



MINISTRY INFORMATION PACKAGE

September 2018 through August 2019

PART I. MINISTRY STANDARDS

The Parish of Saint Monica has many active ministries. Ministries often provide parishioners a more intimate sense of parish membership. Your leadership in these ministries is valuable. The time and money of our parishioners are also valuable, so we must avoid duplication and join forces where appropriate. Through this application, the parish is encouraging collaboration among its ministries. As your ministry plans its Fall 2018 through Summer 2019 calendar, it is imperative that you adhere to the standards listed below. Please remember your ministry reflects on the parish. If you have questions, please speak to your parish staff liaison. If you do not know your staff liaison, please contact Fr. Jon.

DEFINITIONS

A **ministry** refers to an individual or group that acts within the parish by advertising in the bulletin, using parish meeting space, etc. for the general purpose of developing the parish. In this context, "ministry" is a catch-all term including committees, prayer groups, and other parish-based organizations. It does not refer to outside organizations that occasionally use parish meeting space.

A **ministry coordinator** is the president, chair, leader, moderator, etc. of a ministry.

A **staff liaison** is a parish staff member assigned to help a ministry post announcements, book meeting space, and manage finances. They are neither in charge of a ministry nor its secretary. They are a bridge between the ministry and the parish staff (the pastor, business manager, secretary, etc.).

An **activity** refers to a regular (or recurring) meeting, an event, a raffle, or the use of the church vestibules to sell tickets, etc.

The **parish year** runs from September 1 to August 31.

MINISTRY STANDARDS

1. Ministries should have a written mission statement. Every ministry participant should be familiar with it.
2. Ministries are free to choose their own coordinators, but must provide their contact information to the staff liaison.
3. Ministries should meet on a consistent basis. The ministry coordinators may determine the frequency necessary for the ministry to function effectively.
4. Although each ministry serves a unique purpose or meets a particular need, all ministries are related by developing the parish. It is therefore important that ministries meet together regularly, probably annually. Ministry coordinators or their delegate must attend these meetings. The parish staff will coordinate the meetings.
5. Activities should have a clear and concise purpose understood by everyone who participates in them.
6. Activities must be approved by the parish staff. The ordinary procedure is a ministry proposes activities for the upcoming parish year by May 10. The parish staff will communicate its decision by June 15. In June, the parish will publish a calendar of all parish activities for the upcoming year. Activities are only approved outside of this procedure for compelling reasons. Please appreciate the size and complexity of our parish requires a strict enforcement of this standard in order to build parish unity.
7. Any contract related to the activity must be reviewed and approved by the parish business manager. The parish will not reimburse for deposits, cancellation penalties, or other incurred costs or otherwise be held accountable for contracts that have not been approved by the business manager.
8. Any materials distributed in connection with the activity should be reviewed by the ministry's staff liaison. If these materials are already prepared, they can be included with the activity request form to expedite their approval.
9. *Purchases:* The parish is exempt from paying sales tax. Ministry coordinators should request a copy of the parish's tax-exempt letter from the business manager prior to making ministry-related purchases.
10. *Reimbursements:* The ministry coordinator or someone else approved by the ministry should complete a check request form (available from the business manager), attach receipts, and submit it to the parish office for reimbursement. Please allow up to two weeks for processing. All expenses must be submitted no later than four weeks after the activity.
11. *Cash Management:* All cash raised by an activity must remain on parish property and must be counted by at least two people approved by the ministry. Ministries are urged to count the cash carefully and accurately. They should place the cash in a sealed collection bag (available at the parish office or in the sacristies) with a note providing the following information:

- i. Ministry name

- ii. Activity name and date
- iii. The names of the people who counted the collection
- iv. The total amount in the bag
- v. Other information likely needed by the parish office

Ministries are encouraged to retain a copy of the above information for their own records. If possible, the bag can be put in one of the sacristy drop safes. Otherwise, arrangements should be made through the staff liaison to safely store the bag on parish property.

Checks received by ministry participants can be handled the same way. Checks must be payable to The Parish of Saint Monica. The memo line can indicate the ministry or activity name.

12. Ministries are encouraged to maintain files for all activities, including printed materials, revenue and expense reports, evaluations, photos, etc. These files reduce planning time in the future, facilitate leadership transitions, and allow the ministry to learn from its experience. Ministries are also encouraged to send the parish office activity photos so that they can be included in the bulletin or parish Facebook page.
13. *Keys*: Keys for any activity held on parish property are to be signed for from the parish office. You may also receive instructions for the use of the facility at this time. In some cases, these instructions are posted in the room.
14. Ministry coordinators are encouraged to acknowledge and thank all those who gave their time and money to the activity.
15. *Safe Environment*: Ministry participants who will have regular contact with children must work with the parish Safe Environment Coordinator to conduct mandatory background checks and training.
16. *Business Donations*: The Wedding of the Sea is the parish's signature event. The Sister Shamus Walk is the school's major fundraiser. These are the only events for which business sponsorships may be sought. In fact, in these appeals, we explicitly state these are the only times when we will seek cash sponsorships. Ministries are free to request donated goods and services from businesses but they may not ask for cash donations. Even if a ministry participant knows a business owner or manager, the parish requests that the participant use this connection to ask for a Wedding of the Sea or Sister Shamus Walk sponsorship.

PART II. ACTIVITY REQUEST FORM

Complete this form for every activity proposed for the upcoming parish year and submit it to the parish office by May 10. Use this form not only for events but also for activities like selling tickets or requesting donations in the church vestibules.

Requesting Ministry	
Primary Contact for this Activity <i>if not the Ministry Coordinator</i>	
Best Phone Number	
E-Mail Address	
Name of Activity	
Purpose of Activity	
1 st Preferred Date	
2 nd Preferred Date	
Time of Activity	
Location	
Target Audience or Invitees	
Will you charge admission? <i>If so, provide the ticket price.</i>	
Will you raise money in other ways? <i>If so, provide details.</i>	
If you are raising money, what will the proceeds be used for?	

Will liquor be served?	
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What's next?

Thank you for your submission. The parish office will review your request and respond by June 15. We will respond to the e-mail address provided above (or phone number, if no e-mail address is provided). We will include events in the parish calendar, which we will be mailed to registered parishioners, posted on the Web site, and advertised by other means if appropriate. If the parish staff has additional questions regarding your activity, we will contact you by phone or e-mail.

Thank you for your leadership in the Parish of Saint Monica!