

# Resource Guideline for St. Gregory the Great Ministries

Document Owner: Pastoral Council

Created: March 2016

Updated 14 April 2016

## 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 one of 6 categories which include:

- Christian Service & Outreach
- Lay Leadership & Stewardship
- Faith Formation
- Prayer & Worship
- Community Life
- 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.

## Outline of the Standards for St. Gregory ministries

- **Have a Mission Statement** – A written declaration of an organization's core purpose and focus that normally remains unchanged over time.
- **Establish 1-3 goals that you want to accomplish during the year**
- **Define term limits for officers**
- **Have a succession plan** for ministry leadership– who do you have in mind as the next Ministry Chair for your group
- **Maintain good communications within the ministry and the parish community**

## Best Practices

- **How to write a mission statement**

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 not be in conflict with the St. Gregory Vision, Mission and Core Values listed below:

❖ ***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 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 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.*

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?
- **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.

- **Rationale for defining term limits**

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.

- **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 a few meetings to see how the meetings are organized before that individual is comfortable to take over as a new Chair.

- **Good communications**

Good communications 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. Susan Scibilia is the Parish Staff Website contact that can assist in creating a website page for a new ministry. Please contact Susan at [Sscibilia@stgregorythegreat.org](mailto:Sscibilia@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](mailto:cmb@stgregorythegreatchurch.org).

### **Annual Review of Your Ministry**

It is suggested that all Ministry Chairs review their Mission, Succession Plan and Top 3 Goals on an annual basis to ensure they are current and align with your activities and membership.

### **Ministry Volunteer Coordinator as a Resource to your ministry**

The 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 an annual Ministry Leadership Summit to promote teamwork and networking amongst the Pastor, Parish Staff and Ministry Chairs. The Summit will be organized as a facilitated information gathering session with the purpose of gathering data for recommendations to the Pastor. The Summit 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 Summit, then another representative should attend.