

May 1, 2015

Dear Current SPX Ministry Leader,

Many parish organizations are electing new leadership positions at this time. Please email the parish office with the names and positions of the new leadership as soon as they are elected. If your organization is not changing its leadership roles, let the parish office know. We will only accept the new calendar from the new leader.

The calendar should be for the months of July 2015 through June 2016.

All calendar requests must be scheduled through the parish online scheduler. The procedure is included in the "ACS Facility Scheduler Usage Steps" attachment in this email. Please review the steps and then use it to submit your organization's calendar.

Use the calendar that is included in this email to configure your dates. The attachment "2015-16 Calendar" will show you the dates that rooms are available. Use this calendar to **highlight** the days for your organization. Please be sure to fill in **all** the information on the right side of the page. The red blocked dates signify the days rooms are not available. Email the completed calendar to [parishoffice@spxdallas.org](mailto:parishoffice@spxdallas.org)

On the "Leader & Members" attachment, you will need to list the information about your leadership and the names of your members, include the address, phone number and email addresses for all members. Email or hand deliver back to [parishoffice@spxdallas.org](mailto:parishoffice@spxdallas.org) .

On the last attachment "SPX Ministry Agreement" (two pages), sign and/or type in your name and email or deliver back to us at [parishoffice@spxdallas.org](mailto:parishoffice@spxdallas.org) .

**Please remember that if you do not submit your calendar, your group will not be allowed to use the facilities. We need to know who is on campus at all times.**

All current leaders/treasurers will turn in the checkbooks and/or keys to the parish office. The new leader/treasurer will, in turn, pick up these items from the parish office.

If your organization needs special equipment or additional tables and chairs, a **Facility Request Form** must be submitted online, through ACS or at the parish office at least two weeks in advance. Forms are available in the church office. Every organization is responsible for putting away table, chairs, equipment and cleaning up the room after your meeting. (This also means taking out the trash and putting it in the dumpsters.)

Before scheduling a fundraiser, all organizations must also submit an **Event Approval Form** to the SPX Finance Council at link <http://www.spxdallas.org/fund-raising-event-approval-form> Your fundraiser schedule should be submitted at least 6 months in advance.

Your calendars and new leadership rosters must **submitted by June 1, 2015** or sooner. We seek to fulfill the needs of all the organizations. Full cooperation of all leadership is appreciated.

If you need any assistance with the "ACS Facility Scheduler" please contact the parish office.

Sincerely,  
Parish Office Staff