left clean.
10. If not already collected by the Activities Team Member, have 2 members count and place donation money collected into an envelope provided by the parish office and place in the safe in the vesting sacristy.

After the Event

1. Return the clean laundry to the kitchen.
2. Return baskets, name tags, pens, etc. to the Parish Office.

ANNUAL SCHEDULE FOR HOSPITALITY SUNDAYS

JANUARY	School Council
FEBRUARY	Finance Council + Foundation
MARCH	Newcomers Team + Knights (Newcomers Breakfast after 9 AM Mass)
APRIL	Pastoral Council + Foundation
MAY	Men's Groups + Bible Studies + DOLLS + Cenacle + Knights + Newcomers Team
JUNE	OCIA + Newcomers Team (Newcomers Breakfast after 9 AM Mass)
JULY	Liturgical Ministries & Choirs
AUGUST	Discipleship Formation + Youth Ministry (St. Pius X Feast Day)
SEPTEMBER	Holy Name
OCTOBER	Funeral Lunch _ Pastoral Care
NOVEMBER	Knights + Outreach (Veterans Breakfast)
DECEMBER	Altar & Rosary JOY

The above schedule is subject to change.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Parish Chili Supper

The Parish Chili Supper is a winter event to promote fellowship at St. Pius X Catholic Church. The supper is held after the 5:00 PM Mass on a Saturday evening on a date selected by the St. Pius Office. Holy Name generally sponsors the preparation of the chili and other side dishes. Holy Name may also obtain raffle prizes and/or a speaker. Altar & Rosary JOY co-sponsors the event, provides the desserts, and helps serve and clean-up. One Circle is assigned to the event. The Circle Leader(s) of the Circle in charge assign the number of desserts that are needed from each Circle and the Not Associated with a Circle members. The Circle in Charge helps Holy Name serve and clean up after the event.

Before the Event

1. Confirm the date and time for the Parish Chili Supper from the Parish Office, 515-276-2059. The supper is usually held on a Saturday evening in February after the 5:00 p.m. Mass in the Parish Center.
2. Simple table decorations are requested by Holy Name. A theme is welcome, but not mandatory. Holy Name would like placemats on all of the tables. Contact Holy Name to order place mats in the color of your choice for the event.
3. Solicit 6 members to be servers from 5:45— 7:00 PM and 6 members to be servers from 7:00— 8:30 PM, or whenever clean-up is finished. Holy Name requests 2 servers for the bread, 2 servers for the chili. The additional 2 servers will be of service at the dessert table. If the Circle in Charge is unable to get the help needed from their Circle, a Flocknote can be sent to obtain volunteers. The school principal often requests students to assist with set up and clean-up of the event. Students should not serve the hot chili.
4. Contact all the Circle Leaders in January and solicit 6 dozen bars or cookies from each Circle, including the Circle in Charge. Bars and cookies may be delivered to the Parish Center any time after 2 p.m. on the day of the event.
5. Contact the Communication Coordinator or President to send an email to the Not Associated with a Circle members to solicit 4 dozen bars or cookies. A total of 40 dozen is planned for 200 in attendance.
6. Ask the Parish Office or the Holy Name President for the final count of parishioners attending the Chili Supper if sign-up is required. Adjust bars and cookies accordingly. In the past years, attendance has been between 200 and 225.
7. Obtain trays from the Martha and Mary Fellowship kitchen for the bars and cookies. Holy Name will set up the tables.
8. Email reminders to the servers and the members providing bars or cookies. Bars and cookies may be delivered to the Parish Center any time after 2 p.m. on the day of the event.

During the Event

1. 5:45—7:00 PM: Servers place the bars and cookies on trays and help the Holy Name men serve the meal.
2. 7:00—8:30 PM: Servers replenish the bars and cookies and help with cleanup.

After the Event

3. Pack up the leftover bars and cookies after the Chili Supper. The Circle Leader in Charge can put them in the freezer in the Martha and Mary Fellowship kitchen the next day. Please mark the containers with the date. They can be used for the next funeral dinner.
4. Assure safety by having members exit St. Pius X with at least one other person.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Soup Supper

The Soup Supper is held at either the November or February Program and Business Meetings of Altar & Rosary JOY during the fiscal year. The Circle assigned the Soup Supper serves as the Host Circle for that month. An invitation to help may be extended to members of other Circles and members not associated with a Circle. The monthly Host Circle shall be responsible for the theme of the evening, the service project, soup supper, and refreshments. (Please be mindful of quantity; less is best).

Before the Event

1. Decide on the monthly service project and notify the Program Chairperson of the monthly service project so it can be communicated in the St. Pius X bulletin, webpage, and email blasts.
2. Decide on the menu of soups. Other menu items may be crackers/breads for the soups, vegetable tray and/or fruit, and dessert. Using Circle allotment monies to host the Program and Business Meeting **does not** fall under the expenditures associated with service projects.
3. Check the Martha & Mary Fellowship Hall kitchen to assure supplies are adequate for the event. This includes paper products, coffee, lemonade, and other supplies. If there are not enough supplies, contact the Parish Office.
4. Make sure that adequate seating is set up through the Program Chairperson. The Program Chairperson shall make the arrangements for the tables and chairs to be set up on the day of the Program and Business Meetings or events. If a different arrangement from the present Program and Business Meeting set-up is desired, Circle Leaders or Committee Leaders need to contact the Program Chairperson at least one week before the event.
5. Check with the Program Chairperson that arrangements have been made with the Administrative Assistant in the Parish Office to have the handicap door at the front of the church unlocked at 5:15 p.m. so the Host Circle can set up for the Program and Business Meeting. If the Host Circle needs to prepare earlier, then the Host Circle shall make arrangements with the Administrative Assistant in the Parish Office to obtain access to the rooms needed.

During the Event

1. Provide 1 or 2 Circle members to lead the Rosary. Those leading the Rosary shall use a microphone provided by the Program Chairperson.
2. Abide by the request of the Parish Office to limit the number of garbage containers available for attendees and have them dump liquids before placing the drink container in the garbage can.
3. Use the prepared name tags provided by the Membership Chairperson.
4. 3-4 people to help the Membership Chairperson put out the name tags, greet and direct members and guests, and help with putting back the table.
5. Make guests feel comfortable and at ease in the large group by introducing them to at least one other member and inviting them to sit at their table. If they would like to attend the Rosary, escort them to the church and watch for them at the conclusion of the Rosary to help them find a member(s) to sit with.
6. Assign 2-3 members to tally monies donated to the service project. If possible, the Circle Leader reports the cash donation during the Circle Reports in the business meeting.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

7. Greet members and guests as they come from saying the Rosary in the church and ask them to proceed to the food and refreshments.
8. Serve from both sides of the serving table and remain as hostesses throughout the Program and Business Meeting.
9. Make sure all checks for a monetary donation to a service project are made payable to St. Pius X Church. Fill out a Treasury Deposit form and give the form and all checks and cash donations to the Treasurer after the business meeting.
10. Be responsible for cleaning the kitchen, washing dishes and any other items used, wiping the tables, and taking care of any spills or crumbs on the carpet. Uses the vacuum cleaner if necessary. Returns all used items to their proper place.
11. Take the dishtowels and dishcloths home to launder.
12. Turn out the lights, including the lights in the church.
13. Have members exit with another person for safety purposes.

After the Event

1. Return the clean laundry.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Spring Fun Event

The Spring Fun Event is a themed evening of fun and socialization for Altar & Rosary JOY members and women of St. Pius X parish. It is held the fourth Monday in April in place of the Program and Business Meeting. The date may be changed if it falls on the Monday after Easter. One Circle is assigned the Spring Fun Event. Circle members shall work together and decide on a theme and coordinate assignments. An invitation for help with the event may be extended to members of other Circles and members Not Associated with a Circle. The Circles may choose to have a speaker, entertainment, or a variety of games within the budgeted amount for the Spring Fun Event.

Before the Event

1. Receive direction from the Executive Board Contact. The Circle in Charge and the Executive Board Contact may meet to review the procedure and plan the event together before February 1. The Executive Board Contact sets up the meeting.
2. Plan a theme by February 1. A list of themes from the membership shall be given to the Circle in Charge by the Executive Board. The evening may be a speaker, entertainment, or a variety of games.
3. Plan food, decorations, games, speaker, or other entertainment with the budget allowed. Most of the money is spent on food and a speaker (if desired). Arrange for food according to need (please be mindful of quantity; less is best). Request salads and desserts from all the Circles and the Not Associated with a Circle members. No alcohol shall be served unless authorized by the pastor of St. Pius X. 70-90 guests anticipated- recommend 20 salads & 16 dozen desserts.
4. Plan to decorate by soliciting decorations from the Circle members in charge. If decorations are purchased, be mindful of the budget allowed. Decorations cannot be sold but can be used as door prizes.
5. Coordinate bulletin announcements and email blasts with the Program Chairperson.
6. Plan seating for socialization. Assign members to greet and direct those attending. Keep in mind that members not associated with a Circle, and other ladies of the parish may be joining the festivities. Make them feel welcomed.
7. Schedule Altar & Rosary JOY members to help with setting up, hosting during the event, cleaning up, and greeting people at the door. Solicit the help of other members, especially the members not associated with a Circle through Flocknote.
8. Use the prepared name tags provided by the Membership Chairperson.
9. Make sure that adequate seating is set up through the Program Chairperson. The Program Chairperson shall make the arrangements for the tables and chairs to be set up on the day of the event.
10. Ask the Administrative Assistant in the Parish Office to have the handicap door at the front of the church unlocked at the time needed for the Host Circle to set up for the event.
11. Arrange with the Program Chairperson the audio-visual needs, the microphone, and the key to the storage closet in the Martha and Mary Fellowship Hall.
12. Assign 3-4 members from the Host Circle to help the Membership Chairperson put out the nametags, greet and direct members and guests, and help with putting back the tables.
13. Check the Martha & Mary Fellowship Hall kitchen to assure supplies are adequate for the event. This includes paper products, coffee, lemonade, and other supplies. If there are not enough supplies, contact the Parish Office. If using the cloth tablecloths, make sure they have been returned by the previous user; if not, check with the Parish Office.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

During the Event

1. Set up for the event according to the plan. Greet and direct guests. Serve from both sides of the serving table and schedule hostesses throughout the evening.
2. Greet and direct members and guests. Keep in mind that members not associated with a Circle and other ladies of the parish may be joining the festivities. Make them feel welcomed and at ease in the large group by introducing them to at least one other member and invite them to sit at their table.
3. Be responsible for cleaning the kitchen, washing dishes and any other items used, wiping the tables, and taking care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary. Return all used items to their proper place in the storage closet or the kitchen cupboards.
4. Abide by the request of the Parish Office to limit the number of garbage containers available for attendees and have them dump liquids into a bucket before placing the drink container in the garbage can.
5. Take any soiled dish towels, dishcloths, and tablecloths home to launder.
6. Turn out the lights, including the lights in the church.
7. Assure safety by having members exit the church with at least one other person.

After the Event

1. Return the key(s). There is a drop mailbox located on the west side of the church near the entrance to the Parish Office.
2. Return the clean laundry

Fill out a Request for Payment and submit all receipts and charges to the Altar & Rosary JOY Treasurer after the Circle Leader(s) has signed the Request for Payment. The Treasurer submits all receipts and charges to the St. Pius X Business Manager. Reimbursement comes from Altar & Rosary JOY.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

St. Pius X Feast Day Celebration

St. Pius X Feast Day Celebration is an event celebrating the patron saint of St. Pius X Parish.

(St. Pius X feast day is August 21) The celebration is usually held on a weekend in August. The parish celebration has traditionally included a meal and may be held after the 5:00 p.m. Mass on Saturday evening or after the 11:00 Mass on Sunday. (2022 and 2023 were held in the new parish center after the 11:00 Mass on Sunday). Holy Name traditionally sponsors the preparation of the meal and other side dishes, and Altar & Rosary JOY provides the desserts and helps serve and clean up. The Parish Office may request coffee and donuts/cookies to be served after the other weekend Masses. Feast Day celebrations may vary from year to year.

One Circle oversees the event. The Circle Leader(s) of the Circle in charge assign the number of desserts that are needed from Circles and the Not Associated with a Circle members. The Circle in Charge helps Holy Name serve and clean up after the event.

Before the Event

1. In July, obtain the date as well as the start and end time for the St. Pius X Feast Day Celebration from the Parish Office, 515-276-2059, and the name and contact of the Holy Name President. Plan and confirm responsibilities for the event.
2. Solicit 8-10 Circle members to be servers for the main buffet and two servers for the dessert table. If desirable, have two shifts of servers so servers can participate in the event. If the Circle in Charge is unable to get the help needed from their Circle, they can have the Communication Coordinator send an email to solicit other members to help.
3. Contact all the Circle Leaders and solicit 6 dozen bars or cookies from each Circle, including the Circle in Charge. (6 circles x6 doz.= 432). Arrange for a time for the bars and cookies to be delivered *two hours before the day* of the event, or non-perishable items can be labeled and delivered to the Martha and Mary kitchen the *day before* the event.
4. Contact the Communication Coordinator to send an email to the Not Associated with a Circle members to solicit 6 dozen bars or cookies (72).
5. A total of 42 dozen desserts is needed for 225 in attendance.
6. Ask the Parish Office or the Holy Name President for the final count of parishioners attending. There may be a sign-up sheet in the Narthex for members to register how many are attending. Adjust bars and cookies accordingly. In past years, attendance has been between 200 and 250.
7. Obtain trays from the Martha and Mary Fellowship kitchen for the bars and cookies. Holy Name will set up the tables. A&R JOY have been responsible for centerpieces and tablecloths in the past, and there are a variety of options on hand in the Martha and Mary Room. The Parish is responsible for any funds for decorating. Prior permission for funds is required. Review event setup with Board Vice President if questions.
8. Email reminders to the servers and the members providing bars or cookies. Include the time and place to deliver the bars or cookies.

During the Event

1. Pack up the leftover bars and cookies. The Circle Leader in Charge can put them in the freezer in the Martha and Mary Fellowship kitchen the next day. Mark the date. They can be used for the next funeral dinner.

SERVICE

St. Pius X Altar & Rosary JOY

(Jesus First, Others Second, Yourself Last)

2. Assure safety by having members exit the church with at least one other person.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

St. Pius X Annual Gala

St. Pius X Catholic School hosts a Spring Gala annually, generally on the 1st Saturday in February. This is a fundraising event that benefits the entire St. Pius X Community. Altar & Rosary JOY has committed to provide a gift basket to the auction each year using Altar & Rosary JOY funds. The amount is approved by the Executive Board when the budget is created for the fiscal year based on available funds.

After the first of the year, the President of Altar & Rosary JOY is notified, and Altar & Rosary JOY is asked to create a basket for the Gala Auction. In general, the basket is to be delivered 2 weeks before the Gala for organizational purposes.

Members will be solicited to create an auction basket for the Gala within the budget guidelines. Additional freewill donations by members are permitted if desired. Volunteers will plan the theme, purchase items, create the basket, and deliver as directed by the Gala Team. Food and beverage themes are recommended but not mandatory.

To receive reimbursement for supplies, the member shall fill out a Request for Payment Form, attach the original receipts to it, have the Circle Leader sign the form, and turn the form into the Treasurer. The forms may be delivered to the office and placed in the Altar & Rosary JOY mailbox for the Treasurer to pick up. The St. Pius X Business Manager requests that only one person buy the supplies for the basket and submit a Request for Payment form to simplify the process.

The Gala Team generally sends out an email request for Altar & Rosary JOY members to donate baked items for the Gala Auction. A Flocknote from the President or Communication Coordinator will be distributed to the membership in January requesting volunteers. The list will be shared with the Gala Team, who will provide additional details.

SERVICE
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Watering Guidelines

(Revised 05/14/26)

Each Circle is assigned a month for watering. Altar & Rosary JOY members are required to water only the main entrance planters, but it is much appreciated if the Circle can also water the East side entrance.

Directions for watering the two metal planters at the main church entrance

Check the soil **daily** to see if it is wet. Check both the middle of the planter and the edges, as the edges dry out more quickly. The soil should be moist but not muddy. If it does need water, follow the steps below:

The watering spigot is on the brick wall just to the left of the front church doors. A hose with a spray nozzle will be connected at the end. Instead of a traditional faucet handle, this faucet uses a key. To turn on the water, simply turn the key to the left until you hear the water flowing through the hose.

Thoroughly soak the soil in the pot using the sprayer. Move around the entire top of the planter, ensuring the edges are well-moistened. Water until it drains from the bottom of the planter.

Turn the key to the right to stop the water flow. Coil the hose neatly near the spigot.

The planters should be checked daily. Warm temperatures and wind dry out the front planters very quickly.

Directions for watering the planters at the East entrance

Make sure to check whether the soil is wet. The soil should be moist but not muddy. The East entrance (the Adoration Chapel entrance) planter will require less water since it is not in direct sunlight. During the hot summer, a half gallon or more of water every three days may suffice.

Gallon jugs in the coat closet can be used to water the planters. The West entrance (by the Office) is open Monday – Friday 8:00 am to 4:30 pm.

Circle Leader(s), please share your watering schedule with the Flower/Decor Coordinator before your assigned month begins.

If you have questions, contact the Flower/Décor Coordinator.