

Proposed Ministry Leaders Guide  
Annunciation Catholic Church

**Ministry Leaders Guide**

**Introduction:** Ministry is sometimes defined as the delivery of service to the point of need in the name of Jesus. Collaborative ministry means that ministers work together in harmony and unity to provide for needs. This working together requires the ministers to determine needs, to discern those members of the community with the necessary gifts, and to call forth those gifts for the common good.

**Purpose:** The purpose of this document is to define the roles and responsibilities that are necessary to ensure that ministries within Annunciation Catholic Church work together to build the Body of Christ which is the parish. This document and any amendments to it are to be approved by the pastor.

**Organization of Ministries:** There are four parish representatives that work in unison to provide the necessary elements of ministry:

**Staff:** This element includes the Pastor, the Associate Clergy, and the members of the paid staff of the Church. The staff represents an extension of the Pastor's authority and the members perform ministerial and administrative duties in the name of the pastor. They are accountable to the pastor.

**Ministry Liaison:** Staff members are assigned responsibility for selected ministries within the parish. The pastor looks to these staff members for advice and recommendations relating to the establishment of specific ministries and the performance of those ministries. The liaison is the 'go to' member of the staff for heads of specific ministries to achieve coordination and support for activity and direction. Assigned liaisons are listed in the Ministries Matrix which is attached to the Leadership Charter for approved ministries of the parish.

**Commissions:** The Pastoral Council provides advisory information to the pastor in the form of visioning and planning documents. The Council is made up of five Commissions: Liturgy and Worship, Evangelization and Faith Formation, Pastoral Care and Outreach, Community Life and Stewardship and Development. The focus and compositions of the commissions are described in the Parish Leadership Organization Charter.

**Head of Ministry:** A head of ministry is commissioned by the pastor to lead a particular ministry within the parish. Heads of ministry are normally unpaid volunteers who form a working relationship with the Commission to which the ministry is assigned and the ministry liaison. Further, heads of ministry will often collaborate with staff resources available in the Catholic Diocese of Orlando.

**Diocesan Resources:** The Catholic Diocese of Orlando often takes a leadership role in providing guidance and resources for specific parish ministries. Commissioned heads of ministry are expected to employ these resources to provide effective and efficient parish ministry.

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**Procedures for the Initiating and Operating Ministries within  
Annunciation Catholic Church**

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**Overview:** The following instructions envision a parish in which the various ministries work together to create a harmony of ministries that satisfy the needs of the worshiping, evangelizing, caring, social community that is the parish. Each ministry is to operate according to the following guidelines as the ministries are initiated, operated and evaluated for effectiveness.

**Initiation:** Parishioners who perceive a need for ministry are encouraged to discuss that need with the ~~various applicable~~ commissions of the parish. It is important that the ministry focus on the mission and the priority goals that have been discerned for Annunciation Catholic Church. The Proposal for Ministry (Attachment One) is designed to commit the proposed ministry to a writing which can be used for discussion and consultation with the pastoral council/commission and the staff of the parish. Parishioners wishing to initiate a ministry are expected to consult with staff and commission members ~~to achieve concurrence~~ on the proposal prior to formal submission to the commission.

**Operation:** Parish ministries are expected to act in harmony with other parish activities. The Pastoral Council and Commissions are the primary parish structure facilitating this collaboration. Heads of ministry are expected to attend Commission meetings. Staff members are strongly encouraged to attend ministry meetings and to support the lay ministries by their presence. Activities of the ministry should be coordinated in the parish calendar. The primary voice of the ministry within the parish is the assigned commission

**Responses to Proposed Ministries:** The Pastoral Council will perform their deliberations and respond to the proposal in ninety days or less and/or no longer than period when two meetings of the pastoral council occur. The proposed will be docketed on the agenda of the Pastoral Council and interested parties notified of the date of the meeting when the items will be discussed. Final dispositions will be provided in writing to all parishioners who propose ministries.

**Review:**

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At least once per year, the activities of the ministry should be evaluated with the Staff Liaison. Feedback from parish participant and recipients of the ministerial services should be the primary means of addressing any modifications to the processes or programs of the ministry. Ministries having external reporting requirements may use these reports during this process. The staff liaison is expected to recommend continuance, modification or termination to Pastoral Council/Commission and the pastor.

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**Termination:**

When ministries have either served the purpose for which they were established or have come to the end of their useful life, a formal proposal to revoke the charter for that ministry should be presented from the head of ministry to the appropriate Commission Chair. If approved by the commission chair, the recommendation for termination should be provided to the staff liaison for approval by the pastor.

The pastor or other empowered parish leader can also initiate action to terminate ministries for cause.

**Administrative Records for Ministries of the Parish:**

The primary instrument for recording the understanding of the mission and priorities of Annunciation Catholic Church will be the parish Covenant Book. The Covenant Book will be a three ring binder maintained in the Church Office and will be available to parishioners and staff. The Covenant Book will contain the following information:

**The Parish Mission Organization Charter:** This document, approved by the pastor contains the approved mission statement, the priority goals and the structure of the pastoral council.

**The Long Range Plan:** The long range plan contains the objectives and actions which are intended to implement the mission and priority goals of the parish. The long range plan contains actions which will take place over a period of time. e. g. the current plan foresees actions over three years. The plan will be replaced or amended as part of the ongoing strategic planning of the parish.

**The Ministries of the Parish Organized by Commission:** This portion of the covenant book contains all completed and approved ministry proposals (Attachments One) for ministries of the parish. These completed and approved Proposed for Ministry documents will describe the active, approved ministries of the parish along with responsible heads of ministries.

**The Ministry Leaders Guide:** Current copy of the document prescribed by this directive

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Attachment One: Format for Proposal of Ministry

**Annunciation Catholic Church**  
**Proposal for (Specify the Name) Ministry**

**Date:**

**Proposal Prepared By:**

**Name of Responsible Party:** (Who is making the proposal?)

**Address:** Telephone: Home -  
Mobile -  
Work -

**Email address:**

**Purpose:** Why is this ministry included in the life of the parish? Explain how this ministry enhances the mission and priority goals of the parish.

**Proposed Mission Statement for the Ministry:** (One or two sentences aligned with the parish mission statement)

**Description of Ministry:** Describe the objectives that are to be achieved and the process to be employed. Also, describe those served by the other closely related ministries. Identify other ministries that offer similar or complementary ministerial services.

**Compositions of the Ministry:** Describe the initial members of the ministry and identify who the leaders will be.

**Space and Resource (financial, physical space, etc) Requirements:**

Describe any resources required of the parish and the period of time when those requirements will be needed.

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**Name of the Responsible Pastoral Council Commission:**

Identify the commission to which this ministry will report and indicate whether that commission has been contacted regarding this mission. Other ministries which provide closely related services are to be afforded an opportunity to collaborate in the formation of the proposal and to indicate in writing, agreement or disagreement with the proposal with appropriate comments explaining why a particular position is being taken.

**Proposed Staff Liaison for the Ministry:**

Identify the staff member who is the most likely contact point for this ministry and specify if that member is willing to act as liaison for the ministry. The staff member will be afforded an opportunity to concur or non-concur with the proposal but comments should be written, signed, and dated - attached to the proposal.

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**Approvals and Concurrences:**

Responsible Commission Chair: After consideration of comments of staff and/or other ministers, the chair of Commission should sign and date the proposal after consideration of proposal at a commission meeting. Normally, it is expected that the commission would endorse the new ministry as being appropriate for the parish and approval would be recorded in the Commission minutes. Also, the staff comments should be incorporated into the proposal document as to concurrence or non concurrence with the proposal. The proposal will be provided to the Pastoral Council Chair for inclusion in the agenda of the next meeting.

Pastoral Council: The Pastoral Council Chair will include the proposal as an agenda item for the next council meeting. The proposal documentation will be provided along with the agenda for the meeting so that council members can review and understand the proposal before the session begins. Council minutes will indicate the disposition of the proposal as approved, not approved, or held pending further study and consideration. Once approved, the proposal is sent to the Director of Operations.

Director of Operations (with the advice and consent from appropriate staff): Once approved by the council the Director of Operations will acquire any further comments from staff or other resource and forward to the pastor for approval and implementation.

Pastor: The pastor will approve or disapprove the action and send the proposal to staff or through the Pastoral Council to the appropriate ministry for implementation. The approved document will be placed in the Covenant Book of Annunciation Catholic Church.

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Attachment Two: Guidelines for Ministry  
**Guidelines for Collaborative Ministry**

**Introduction:** Ministry is sometimes defined as the delivery of service to the point of need in the name of Jesus. Collaborative ministry means that ministers work together in harmony and unity to provide for needs. This working together requires the ministers to determine needs, to discern those members of the community with the necessary gifts, and to call forth those gifts for the common good.

**Purpose of the Church:** The mission of the Church is to evangelize, i.e. to bring the Good News of Jesus Christ to the world that the people of God touch with their lives. Annunciation Catholic Church hearts are burning to know love and serve God by loving and serving others.

**The Giftedness of the Church's Members:** The community called church, while understanding the Catholic tradition's hierarchy of order and teachings, recognizes that the gifts of the Spirit are distributed among the Body of Christ for the common good. Thus, all members of the parish community are honored and respected for the unique and irreplaceable role that they are to play in the reign of God.

**Guidelines for Council, Commission, and Ministry Activities:**

Pastoral Council, Commissions and ministries members will devote themselves to life long learning; a portion of their meetings is to be devoted to deepening their faith.

The Pastoral Council, Commissions and ministries will maintain open and welcoming communications with all other components of the parish and appropriate elements of the larger church and community. In this way knowledge will be shared among parishioners.

Cooperation and sharing of resources will mark the working of ministries and leave little place for competition among ministers. All meeting will be open to all parishioners and meeting agenda and minutes will be available.

Parishioners who volunteer their time and talent will be recognized with gratitude, afforded developmental opportunities and empowered as valuable resources of the parish community. Information on member will be maintained on the Parish Data System.

All parishioners will be responsible for identifying the gifts of other members of the community and for encouraging all to participate and share their time and talent. Within each ministry, participants are to identify and recommend members for greater responsibility to staff liaisons and heads of ministries.

Should conflicts and tensions arise, they will be addressed prayerfully and resolved to the extent possible to the mutual satisfaction of parties. The primary place of resolution is the ministry but if not resolved there it can be referred to the Commission and to the staff. If not resolved, conflicts may be presented to the Pastoral Council and/or the Pastor for remedy so that the Body of Christ is served and individual dignity is preserved.