

**LMU Jesuit Community  
House Policies and Practices  
Fall, 2021**

WELCOME TO THE LMU JESUIT COMMUNITY!

**Community Liturgy Schedule**

Monday:	12:05 pm & 5:30 pm (Xavier Chapel)
Tuesday:	12:05 pm & 5:30 pm (Xavier Chapel)
Wednesday:	12:05 pm & 5:30 pm (Xavier Chapel)
Thursday:	12:05 pm & 5:30 pm (Xavier Chapel)
Friday:	12:05 pm & 5:30 pm (Xavier Chapel)
Saturday:	9:15 am (Canisius Chapel)
Sunday:	10:30 AM (Xavier Chapel)

Special feast days and other liturgical events, time and place TBD.

**Community Evenings**

The entire community gathers on Tuesday at 5:30 pm for social and dinner. Please do not schedule outside meetings and dinners between 5:30 pm and 8:30 pm on Tuesday evenings. Permission of the Rector is required to absent oneself from these gatherings.

Community meetings also are scheduled for Tuesday evenings, 7:15 pm – 8:15 pm (**within one hour**), unless noted otherwise. While every effort will be made to provide community members with suitable advance notice of such gatherings, Jesuits should expect that from time to time a meeting may be scheduled with only a few days' notice.

**Privacy**

Extern visitors should not be invited to our private bedrooms. Students should not be invited into Arrupe House or Canisius House, **or Casa Rodriguez** without permission of the Rector or Minister.

**Mealtimes**

Lunch: 11:30 am to 1:30 pm. Dinner: 6:00 pm to 7:15 pm. Social hour begins at 6:00 pm. In the evening please be sensitive to the clean-up staff who would like to go home to their families. The kitchen is closed Saturdays.

**Meals Sign Up Sheet**

Please use the meals sign-up sheet in the dining room in order for the kitchen staff to prepare the correct amount of food.

**Meal Courtesies**

Anyone suffering from cold or other communicable disease should sit separately in the dining room so that he will not infect other members. Moreover, for health and hygiene reasons, everyone should always use a utensil to handle food at the buffet table or salad bar.

*COVID Guidelines:*

*Eat outside on the patio if possible.*

*Wash your hands before and after eating.*

*Do not talk over the buffet or hors d'oeuvres.*

*Use social distancing while in the buffet line.*

*After using the buffet and serving line, use the hand sanitizer.*

*If there are occasions when you can't social distance, please wear a mask.*

## **Hospitality**

During this time of the pandemic, it's too risky to have guests in our community. We look forward to the day when it is safe for us to continue our tradition of welcoming visitors to our home.

When that day occurs...

Please post a note on the community bulletin board introducing any overnight guests in order that community members may welcome them.

These guests should take their breakfast in the Casa Rodriguez kitchen and must be accompanied in the Sky Room for other meals. The host should check that the Casa Rodriguez kitchen has the necessary supplies for breakfast.

Members of the Community are most welcome to bring non-Jesuit guests to lunch and dinner except for our Tuesday community evenings and other special feast days. Only ? extern guests who are invited by the community as a whole should attend our social hour before dinner. Jesuits who have personal guests may arrange to use the Rupert Mayer or Miguel Pro living rooms for a social hour. Reservations sheets for this purpose may be found in one of the mailboxes in the mailroom.

When one invites personal guests to meals, one should sign up ahead of time on the ? no one reads bulletin board bulletin board and always accompany these guests in the dining room. In the number and frequency of guests, please be careful not to overtax the resources of the kitchen or the hospitality of the Community. Inviting more than four guests at one time requires the approval of the Minister.

Undergraduate students may be invited to lunch but not to dinner. Jesuit guests may invite guests to meals only with the prior permission of the Minister. (? yes)

The coffee room seating area is restricted to Jesuits only if extern guests obtain refreshments there, they should then be escorted to the dining room, outside to the patio area or over to the parlors for conversation and visiting.

The kitchens and living rooms of the Miguel Pro and Rupert Mayer suites are for community use. Permanent members of the community may make use of them for hosting guests by posting a reservation form on the community bulletin board. These forms may be found in one of the lower boxes in the mailroom. Please make sure that the spaces are kept clean and tidy, dishes washed in the dishwashers and returned to their proper place and trash emptied. Please be sensitive about noise. Extern guests should not stay beyond 10:00 pm. Any questions about the space, please see the appropriate Rex. **From Dempsey-(Miguel Pro & Rupert Mayer kitchen and/or living room is reserved for general recreation on Saturday evening).**

### **Hermosa Beach Villa**

The beach house is intended for the recreational use of the members of the Community. Do not invite extern visitors. If you wish to stay for a few days, please check with the Villa Rex. Do not use the beach house for **(eight-day-remove)** retreats. If one plans to go to the beach house, one should sign up on the calendar in the mailroom. Our Villa Rex is **(Rich Robin- remove = David)**, so please let him know of any problems or suggestions. The Villa Repair person is Randy Roche and the Villa Shopper is Marc Reeves.

### **Personal Finances**

Members of the Community should submit an annual budget for approval by the Rector. Cash or checks for ordinary personal expenses may be obtained directly from the Treasurer's office. Credit card bills submitted there for payment should be provided with a breakdown of categories in line with your personal budget. Any significant expenses not envisioned in one's budget should be cleared with the Rector or Minister. If you are requesting a reimbursement, please submit the yellow check request to the Minister for approval. He will sign-off and submit to the treasurer's office. The treasurer will cut the check and place in your mailbox.

In keeping with the statutes on poverty, all stipends and monetary gifts to individual Jesuits are to be turned into the community. This is accomplished by placing them in the Receipts Box to the right of the mailboxes in the mailroom. You should expect to receive a receipt soon afterwards.

### **Smoking**

The Jesuit Community at LMU does not allow smoking anywhere inside the buildings, including personal bedrooms or patios.

### **Absences from the Community**

If one plans to be away from the Community overnight, other than at the beach house, Province policy requires that one obtain the permission of the local superior. Depending upon the circumstances, this permission may be obtained in one of two ways:

1. For shorter absences, such as get-away weekends, conferences, school Retreats, etc., simply fill out an itinerary memo, which may be found on the bottom level of the mailboxes and place it in the Rector's mailbox.
2. For longer absences, especially for all foreign travel, please have a proper conversation with the Rector prior to purchasing travel tickets, and then submit the itinerary form.

## **COVID Guidelines**

Any high-risk activity requires a period of isolation. Each case needs to be evaluated individually in accordance with Province guidelines. In general, all air-travel requires a minimum of 14 days of quarantine (latest CD guidelines, but different kinds of travel may require a period of self-monitoring or quarantine before re-entry into the community). Any travel outside of LA should be discussed with the Rector.

## **Long-term Absence**

For the sake of planning our annual community budget, a leave of absence or a sabbatical from the university needs to be discussed with the Rector ten to twelve months before the leave or sabbatical actually begins.

## **Community Cars**

Upon returning to the community with a car, please replace keys promptly. Accidents or problems with a vehicle should be reported to the Minister immediately upon your return. Accident forms may be found in the glove compartment of each vehicle. Keeping a car overnight requires the approval of the Minister. Visiting Jesuits may not use community cars without the prior approval of the Minister.

Sometimes we place significant demands on our modest fleet of vehicles, especially on weekends. Therefore, for the sake of good fraternal relations, one should not sign up for a car for an extended period (e.g., all day) just in case one might need it, when in fact one's errands will only take an hour or two, nor hold onto keys if the car is not being used. Those going to villas should make an effort to carpool, particularly on Saturdays when the impact on others is more significant.

Each car in the community has a designated parking slot in the Xavier lot. Cars may be parked in the "backlot" adjacent to Canisius House only for short periods of time (for unloading purposes. Do not block the sidewalk because there must be room for FM carts at all times). Please pull into that lot and do not park outside the gates, possibly limiting the clearance for emergency vehicles which may need access to nearby structures.

Drivers are urged to fill the tank on a car should the gauge register less than  $\frac{1}{2}$  a tank of gas and should not return a car with less than  $\frac{1}{4}$  of a tank of gas. Any problems or concerns please see Mark Bandsuch.

### **Security**

The exterior doors to Canisius House and Casa Rodriguez are kept locked at all times. The Department of Public Safety unlocks the exterior doors to Arrupe House and Ignatius Commons early in the morning and locks them again about 9:00 pm. In the evening. While most of the doors routinely lock securely behind one at night, the double doors to the dining room and the coffee room often do not. Therefore, one should be careful to listen for the click behind one after passing through those doors so as to know that the doors are secure.

### **Fraternal Courtesy**

The community has the venerable and goodly tradition of refraining from “doing business” with the house or school official during the social hours, at meals or in the hallway. Cell phone use and texting during social situations and meals are discouraged. All community members should show a courteous responsibility for taking care of our Community property, for example, leaving cars clean, picking up litter, bussing one’s dishes and so forth.

### **Community Room Reservations**

*Xavier Chapel, Canisius Chapel, Library, Conference Room, Oratory, the Parlors*

There is a white binder behind the reception desk. Please be sure to sign up ahead of time to reserve the designated community space.

Updated: October 15, 2021