

# Parish Leaders Guide

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*The mission of St. Francis of Assisi Catholic Parish is to nourish our love of God through Jesus Christ under the guidance of the Holy Spirit. Centered in the Eucharist, we are developing a faith community through prayer, education, worship and Christian fellowship. As stewards of God's love, we strive to share our gifts and talents for service of God and all His people.*

## **Section 1. Purpose of Parish Leaders Guide**

This booklet provides written guidelines and helpful information for leaders of all parish organizations.

**The intended outcomes are:**

- **improved communication between groups,**
- **a better atmosphere for allowing new ideas to be heard,**
- **the use of as many volunteers as possible, and**
- **an easier transition from leader to leader.**

When the St. Francis Parish Pastoral Council reorganized in 1995, we gathered information from all parish groups and individuals. This information was used to identify parish strengths and weaknesses. The goal was to build upon our strengths and address our weaknesses. To accomplish this, the Parish Pastoral Plan was developed. A plan that would serve as our guide for the next three years.

To fulfill the goals within the Parish Pastoral Plan all parish groups must follow certain guidelines. To develop teamwork, everyone must have some understanding on what the goals are and how they are going to be accomplished. The following pages provide information on how the Parish Pastoral Council operates, the resources that it can provide and the timetable that it uses. Also included is information on committee organization and leadership.

We recognize that organizations within our parish were started for different reasons: some to provide parish services, some to encourage participation from parishioners, and some to provide service outside the parish. Understanding these differences means that not every item in the following pages will be applicable to every committee.

We encourage you to give consideration to every item. Before you disregard an item, ask your Parish Pastoral Council Coordinator for any background or suggestions. The discussion may result in even a better way of accomplishing your goals.

Thank you all for volunteering. Our goal is to make the best use of everyone's time and talent by providing this information. Working as one body, we will accomplish our parish goals.

## **Section 2. Parish Pastoral Council**

### **Council Membership**

The St. Francis of Assisi Parish Pastoral Council consists of 18 members: Pastor; Associate Pastor(s); Chairperson; Vice Chairperson; Secretary; Director of Stewardship & Finance; and the following 12 Commission Coordinators: Activities, Communication, Education, Family Life, Finance, Liturgy, Prayer, Respect Life & Social Justice, School, Special Needs, Stewardship and Youth.

Each commission coordinator will be one individual. A couple or two singles may be appointed, at the Pastor's discretion. However, only one of the individuals will be appointed to the Parish Council.

The chairs of the Stewardship, Communication and Finance committees will be appointed by the Pastor to serve as the commission coordinators on the Parish Council. The Chairperson, Vice Chairperson and Secretary of the Parish Pastoral Council and the remaining seven coordinators will be selected by the Pastor from a group of nominees submitted by the Parish Pastoral Council and the parishioners. A description of the nominee's qualifications must accompany the nominations.

Appointments of all Parish Pastoral Council members will be for a term of three years, to serve in any capacity, at the discretion of the Pastor, with the exception of the Finance Committee Chair, whose term will be for two years unless otherwise determined. An individual may be reappointed for one additional three-year or two-year term, respectively.

An annual retreat will take place each January for all Parish Pastoral Council members, for spiritual renewal and training.

### **Duties of Coordinators**

**To effectively assist the pastor in his ministry, coordinators are to do the following:**

- **Attend all Parish Pastoral Council meetings.**
- **Report any pertinent information regarding their organizations.**
- **Assist organization leaders with establishing goals for the year.**
- **Contact each organization leader monthly — by phone or in person**
  - **Monitor progress towards goals.**
  - **Resolve problems or answer questions.**
  - **Relay information from council meetings to organization chairs.**
- **Link organizations, when possible, to maximize services and avoid duplication.**
- **Connect the organization and the Pastor, through the Parish Pastoral Council.**
- **Ensure that each organization has a plan for regular rotation of leadership.**
- **Inform organization leaders about resources available from the church office.**

## Council Structure

- **Pastor**
  - ◆ **Associate Pastor(s)**
  - ◆ **Director of Finance & Stewardship**
  - ◆ **Pastoral Council Chair**
    - **Pastoral Council**
    - **Vice Chairperson**
    - **Secretary**
    - **Stewardship Coordinator**
      - Stewardship Committee
    - **Communication Coordinator**
      - Vernacular
      - Special Publications
      - Internet / Webmaster
    - **Education Coordinator**
      - SFA School
      - PSR
      - RCIA
      - Familia
      - Generations of Faith
      - Library
      - Sunday Preschool
      - Adult Education
      - School Advisory
      - Totus Tuus
      - Confirmation Coordinator
    - **Respect Life & Social Justice Coordinator**
      - Anthony Fam Shelter
      - Employment Opportunity
      - Habitat for Humanity
      - Lord's Diner
      - Prison Ministry
      - Respect Life
      - St. Vincent de Paul Society
      - Voter Registration
- **Liturgy Coordinator**
  - Eucharistic Ministers
  - Mass Greeters
  - Offertory Gifts
  - Lectors
  - Banners
  - Ushers
  - Music
- **Family Life Coordinator**
  - Fun Night
  - Dinner for Eight
  - Family Finance
  - Nursery Coordination
  - Single Adult Catholics
  - Welcoming Committee
  - Marriage Encounter
  - Mom's Day Out
- **Activities Coordinator**
  - 50 Plus Club
  - Harvest House
  - Men's Club
  - Ladies Auxiliary
  - Square Dance
  - Parish Dance
  - Adult Basketball
  - Adult Volleyball
  - Women's Bowling
- **School**
  - Activities Advisory
  - Athletic Director
  - Chess Club
  - E.L.F. Garden
  - Home & School Association
  - Lunchroom
  - Resource Room
  - School Council
  - School Principal
  - Substitute Teacher
  - Take-Home Projects
  - Used Uniform Sale
- **Finance Coordinator**
  - Finance Committee
  - Finance Council
- **Prayer Coordinator**
  - Prayer Chain
  - Perpetual Adoration
  - Rosary Group
  - Pre-Mass Rosary
  - Parish Prayer Box
  - Legion of Mary
  - Bible Study / Prayer
  - E-Mail Prayer Chain
  - Elijah Cup
  - Families of Military
  - Liturgy of the Hours
  - Family Prayer
  - Religious Vocations
  - Immaculate Heart of Mary Rosary Group
- **Youth Coordinator**
  - CYO
  - Dead Theologians Society
  - Little Flowers
  - Venture Crew
  - Youth Mass
  - Girl Scouts
  - Cub Scouts
  - Boy Scouts
  - Youth Groups
- **Special Needs Coordinator**
  - Charities
  - Bereavement
  - Transportation
  - Funeral Dinners
  - Tobit 's Ministry
  - Visit the Sick and Elderly
  - Parish Nurse Ministry
  - Ministry for Disabilities

## **Monthly Schedule**

- Monthly reports from each Parish Council coordinator are due in the church office by the first Thursday of each month.
- Reports should include information from each committee for which the coordinator is responsible. The coordinator should obtain an event summary form for any committee event that has occurred.
- Requests for help and additional resources or proposals for new events should be outlined.
- Updates on goals and actions plans.
- Minutes from the previous meeting, coordinators reports and the agenda for the next meeting are mailed one week in advance.
- Meetings are held on the second Thursday of each month. The meetings are attended by the eighteen members of the Parish Pastoral Council.
- Any new items that may come about after the reports are mailed may be presented for discussion during the coordinators reports at the council meetings.

## **Annual Schedule**

- **October:**
  - At-large nominations for coordinator positions accepted from parishioners.
- **November, December:**
  - New coordinators, appointed by the pastor, introduced at the Parish Dinner.
  - New coordinators attend the council meetings along with the outgoing coordinators.
- **January:**
  - New coordinators assume full responsibility.
  - Parish Pastoral Council Retreat
  - Training/Motivational Meeting for organization leaders.
  - New volunteer lists from Stewardship Renewal distributed to leaders.
- **June:**
  - Council begins updating the Stewardship Renewal forms (adding any new committees or deleting inactive ones).
  - Council reviews renewal process and updates information for booklet.
- **August:**
  - Final draft on Stewardship Renewal forms and organization information due at monthly meeting.
  - Council begins planning Parish Dinner.

## **Parish Pastoral Plan & Goal Process**

In November 1995 the original Pastoral Plan was presented to the parishioners. The plan, which is comprised of 51 goals grouped in seven categories, was developed using information gathered from organization leaders, focus groups and a parish survey.

The Parish Pastoral Council developed a detailed plan for brainstorming, planning and implementation of the various goals. The following is a summary of that process. If you would like more information, your coordinator can provide you with the step-by-step Procedure for Implementing Goals from Pastoral Plan, as well as a Goal Tracker for proper recordkeeping.

### **Steps for Implementing Pastoral Plan Goals**

1. Assign primary responsibility for each goal to one coordinator. The goal should be assigned a time frame for completion.
2. The primary coordinator should then:
  - a) Arrange brainstorming session.
  - b) Present ideas to Parish Pastoral Council. Approved ideas are returned to Coordinator,
  - c) Group meets to work on approved ideas.
  - d) Action steps are developed by the group.
  - e) Coordinator submits action steps to Parish Pastoral Council. Action steps are either approved or returned for more work.
3. In some instances two or more coordinators are assigned to a goal. The coordinators should have a working agreement on how the above steps will be handled before brainstorming.
4. If implementation of action steps cannot be accomplished the coordinators should bring this goal back to the Parish Pastoral Council for review.

## **Section 3. Parish Organizations**

### **Duties of Organization Leaders**

- **Attend Annual Leadership Workshop.**
- **Attend other meetings as requested by Pastoral Council Coordinator.**
- **Annually review and update organization's mission and goals,**
- **Develop and execute an action plan to achieve organization's goals.**
- **Ensure that all volunteers from the annual stewardship renewal are contacted in a timely manner.**
- **Establish and maintain a notebook documenting activities. This notebook should be given to the next chair to ensure a smooth transition of leadership.**
- **Work with the Pastoral Council Coordinator to:**
  - **Request assistance from Parish Pastoral Council and Pastor as required.**
  - **Communicate important activities and accomplishments.**
  - **Develop plans to achieve parish goals.**
  - **Document action completed toward these goals.**

### **Recordkeeping**

Every parish organization should maintain a notebook containing the following items:

- The name of the organization and its current mission statement. This is the same information that is turned in to the Parish Pastoral Council each year.
- A list of all co-chairs, officers and other positions within the organization. This list should include the regular duties that each of these officers perform.
- A list of all members and/or volunteers, including those from the annual stewardship renewal.
- A list of the organization's current goals. This is the same information that is turned in to the Parish Pastoral Council and Core Team each year.
  - Goals should be reviewed annually. Be sure to include what actions are planned to accomplish these goals.
  - Also include documentation of past goals, the action taken and the results that were obtained. Identify things that worked well and things that did not work. This will help with future planning.

- Information about meetings:
  - Times and places. Be sure to include notes on how the arrangements were made, including how and when the rooms were reserved,
  - How and when people were notified about the meeting. Copies of bulletin announcements, letters or postcards
  - An attendance log from each meeting.
- Special Events and Activities:
  - Purpose & summary description of the event.
  - Times & places.
  - As each event is held, an Event Summary Form should be completed. Keeping one copy and sending another to the appropriate coordinator. This extra step assists in succession planning.

## **Succession Planning**

Rotating leaders allows more persons to give of their time and talent. It encourages new ideas and fresh energy. All committees are encouraged to maintain a regular rotation of leadership. We suggest a one- or two-year rotation, with no more than two years in one position. Annually, committee leaders should review the succession planning process below:

- Establish a time each year when positions are rotated.
- Decide how leaders will be chosen: nominated, appointed, elected, etc.
- Divide the organizational duties among at least three officers.
- Consider individuals who could perform these duties and ask them to serve.
- Provide written details and instructions for the new people.
- Provide a transition period of one to two months to allow the new leader to observe and then perform the role with the outgoing leader.
- Encourage all officers to ask other members for help.
- If necessary, solicit help from your Parish Pastoral Council Coordinator in finding new leaders.

## **Section 4.      Organization Forms**

The *Mission Statement & Officers, Goals and Stewardship Follow-up* forms are to be filled out and turned in to coordinators at the beginning of each year. Your coordinator will let you know when they are due.

The *Duties of Officers* and *Event Summary* forms are provided for your convenience. We encourage you to make copies and use them to provide written documentation of your organization's structure and activities.

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## Mission Statement & Officers

Organization Name: \_\_\_\_\_

Date to Coordinator: \_\_\_\_\_

\* Mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officers:

Term Begins:

Chair: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Vice Chair: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Month that Officers change: \_\_\_\_\_

\* Mission: The reason the committee exists. A broad statement of the intended function(s) of the group.

**Goals**

Organization Name: \_\_\_\_\_

Goals for Year: \_\_\_\_\_

Date Due to Coordinator: \_\_\_\_\_

\* **Goal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**How we will accomplish this goal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\* **Goal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**How we will accomplish this goal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\* **Goal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**How we will accomplish this goal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\***Goal:** A measurable, intended result that can be reached within a specific time frame.

## Stewardship Follow-up

Organization Name: \_\_\_\_\_

Date Due to Coordinator: \_\_\_\_\_

Number of volunteers in 2009: \_\_\_\_\_

Number of volunteers in 2010: \_\_\_\_\_

**Volunteer Notification Completed Date:** \_\_\_\_\_

(By phone, e-mail or other)

**Date of first meeting for new volunteers:** \_\_\_\_\_

**Goals Accomplished in 2009:** \_\_\_\_\_

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**Suggestions for Parish Pastoral Council:** \_\_\_\_\_

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**Suggestions for your Coordinator:** \_\_\_\_\_

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*Thank you!*

## Duties of Officers

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

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\_\_\_\_\_

**Office / Position** \_\_\_\_\_

**Duties** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Summary**

Organization Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Date Assigned to Coordinator: \_\_\_\_\_

Event Description \_\_\_\_\_

**Event Preparation:**

| Task  | When  | Who   |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**Should the event be held again?** \_\_\_\_\_

**If so, what changes are recommended?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other pertinent information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_