

Resource Guideline for St. Gregory the Great Ministries

May 2020

Definition of Ministry

For purposes of this document a “Ministry” will be defined as follows:

Parishioners serving together as part of a recognized and organized group (on a voluntary basis) in cooperation with the ordained ministers and Parish staff to contribute to fulfilling the mission of our Lord Jesus Christ.

Ministry Categories

At St. Gregory all ministries fall into at least one of 6 categories which include:

- Christian Service & Outreach
- Community Life
- Faith Formation
- Prayer & Worship
- Lay Leadership & Stewardship
- Special Events & Fundraisers

Role of a Ministry Chair

In general, the Ministry Chair plays a key role whose mission is to provide leadership to the ministry and at the same time to support the Parish. Ministry Chairs are an important “ambassador” of St. Gregory and the community. Given the importance of this position to our ministries, it is preferable that an individual should serve as chair to a single ministry and no more than two ministries.

Standards for St. Gregory Ministries

- Have a mission statement (Appendix A)
- Have a formal set of bylaws (Appendix B)
- Have a succession plan for ministry leadership (Appendix C)
- Identify 1-3 goals annually that you want to accomplish during the year (Appendix D)
- Maintain good communications within the ministry and the parish community (Appendix E)
- Review your mission, succession plan and progress towards your goals on an annual basis to ensure they are current and align with your activities and membership
- Submit the annual goals, schedule of programs and any budget requests to Alyce Rossi the Parish Ministry Volunteer Coordinator, by no later than June 1st for the following year for review.

Parish Ministry Volunteer Coordinator

The Parish Ministry Volunteer Coordinator is to serve as a resource, assisting the Pastor in the support of parish life and ministry. The Ministry Volunteer Coordinator will assist the ministry to identify goals and priorities that will help drive the success of the ministry, according to the design of the “Resource Guideline for St. Gregory the Great Ministries.” If a ministry chooses, the Ministry Volunteer Coordinator is available to attend one of your regular ministry meetings to understand the challenges or obstacles that you face, to understand the mission and goals of your ministry, and to provide assistance.

In addition, the Ministry Volunteer Coordinator will chair two annual Ministry Leadership Summits to promote teamwork and networking amongst the Pastor, Parish Staff and Ministry Chairs. The summits will bring greater unity among the ministries with an end goal of building our capacity to form disciples of Jesus Christ. If a Ministry Chair is unable to attend the annual Ministry Leadership Summits, then another representative should attend.

The first Summit has the goal of enhancing the organization and practical effectiveness of ministries. The Ministry Volunteer Coordinator identifies, selects and creates a program that will include a mixture of training, guidance, team building and breakout sessions. He/she consolidates minutes and feedback from the session for pastor, pastoral council and ministry chairs. He/she shares any recommendations that arise from the session with the pastor and pastoral council and assists in recommending next steps.

The second Ministry Summit is a retreat.

Both summits will incorporate the theme of evangelization in some manner.

Appendix A: How to Write a Mission Statement

A mission statement is a written declaration of a ministry's core purpose and focus that normally remains unchanged over time. A well-developed mission statement is a great tool for understanding and communicating fundamental objectives of your group, and should be expressed in just a few sentences (but limited to a single paragraph). Keep in mind that your ministry's mission should contribute to the Vision, Mission, Vision and Core Values of St. Gregory the Great Parish listed in Appendix F.

The sentences should be clear, succinct or to the point, realistic and easy to understand. If you read it out loud, it should take less than 30 seconds. And finally, it should answer questions people have about your Ministry, like:

- What is the purpose of your ministry?
- What do you do? What do you stand for? And why do you do it?
- How do you serve God?
- What benefits do you offer members?

Appendix B: Suggested Outline of Bylaws

Bylaws can take a number of forms but in general define the purpose of the ministry and provide a basis for systematic operations and decision making for an organization. They establish and protect the rights, and specify the duties and responsibilities of an organization's members and officers. Some of basic elements generally include:

- Name – Ministry name
- Mission – Mission or purpose of the ministry; relationship to the parish mission
- Membership – Who may join?, eligibility requirements, attendance requirements
- Leadership – Definition of roles, qualifications requirements, appointment or election or process, term limits, vacancy procedures
- Meetings – Schedule, location and announcement of meetings, procedures to call special meetings, decision making or voting process, quorum requirements
- Committees – name, purpose, responsibilities, appointment process
- Amendments – procedures to amend the bylaws

Appendix C: Succession Planning

A succession plan is a formal plan or conscious thought to outline who will assume leadership of the ministry and how it will run once leadership turns over. Succession planning is key to ensure the future of your ministry. “Shadowing” is a popular technique to allow an active member to ‘follow along’ for at least a few meetings to see how the meetings are organized before that individual is comfortable to take over as a new Chair.

Succession planning works best when there are defined term limits for officers. Term limits are a timeframe that limits the amount of years whereby officers can remain in position before stepping down and allowing a new individual to step into leadership positions within the ministry. The benefits of term limits are to attract active and engaged members of the community who are not able to make long term commitments to the ministry; but who may bring fresh new ideas to the mission and goals of the ministry.

Appendix D: How to Establish Goals

The best way to write goals is to use the S-M-A-R-T method:

- Specific - Goals should be simplistically written and clearly define what your ministry is going to do.
- Measurable - Goals should be measurable so that you have tangible evidence that you have accomplished the goal.
- Achievable - Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.
- Results-Focused - Goals should measure outcomes, not activities.
- Time-Bound – Goal should be linked to a timeframe that creates a practical sense of urgency.

Appendix E: Good Communications

Good communication is critical to keep members engaged and they and the broader community knowledgeable of the goals and programs of the ministry. Ministries are encouraged to use all forms of media (hard copy and electronic) to communicate. These include regular messages, newsletters, church bulletin announcements, social media and an informative, attractive and well-maintained website. Ministries can utilize the Parish website or maintain their own. Liz Pelikan is the Parish Staff Website contact that can assist in creating a website page for a new ministry. Please contact Liz Pelikan at epelikan@stgregorythegreat.org. In addition we have a Communications & Marketing Ministry (CMB) that can work with you to help design your website and broader communications plan so that it will be more informative and appealing to new potential members. Please contact Paul LaPlante at cmb@stgregorythegreatchurch.org.

Appendix F: Mission, Vision and Goals of St. Gregory the Great Parish

- ❖ **Our Mission** – *We exist to build a faith community called by God, empowered by the Holy Spirit, to form disciples of Jesus Christ through worshipping God, living our Catholic identity, and serving others.*
- ❖ **Our Vision** – *We strive to be a vibrant, welcoming and faith-filled community, Guided by the Holy Spirit and centered on Word and Sacrament, we are called by Baptism to serve as disciples of Jesus Christ so that all will experience the empowering and healing love of God.*
- ❖ **Our Core Values**
 - Spirituality & Worship – *We value active preparation and participation of parishioners in meaningful, inspirational and reverent liturgies*
 - Quality Catholic Education – *We teach the truths of our Catholic faith as taught in the Catechism of the Catholic Church to all ages, and reinforce and empower parents in their role as the primary faith educators.*
 - Respect & Justice – *We are a community which promotes fairness, tolerance, and compassion for the greater good of the world around us, and which recognized our responsibility as Christians to uphold the dignity and integrity of every person.*
 - Evangelization – *We cherish our faith as a gift from God and seek, recognize, and act on opportunities to share it with others.*
 - Service to Community – *We are committed to respond to Jesus' call of service to others and His instruction to love others as we love ourselves.*
 - Spirit of Community – *We joyfully cooperate and build relationships within the parish and the broader community. We believe that living and sharing our Catholic values are vital to the growth of the community.*
 - Stewardship – *We commit ourselves to cultivating and sharing our time, talent, and treasure while addressing the needs of the parish community. We cherish, respect and protect all creation as gifts of God's love.*