

Establishing a New Ministry

Parish Policy

One of the most encouraging signs of the gospel at work in our midst is the vitality and quality of the ministries in our parishes. We want to take every step to ensure that Holy Family is able to continue its mission well into the future and therefore recognize that the formation of a new ministry must be given careful consideration with respect to mission, organization, funding, leadership, personnel, facilities use, calendar of events and all requirements. This careful consideration will ensure the successful integration of the new ministry into parish life and programming and its long-term viability.

We recognize that parish life is ever-changing and we are committed to an ongoing assessment of our community needs and being responsive to those needs. Accordingly, a new ministry must be approved by the Parish Life Director (PLD) and the Commission to which it will belong.

Rationale

A policy for establishing a new ministry assures that 1) the proposal adequately describes the mission, organization and functioning of the ministry; 2) the PLD, appropriate staff and key lay leaders have an opportunity to review the proposal; and, 3) if the proposal is approved, the new ministry leadership is introduced to relevant parish policies and procedures.

Procedures

1. The group proposing the new ministry discusses the ministry idea with the PLD to ensure no replication, duplication or overlap occurs, and that sufficient resource exists to support the ministry.
2. With the PLD's support, the requesting ministry determines with the Vice Chair of the Pastoral Council which Commission the new ministry will belong to based on the goals of each Commission.
3. The requesting ministry presents its idea to the relevant Commission.
4. A full proposal is developed by the requesting ministry and reviewed with the PLD and Vice Chair of the Pastoral Council, using the Ministry Proposal Worksheet. If the proposal is signed off by the PLD, the Vice Chair sends the proposal to the appropriate Commission chair for consideration by the commission members.
5. The Commission chair reports the decision (approval, no approval, request for revised proposal, etc.) to the Vice Chair.
6. The Vice Chair then a) informs the PLD and the requesting ministry contact of the Commission's decision; b) gives the approved Ministry Proposal Worksheet and

July 7th, 2009

ministry contact information to the Operations Director, who maintains the master list; c) informs the Pastoral Council Chair about the new ministry, indicating the Commission to which it belongs; d) ensures an announcement is placed in the bulletin announcing the new ministry; e) introduces the new ministry to relevant parish policies and procedures.

7. The process takes approximately six to eight weeks. The Vice Chair is responsible for keeping the new ministry representative informed about is the status of the approval process.

6/23/09 cs/ks

Revised February 24, 2010

Holy Family Church
Ministry Proposal Worksheet

Please submit the completed worksheet to the Parish Life Director

Name of Ministry: _____

STATEMENT OF PURPOSE

Mission Statement (150 words maximum):

Describe the general scope of the ministry activity.

Who is served by the ministry (target population)?

What needs will this ministry meet and how will the ministry meet them?

Describe your goals and objectives for the first year of this ministry.

Will this ministry have an impact on any existing ministry? No Yes Explain: _____

How does the ministry contribute to the sharing of faith within Holy Family parish and outside of it?

How does this ministry live the Holy Family mission statement?

ORGANIZATION

List the members of your leadership team:

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Will the ministry have an advisory board? Yes No

Does the ministry have any outside affiliation (national organization, etc.)?

RESOURCES

Will the ministry have departmental status? Yes No (If unsure, discuss with Parish Life Director)

Will this ministry be *led by* a member of the parish staff? No Yes Name: _____

Will you require *assistance from* a member of the parish staff? No Yes Name: _____

Will you need any of the following parish resources? Check all that apply.

- Office space
- Meeting space
- Photocopying
- Equipment (audio-visual, computer, etc.)
- Supplies
- Hospitality
- Financial
- Bulletin insert
- Special mailings to parishioners
- Other Please specify: _____

Revised February 24, 2010

COMMUNICATION

How will you make the ministry known to the Holy Family community?

Will the ministry meet on a regular basis? No Yes How often? _____

BUDGET

Will this ministry receive funding from outside sources (foundation, organization, etc.)?

No Yes Explain: _____

Will the ministry sponsor fundraising events?

Attach a budget for the first year, showing income (by source and expense (by category)).

CONTACT INFORMATION

Contact Person: _____

Phone Number: _____ Email Address: _____

Your Name (if different from Contact Person) _____

Phone Number: _____ Email Address: _____

Today's Date: _____

Commission Chair

Approved Not approved Submit revised proposal

Name (Print) Commission

Signature Date

Parish Life Director

Approved Not approved Submit revised proposal

Cambria Smith, Parish Life Director Date