

St. Mary Mother of the Church Parish
Parish Policy
Verification of St. Mary Parishioner Status
When Registering at
St. Mary Early Learning Center (SMELC)

This policy deals with priority being given to registered, participating St. Mary Parishioners when registering their children to the St. Mary Early Learning Center (SMELC). It applies to current students, siblings of current students, and new families to the SMELC.

1. Families that are registered, participating parishioners of St. Mary Parish will be given priority over others when registering a child at St. Mary Early Learning Center (SMELC) and exempted from paying the annual “Capital Improvements Fee.”
2. When submitting the necessary forms during registration procedures in January, it is important that St. Mary Parishioners also submit a “Parishioner Verification Form” signed by the pastor to receive priority status and exemption from the “Capital Improvements Fee.”
3. In preparation for in-house registration and siblings, St. Mary Parishioners should submit their completed “Parishioner Verification Form” to the Parish Offices during the first week in December, requesting the pastor’s signature. If parents prefer to meet with the pastor, they should request a meeting during the dates and times announced by the SMELC; otherwise the parents will be informed when they can pick up the signed form.
4. In preparation for registration of new families, St. Mary Parishioners should submit their completed “Parishioner Verification Form” to the Parish Offices during the second week in December, requesting the pastor’s signature. If parents prefer to meet with the pastor, they should request a meeting during the dates and times announced by the SMELC; otherwise the parents will be informed when they can pick up the signed form.
5. Those requesting “St. Mary Parishioner” status and the privilege stated above should take note of the following:
 - a. St. Mary parish records should indicate that the family registered as members of St. Mary Parish at least nine months before SMELC registration dates in January.
 - b. The family requesting the pastor’s signature should have already established the habit of attending Mass at St. Mary regularly on Sundays.
 - c. The parish records should clearly indicate that the family requesting the pastor’s signature will have established a six-month record of giving financial support to St. Mary Parish and/or involvement in at least one parish ministry. Financial support is best done by electronic transfer (call 981-3379 to request the appropriate form), checks, or church envelopes; involvement in ministries is best done by signing up for a ministry six months prior to registration.
6. The pastor has the authority to make exceptions to this policy. He will consider requests for exemption from part of these requirements for those who have a good reason (e.g. recently moved into the parish boundaries). This request would best be made during an appointment with the pastor during the months of November or December rather than during the SMELC registration process in January.