



## **Vision**

*A vibrant, loving community  
of disciples, making disciples for the  
Kingdom of God*

## **Mission**





**To Create** moments of God encounters


**To Form** disciples in Christ

**To Nurture** community spirit through  
the Word of God

# **POLICY MANUAL**

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**Note :**

*The Policy Manual will not restate the relevant Legislations and Laws, for example, the Code of Canon Law, Norms, Statues, Rites, General Instruction of the Roman Missal, Policies and Directives from Archdiocese of Singapore and relevant Offices, for example, Office of Catechesis.*

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## **FOREWORD BY PARISH PRIEST**

To have a Policy Manual is to make a statement, at least for our local Church. For too long, the decisions that have been made for anything that concerned the parish were decided on an ad hoc basis and the decisions seemed to differ from time to time and from persons to persons. To have a Policy Manual is have a certain amount of stability, where everyone has a reference point to move forward.

This is the first time that we have put together a comprehensive Policy Manual for the Church of St Michael (CSM) that will help point the way forward in key areas that touch the parishioners' life and faith. This is a significant step that will enable the parish to consolidate all its existing policies and adding relevant ones so that in all that we do, we may move together as one integrated community.

This Policy Manual has set out in clear and concise terms, the policies that seek to steer the parish towards our aspiration to be a vibrant, loving community of disciples, making disciples for the Kingdom of God. It reflects our desire to nurture a caring culture, imbibe an attitude of excellence and hospitality in building a relational parish. It is therefore imperative that every member of the parish - be it full time staff, those in ministries as well as parishioners, be familiar with the Policy Manual and faithfully adhere to and strive to carry out the work in accordance with the intents of the policies.

These policies are the work of a dedicated group of parishioners who have spent time scrutinising what existed and what is needed to be placed in a new order.

I look forward to your commitment and support in realising this endeavour.

*Love and Adventure*

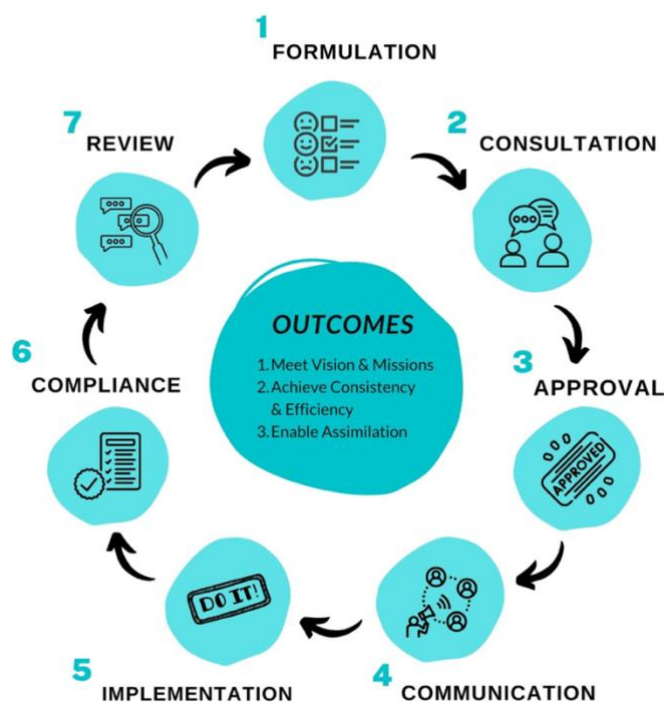
Rev Fr Terence Pereira

May 2024

## INTRODUCTION

1. Policies are broad guiding principles that align the parish towards meeting its vision, missions and values. The primary goal is to put in writing what the parish expects from parishioners in terms of behaviour, values, standards and best practices for each activity. Policies also enable parishioners to know what they can expect from their parish, in knowing, living and celebrating their faith.
2. The main outcomes of having clear policies are to enable the parish to:
  - a. achieve its vision and mission;
  - b. ensure consistency in experiences and processes;
  - c. achieve efficiency in administration of the parish; and
  - d. assimilate new clergy, leaders and parishioners into the parish.
3. To maintain the relevance and accuracy of the policies, regular policy reviews shall be carried out every 3 years (or earlier if required). These reviews ensure the policies remain relevant, valid and applicable so as to keep up to date with key changes within and outside the parish. Policy development or review should adhere to the process as shown below.
4. After each review, the policies will be published on our website for parishioners' information.

### POLICY DEVELOPMENT CYCLE



## **A1 : PARISH PASTORAL COUNCIL, PARISH FINANCE COUNCIL AND PARISH PASTORAL COUNCIL EXCO**

Subject	Policy No
<p><b><i>Parish Pastoral Council</i></b></p> <p><u>Policy:</u></p> <p>The Parish Pastoral Council (PPC) shall be established in accordance with the Constitution of Parish Pastoral Council in the Archdiocese of Singapore.</p> <p><u>Policy Intent:</u></p> <p>The purpose of the PPC is the promotion of active participation and co-responsibility of all faithful in parish life. The PPC aims to facilitate collaboration between the faithful and the parish priest/ assistant parish priest to ponder and investigate pastoral concerns and to formulate practical directions and strategies concerning them.</p>	<b>A101</b>
<p><b><i>Parish Finance Council</i></b></p> <p><u>Policy:</u></p> <p>The Parish Finance Council (PFC) shall be established in accordance with the Code of Canon Law 537.</p> <p><u>Policy Intent:</u></p> <p>The purpose of the PFC is to advise and to assist the parish priest in the proper administration of the parish temporal goods such as financial resources, assets and to fulfil the parish mission for the sake of the Gospel.</p>	<b>A102</b>
<p><b><i>Parish Pastoral Council Exco</i></b></p> <p><u>Policy:</u></p> <p>The Parish Pastoral Council Exco (PPC Exco), with membership composition in accordance with the Constitution of Parish Pastoral Council in the Archdiocese of Singapore, shall be established for the parish.</p> <p><u>Policy Intent:</u></p> <p>The purpose of PPC Exco is to follow up with and implement the recommendations of the PPC, to foster perennial pastoral activities at the parish level and to handle sudden emerging urgent and important pastoral concerns of the parish.</p>	<b>A103</b>

Subject	Policy No
<p><b><i>Minutes of Parish Pastoral Council Exco Meeting</i></b></p> <p><u>Policy:</u> Minutes of PPC Exco meeting, with the exception of confidential matters, shall be disseminated to ministry members within 14 days.</p> <p><u>Policy Intent:</u> All ministry members need to be informed of formation inputs by the parish priest, happenings and events in CSM and in the Archdiocese. This is to build unity and inclusiveness in CSM.</p>	<p><b>A104</b></p>
<p><b><i>Tenure of Parish Pastoral Council, Parish Finance Council, Parish Pastoral Council Exco Councillors</i></b></p> <p><u>Policy:</u> Councillors who are appointed shall serve a term of two years. They shall not serve more than two consecutive terms.</p> <p><u>Policy Intent:</u> The tenure of the councillors is in accordance with the Constitution of PPC in the Archdiocese of Singapore. The tenure also ensure the renewal of leaders in the parish.</p>	<p><b>A105</b></p>





Subject	Policy No
<p><b><i>Identification and Engagement of Potential Leaders</i></b></p> <p><u>Policy:</u></p> <p>The PPC will form a stable committee to identify, with inputs from ministries, a pool of potential leaders that can assume leadership roles within the next 3 years. The pool of potential leaders shall be approved by the parish priest. Potential leaders are to be engaged quarterly before their training begins.</p>	<p><b>A201</b></p>
<p><b><i>Training and Developing Potential Leaders</i></b></p> <p><u>Policy:</u></p> <p>Potential leaders who may be the Vice-Chair of the ministries, are to attend Leadership Development Programme, either in-house or by external agency, to train and groom them to assume key roles in council or ministry, to organise events, for secondment to other ministries, and for other assignments and leadership appointments.</p> <p><u>Policy Intent:</u></p> <p>To equip and empower them with the necessary knowledge, skills and attitudes to effectively lead the parish in fulfilling its vision and missions.</p>	<p><b>A202</b></p>
<p><b><i>Renewal of Leaders</i></b></p> <p><u>Policy:</u></p> <p>Councillors and ministry leaders shall be appointed to serve a term of two years. They shall not serve more than two consecutive terms.</p> <p><u>Policy Intent:</u></p> <p>To ensure renewal of the leadership and to bring new ideas to bring the parish forward.</p>	<p><b>A203</b></p>
<p><b><i>Number of Leaders for Training</i></b></p> <p><u>Policy:</u></p> <p>The annual target is to train 20 new potential leaders.</p> <p><u>Policy Intent:</u></p> <p>To ensure that we have a constant pool of resources available and to train as many as possible so that we will always have a pool of leaders in the parish.</p>	<p><b>A204</b></p>

Subject	Policy No
<p data-bbox="204 255 619 286"><b><i>Cohesion Activities for Leaders</i></b></p> <p data-bbox="204 315 296 347"><u>Policy:</u></p> <p data-bbox="204 367 1246 439">To organise cohesion activities annually to strengthen unity and esprit de corps among the various cohorts of leaders (e.g. L1, L2, L3).</p> <p data-bbox="204 483 379 515"><u>Policy Intent:</u></p> <p data-bbox="204 535 1262 607">To ensure the unity within the parish as leaders from the different ministries will know each other better and have worked with one another.</p>	<p data-bbox="1347 255 1422 286"><b>A205</b></p>



Subject	Policy No
<p><b><i>Building Relational Ministry</i></b></p> <p><u>Policy:</u> To make every effort to move away from transactional and to be more relational in focus in the ways each the ministry operates.</p> <p><u>Policy Intent:</u> Ministries shall intentionally help members to be more relational, be concerned for each other, encourage each other and to love each other like sisters and brothers in Christ.</p>	A301
<p><b><i>Ministry Chairpersons</i></b></p> <p><u>Policy:</u> The Chairperson of every ministry must have completed the Leadership Development Programme. No exceptions can be made by the parish priest.</p>	A302
<p><b><i>Tenure of Ministries Office Holders</i></b></p> <p><u>Policy:</u> Ministries office holders are appointed to serve a term of two years. They shall not serve more than two consecutive terms.</p> <p><u>Policy Intent:</u> The tenure ensures the renewal of leaders.</p>	A303
<p><b><i>One Parishioner One Ministry</i></b></p> <p><u>Policy:</u> Every parishioner can serve in only <u>one</u> ministry at any one time. Approval from parish priest is needed for exceptions.</p> <p><u>Policy Intent:</u> This to ensure and encourage more participation of parishioners in different areas of the parish to build a truly vibrant parish.</p>	A304
<p><b><i>Recruitment of New Members</i></b></p> <p><u>Policy:</u> Recruitment of parishioners to the ministries can either be through direct recruitment by the individual ministry or through a Central Recruitment Unit to be set-up, if necessary.</p> <p><u>Policy Intent:</u> That we do not limit ourselves with just one mode of recruitment.</p>	A305

Subject	Policy No
<p><b><i>Placement of New Ministry Members</i></b></p> <p><u>Policy:</u> Placement of new members will take into consideration the requirements for the role in the ministry and their commitment to serve in the ministry. This can be supported by a discernment of their gifts and charisms, if viable.</p> <p><u>Policy Intent:</u> To find the right person for the right ministry so that they can grow spiritually.</p>	<p><b>A306</b></p>
<p><b><i>Assimilation System for New Ministry Members</i></b></p> <p><u>Policy:</u> New members will be guided through the Assimilation System which includes the ministry's orientation programme, before serving.</p> <p><u>Policy Intent:</u> To help new members assimilate into the parish and ministry and/ or community through:</p> <ol style="list-style-type: none"> <li>1. Forming friendships in the ministry and community;</li> <li>2. Identifying with the Parish Vision, Mission and Values;</li> <li>3. Becoming aware that the role of the ministry and/ or community is to help them grow in holiness, faith and relationship with God;</li> <li>4. Discovering their gifts and charisms.</li> </ol>	<p><b>A307</b></p>
<p><b><i>Commitment by Ministry Member</i></b></p> <p><u>Policy:</u> Ministry members must be imbued through a minimum of six sessions:</p> <ol style="list-style-type: none"> <li>1. How to understand his/ her personal responsibilities as an active member;</li> <li>2. Why is there a need to contribute towards the vision of the parish;</li> <li>3. Why is there a need to take ownership of one's spiritual growth;</li> <li>4. Why is there a need taking personal ownership in building the Kingdom of God;</li> <li>5. Why is there a need to understand the commitment that a member takes at meetings on a monthly basis;</li> <li>6. Why is there a need to understand that being in a ministry means being part of the parish activities.</li> </ol>	<p><b>A308</b></p>

Subject	Policy No
<p><b><i>Ministry Formation</i></b></p> <p><u>Policy:</u> Ministry leaders shall ensure members understand the purpose of their service and are formed with the necessary skillsets for their roles.</p> <p><u>Policy Intent:</u> To ensure that all are well equipped for the work of the ministry and they are equipped for their pilgrim journey.</p>	<p><b>A309</b></p>
<p><b><i>Hospitality Training for all Ministry Members</i></b></p> <p><u>Policy:</u> Ministry members shall attend the Hospitality Training Programme.</p> <p><u>Policy Intent:</u> To train ministry members to be intentional in welcoming, loving and hospitable to everyone in CSM.</p>	<p><b>A310</b></p>
<p><b><i>Membership Planning for Ministry</i></b></p> <p><u>Policy:</u> Ministries are to ensure that they have 30 members or more in their ministries. They are to be responsible for planning their headcount requirements for the next 2 years. This plan has to be updated annually.</p> <p><u>Policy Intent:</u> The optimum size of any group is 30. This is to ensure that there isn't any shortfall of members in each ministry. This number means that all ministries are constantly recruiting.</p>	<p><b>A311</b></p>
<p><b><i>Standard Operating Procedures</i></b></p> <p><u>Policy:</u> Ministry leaders shall ensure they have an updated set of Standard Operating Procedures for their ministry at all times.</p> <p><u>Policy Intent:</u> To ensure that we are moving together as a parish and that our practices are current.</p>	<p><b>A312</b></p>

Subject	Policy No
<p data-bbox="204 255 472 291"><b><i>Minutes of Meeting</i></b></p> <p data-bbox="204 313 296 344"><u>Policy:</u></p> <p data-bbox="204 365 1222 441">Minutes of ministry meeting shall be disseminated to all members and a copy forwarded to parish priest within 14 days.</p> <p data-bbox="204 481 379 515"><u>Policy Intent:</u></p> <p data-bbox="204 535 1206 611">To ensure that all members are kept up to date with the decisions taken and carry out their duties.</p>	<p data-bbox="1353 255 1426 286"><b>A313</b></p>



Subject	Policy No
<p><b><i>Catechesis for Children and Youth</i></b></p> <p><u>Policy:</u></p> <p>To provide comprehensive catechesis to children from pre-school (5 years old) up to their youth (18 years old) so that they may come to know Jesus personally, will continually seek to know and grow in their faith and be an integral part of the worshipping community.</p> <p><u>Policy Intent:</u></p> <p>To develop a desire in them to grow in a personal faith with Jesus and be part of a relational and integrated worshipping community.</p>	<p><b>B101</b></p>
<p><b><i>Promotion of Life-Long Catechesis</i></b></p> <p><u>Policy:</u></p> <p>Publicity and communication on catechesis for children and youth should emphasise that catechesis is for life and therefore, CSM will promote a life-long catechesis in the faith of children, youths and their parents.</p> <p><u>Policy Intent:</u></p> <p>To promote life-long faith learning beyond their Confirmation. Information on the continuing formation programmes that they can participate in should be made known to children, youths and parents at every stage of their faith journey.</p>	<p><b>B102</b></p>
<p><b><i>Experiential Catechesis for Children and Youth</i></b></p> <p><u>Policy:</u></p> <p>As part of their catechesis, children and youths will be attached to selected ministries from Primary 4 to develop a sense of belonging to the parish. They will also be given opportunities to live out their Christian virtues of charity through service and outreach to the less fortunate in the community and society, like participating in the parish outreach programme.</p> <p>The children will have to participate in one event that exposes them to the plight of the poor and to assist in the outreach to the poor.</p> <p>The children will be required to participate in two parish events of the parish as part of their involvement in the parish.</p> <p>The teenagers will be required to host one event a year for the unbaptised to introduce the faith to them.</p> <p><u>Policy Intent:</u></p> <p>To engage the children in ministry, in order to have a sense of belonging to the parish community and a sense of evangelisation.</p>	<p><b>B103</b></p>

Subject	Policy No
<p><b><i>Bridging Programmes for Children</i></b></p> <p><u>Policy:</u></p> <p>Baptised children who have not attended formal catechism classes or unbaptised children will have to attend the relevant bridging programmes by Office for Catechesis (OFC) to enable them to be properly catechised in the faith before they join the regular catechism classes.</p> <p><u>Policy Intent:</u></p> <p>To ensure that those attending the lessons will not feel out of place during the lessons.</p>	<p><b>B104</b></p>
<p><b><i>Catechesis of those with Special Needs</i></b></p> <p><u>Policy:</u></p> <p>Children with special needs should be integrated into regular catechism classes as far as possible. In some situation where this is not feasible, we shall assist the parent to enrol their child in other parishes, if CSM does not have the resources to conduct catechesis for special needs children and youths.</p> <p><u>Policy Intent:</u></p> <p>To ensure that no child is left out of the catechetical process due to their situation in life.</p>	<p><b>B105</b></p>
<p><b><i>Behavioural Standards of Catechists and Volunteers</i></b></p> <p><u>Policy:</u></p> <p>All catechists and volunteers catechising or managing children and youth shall abide by the Behavioural Standards stipulated by OFC and Professional Standard Office.</p> <p><u>Policy Intent:</u></p> <p>We want to provide a safe environment for the children and youth under our care and CSM shall make all efforts to prevent sexual abuse or harassment of a child or young person.</p>	<p><b>B106</b></p>



Subject	Policy No
<p data-bbox="204 255 528 286"><b><i>Formation of Catechists</i></b></p> <p data-bbox="204 315 296 347"><u>Policy:</u></p> <p data-bbox="204 367 1262 633">All those who desire to be catechists in CSM are to undergo a period of attachment with the current catechist. When assessed to have some charism for teaching or guiding children, they will be required to undergo the parish Catechetical Formation Programme and complete the Catechetical Formation Courses offered by OFC within a recommended timeframe. This is to ensure that catechists are familiar with the processes in the parish and have the necessary pedagogy and knowledge of the faith to facilitate the catechetical programme.</p> <p data-bbox="204 658 379 689"><u>Policy Intent:</u></p> <p data-bbox="204 710 1222 779">To ensure that all catechists are well formed and have the necessary tools for the catechising of children.</p>	<p data-bbox="1347 255 1422 286"><b>B107</b></p>



Subject	Policy No
<p><b><i>Life-Long Formation of CSM Parishioners</i></b></p> <p><u>Policy:</u></p> <p>Faith formation programmes, encompassing spiritual, human, intellectual and pastoral dimensions will be developed and implemented to support parishioners in living out and growing in maturation of their faith. No person who seeks formation should be denied.</p> <p><u>Policy Intent:</u></p> <p>To ensure that “The parish has the essential task of a more personal and immediate formation of the lay faithful” and “the formation must be placed among the priorities of a parish”. (<i>Christifideles Laici</i>)</p>	<p><b>B201</b></p>
<p><b><i>Recognising the Formation Needs of Parishioners</i></b></p> <p><u>Policy:</u></p> <p>Formation programmes, covering different aspects of the faith, must address :</p> <ol style="list-style-type: none"> <li>1. The diverse needs as well as faith levels and experiences of parishioners.</li> <li>2. The various active members of our Christian community.</li> </ol> <p><u>Policy Intent:</u></p> <p>To ensure that all will be formed to become evangelisers.</p>	<p><b>B202</b></p>
<p><b><i>Annual Formation Programme</i></b></p> <p><u>Policy:</u></p> <p>The formation programme for the next calendar year shall be made available to parishioners in the last quarter of the year to enable them to plan early their commitments for coming year.</p> <p><u>Policy Intent:</u></p> <p>To enable the parishioners to know in advance how to plan their faith formation journey.</p>	<p><b>B203</b></p>

Subject	Policy No
<p><b><i>Computerised Formation Records</i></b></p> <p><u>Policy:</u> Names of parishioners who have attended information or formation sessions are to be captured in a computerised system for tracking and planning purposes.</p> <p><u>Policy Intent:</u> This will enable us to track their formation progress and plan for growth along the Discipleship Pathway. It will also provide valuable records for CSM in its formation planning.</p>	<p><b>B204</b></p>
<p><b><i>Resources for Formation of Disciples</i></b></p> <p><u>Policy:</u> CSM is committed to help parishioners grow and mature as disciples of Christ. We shall allocate 10% of the annual budget for this purpose.</p> <p><u>Policy Intent:</u> To consciously put aside a budget for this important aspect of the parish life.</p>	<p><b>B205</b></p>
<p><b><i>Formation Sponsorship for Parishioners</i></b></p> <p><u>Policy:</u> Parishioners who exhibit leadership potential or have special talents which can contribute to enabling CSM to meet its vision and mission may be sponsored to attend external formation courses. Such parishioners with leadership qualities or special talents should not be deprived of opportunity to grow and develop because of financial constraints. Each case will be assessed on its own merits by the Parish Pastoral Council (PPC).</p> <p><u>Policy Intent:</u> To build a resource of such parishioners to be co-responsible for enabling CSM to strive towards its vision and mission.</p>	<p><b>B206</b></p>
<p><b><i>Approval for Formation Sponsorship</i></b></p> <p><u>Policy:</u> The PPC shall be the approving authority for formation sponsorship to pursue external courses.</p>	<p><b>B207</b></p>



Subject	Policy No
<p><b><i>A Welcoming and Hospitable Parish</i></b></p> <p><u>Policy:</u></p> <p>We want to be a welcoming, loving and hospitable parish that strives to let no one leave without striking up a conversation. Being welcoming and hospitable will be a way of life in CSM and everyone, including the homebound, matters to us.</p> <p><u>Policy Intent:</u></p> <p>To provide an environment for evangelisation and new evangelisation and to create a place to call home.</p>	<p><b>C101</b></p>
<p><b><i>Embracing Christian Hospitality</i></b></p> <p><u>Policy:</u></p> <p>All active parishioners are to embrace Christian hospitality as a CSM core value. All ministry members must, therefore, attend the Hospitality course organised by the parish.</p> <p><u>Policy Intent:</u></p> <p>To ensure that all members have an understanding of the level of hospitality that we expect in CSM.</p>	<p><b>C102</b></p>
<p><b><i>Welcoming Newcomers</i></b></p> <p><u>Policy:</u></p> <p>The protocol for welcoming newcomers is as follows:</p> <ol style="list-style-type: none"> <li>1. To look out for newcomers and invite them for fellowship;</li> <li>2. To present them with the welcome kit;</li> <li>3. To gather contact details for future communications;</li> <li>4. To complete the Parish Registration Form;</li> <li>5. To introduce them to the CSM community, such as via Our Pilgrimage and e-notice board and individuals who are already active in the parish.</li> </ol> <p><u>Policy Intent:</u></p> <p>To ensure that we have a standard way of welcoming those who are new to the parish.</p>	<p><b>C103</b></p>

Subject	Policy No
<p><b><i>Training in Christian Hospitality</i></b></p> <p><u>Policy:</u> All ministry members are to be trained in Christian hospitality. Training can be extended to parishioners who are interested.</p> <p><u>Policy Intent:</u> To ensure that the ethos of welcoming is open to all and not restricted to only ministry members.</p>	<p><b>C104</b></p>
<p><b><i>Feedback on Experiences in CSM</i></b></p> <p><u>Policy:</u> Feedback and suggestions from parishioners and visitors on their experiences in CSM are to be gathered and followed up as soon as possible and replies be given within 14 days, where feasible.</p> <p><u>Policy Intent:</u> Feedback and suggestions enable us to remain open to considerations and evaluations to improve our welcoming and hospitality initiatives.</p>	<p><b>C105</b></p>
<p><b><i>Evaluation on Transformation</i></b></p> <p><u>Policy:</u> Random hospitality audits shall be conducted to evaluate and gauge the effectiveness of our hospitality strategies by the team appointed by the PPC.</p> <p><u>Policy Intent:</u> To ensure that that we are on the right pathway and to be aware of areas where growth is needed.</p>	<p><b>C106</b></p>



Subject	Policy No
<p><b><i>Excite and Engage Parishioners</i></b></p> <p><u>Policy:</u></p> <p>To implement awareness programmes and activities to excite and engage parishioners and ministry members to answer the call to be formed as disciples and live out their vocation to proclaim the Good News in line with the parish vision.</p> <p><u>Policy Intent:</u></p> <p>To be a parish that is evangelising.</p>	<p><b>C201</b></p>
<p><b><i>Disciples on the Discipleship Pathway</i></b></p> <p><u>Policy:</u></p> <p>To guide and form parishioners who are practicing and living the faith, in growing their faith to be vibrant, missionary, evangelistic disciples along the Discipleship Pathway.</p> <p><u>Policy Intent:</u></p> <p>To target 30 parishioners annually to be enrolled to the Discipleship Pathway.</p>	<p><b>C202</b></p>
<p><b><i>Evangelisation of People</i></b></p> <p><u>Policy:</u></p> <p>To adhere to the command of Jesus, to regularly go out to evangelise the non-baptised and undertake the new evangelisation to lukewarm Catholics and Catholics who have left the church.</p> <p><u>Policy Intent:</u></p> <p>To have a minimum of four evangelisation programmes or activities annually for at least 50 evangelisers annually to realise this policy.</p>	<p><b>C203</b></p>
<p><b><i>Preparing for Evangelisation</i></b></p> <p><u>Policy:</u></p> <p>To train, support and equip ministry members and parishioners to do the work of evangelisation through courses/ workshops managed in the parish or within the Archdiocese.</p> <p><u>Policy Intent:</u></p> <p>To prepare evangelisers on what and how to proclaim, support them with materials such as FAQs, Do's and Don'ts and connection cards.</p>	<p><b>C204</b></p>

Subject	Policy No
<p><b><i>Evangelisation Events in CSM</i></b></p> <p><u>Policy:</u> To provide opportunities in CSM for those who are seeking to know more about Jesus.</p> <p><u>Policy Intent:</u> To organise evangelisation events (such as St Luke’s Night) on a quarterly basis in CSM, for those who want to know more about the Lord and to stay connected with them.</p>	<p><b>C205</b></p>
<p><b><i>Pre-RCIA Programme</i></b></p> <p><u>Policy:</u> To implement a Pre-RCIA Programme for non-baptised people who are ready to join RCIA before the next commencement of the RCIA when it is some time away.</p> <p><u>Policy Intent:</u> To keep potential enquirers interested in knowing the faith till the commencement of the next RCIA process.</p>	<p><b>C206</b></p>
<p><b><i>Number of People attending RCIA</i></b></p> <p><u>Policy:</u> To target for 50 people to attend RCIA annually.</p> <p><u>Policy Intent:</u> To ensure that parishioners and ministry members are constantly reaching out to the non-baptised.</p>	<p><b>C207</b></p>



Subject	Policy No
<p><b><i>Excite and Engage Parishioners</i></b></p> <p><u>Policy:</u> To implement awareness programmes and activities to excite and engage parishioners in works of mercy for the least in our midst, in line with Scripture, “... just as you did it to one of the least of these who are members of my family, you did it to me.” (Mt 25:40)</p> <p><u>Policy Intent:</u> To remember that we need to be constantly aware of the needs of those in need.</p>	<p><b>C301</b></p>
<p><b><i>Service Outreach Events</i></b></p> <p><u>Policy:</u> To plan and implement regular outreach events annually for parishioners to participate.</p> <p><u>Policy Intent:</u> To be constantly looking at the needs of those in need.</p>	<p><b>C302</b></p>
<p><b><i>Collaboration with Ministries</i></b></p> <p><u>Policy:</u> To collaborate with ministries such as Catechists, Family Life Ministry, CNC and SSVP on service outreach events that encourage participation by children, families and for the Friends in Need of the SSVP.</p> <p><u>Policy Intent:</u> To have these ministries be part of the outreach to the poor.</p>	<p><b>C303</b></p>
<p><b><i>Collaboration with External Service Organisations</i></b></p> <p><u>Policy:</u> As an outward looking parish, we seek to collaborate with external service organisations to reach out and serve the least in society.</p> <p><u>Policy Intent:</u> To show unity with other like-minded organisations and to work together with them to reach out to those in need in our society.</p>	<p><b>C304</b></p>



Subject	Policy No
<p><b><i>Reflection on Service Outreach Events</i></b></p> <p><u>Policy:</u></p> <p>To plan and organise reflection and sharing sessions for volunteers after each service outreach event, to pray, share experiences and discuss the root causes of situations encountered during service.</p> <p><u>Policy Intent:</u></p> <p>To make service meaningful, volunteers will be able to, through the reflection and sharing sessions, learn that assistance can be given not only to meet individuals immediate needs, but also to discuss the social justice in highlighting and addressing unjust practices or policies.</p>	<p><b>C305</b></p>
<p><b><i>Funding for Service Outreach Events</i></b></p> <p><u>Policy:</u></p> <p>Funding for service outreach events will be as follows:</p> <ol style="list-style-type: none"> <li>1. For planned events, fund requests must be included and approved in the annual budget exercise.</li> <li>2. For unplanned events, including event organised for the following year before the annual budget exercise, fund requests must be submitted to Parish Pastoral Council for approval.</li> <li>3. Donations in cash or in kind for each event may be solicited from parishioners, subject to prior approval from the Parish Pastoral Council.</li> </ol> <p><u>Policy Intent:</u></p> <p>To ensure that funds are available for planned outreach events for those in need.</p>	<p><b>C306</b></p>



Subject	Policy No
<p><b><i>Building Relational Community</i></b></p> <p><u>Policy:</u> To make the intentional changes to arrive at being a more relational parish.</p> <p><u>Policy Intent:</u> Every parishioner should experience love, warmth, feel welcomed and belonged, hence, the need to be relational, show concern for each other, be recognised and known by someone in the parish.</p>	<p><b>C401</b></p>
<p><b><i>Excite and Engage Parishioners</i></b></p> <p><u>Policy:</u> To raise awareness and invite parishioners to join the Christian Neighbourhood Community (CNC).</p> <p><u>Policy Intent:</u> That parishioners belong to one community or another to have a sense of love and belonging.</p>	<p><b>C402</b></p>
<p><b><i>CNC Set-Up in all Zones</i></b></p> <p><u>Policy:</u> The boundary of CSM is divided into zones and each zone should have two CNCs and plan to grow the number of CNCs within each zone to four.</p> <p><u>Policy Intent:</u> To grow the neighbourhood communities so that parishioners will belong to a community and grow their faith in these communities.</p>	<p><b>C403</b></p>
<p><b><i>Governance for CNC</i></b></p> <p><u>Policy:</u> The CNC will be governed by a handbook on key matters such as objectives, rules, frequency and scope of meeting, structure and tenure of leaders, and obligations of members. The handbook is to be given to all members.</p> <p><u>Policy Intent:</u> To ensure that CNC leaders are guided in what they are doing.</p>	<p><b>C404</b></p>

Subject	Policy No
<p><b><i>CNC Leaders</i></b></p> <p><u>Policy:</u> Every CNC shall have a leader and a deputy leader to facilitate the activities and meetings in accordance with the guidelines in the handbook.</p> <p><u>Policy Intent:</u> To ensure that leaders of the CNC are not left on their own without support when leading the CNC.</p>	<p><b>C405</b></p>
<p><b><i>Training of Community Leaders</i></b></p> <p><u>Policy:</u> All leaders of CNC are to undergo the Leadership Development Programme that comes under the leadership system.</p> <p><u>Policy Intent:</u> To ensure that we have leaders who are trained to carry out their duties and that they know other leaders in the CNC and in the parish.</p>	<p><b>C406</b></p>
<p><b><i>Feedback and Evaluation of CNC</i></b></p> <p><u>Policy:</u> Every CNC has to submit an annual report on the happenings, activities and growth of members in the zone as well as recommendations to improve/ grow the community, if any, to the CNC ministry leader for submission to the PPC for consideration.</p> <p><u>Policy Intent:</u> To enable CNC leaders and communities to have a sense of the larger parish community and be connected to the ministries.</p>	<p><b>C407</b></p>
<p><b><i>Welcoming New Parishioners</i></b></p> <p><u>Policy:</u> CNC leaders and community members are to visit new parishioners in their homes within the first 2 months of having the knowledge that they have moved into the parish.</p> <p><u>Policy Intent:</u> This is to ensure that new Catholics who have moved into the zone will be shown love and care by CNC leaders and community members, be provided useful information of the parish and introduced to others staying around them.</p>	<p><b>C408</b></p>

Subject	Policy No
<p><b><i>House blessing of New Parishioners</i></b></p> <p><u>Policy:</u></p> <p>When a request for house blessing is received from any parishioner, CNC members are to be informed of the request and make a visit.</p> <p>After the visit, the priest will bless the home together with the CNC members who had made the visit.</p> <p><u>Policy Intent:</u></p> <p>House blessings will no longer be a private affair, and right from the start the parishioner is familiar with the CNC leaders and community members.</p>	<p><b>C409</b></p>
<p><b><i>Administering to Homebound and Elderly</i></b></p> <p><u>Policy:</u></p> <p>All homebound and elderly, including the non-Catholics living in the community, are to be provided appropriate support.</p> <p><u>Policy Intent:</u></p> <p>To ensure that the homebound and elderly are not neglected because they are not seen in the worship hall.</p>	<p><b>C410</b></p>
<p><b><i>Post-Bereavement Pastoral Care</i></b></p> <p><u>Policy:</u></p> <p>CNC leader and another ministry member are to visit the bereaved family to check on their wellness and see if they need any help from the parish. A report is to be made at the PPC Exco meeting.</p> <p><u>Policy Intent:</u></p> <p>To ensure that these parishioners are not forgotten and left on their own to grief the death of their loved ones.</p>	<p><b>C411</b></p>
<p><b><i>Registration of Those Worshipping in CSM</i></b></p> <p><u>Policy:</u></p> <p>Those worshipping in CSM on a regular basis as well as those who have moved to the CSM community and want to worship with us are required to register with the Parish Administration Office.</p> <p><u>Policy Intent:</u></p> <p>To ensure that there is a way to communicate with those who worship with us should the need arise.</p>	<p><b>C412</b></p>

Subject	Policy No
<p><b><i>Leaving our Community</i></b></p> <p><u>Policy:</u> Those leaving our community will be urged to inform the Parish Administration Office.</p> <p><u>Policy Intent:</u> To ensure that the Parish Administration Office has an updated register of parishioners.</p>	<p><b>C413</b></p>
<p><b><i>Updating of Parishioners Particulars</i></b></p> <p><u>Policy:</u> Those worshipping in CSM are also required to update their particulars with the Parish Administration Office.</p> <p><u>Policy Intent:</u> The particulars of those who worship in CSM are required for the setting-up and maintaining of the CSM official database in order to provide pastoral care for those in the parish of CSM.</p>	<p><b>C414</b></p>
<p><b><i>Database on Parishioners in CSM</i></b></p> <p><u>Policy:</u> To set up and update the database of parishioners worshipping in CSM.</p> <p><u>Policy Intent:</u> To assist the PPC in pastoral planning and for reaching out to the parishioners.</p>	<p><b>C415</b></p>

**C5 : STEWARDSHIP**

Subject	Policy No
<p><b><i>Excite and Engage Parishioners</i></b></p> <p><u>Policy :</u></p> <p>To carry out awareness and promotional activities on stewardship throughout the year to excite parishioners to share their time, talents, treasures and resources to build the Kingdom of God.</p> <p><u>Policy Intent:</u></p> <p>To engage parishioners in a meaningful way to practice stewardship.</p>	<b>C501</b>
<p><b><i>Stewardship Plan</i></b></p> <p><u>Policy:</u></p> <p>To develop and implement a creative and meaningful Parish Stewardship Plan enabling parishioners to share their time, talents, treasures and resources, to garner involvement, build commitment and sense of belonging among parishioners. The plan shall be approved by PPC.</p> <p><u>Policy Intent:</u></p> <p>To be purposeful in bringing forth stewardship attitudes.</p>	<b>C502</b>
<p><b><i>Stewardship for Children and Youth</i></b></p> <p><u>Policy:</u></p> <p>To incorporate stewardship into the catechesis of children and youth and to create opportunities for them to share their time and talents within and outside of the Church community.</p> <p><u>Policy Intent:</u></p> <p>There is a need to nurture the value of stewardship as a way of life among the young persons.</p>	<b>C503</b>
<p><b><i>Accountability in Stewardship</i></b></p> <p><u>Policy:</u></p> <p>To assure parishioners that the gifts and treasures they contributed are being managed in a responsible and accountable manner by providing annual financial and pastoral reports presented by the PPC and PFC who must clearly communicate to parishioners.</p> <p><u>Policy Intent:</u></p> <p>To keep parishioners aware of the use of resources of the parish.</p>	<b>C504</b>

Subject	Policy No
<p data-bbox="204 255 842 291"><b><i>Monitoring and Evaluating of Stewardship Plan</i></b></p> <p data-bbox="204 313 295 344"><u>Policy:</u></p> <p data-bbox="204 367 1262 479">To monitor and evaluate the various stewardship initiatives, an annual report on the findings and areas of improvement has to be submitted to PPC for discussion and approval.</p> <p data-bbox="204 501 379 533"><u>Policy Intent:</u></p> <p data-bbox="204 555 1174 586">To provide some checks and balances on the resources used in the parish.</p>	<p data-bbox="1347 255 1422 286"><b>C505</b></p>



Subject	Policy No
<p><b><i>Baptism in general</i></b></p> <p><u>Policy:</u></p> <p>There shall be no private baptism of any able-bodied person or infant in the parish. Those who are sick in the hospital or at home are not affected by this policy.</p> <p><u>Policy Intent:</u></p> <p>Baptism is the insertion of a person into Jesus Christ who is the Head of the Body, the Church. Therefore the Church has to be present at the baptism of anyone.</p>	<p><b>D101</b></p>



Subject	Policy No
<p><b><i>Baptism of Infant up to the age 7 years old</i></b></p> <p><u>Policy:</u> The Rite of Baptism of Infant as in the Code of Canon Law is up to the age of reason which is up to the 7<sup>th</sup> birthday of the child and not the day after.</p> <p><u>Policy Intent:</u> To ensure that the proper process is used for the Sacrament of Baptism for infants.</p>	<b>D201</b>
<p><b><i>Requesting for Infant Baptism</i></b></p> <p><u>Policy:</u> Parents are responsible for requesting the Sacrament of Baptism for their infant.</p> <p><u>Policy Intent:</u> To be clear that responsibility to have their infant baptised lies with the parents.</p>	<b>D202</b>
<p><b><i>Infant Baptism Preparation</i></b></p> <p><u>Policy:</u> Parents requesting baptism for their infant are required to participate in a process of preparation which will begin during the time of pregnancy. Godparents are to participate in the programme.</p> <p><u>Policy Intent:</u> The preparation of parents and godparents is to help them acquire a deeper appreciation of baptism and their own vocation as Christian parents and godparents.</p>	<b>D203</b>
<p><b><i>Infant Baptism during Eucharistic Celebration (EC)</i></b></p> <p><u>Policy:</u> Infant baptism will be celebrated together with the weekend EC, whenever possible.</p> <p><u>Policy Intent:</u> To give witness and expression of a loving community and to show our love, welcome and support to our new members.</p>	<b>D204</b>

Subject	Policy No
<p data-bbox="204 255 584 291"><b><i>Frequency of Infant Baptism</i></b></p> <p data-bbox="204 311 293 344"><u>Policy:</u></p> <p data-bbox="204 365 1244 398">Infant baptism shall be held quarterly unless there are no requests for baptism.</p> <p data-bbox="204 421 379 454"><u>Policy Intent:</u></p> <p data-bbox="204 474 1235 546">Since the numbers are low, there will be an unnecessary demand on resources just to baptise one infant.</p>	<p data-bbox="1347 255 1420 288"><b>D205</b></p>



## D3 : BAPTISM OF CHILDREN

Subject	Policy No
<p><b><i>Baptism of Children</i></b></p> <p><u>Policy:</u> This is intended for children (those who are not yet 21 years of age) who were not baptised.</p> <p><u>Policy Intent:</u> To ensure that appropriate preparation is carried out to help the recipients know God and His love and be initiated into the Christian faith.</p>	D301
<p><b><i>Request for Baptism of Children</i></b></p> <p><u>Policy:</u> Parents are responsible for requesting for the Sacrament of Baptism for their children. Children requesting for the Sacrament of Baptism on their own can do so with written parental consent.</p> <p><u>Policy Intent:</u> To ensure that the request for baptism is valid in accordance with the Code of Canon Law.</p>	D302
<p><b><i>Bridging and/or Preparation Programme for Children</i></b></p> <p><u>Policy:</u> In preparing for baptism, children are expected to attend a bridging and/ or preparation programme as required by the parish. The programme may be adapted according to the needs and readiness of the child.</p> <p><u>Policy Intent:</u> To ensure that every child is appropriately prepared for the sacrament.</p>	D303
<p><b><i>Celebration of Children Baptism</i></b></p> <p><u>Policy:</u> The baptism of children shall generally be held together with the adult baptism or with the baptism of infants or if the numbers justifies it as a group of children.</p> <p><u>Policy Intent:</u> To ensure that an unnecessary demand on resources is not made and that there is a number of parishioners who will witness the celebration of the sacrament.</p>	D304


**D4 : BAPTISM OF ADULTS**

Subject	Policy No
<p><b><i>Baptism of Adults</i></b></p> <p><u>Policy:</u></p> <p>The Rite of Christian Initiation of Adults (RCIA) is a process for initiation into the Catholic Church for adults. The process prepares adults to receive the Sacraments of Christian Initiation, namely Baptism, Confirmation and Holy Eucharist.</p> <p><u>Policy Intent:</u></p> <p>To carry out the intentions of the Church with regard to the Rite of Christian Initiation of Adults given in 1972 by the Congregation for Divine Worship.</p>	<p><b>D401</b></p>
<p><b><i>Journeying with Inquirers</i></b></p> <p><u>Policy:</u></p> <p>Ministries shall nominate suitable representatives to journey with and pray for the inquirers during the entire Pre-catechumenate Period including the celebration of the Rite of Acceptance.</p> <p><u>Policy Intent:</u></p> <p>It is the responsibility of parish community to help those who are searching for Christ. Nominated ministry members represent the parish community by showing love, welcome and support to the inquirers.</p>	<p><b>D402</b></p>
<p><b><i>Attachment of Catechumens and Elect to Ministries</i></b></p> <p><u>Policy:</u></p> <p>Catechumens are expected to participate in Apostolic formation by being in a ministry of their choice, during the Catechumenate.</p> <p><u>Policy Intent:</u></p> <p>To help Catechumens assimilate into the parish community by knowing the ministry members better through participation in service and social events.</p>	<p><b>D403</b></p>
<p><b><i>Formation and Support of Godparents</i></b></p> <p><u>Policy:</u></p> <p>All godparents shall attend preparatory sessions and journey with their godchild for the last six months of RCIA process.</p> <p><u>Policy Intent:</u></p> <p>The formation of godparents is to help them have a deeper appreciation of Sacrament of Baptism and their roles and responsibilities in supporting their godchild grow and mature in their faith. Godparents are expected to commit their time and effort to nurture and support their godchild. To enable the godparents to understand what the Catechumens/ Elect are learning.</p>	<p><b>D404</b></p>

Subject	Policy No
<p><b><i>Ministries to Pray for the Elect</i></b></p> <p><u>Policy:</u> Ministry members will be assigned to pray for Elect during the period of Lent up to the day of their baptism.</p> <p><u>Policy Intent:</u> To impress upon the ministry members that those in the RCIA process is their concern and that all have a duty towards those journeying the Sacrament of Baptism.</p>	<p><b>D405</b></p>
<p><b><i>Celebration for Baptism</i></b></p> <p><u>Policy:</u> The parish community, especially the ministries, will be involved in planning and organising the baptism event during Easter Vigil, the decorations of the church, hospitality and fellowship.</p> <p><u>Policy Intent:</u> There is no greater joy for a parish community than to experience the birth of new members at the Easter Vigil. This is a great opportunity for the parish community to show love and warm hospitality to the new members and their guests.</p>	<p><b>D406</b></p>
<p><b><i>Post-Baptismal Catechesis or Mystagogia</i></b></p> <p><u>Policy:</u> A one year mystagogia where ongoing formation takes place in the newly baptised so that they might live more deeply the mysteries they have celebrated will be part of the RCIA process.</p> <p><u>Policy Intent:</u> To ensure that the Neophytes continue to grow in their faith and are part of the Christian community.</p>	<p><b>D407</b></p>
<p><b><i>Neophytes in Ministries</i></b></p> <p><u>Policy:</u> All Neophytes are expected to continue being in a ministry of their choice.</p> <p><u>Policy Intent:</u> Ministries have a role to mentor and guide the Neophytes in their ongoing spiritual growth and to help assimilate them into the community.</p>	<p><b>D408</b></p>



Subject	Policy No
<p><b><i>Baptism for Seniors 70 Years and Above</i></b></p> <p><u>Policy:</u></p> <p>Those 70 years and above and those who are medically unwell, will not be required to join the RCIA process in order to be baptised. They will go through a more relevant process, often in groups of 2 to 6.</p> <p><u>Policy Intent:</u></p> <p>The seniors may have a difficulty in attending the regular RCIA process or they might have their own medical issues. This is to ensure that they receive instructions in whatever size of group and thereafter, baptism.</p>	<p><b>D501</b></p>
<p><b><i>Baptism Preparation Programme for Seniors</i></b></p> <p><u>Policy:</u></p> <p>Seniors are to participate in a baptism preparation programme where they discover God as Father and Jesus Christ as our Redeemer and the Holy Spirit as their Sanctifier. They will need to know about the Sacraments of Baptism, Confirmation, Holy Eucharist and Reconciliation.</p> <p><u>Policy Intent:</u></p> <p>The preparation of seniors is to help them acquire a basic knowledge God and His love and be initiated into the Christian faith.</p>	<p><b>D502</b></p>
<p><b><i>Journeying with Seniors during their baptism preparation programme</i></b></p> <p><u>Policy:</u></p> <p>Suitable parishioners will be assigned to journey with and pray for the seniors during the preparation programme.</p> <p><u>Policy Intent:</u></p> <p>It is the responsibility of parish community to show love and support those who are searching for Christ.</p>	<p><b>D503</b></p>
<p><b><i>Celebration of Seniors' Baptism</i></b></p> <p><u>Policy:</u></p> <p>The baptism of the seniors will generally be held when they are deemed ready for baptism. Those journeying with the seniors will determine if they are ready for baptism.</p> <p><u>Policy Intent:</u></p> <p>To empower the sojourners to decide the readiness of the seniors for Sacraments of Baptism and Confirmation.</p>	<p><b>D504</b></p>



Subject	Policy No
<p><b><i>Age of Confirmation of Children</i></b></p> <p><u>Policy:</u> Children who have been baptised and adequately catechised are subjectively confirmed when they are 16 years of age.</p> <p><u>Policy Intent:</u> The confirmation is held at this age to give everyone the opportunity to be immersed into the parish community of CSM.</p>	D601
<p><b><i>Preparation Programme for Confirmation Children</i></b></p> <p><u>Policy:</u> Children shall attend a preparation programme to equip them with a deeper understanding and appreciation of the significance of the Sacrament of Confirmation from the age of 13.</p> <p><u>Policy Intent:</u> To ensure the teenagers have the adequate knowledge of the faith and are suitably immersed into the community.</p>	D602
<p><b><i>Preparation for Godparents of Confirmation Children</i></b></p> <p><u>Policy:</u> Godparents are expected to attend preparation sessions to help them appreciate the Sacrament of Confirmation and their roles and responsibilities as godparents.</p> <p><u>Policy Intent:</u> To ensure godparents know their role as godparents and are part of the journey of the teenagers.</p>	D603
<p><b><i>Eucharistic Celebration for Sacrament of Confirmation</i></b></p> <p><u>Policy:</u> Ministries will be assigned to support the Catechists with the Confirmation Rite, decorations of the church, hospitality and fellowship.</p> <p><u>Policy Intent:</u> As a vibrant, loving community of disciples, we should be involved in celebrating the joy of the Confirmands as it is a parish event.</p>	D604



Subject	Policy No
<p><b><i>Age for the First Reconciliation for Children</i></b></p> <p><u>Policy:</u> Baptised children shall generally receive their first reconciliation when they are at the age of 8 years.</p> <p><u>Policy Intent:</u> To have the children have their Sacrament of Reconciliation a year before they receive the Sacrament of the Holy Eucharist. To imbue in them the need to go for the Sacrament of Reconciliation regularly and it helps us to maintain and deepen the relationship with our Father who loves us.</p>	<p><b>D701</b></p>
<p><b><i>Preparation Programme for Children</i></b></p> <p><u>Policy:</u> Children together with their parents shall attend a preparation programme before celebrating their first reconciliation. This will be a home based programme.</p> <p><u>Policy Intent:</u> To imbue the children and the parents with a deeper understanding and appreciation of the Sacrament of Reconciliation. The programme held at the children's homes is to promote community living and friendship amongst the children and parents around the same neighbourhood.</p>	<p><b>D702</b></p>
<p><b><i>Place for Sacrament for First Reconciliation</i></b></p> <p><u>Policy:</u> Where practical, the Sacrament of First Reconciliation shall be held at the children's homes.</p> <p><u>Policy Intent:</u> To promote community spirit and friendship amongst the children and parents around the same neighbourhood.</p>	<p><b>D703</b></p>



Subject	Policy No
<p><b><i>Celebration of the Sacrament of First Reconciliation</i></b></p> <p><u>Policy:</u> The Catechists and Christian Neighbourhood Community (CNC) shall send representatives to attend the celebration together with the ministry in-charge of this programme.</p> <p><u>Policy Intent:</u> The Catechists who have been journeying with the children are not to be excluded from the celebration. This is also a good opportunity for CNC to get to know the parents.</p>	<p><b>D704</b></p>
<p><b><i>Follow-Up Sessions After Sacrament</i></b></p> <p><u>Policy:</u> Follow-up sessions shall be organised by the Catechists to journey together with the children and parents.</p> <p><u>Policy Intent:</u> To enable the deepening of friendship within the group, to gather experience/ feedback and to introduce the ministry in-charge of first holy communion to the children and parents.</p>	<p><b>D705</b></p>



Subject	Policy No
<p><b><i>Age for the Reception of First Holy Communion</i></b></p> <p><u>Policy:</u> Baptised Children shall generally receive their first holy communion at 9 years of age.</p> <p><u>Policy Intent:</u> This is to ensure that the children are adequately prepared for the sacrament.</p>	<p><b>D801</b></p>
<p><b><i>Preparation Programme for Children</i></b></p> <p><u>Policy:</u> Children together with their parents shall attend a preparation programme before the children receive their first holy communion. This will be a home based programme.</p> <p><u>Policy Intent:</u> This is to prepare the children and the parents with a deeper understanding and appreciation of the Eucharist as a Sacrament of Initiation and that it is nourishment for the spiritual journey towards our heavenly kingdom. Having the programme at the children's homes is to promote community living and friendship amongst the children and parents around the same neighbourhood.</p>	<p><b>D802</b></p>
<p><b><i>Celebration for First Holy Communion</i></b></p> <p><u>Policy:</u> Ministries shall be assigned to support the ministry in-charge of this programme with the EC, decorations of the church, hospitality and fellowship.</p> <p><u>Policy Intent:</u> As a vibrant, loving community of disciples we should be involved in celebrating the joy of the recipients as it is a parish event.</p>	<p><b>D803</b></p>
<p><b><i>Follow-Up Sessions after First Holy Communion</i></b></p> <p><u>Policy:</u> Catechists are to organise follow-up sessions with the children and the parents.</p> <p><u>Policy Intent:</u> To enable the deepening of friendship within the group and to gather experience/ feedback.</p>	<p><b>D804</b></p>



**D9 : Holy Communion for Homebound or the Sick**

Subject	Policy No
<p><b><i>Request for Receiving Holy Communion</i></b></p> <p><u>Policy:</u> All requests for receiving holy communion by homebound parishioners, parishioners in hospital or residing in nursing homes shall be made to Parish Administrative Office.</p> <p><u>Policy Intent:</u> To extend the Church's love and concern for the sick and homebound by a personal visit by the Minister of Homebound Holy Communion.</p>	<p><b>D901</b></p>
<p><b><i>Catechesis and Training</i></b></p> <p><u>Policy:</u> Homebound Holy Communion ministers shall receive adequate catechesis and training before they can bring holy communion to parishioners.</p> <p><u>Policy Intent:</u> To ensure that Minister of Homebound Holy Communion know what needs to be done when carrying out their ministry to the Homebound.</p>	<p><b>D902</b></p>
<p><b><i>Visit to Homes</i></b></p> <p><u>Policy :</u> Before bringing Holy Communion to the homebound, the Minister of Homebound Holy Communion shall make a visit to know the parishioner and their family members, to brief them on the procedure and the necessary preparations.</p> <p><u>Policy Intent:</u> To offer hospitality and build relationship with the person.</p>	<p><b>D903</b></p>



Subject	Policy No
<p><b><i>Registration of Interest to Celebrate Wedding in CSM</i></b></p> <p><u>Policy:</u></p> <p>The couple intending to hold their wedding in CSM shall register their interest with the priest who will celebrate their wedding. The form, 'Instructions before accepting a wedding booking in the Catholic Church', is to be signed by the couple and the intended priest. The registration must be made at least 12 months before the intended wedding date.</p> <p><u>Policy Intent:</u></p> <p>To allow adequate time for the couple to meet up with the presiding priest for the necessary checks, prenuptial inquiry, interviews, consultation with the Ecclesiastical Tribunal Office, if necessary, and administrative works.</p>	<p><b>D1001</b></p>
<p><b><i>Marriage Preparation Course</i></b></p> <p><u>Policy:</u></p> <p>The couple shall attend and complete a pre-nuptial course approved by the Archdiocese such as the Marriage Preparation Course or Catholic Engaged Encounter before the wedding.</p> <p><u>Policy Intent:</u></p> <p>This is to prepare the couple for the Sacrament of Holy Matrimony, and as future parents and members of the Christian community.</p>	<p><b>D1002</b></p>
<p><b><i>Day and Time for Wedding EC or Service</i></b></p> <p><u>Policy:</u></p> <p>Wedding EC or wedding service can be arranged at any time in CSM on weekdays as long as it does not affect the weekday Eucharistic Celebration. On Saturdays, between 9.30am to 3.30pm. As with the Liturgical norms, wedding mass or wedding service cannot be held on Christmas, Epiphany, Good Friday, Holy Thursday, Holy Saturday, Easter Sunday, Ascension, Pentecost, Corpus Christi, All Saints Day, on Sundays as the usual Sunday ECs takes precedence.</p> <p><u>Policy Intent:</u></p> <p>To keep in line with Liturgical laws.</p>	<p><b>D1003</b></p>

Subject	Policy No
<p><b><i>Wedding Celebrations During Advent and Lent</i></b></p> <p><u>Policy:</u></p> <p>Wedding celebrations are discouraged during Advent and the Lenten Season (the time from Ash Wednesday to Holy Thursday). For exceptions, a wedding may be scheduled during Advent and Lent, but the celebrations shall be kept subdued with a minimum of festivity and very little, if any, decorations in the Church. (Flowers are not permitted anywhere in the Church during Advent and Lent).</p> <p><u>Policy Intent:</u></p> <p>Advent and Lent are sombre times of penance and preparation for Christmas and Easter, and during such penitential seasons, having festive celebrations is inappropriate and goes against the spirit of the season.</p>	<p><b>D1004</b></p>
<p><b><i>Ministry to Journey With the Couple</i></b></p> <p><u>Policy:</u></p> <p>Ministry representative(s) will be assigned to journey with the couple to support them on their preparation for marriage and other logistical arrangements for the celebration in CSM.</p> <p><u>Policy Intent:</u></p> <p>To extend our hospitality, love and support to the couple by helping them to liaise with various church ministries or teams.</p>	<p><b>D1005</b></p>
<p><b><i>Choir for the Wedding EC or Service</i></b></p> <p><u>Policy :</u></p> <p>The CSM choir will support by providing music and songs for the wedding EC or service at the request by the wedding couple.</p> <p><u>Policy Intent:</u></p> <p>To ensure that couples understand that where possible a choir will be present for their celebration.</p>	<p><b>D1006</b></p>

Subject	Policy No
<p><b><i>Charges for use of CSM Facilities and Equipment</i></b></p> <p><u>Policy :</u></p> <p>There shall be no charges imposed for the use of CSM facilities and equipment if one of the spouse is a parishioner of CSM. Otherwise, charges on a cost recovery basis shall be made. A deposit of \$200 (subject to change) will be imposed on all bookings. The deposit will be returned if the facilities and equipment are in good order after the event. Should there be a need for repairs, all costs will be borne by those using the facilities and equipment.</p> <p><u>Policy Intent:</u></p> <p>As parishioners have been contributing regularly to the Church, the facilities and equipment bought and maintained through their contributions should be made available to them free of charge for without their funding these facilities and equipment will not be present.</p>	<p><b>D1007</b></p>
<p><b><i>Charges for Flower Arrangements</i></b></p> <p><u>Policy :</u></p> <p>There shall be no charges if the couple does not request for any additional flower arrangements other than the usual arrangements done by the church for the weekend ECs. If couples wish to have their own concepts for flower arrangements, they will need to liaise with the Petals Ministry. Any additional costs shall be borne by the couple. Petals Ministry is not bound to accept all requests.</p> <p><u>Policy Intent:</u></p> <p>To ensure couples are aware of the need to liaise with Petals Ministry and the charges involved, especially if they wish to have their own flower arrangement concept.</p>	<p><b>D1008</b></p>
<p><b><i>Compliance with Guidelines Stipulated in the CSM Wedding Handbook</i></b></p> <p><u>Policy:</u></p> <p>The couple shall agree to comply with all guidelines stipulated in the CSM Wedding Handbook at the time of booking. This will be undertaken in writing.</p> <p><u>Policy Intent:</u></p> <p>To ensure that there will be no misunderstanding between CSM and the couple with regard to the wedding arrangements.</p>	<p><b>D1009</b></p>


**D11 : ANOINTING OF THE SICK**

Subject	Policy No
<p><b><i>Anointing of the Sick for Parishioners</i></b></p> <p><u>Policy:</u> Parishioners who are sick and aged may request for the Sacrament of Anointing of the Sick.</p> <p><u>Policy Intent:</u> This sacrament is for anyone who is sick and not just in the danger of death.</p>	<p><b>D1101</b></p>
<p><b><i>Anointing of the Sick for Homebound Parishioners , in Hospital or Nursing Homes</i></b></p> <p><u>Policy:</u> The Sacrament of Anointing of the Sick shall be made available, on request, to homebound parishioners and those staying in hospitals or nursing homes, located within CSM boundaries.</p> <p><u>Policy Intent:</u> To ensure that parishioners are not left on their own during the time of illness.</p>	<p><b>D1102</b></p>
<p><b><i>Sacrament of Reconciliation in Conjunction with Anointing of the Sick</i></b></p> <p><u>Policy :</u> Sacrament of Reconciliation will be made available on the same day, before the Communal Celebration of the anointing of the sick.</p> <p><u>Policy Intent:</u> To follow the Liturgical norms where reconciliation is made available to those who are sick.</p>	<p><b>D1103</b></p>
<p><b><i>Blessing of the Sick for Non-Catholics</i></b></p> <p><u>Policy:</u> Blessing of the sick for non-Catholics residing within CSM boundaries can be arranged together with the Communal Celebration of the anointing of the sick.</p> <p><u>Policy Intent:</u> To show our love and care for our non-Catholics neighbours.</p>	<p><b>D1104</b></p>
<p><b><i>Frequency of Communal Celebration for Anointing of the Sick</i></b></p> <p><u>Policy:</u> Communal Celebration of the anointing of the sick shall be held at least once a year in February.</p> <p><u>Policy Intent:</u> To follow the practice of having the anointing of the sick near or during the Feast of Our Lady of Lourdes where anointing of the sick normally takes place.</p>	<p><b>D1105</b></p>

Subject	Policy No
<p data-bbox="204 255 970 291"><b><i>Medical Aids and Hospitality during Anointing of the Sick</i></b></p> <p data-bbox="204 313 295 344"><u>Policy:</u></p> <p data-bbox="204 365 1262 517">Ministry(s) assigned to organise the Communal Celebration of the anointing of the sick shall provide adequate medical aids directly or through vendors who are available. They shall also provide utmost hospitality to our seriously ill and old aged brothers and sisters.</p> <p data-bbox="204 539 379 571"><u>Policy Intent:</u></p> <p data-bbox="204 591 1220 622">To ensure that we are able to handle medical emergencies when called upon.</p>	<p data-bbox="1337 255 1426 286"><b>D1106</b></p>





Subject	Policy No
<p><b><i>Funeral Eucharistic Celebration (EC) in Church of St Michael</i></b></p> <p><u>Policy:</u></p> <p>In line with the Archdiocese of Singapore policy, funeral EC is normally arranged at the parish of the deceased. If the deceased is not a parishioner of CSM or if there is no priest available, the parish office secretary must assist in contacting other available parish and/ or priest on behalf of the bereaved family.</p> <p><u>Policy Intent:</u></p> <p>Providing a “No Wrong Door” approach with the funeral EC arrangements to show our love, concern and assistance to the bereaved family is especially critical at this time in view of the stress and uncertainties that they are facing.</p>	<p><b>D1201</b></p>
<p><b><i>Booking of Cremation Time Slot</i></b></p> <p><u>Policy:</u></p> <p>When a death occurs, the family member of the deceased shall inform the Parish Administration Office immediately for advice and instructions. The booking of the cremation time slot by the family member can be done only after consultation with the Parish Administration Office.</p> <p><u>Policy Intent:</u></p> <p>This is ensure the availability of priest to celebrate the funeral EC, the availability of worship hall and suitable timing for the funeral EC.</p>	<p><b>D1202</b></p>
<p><b><i>Timing for Funeral Eucharistic Celebration (EC)</i></b></p> <p><u>Policy:</u></p> <p>On weekdays, the earliest funeral EC will be at 9 am and the latest funeral EC will be at 4.30pm. On Saturday, the earliest EC will be at 9.00am and the latest EC will be at 3.30pm. There shall be no funeral EC on Sunday.</p> <p><u>Policy Intent:</u></p> <p>This is to ensure funeral EC will not affect the normal Eucharistic Celebrations.</p>	<p><b>D1203</b></p>
<p><b><i>Funeral EC by Non-CSM Priest</i></b></p> <p><u>Policy:</u></p> <p>If a priest from another parish is invited to celebrate the funeral EC, prior permission must be sought from the parish priest. The invited priest will have to take on the responsibility for the prayers for the transfer of the body at the wake and the prayers at the crematorium.</p> <p><u>Policy Intent:</u></p> <p>This is to ensure that there is no confusion during the rites.</p>	<p><b>D1204</b></p>

Subject	Policy No
<p><b><i>Need to Provide Information after Office Hour</i></b></p> <p><u>Policy:</u></p> <p>In the event that a bereaved family member calls the Parish Administration Office after office hours, an arrangement must be in place to provide information and instructions on the procedure for the funeral arrangements to the bereaved family member.</p> <p><u>Policy Intent:</u></p> <p>At a time of distress, the bereaved family is often at a loss as they are unfamiliar with the procedures for funeral arrangement. As a loving community, we want to provide them various communication means, such as phone voice recording system or refer them to website for information on procedure for funeral arrangement after office hours.</p>	<p><b>D1205</b></p>
<p><b><i>Single Point of Contact</i></b></p> <p><u>Policy:</u></p> <p>A single point of contact will be provided to liaise with the bereaved family on funeral EC and wake arrangement, wake prayers and post-funeral arrangement.</p> <p><u>Policy Intent:</u></p> <p>To minimise miscommunication with the bereaved family on the funeral and wake arrangements.</p>	<p><b>D1206</b></p>
<p><b><i>Wake in Church</i></b></p> <p><u>Policy:</u></p> <p>Only Catholics registered in CSM or known to the parish community are allowed to use the designated rooms in our premises for wakes. These rooms will be available from Monday mornings from 9am to Saturday 2pm only.</p> <p><u>Policy Intent:</u></p> <p>This is to ensure funeral EC will not affect the Saturday evening and Sunday Eucharistic Celebrations.</p>	<p><b>D1207</b></p>
<p><b><i>Charges for Use of Wake Rooms</i></b></p> <p><u>Policy:</u></p> <p>There is no charge for using the wake rooms. However, a love offering to CSM is welcomed. A refundable deposit of \$300 is required for booking the wake rooms.</p> <p><u>Policy Intent:</u></p> <p>The refundable deposit will be used to defray any damages that may occur during the usage of the rooms and to defray the cost of cleaning up.</p>	<p><b>D1208</b></p>

Subject	Policy No
<p><b><i>Compliance with Terms and Conditions For Using Wake Rooms</i></b></p> <p><u>Policy:</u> The bereaved family must agree to comply with the terms and conditions for using the wake rooms, as stipulated in CSM Funeral and Wake Arrangement Handbook, before they are allowed to use them.</p> <p><u>Policy Intent:</u> This is to ensure clarity on the usage of the wake room.</p>	<p><b>D1209</b></p>
<p><b><i>Prayers at Wake</i></b></p> <p><u>Policy:</u> The contact person assigned will arrange with the bereaved family on the details for prayers at the wake.</p> <p><u>Policy Intent:</u> This is to ensure that community prayers are offered for the deceased and their family at the wakes.</p>	<p><b>D1210</b></p>
<p><b><i>Ministry Assigned to Support at Wake</i></b></p> <p><u>Policy:</u> Ministry will be rostered to attend and provide support, including prayers at the wake.</p> <p><u>Policy Intent:</u> Ministry members will represent the parish community to show our love, care and support to the bereaved family.</p>	<p><b>D1211</b></p>
<p><b><i>Internment of Ashes</i></b></p> <p><u>Policy:</u> There shall be no internment of ashes from Saturday 3.00 pm until the Monday morning 9.00 am.</p> <p><u>Policy Intent:</u> This is to ensure that the priest is available for the internment.</p>	<p><b>D1212</b></p>
<p><b><i>Use of Niche in Church Columbarium</i></b></p> <p><u>Policy:</u> Usage of the niche in CSM’s columbarium is only for baptised parishioners, their spouse and immediate family members. A non-refundable donation to CSM is required for the use of niche.</p> <p><u>Policy Intent:</u> The niches are limited, hence they are only available to Catholics.</p>	<p><b>D1213</b></p>

Subject	Policy No
<p data-bbox="204 255 715 291"><b><i>Complying with Terms and Conditions</i></b></p> <p data-bbox="204 313 296 344"><u>Policy:</u></p> <p data-bbox="204 367 1219 477">For usage of the niche in the CSM columbarium, parishioners and their family members must comply with the “Terms and Conditions Governing the Use of Columbarium and Niche in Church of St Michael”.</p> <p data-bbox="204 499 379 530"><u>Policy Intent:</u></p> <p data-bbox="204 553 1011 584">To ensure clarity on the usage of niches in CSM columbarium.</p>	<p data-bbox="1337 255 1426 286"><b>D1214</b></p>



## Admin E1 : POLICY DEVELOPMENT, REVIEW AND COMPLIANCE

Subject	Policy No
<p><b><i>Policy Development and Review Team</i></b></p> <p><u>Policy:</u> The parish priest and the Parish Pastoral Council shall form a Policy Development and Review Team, to carry out this function.</p> <p><u>Policy Intent :</u> To ensure that concerns are well deliberated upon before they become a policy of the parish.</p>	E101
<p><b><i>Approving Authority for Policy</i></b></p> <p><u>Policy :</u> The policies contain in the Policy Manual, including subsequent additions and amendments, shall be approved by the Parish Pastoral Council with the parish priest.</p> <p><u>Policy Intent :</u> To ensure that policies are not changed according to the dictates of one person or one body.</p>	E102
<p><b><i>Policy Development and Review Process</i></b></p> <p><u>Policy:</u> The process adopted for the development and review of policies is shown in the Policy Development Cycle under the Introduction section.</p> <p><u>Policy Intent:</u> To ensure that policies are developed in a manner that is not subjective nor arbitrary.</p>	E103
<p><b><i>Frequency of Policy Review</i></b></p> <p><u>Policy:</u> The policies shall be reviewed every three years, or earlier if required.</p> <p><u>Policy Intent:</u> Policies are meant to enable the parish to function as effectively as possible and is relevant to the changes in the Archdiocese.</p>	E104

Subject	Policy No
<p><b><i>Communication of Policy</i></b></p> <p><u>Policy:</u> The approved policies contained in the Policy Manual shall be communicated to parishioners and a copy of which shall be included in CSM’s website.</p> <p><u>Policy Intent:</u> To ensure the policies are available to everyone in the parish.</p>	<p><b>E105</b></p>
<p><b><i>Duty of Policy Compliance</i></b></p> <p><u>Policy:</u> All clergy, employees and parishioners of CSM have a duty to comply with the policies in the Policy Manual.</p> <p><u>Policy Intent:</u> Policies are useful and effective only if they are complied with by all clergy, employees and parishioners of CSM.</p>	<p><b>E106</b></p>
<p><b><i>Auditing of Compliance with Policy</i></b></p> <p><u>Policy:</u> The Parish Pastoral Council shall appoint an audit team to carry out compliance verification in areas as determined by the PPC. Once the policies are well in place, the audit will be carried out in segments on a yearly basis for the first three years’ after which the audits will be carried out once in two years.</p> <p><u>Policy Intent:</u> The intention is to ensure that policies are exercised in an appropriate manner.</p>	<p><b>E107</b></p>



## Admin E2 : FINANCE

Subject	Policy No
<p><b><i>Financial Governance</i></b></p> <p><u>Policy:</u> Financial governance of CSM shall be in accordance with the requirements stipulated in Canon Law, relevant legislation and statutory requirements of Singapore, Parish Finance Council (PFC) Standard Constitution, Norms laid down by TRCAS including but not limited to TRCAS's Accounting Policy Manual and Standard Operating Procedures and CSM's PFC Standard Operating Procedures.</p> <p><u>Policy Intent:</u> To ensure that the exercise of financial matters of the parish are in line with those set out by the Archdiocese and the State.</p>	<p><b>E201</b></p>
<p><b><i>Adequate Financial Controls</i></b></p> <p><u>Policy:</u> PFC shall ensure that financial and internal controls are in place across the parish in accordance with the Archdiocese and the State and stand ready for audit by Archdiocesan Audit Committee.</p> <p><u>Policy Intent:</u> To ensure that the exercise of authority in financial matters are regulated.</p>	<p><b>E202</b></p>
<p><b><i>Annual Financial Statement</i></b></p> <p><u>Policy:</u> PFC shall ensure the CSM's annual financial statement be made available to all parishioners in accordance with the regulations of the Archdiocese Finance Commission (AFC).</p> <p><u>Policy Intent:</u> To ensure that the parish adheres to guidelines given by the AFC.</p>	<p><b>E203</b></p>



## Admin E3 : PROCUREMENT

Subject	Policy No
<p><b><i>Compliance with Archdiocese of Singapore Policies and Guidelines</i></b></p> <p><u>Policy:</u></p> <p>All delegated persons carrying out the purchase of good and services for CSM must comply with the Archdiocese of Singapore policies and guidelines for the procurement and award of goods and services.</p> <p><u>Policy Intent:</u></p> <p>To ensure that there is a standard to adhere to when acquiring goods and services.</p>	<p><b>E301</b></p>
<p><b><i>Principles of Procurement Practices</i></b></p> <p><u>Policy:</u></p> <p>When procuring goods and services, the principles of transparency, open and just competition and value for money must be adhered to.</p> <p><u>Policy Intent:</u></p> <p>There should not be discrimination in favour of or against any supplier other than on merit. The same brief must be made available to all interested parties to prepare their quotation or bids. The award should be given to the supplier who can best meet the stated requirements as well as offer the best value for money, on the basis of total cost of ownership. Value for money does not necessarily mean a tender or quotation must be awarded to the lowest bidder.</p>	<p><b>E302</b></p>
<p><b><i>Segregation of Procurement Roles and Responsibilities</i></b></p> <p><u>Policy:</u></p> <p>When a quotation or tender is called, the person(s) evaluating the bids cannot be the same person(s) who approve the award of the quotation or tender.</p> <p><u>Policy Intent:</u></p> <p>To ensure checks and balances and to minimise fraud in the procurement process.</p>	<p><b>E303</b></p>



Subject	Policy No
<p data-bbox="204 253 1027 286"><b><i>Behavioural Standards of Persons Involved with Procurement</i></b></p> <p data-bbox="204 311 293 344"><u>Policy:</u></p> <p data-bbox="204 365 1257 707">All persons delegated the procurement role are required to conduct themselves in a just, transparent and impartial manner. They shall be required to declare to the parish priest any conflict of interests as soon as they become aware of it and excuse themselves from that procurement. All person involved with procurement are accountable for the resources that have been entrusted to them. They need to practise integrity, honesty and impartiality when dealing with suppliers. To avoid conflict of interests, they are not permitted to invite their family members, relatives and friends to participate in any quotations or tenders.</p> <p data-bbox="204 730 379 763"><u>Policy Intent:</u></p> <p data-bbox="204 784 1142 817">To ensure that there is an open process without any conflict of interest.</p>	<p data-bbox="1347 253 1417 286"><b>E304</b></p>
<p data-bbox="204 840 719 873"><b><i>Seeking Approval Before Procurement</i></b></p> <p data-bbox="204 898 293 931"><u>Policy:</u></p> <p data-bbox="204 952 1235 1182">Approval for procurement must be sought before any purchase can be made. Exemption from approval can be made for small value procurement. The approving authority for the various procurement contract value, including exemption from approval, shall follow those given in the General Procurement Procedure. A purchase requisition form must be signed before any procurement is to be made.</p> <p data-bbox="204 1205 379 1238"><u>Policy Intent:</u></p> <p data-bbox="204 1258 1142 1292">To ensure that there is an open process without any conflict of interest.</p>	<p data-bbox="1347 840 1417 873"><b>E305</b></p>
<p data-bbox="204 1310 504 1344"><b><i>Mode of Procurement</i></b></p> <p data-bbox="204 1368 293 1402"><u>Policy:</u></p> <p data-bbox="204 1422 1152 1541">The mode of procurement, be it written quotation or tendering, and the required number of quotations to seek is determined by the General Procurement Procedure.</p> <p data-bbox="204 1563 379 1597"><u>Policy Intent:</u></p> <p data-bbox="204 1617 1134 1650">To ensure that the Archdiocese Standards for acquisition is adhered to.</p>	<p data-bbox="1347 1310 1417 1344"><b>E306</b></p>



## Admin E4 : COMMUNICATIONS AND PUBLIC RELATIONS

Subject	Policy No
<p><b><i>Compliance with Archdiocese of Singapore Policies and Guidelines</i></b></p> <p><u>Policy:</u> Any public communication by CSM shall be in compliance with the policies and guidelines on communication, media and public relation of the Archdiocese of Singapore.</p> <p><u>Policy Intent:</u> To ensure that we have the same communication policies as the Archdiocese since we are part of the Archdiocese.</p>	E401
<p><b><i>Communication Means to Promote CSM Vision and Mission</i></b></p> <p><u>Policy:</u> Appropriate communication means shall be employed to inform, excite, inspire, persuade, teach, influence and promote to parishioners and the general public on matters such as our faith, community life, evangelisation efforts, service outreach, the activities, events and happenings in CSM and around the Archdiocese.</p> <p><u>Policy Intent:</u> To ensure that the expression of communication does not hinder the message from being received.</p>	E402
<p><b><i>Updating of Postings in CSM Website and Social Media</i></b></p> <p><u>Policy:</u> All written articles and materials posted on CSM website and social media platforms shall be updated regularly, whenever there are changes or when information becomes obsolete.</p> <p><u>Policy Intent:</u> To ensure accuracy and contemporariness of information posted and to safeguard the image of CSM.</p>	E403
<p><b><i>Approval For Postings in CSM Website and Social Media</i></b></p> <p><u>Policy:</u> The approval of the parish priest or his delegated representative must be obtained before any written articles and materials on any matters pertaining to CSM can be posted on CSM website and social media platforms.</p> <p><u>Policy Intent:</u> To ensure accuracy and contemporariness of information posted and to safeguard the image of CSM.</p>	E404

Subject	Policy No
<p><b><i>Press Articles and Media Interviews</i></b></p> <p><u>Policy:</u></p> <p>Parishioners are not allowed to write articles in the press, social media, including Catholic News or give media interviews on any matters pertaining to CSM without the approval of the parish priest. Public communications or relations with the media shall be handled by the Communications ministry and they have to consult and seek the parish priest’s approval on such matters.</p> <p><u>Policy Intent:</u></p> <p>To ensure that there is uniform message that goes out and that it is the official voice of the parish that is heard.</p>	<p><b>E405</b></p>
<p><b><i>Communication with Parishioners</i></b></p> <p><u>Policy:</u></p> <p>Any person who wish to post articles in CSM’s Our Pilgrimage, distribute handouts and survey forms or make announcements to parishioners must obtained Parish Pastoral Council Chairperson’s approval before doing so.</p> <p><u>Policy Intent:</u></p> <p>To ensure that all messages going out to parishioners are in line with the parish vision and mission statements.</p>	<p><b>E406</b></p>
<p><b><i>Invitation of External Speakers</i></b></p> <p><u>Policy:</u></p> <p>Any person who wishes to invite external speakers to present at talks, retreats, day of recollection and any other CSM events must conduct due diligence on the suitability of the speakers and obtained the parish priest’s approval in writing before extending the invitation.</p> <p><u>Policy Intent:</u></p> <p>To ensure the suitability of the speaker and that it is in line with the parish vision and mission statements.</p>	<p><b>E407</b></p>



**Admin E5 : EMERGENCY PREPAREDNESS**

Subject	Policy No
<p><b><i>Parish Emergency Preparedness Taskforce</i></b></p> <p><u>Policy:</u></p> <p>A Parish Emergency Preparedness Taskforce (PEPT) shall be formed to plan, to set-up the various Emergency Response Teams (ERT) and be the overall in-charge to ensure the security, medical and safety of parishioners and other people are taken care of at all times in CSM.</p> <p><u>Policy Intent:</u></p> <p>Places of worship have been subjected to emergencies such as terrorist attacks, bomb threats, fires, medical situations and pandemic outbreak. As we care and love our people, we must be prepared to face the reality when such emergencies happen in CSM.</p>	<p><b>E501</b></p>
<p><b><i>Emergency Response Plans</i></b></p> <p><u>Policy:</u></p> <p>Emergency Response Plan(s) shall be developed by the PEPT and approved by the PPC Exco. These Plan(s) shall be reviewed and updated once every two years or more frequently when overall threat situation changes.</p> <p><u>Policy Intent:</u></p> <p>To ensure that we are current in our ability to respond to threats as they develop.</p>	<p><b>E502</b></p>
<p><b><i>Raising Awareness and Conduct of Drills</i></b></p> <p><u>Policy:</u></p> <p>The PEPT shall educate and raise the awareness of the parishioners on the Emergency Response Plan(s) and also conduct the necessary drills such as emergency evacuation drills twice a year to familiarise parishioners should emergencies happen.</p> <p><u>Policy Intent:</u></p> <p>To familiarise parishioners to the evacuation routes should an emergency arise.</p>	<p><b>E503</b></p>
<p><b><i>Liaising with Archdiocese Emergency Response Operations Team.</i></b></p> <p><u>Policy:</u></p> <p>The PEPT shall liaise with the Archdiocese Emergency Response Operations Team for support and to ensure our plan and response is aligned with the overall treat assessment and plans in the Archdiocese.</p> <p><u>Policy Intent:</u></p> <p>To ensure that we are in line with the procedures and requirements of the Archdiocese.</p>	<p><b>E504</b></p>



## Admin E6 : CARE FOR ENVIRONMENT

Subject	Policy No
<p><b><i>Steward for Our Environment</i></b></p> <p><u>Policy:</u> To eradicate behaviours and policies that will harm nature, the gift of God, given to us now so that we can preserve what has been given for the future.</p> <p><u>Policy Intent:</u> To commit ourselves to be a steward of the environment and have the responsibility to care for and protect it for future generations.</p>	E601
<p><b><i>Smoke Free Environment in CSM</i></b></p> <p><u>Policy:</u> We shall adopt a smoke free environment by prohibiting the smoking of tobacco in any form and from vaping within the church compound of 17 St. Michael's Road.</p> <p><u>Policy Intent:</u> To show our love and to protect our brothers and sisters from the harmful effects of smoking and second-hand tobacco smoke.</p>	E602
<p><b><i>Environment Care Team</i></b></p> <p><u>Policy:</u> An Environment Care Team (ECT) shall be formed to study, plan and implement good environmental care practices we can adopt in CSM, parishioners can practice at home and their participation in society environmental initiatives.</p> <p><u>Policy Intent:</u> To be environmentally friendly wherever parishioners are.</p>	E603
<p><b><i>Environment Care Plan for CSM</i></b></p> <p><u>Policy:</u> The ECT shall put up an environment care plan on good practices that can be implemented in CSM. The plan shall be approved by PPC.</p> <p><u>Policy Intent:</u> To have a guide as to what can and cannot be acceptable with regard to the care for the environment.</p>	E604

Subject	Policy No
<p><b><i>Prohibit the Use of Disposables</i></b></p> <p><u>Policy:</u> Disposables shall not be used in CSM for any events and meetings. The approval of the PPC Exco must be obtained for any exceptions. No last-minute requests for exemption will be considered.</p> <p><u>Policy Intent:</u> To keep a tight control of the usage of disposables within the compound of 17 St. Michael’s Road and any activity organised by CSM outside this compound.</p>	<p><b>E605</b></p>
<p><b><i>Implementation of Environment Care Practices</i></b></p> <p><u>Policy:</u> The ECT shall recruit environment care ambassadors to implement the good practices approved by PPC, to monitor and to review their effectiveness.</p> <p><u>Policy Intent:</u> To ensure that there is compliance to the policies that have been laid down with regard to care of the environment.</p>	<p><b>E606</b></p>
<p><b><i>Education and Awareness Building</i></b></p> <p><u>Policy:</u> The ECT shall also educate and raise the awareness of parishioners, especially the children, on their responsibility as steward of the environment, on good practices at home and their participation in society environmental initiatives.</p> <p><u>Policy Intent:</u> To be environmentally friendly wherever parishioners are.</p>	<p><b>E607</b></p>



## Admin E7 : MISCELLANEOUS

Subject	Policy No
<p><b><i>Buildings and Ancillary Equipment Maintenance</i></b></p> <p><u>Policy:</u></p> <p>A Maintenance Committee shall be formed to advise CSM's PFC on the repairs, rectifications and maintenance of buildings and ancillary equipment such as lifts and fire safety equipment that needs to be carried out. The Maintenance Committee shall also ensure these works are carried out in compliance with relevant Government Acts and Regulations.</p> <p><u>Policy Intent:</u></p> <p>To keep the parish priest updated on the condition of the buildings.</p>	<p><b>E701</b></p>
<p><b><i>Certification of Inspection of Ancillary Equipment</i></b></p> <p><u>Policy:</u></p> <p>The Maintenance Committee shall ensure that inspections and certification of ancillary equipment such as lifts and fire safety equipment to ensure that they are in good working condition are conducted in compliance with relevant Government Acts and Regulations.</p> <p><u>Policy Intent:</u></p> <p>To ensure that all certifications are current and in good working condition.</p>	<p><b>E702</b></p>
<p><b><i>Workplace Safety and Health</i></b></p> <p><u>Policy:</u></p> <p>All works carried out within CSM's premises must comply with relevant Government Workplace Safety and Health Acts and Regulations.</p> <p><u>Policy Intent:</u></p> <p>To ensure all workers and contractors comply with the various government agencies standards.</p>	<p><b>E703</b></p>
<p><b><i>Incident Reporting</i></b></p> <p><u>Policy:</u></p> <p>All incidents happening in CSM shall be reported to the parish priest as soon as possible, but not later than 24 hours after the incident. An incident report must be completed with this time frame.</p> <p><u>Policy Intent:</u></p> <p>To keep the parish priest informed, should matters need to be escalated to the Archbishop or immediate action needs to be taken with regard to the police.</p>	<p><b>E704</b></p>

Subject	Policy No
<p><b><i>Personal Data Protection Policy</i></b></p> <p><u>Policy:</u></p> <p>CSM is committed to protect the privacy of individuals who provide personal information to us and will adopt the Personal Data Protection Policy of the Archdiocese of Singapore.</p> <p><u>Policy Intent:</u></p> <p>To be keep the commandment that one should not steal. To provide adequate safeguards against the misuse of individuals’ personal data.</p>	<p><b>E705</b></p>
<p><b><i>Copyright Compliance</i></b></p> <p><u>Policy:</u></p> <p>All printed and online materials, music, videos, movies or resources to be used or developed for CSM’s website, publications, activities or events must comply with the Copyright Act. No copyrighted texts and music by any means or copyrighted movies or videos may be used without written permission of the copyright owner. Before online materials, music, videos, movies or resources can be used, the various bodies should be consulted – Committee for Liturgy, PPC Exco and the staff of CSM.</p> <p><u>Policy Intent:</u></p> <p>To be keep the commandment that one should not steal. To adhere to the Copyright Act and avoid unauthorised use or duplication.</p>	<p><b>E706</b></p>