

St. Matthew Catholic Church

Ministry Leader Handbook

Connected in Christ! Moved by the Spirit!



St. Matthew Catholic Church Mission

The Eucharistic Catholic community of St. Matthew loves Christ above all things and our neighbor as ourselves. In our faith journey, our parish family will be engaged and spiritually committed; fulfilling our vision through shared Gospel values, prayer, fellowship, service, outreach and teaching.

Welcome Letter

Dear Parish Leader,

You are embarking on a rewarding journey as you take on the responsibility of leading one of our many parish ministries. From Parish Pastoral Council member to Prayer Group leader, from Angel Tree to Arts and Environment, all of St. Matthew's ministries play a part in helping us to fulfill "our vision through shared Gospel values, prayer, fellowship, service, outreach and teaching."

This Ministry Leader Handbook has been designed to help you do your job more easily. It includes an overview of key parish policies and procedures on communications, finances and the use of facilities as they relate to your role as a ministry leader. In addition, the Handbook includes administrative guidance you may find helpful.

We hope that you will read through all of this information carefully. Your receipt of this Handbook implies your acceptance of the policies therein. Please don't hesitate to contact Pat White if you have any ideas that would help our ministries run more smoothly or if you have any questions with which we can help you.

May God bless you in your efforts!

Monsignor John J. McSweeney, Pastor

Pat White, Coordinator, Volunteers and Communications

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Purpose of the Ministry Leader Handbook

The 2008–2011 Pastoral Plan reflects St. Matthew Catholic Church’s commitment to parishioner and faith community spiritual growth and sustainability. The Pastoral Plan recognizes that St Matthew Catholic Church’s size and complexity warrants talented leaders to maintain spiritual growth. St. Matthew Catholic Church is truly blessed to have over 90 ministries supporting its faith community.

St. Matthew Catholic Church values its ministry leaders’ commitment of time and talent and recognizes the important role its ministries play in supporting St. Matthew Catholic Church’s mission. In Called and Gifted, the U.S. Bishops’ Committee on the Laity states:

“Baptism and confirmation empower all believers to share in some form of ministry. Although the specific form of participation in ministry varies according to the gifts of the Holy Spirit, all who share in this work are united with one another. “Just as each of us has one body with many members, and not all the members have the same function, so too we, though many, are one body in Christ and individually members of one another. We have gifts that differ according to the favor bestowed on each of us” (Rom 12:4-6).”

The Ministry Leader Handbook was developed to support St. Matthew Catholic Church’s commitment to its dedicated ministry leaders so they have the information, tools, support and training to effectively lead their ministry.

This Handbook is organized into the following major sections:

1. Key Requirements

The Key Requirements section of the Handbook will help you identify the tasks and activities that you must complete as a ministry leader at St. Matthew Catholic Church. In addition, the communication and financial responsibilities of ministry leaders are reviewed.

2. Administrative Guidelines

The Administrative Guidelines section of the Handbook provides you with some recommendations to maximize the operation of your ministry. Although not required, these activities will help you increase the engagement of your ministry members.

3. Portrait of a Ministry Leader

The Portrait of a Ministry Leader section of the Handbook is designed to help you reflect on your personal spiritual journey and how you can leverage your talents and strengths as a ministry leader.

4. Appendices

The Appendices provide tools and supporting documentation such as answers to frequently asked questions, sample agendas and planning forms, as well as prayers appropriate for meetings.

Lastly, an addendum entitled *Your Ministry Overview* has been created for your specific ministry. It provides an overview of your ministry, the current known characteristics, and high level ministry leader responsibilities.

Key Requirements

The following sections detail the actions you must take and the information you are required to understand as a ministry leader. St. Matthew Catholic Church or the Diocese of Charlotte requires these elements.

St. Matthew Catholic Church Requirements

1. Review the St. Matthew Catholic Church 2008 – 2011 Pastoral Plan. It can be found on the website at <http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=237925&From=Home>.
2. Complete the Living Your Strengths Journey.
 - a. Complete the questionnaire to determine your Top Five Strengths.
 - b. Join a Living Your Strengths Journey group program or engage a private coach.
3. Attend the annual St. Matthew Catholic Church Ministry Leader Training Event.
4. Attend any specific ministry training referred to in the Your Ministry Overview section at the end of this Handbook.
5. Review the required compliance paperwork with all volunteers, and ensure they complete the forms and acknowledgements listed below in Diocese of Charlotte Requirements.

Diocese of Charlotte Requirements

The forms and acknowledgements required by the Diocese of Charlotte are:

1. Background Check (Form Name: Notification and Release)
2. Volunteer Profile Form (Form Name: Volunteer History and Personal Information)
3. Sexual Misconduct Policy Acknowledgement (Form Name: Acknowledgement of Receipt Form)
4. Code of Ethics Acknowledgement (Form Name: Certification of Receipt Form)
5. Completion of Protecting God's Children workshop (Registration Link: http://www.virtus.org/virtus/protecting_children.cfm)

The above forms can be accessed at <http://www.charlottediocese.org/humanresources.html>.

Key Policies and Procedures

Communication Policy

The **Parish Communication Policy** provides policy guidance relative to communication practices and approvals. Please **READ** the policy, found on the St. Matthew Catholic Church website at the following

link. If you do not have access to the website and would like to receive a hard copy of this policy, please pick one up at the Parish Office. You need to be familiar with all policy requirements.

<http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=175068&From=Home>

This policy refers to, but is not limited to, the following types of communications at St. Matthew Catholic Church: the weekly parish bulletin, mailings, phone calls, email communications, parish website, press releases, media interviews, and solicitations.

Any communications to St. Matthew Catholic Church staff members, parish leaders and/or to all parish members must originate with or be approved by the Pastor (or his appointed representative) and coordinated through the Coordinator of Volunteers.

The Pastor, parish staff and ministry leaders have access, as needed, to contact information for parishioners, including address, phone numbers and email addresses. The confidentiality of this information should be maintained and should not be disseminated to any outside source or vendor without authorization of the Pastor. Disclosing confidential information to those outside of the staff is a violation of diocesan policy and could result in disciplinary action.

The following information summarizes some key points with the primary communication methods:

- Weekly bulletin
 - All bulletin announcement requests should be submitted to the bulletin editor by 2:30 pm on Friday for the following week's bulletin.
 - Information should be typed (in easily readable font) or neatly printed on a full size sheet of paper.
 - Bulletin announcements may be mailed, faxed (704-542-7244), dropped off at the parish office, or emailed to Julia Turner (juliat@stmatthewcatholic.org).
- Website
 - The St. Matthew Catholic Church website has been established to provide information about worship opportunities, parish ministries, and activities to both parishioners and visitors to the site.
 - The website is currently hosted by Catholic Web and regularly updated by the Coordinator of Communications.
 - The Coordinator under the supervision of the Pastor will determine site content.
- Press Releases
 - All articles for local media are to be submitted to the Coordinator of Communications, who, with the approval of the Pastor, will send them to specified news outlets.

- Media Interviews
 - Only the Pastor or his designated representative should conduct interviews with any member of the media about anything pertaining to St. Matthew Catholic Church or the Diocese of Charlotte.
- Solicitation
 - There should be no solicitation on parish grounds, including flyers on cars in the parking lot. Only pre-approved fundraisers by parish groups are allowed.

Facility Scheduling Policy

The **Parish Facilities Policy** provides policy guidelines relative to facilities usage. Please **READ** the policy, found on the St. Matthew Catholic Church website at the following link. If you do not have access to the website and would like to receive a hard copy of this policy, please pick one up at the Parish Office.

http://home.catholicweb.com/stmatthewcatholic/files/Facilities_Scheduling_Policy_w-Room_Request_Form.doc

A Room Request Form must be completed for any/all requests for room and/or facility use. No general email requests or voicemail messages will be accepted. The form can be readily accessed from the website (stmatthewcatholic.org) or picked-up from the Church office. Complete the Room Request Form and return it to Erin Dunne at least one week in advance of the event. Forms may be downloaded from the parish website or email Erin Dunne at erind@stmatthewcatholic.org.

- An email confirmation will be mailed to all requestors; a copy of the Scheduling Policy will also be included.
- Rooms may be configured to meet the needs of the assigned group/ministry. However, upon completion of the meeting or activity, the room must be reconfigured as specified below:
 - New Life Center: Conference room arrangement; specifically, rows or tables with chairs facing the white/dry erase board. Tables and chairs should be wiped clean of any spills, drips and marking. Cleaning products are available in the common kitchen space.
 - Parish Center: U-shaped configuration of tables with 18 chairs on the outside of the table configuration for all classrooms. Tables and chairs should be wiped clean of any spills, drips and marking. Cleaning products are available in the common kitchen space.
- White/dry erase boards should be wiped clean.
- Reserved equipment should be left in the room upon completion of use.
- Paper and plastic products (plates, cups, plastic ware, etc.) are available in the kitchens for use by St. Matthew Catholic Church ministries.

- No “room hopping”. Use only the space that is identified on the Room Reservation Confirmation during the assigned time period. Should additional time be needed, please contact the Parish Scheduler.
- Rooms are not equipped to accommodate materials storage. Instructional support and educational items and/or information are to be removed at the close of each meeting and appropriately stored.
- Lights should be turned off after the completion of each meeting and/or activity.
- Food and drinks remaining after a meeting should be properly disposed of.
- Please be respectful of others meeting on the campus. Loud or lengthy conversations should not be conducted in the hallways.
- Please be respectful of the working office staff.
- Children must never be left unattended. All children must be supervised by a parent or authorized adult. Failure to comply will result in cancellation of future room reservations and privileges to use the facilities.
- Failure to comply with this policy will result in a \$50.00 maintenance fee to be paid by the room/facility requestor.

Financial Policy and Procedures

The **Parish Financial Policy** for ministry leaders and volunteers provides policy guidance relative to cash receipts and expenditures. Please **READ** the policy, found on the St. Matthew Catholic Church website at the following link. If you do not have access to the website and would like to receive a hard copy of this policy, please pick one up at the Parish Office.

[http://home.catholicweb.com/stmatthewcatholic/files/Parish Financial Policies and Procedures for Volunteers.doc](http://home.catholicweb.com/stmatthewcatholic/files/Parish_Financial_Policies_and_Procedures_for_Volunteers.doc)

Your parish gratefully acknowledges the gracious contribution of your time and talent in support of your parish. As with any organization, we have certain rules and regulations that allow us to adequately safeguard parishioner’s assets and insure proper internal controls over cash receipts and disbursements. The Financial Policy and Procedures provides the details of the financial policies and procedures as they relate to parish ministry leaders and volunteers.

Sections included in the Parish Financial Policy for ministry leaders and volunteers include:

- A. Solicitation of donations/fundraising
- B. Revenues
- C. Expenditures

D. Current policy for ministry expenditures

Please become familiar with all policy requirements. The highlights of the policy are as follows:

- Ministry expenses should be kept to a minimum.
- All expenses and orders must be pre-approved in writing by the assigned parish staff person prior to any financial outlay or commitment.
- All fundraising events using the name of St. Matthew Catholic Church to raise funds for any cause must be pre-approved by your assigned parish staff member.
- All cash and/or check receipts along with the Cash Receipts Journal (Form B) must be submitted to the business office for deposit within 5 days of receipt.
- All requests for reimbursement must be submitted along with the original receipts.
- The appropriate forms must accompany any request for funds and be approved prior to the expenditure of any funds. All forms are found in the appendices of the Parish Financial Policy using the above link. Copies can also be obtained at the Parish Office.
 - Form A: Fundraising Event Application Form
 - Form B: Cash Receipts Journal
 - Form C: Purchase Order/Request Form
 - Form D: Reimbursement/Check Request Form

Administrative Guidelines

The following table outlines a few activities that can help create a positive ministry experience both for you and your ministry members.

Activity	Frequency
Kick-Off Meeting <ul style="list-style-type: none"> • Host an annual kick-off meeting and invite both new and returning members • Create a clear agenda for the meeting • Review the ministry description, mission statement, and roles and responsibilities with all attendees • Ensure that all members have attended or are scheduled to attend training, if required • Update the member list information, including phone and email contact information • Provide members with ministry procedures and process documentation (online references or hard copies) if necessary • Review ministry expectations with all members and answer any questions 	Annually
Training and Procedures Coordination <ul style="list-style-type: none"> • Provide and review ministry procedures at an annual meeting or through email distribution • If additional training outside of St. Matthew Catholic Church is required, provide specific training session logistics (where and when to attend the training) 	Annually
Contact Information <ul style="list-style-type: none"> • Keep a current list of members and contact information 	Review Quarterly
Ministry Reporting <ul style="list-style-type: none"> • Provide standard ministry report(s) to the Coordinator of Volunteers • Reporting guidelines and requirements (including preferred formats) will be released in 2010 	Quarterly
Calendar <ul style="list-style-type: none"> • Maintain a calendar of ministry tasks/events • Provide a copy of the calendar to the Coordinator of Volunteers, your staff liaison/convener, and your ministry members 	Quarterly
Leadership Meetings and Training <ul style="list-style-type: none"> • Attend ministry leadership meetings • Attend leadership training 	As Required
Member Engagement Efforts <ul style="list-style-type: none"> • Frequently thank ministry members for sharing their time and talents • Focus efforts on increasing volunteer spiritual engagement 	As Required

Activity	Frequency
<p>End of Year Wrap-Up Meeting / Event / Celebration</p> <ul style="list-style-type: none"> • Host an annual wrap-up meeting to celebrate your ministry’s success and contribution to St. Matthew Catholic Church and the community • Share the ministry’s “output” statistics and accomplishments with ministry members • Thank your ministry members for their time and talent • Distribute ministry member recognition certificates (refer to FAQ section for recognition ideas) • Distribute ministry leader and ministry feedback surveys to generate new ideas and opportunities for ministry improvement (to be released in 2010) 	<p>Annually</p>

Portrait of a Ministry Leader

Engagement

We often sing the words in Mass, *“we are all one body”* recognizing the importance of every single member of St. Matthew Catholic Church - we all affect the church as a whole. With this in mind, the more committed each of us becomes in our own individual spiritual journey, the more our church and our community will benefit. Engagement at St. Matthew Catholic Church is a sense of belonging, which will lead to a higher level of spirituality in all of our parishioners.

As a ministry leader you are an example of an engaged parishioner. You realize the importance of being engaged and the blessings of giving back and ministering to others. This section of this Handbook is intended to help you reflect on your own personal spiritual journey as a ministry leader. It offers Spiritual Core Values to guide you, Ministry Leader Competencies that you can apply, and a review of Living Your Strengths.

Spiritual Core Values

As a ministry leader, you undoubtedly possess certain Spiritual Core Values. Ministry leaders at St. Matthew Catholic Church are selected both for their ability to imitate Christ in His love and service to others and because of special talents which are aligned with the ministry leader qualifications. A ministry leader's love for the people he or she serves and for those who serve with them is likely greater than a love of simply leading the ministry.

The St. Matthew Catholic Church Evangelization Committee describes a set of Spiritual Core Values that you may find helpful on your own spiritual journey and as a ministry leader.

- You **foster a relationship with Christ** and try to know Him so as to be able to imitate Him well. To imitate Christ means to be Christ-like.
- You strive to **stay close to Christ**. Your relationship is not a “long distance” one.
- You **know that Christ dwells within you** and understand that you are to be His hands, feet, eyes, ears and mouth in all that you do to lead your ministry.
- You **maintain an active prayer life** and you receive the Sacraments regularly. You know that prayer is not only speaking with God, it is also listening and being open and receptive to His answers.
- You **share your gifts and talents** without thought of personal gain or fame, which makes sharing Christ's love with others a cornerstone of your ministry.

As a ministry leader, you are aware that you are a role model for these Spiritual Core Values. Others will look to you, your actions and your words as an example.

Consider your own spiritual life:

- How frequently do I pray?
- How frequently do I pray the Rosary?
- How do I incorporate Eucharistic adoration into my prayer life?
- Do I attending Mass faithfully and receive Christ in the Eucharist?
- How often do I read or study Scripture?
- How regularly am I receiving the Sacraments?

As you lead your ministry, reflect on how these Spiritual Core Values are integrated into the ministry's services, actions and events. The following suggestions may help strengthen the Spiritual Core Values in your ministry.

- Include Opening and Closing Prayers at your ministry meetings or events (see appendix for examples and suggestions)
- Share knowledge of other ministries or events sponsored by St. Matthew Catholic Church with volunteers to encourage further engagement
- Include biblical verses associated with the ministry tasks at hand to draw a spiritual link between the volunteer work and Christ
- Include prayers or scripture messages in your email communication with volunteers
- Support the ministry volunteers on their faith journey
- Share reflections/readings/psalms at ministry meetings for group discussions
- Share personal spiritual moments with others to spur individual spiritual development in the areas of Holiness, Formation and Evangelization

Ministry Leader Competencies

Those that you serve through your ministry and those that you serve with, likely have a set of expectations of you as the ministry leader. Awareness of these expectations can help you be a more effective ministry leader.

The following table summarizes these expectations into competencies. Competencies include behaviors, knowledge, skills or experience that you likely have and will draw upon to achieve the goals of your ministry.

Competency	Description
Spirituality	<ul style="list-style-type: none"> Exhibit an understanding of Catholic Church teachings, ethics and traditions Act as a person of Living Faith, fully participating in parish life Support the goals and values of St. Matthew Catholic Church Encourage the spiritual development of self and others
Leadership	<ul style="list-style-type: none"> Lead by example, you represent St. Matthew Catholic Church Make decisions collaboratively and openly while exhibiting sound judgment Adapt style and approach in response to unexpected events Identify and resolves problems in a timely manner Praise, recognize and celebrate the contributions of others
Service	<ul style="list-style-type: none"> Respond promptly to ministry leadership responsibilities and commitments Adhere to all St. Matthew Catholic Church policies and procedures Seek support as required from St. Matthew Catholic Church staff or clergy
Communication	<ul style="list-style-type: none"> Listen well, speak clearly and respond to questions positively Write clearly and informatively and in a style sensitive to the audience
Professionalism	<ul style="list-style-type: none"> Treats others with respect and consideration Follow through on commitments Maintain a positive attitude in all situations Manage challenging parishioner situations with care
Planning and Organization	<ul style="list-style-type: none"> Facilitate ministry meetings and plans ministry activities Seek opportunities to improve ministry outcomes or processes Complete ministry leadership reporting requirements as requested

Living Your Strengths Journey

The Living Your Strengths Journey is a six-week program (meeting once a week) where you join a small group and learn how to become more effective personally, professionally, and spiritually and take steps toward finding your calling.

As a ministry leader you have more than likely already taken the Journey or will begin in the near future. Living Your Strengths will help you understand your talents and enhance your leadership skills. There are so many wonderful things about the program but some of the best attributes are:

- Learning specifically/scientifically exactly what your talent themes are.
- Learning that you can achieve so much more by focusing on what your strengths are versus wasting time on fixing your weaknesses.
- Understanding that no person has all the right stuff. Everyone has positive attributes but with it comes various weaknesses. And strangely enough your greatest strength can at times be your greatest weakness.

- Gaining more compassion/tolerance in dealing with others through having a better understanding of how people are wired. Needless to say, just those four points alone make taking this particular journey so worthwhile.

St. Matthew Catholic Church supports the Living Your Strengths Journey because it supports the mission of our parish – evangelizing and ministering. The stronger our faith, the more engaged we are in our church, the further we are on our spiritual journey, and the more spiritually effective we are as St. Matthew Catholic Church parishioners; the more we as a church family will be able to accomplish the church’s mission.

Coaching for the Ministry Leader

Many people who have participated in the Living Your Strengths Journey enjoyed it so much that they wanted more. Now that they had a better understanding of what their greatest strengths were, many of them wanted more direction with what to do with it. Realizing that this would be the case and also understanding that it would help the church increase engagement, St. Matthew Catholic Church leadership established a coaching program.

Our church offers certified coaches who are available to meet with parishioners one-on-one to discuss ways to help them personally, professionally, and spiritually.

A coach is someone who helps the seeker:

- Explore and understand his or her God-given talents.
- Maximize those talents in all aspects of his or her life.
- Discover God’s **calling** or purpose for his or her life.

According to American Author, Frederick Buechner, a calling is a *“place where your deepest gladness meets the world’s deepest need.”* We are all endowed with unique God-given spiritual gifts, talents and experiences (strengths) that make up who we are. God has a specific role for each of us to play in His plan. Our specific calling brings us joy and a sense of wholeness. Where can you be most effective and at your best? That is your calling!

Coaching ultimately has the purpose of increasing the engagement level and performance of individuals. We look at each person as an individual on the basis of talent then help that individual discover how to build upon his or her talents to develop strengths within his or her role. It is a confidential, free, private one on one dialogue centered on talents and strengths to help one become more, tapping into what already resides within each person. Needless to say, these coaches are a fantastic resource for our church and for you as a ministry leader.

If you would like to contact a coach to assist you personally or as a ministry leader, please refer to the list of coaches on the website using the following link.

<http://home.catholicweb.com/stmatthewcatholic/index.cfm/NewsItem?ID=248110&From=Home>

Appendices

Appendix A: Frequently Asked Questions (FAQs)

How do I reserve a meeting room or facility at St. Matthew Catholic Church?

Complete the Room Request Form and return it to Erin Dunne at least one week in advance of the event. Forms may be downloaded from the parish website:

<http://www.stmatthewcatholic.org/> or email Erin Dunne at erind@stmatthewcatholic.org

Note: Major events for the coming year must be submitted in June of each year.

I've forgotten the room number I reserved? What do I do?

Each building has a bulletin board listing all meetings for the entire week. Meeting times and room assignments are clearly posted on the bulletin board.

How do I put an announcement into the bulletin, the website, or the Catholic News and Herald?

Bulletin: All bulletin announcement requests are submitted to Julia Turner by 2:30 pm on Friday for the following week's bulletin. Information should be typed (in easily readable font) or neatly printed on a full size sheet of paper. Digital photos are appreciated.

All announcements must include: a contact name, telephone number and requested bulletin date. Announcements may be mailed, faxed to 704.542.7244, dropped off at the parish office, or emailed to Julia (juliat@stmatthewcatholic.org). Questions? Call Julia, 704.543.7677 ext. 1056.

Website: Ministry leaders may submit information about the ministry to include general information, requests for volunteers, photos of group activities, and schedules. Please send to patw@stmatthewcatholic.org.

Catholic News and Herald: Ministry leaders need to notify Pat White with the desired content submission.

How do I handle ministry expenditures? Do I have a budget? What is the approval process?

*The Parish **Financial Policy for ministry leaders and volunteers** provides policy guidance relative to cash receipts and expenditures. Please **READ** the policy, found on the St. Matthew Catholic Church website at the following link:*

http://home.catholicweb.com/stmatthewcatholic/files/Parish_Financial_Policies_and_Procedures_for_Volunteers.doc

Where can I obtain the forms identified in the *Key Requirements* section of this handbook?

Forms can be obtained at the Parish Office receptionist desk during normal office hours. You can also access the forms online at www.charlottediocese.org. The forms and handbooks are available from their home page under “How We Serve”, and then select the “Human Resources” link. Please note that the Code of Ethics Receipt form can only be found on the St. Matthew Catholic Church web site. Completed and signed forms need to be returned to the parish office in a sealed envelope to the attention of Lisa Hornung. These can be dropped off at the receptionist desk or mailed to: St. Matthew Catholic Church, PO Box 49349, Charlotte, NC 28277.

For additional information refer to the Diocesan Policy for Volunteers:

<http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=234136&From=Home>

Why are background checks required for ministry leaders and volunteers?

St. Matthew Catholic Church is committed to providing a safe environment for all volunteers of our faith community, especially the young and vulnerable adults. A background check is required in accordance with the Diocese of Charlotte requirements. Refer to the Diocesan Policy for Volunteers: <http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=234136&From=Home>

What are some suggested recognition ideas for my ministry volunteers?

Suggested and well-received volunteer recognition ideas include:

- *Recommend the volunteer be highlighted in the “Spot Light Volunteer” section in the bulletin. You may send your recommendation to the Coordinator of Volunteers.*
- *Provide a personal thank you in the form of a phone call, handwritten note or email*
- *Recognize the volunteer publically in one of your meetings (if you host meetings)*
- *Host a social, such as a pot luck, gathering, etc. for the volunteers*

How can I obtain information on the Living Your Strengths program?

A link to information about St. Matthew Catholic Church’s Living Your Strengths is <http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=239253&From=Home>

Alternatively, you may contact Pat White, Coordinator of Volunteers, at patw@stmatthewcatholic.org or 704-543-7677 x 1039.

I’m struggling with my ministry leader role and am not sure what to do? Who can I call?

Please contact the convener or staff liaison responsible for your ministry.

You can also contact a St. Matthew Catholic Church “Coach” for a private meeting to discuss your concerns and determine how your strengths can work to assist you through the process. The list of Coaches can be found at

<http://home.catholicweb.com/stmatthewcatholic/index.cfm/NewsItem?id=248110>

I have been doing this for a long time and I’m ready for a change. What should I do and who can I call?

Contact the Coordinator of Volunteers to discuss your desire for a change. A formal process to assist with this leadership transition will be initiated.

Why is St. Matthew Catholic Church introducing a Ministry Leader Feedback Survey?

The Ministry Leader Feedback Survey was developed to provide each ministry leader with an opportunity to solicit feedback from their volunteers. We believe that ministry success is dependent on highly engaged leaders and volunteers so this survey process is very important. Please be assured that all survey results will be held in strictest confidence.

Why is St. Matthew Catholic Church introducing a Ministry Feedback Survey and what do I do with it?

Volunteers often have new ideas and suggestions that can make the ministry more successful and rewarding. The volunteer survey was developed to solicit opinions and new ideas. Ministry success is highly dependent on engaged volunteers and volunteers will feel more engaged if their opinions are solicited and acted upon. The survey feedback will be used to generate new programs, practices or outcomes to improve overall ministry success.

I have an idea and would like to start or create a new ministry. How should I proceed?

New ministry ideas will be evaluated by the Pastoral Council to ensure they are in line with the St. Matthew Catholic Church Mission Statement, are not duplicative of an existing ministry and will serve a long term need of the Parish or community. To request consideration of a new ministry, please complete the New Ministry Evaluation Form found on the website or in the Parish office (to be available 2010). All requests should clearly state the proposed ministry’s goals, objectives and projected operating costs in order to be considered for approval. A request will be evaluated by a sub-committee of the Pastoral Council and reviewed within 90 days of submission. If you have specific questions please contact the Coordinator of Volunteers.

How do I handle a situation in which a volunteer may not be suited for my ministry?

There are many factors that may influence a volunteer’s level of engagement and the degree to which they interact positively with the ministry group. Here are some recommended steps to address the situation or issue:

- *Set up an informal meeting with the volunteer and have your convener or staff liaison present*

- *Talk to the volunteer and solicit their feedback regarding their experience with the group. Listen to their concerns and seek to understand their position.*
- *Share your observations and that of others in the group. Share observations in generalities without attaching any comment to a single individual or group. Cite examples of behaviors that have negatively impacted the group and you as a leader.*
- *Explore options to resolve the situation by discussing the person's talents and their desire to contribute their time and talents to St. Matthew Catholic Church.*

Depending upon the outcome of the discussion, you may suggest that this ministry may not be the best option for them. Suggest that their talents may be better suited for another ministry.

Additionally, you may:

- *Direct the member to the Coordinator of Volunteers*
- *Suggest the member discover his talents through the Living Your Strengths Journey*
- *Suggest that they reach out to a St. Matthew Catholic Church Living Your Strengths Coach or Gift Coordinator to find the proper placement for their talents.*

Appendix B: Meeting Facilitation Best Practices

Planning and Execution

- Know your meeting purpose and set expectations with the group
- Have an agenda and stick to it (see sample agenda, next page)
- Stay within meeting time commitment and assign a timekeeper and note taker
- Assign a meeting participant to lead the opening and closing prayer (see sample prayers in Appendix)
- Plan meeting room logistics (refer to Facility Scheduling Policy) and arrive early to ensure appropriate room arrangements
- Conclude meeting with recap of meeting outcomes and next steps

Participation

- Create a friendly and supportive atmosphere
- Ask questions to elicit participation and input
- Have fun!

Sample Ministry Meeting Agenda

MEETING DATE:

- i. Welcome, reflection and introductions
- ii. Opening prayer
- iii. Introductions
- iv. Housekeeping items
- v. Initiatives and individual faith sharing
- vi. Old business (review of meeting minutes or action items from last meeting)
- vii. New business
- viii. Pastoral issues
- ix. Calendar and events
- x. Ministry reports
 - a. Issues and concerns, if any
 - b. Discussion and resolution of identified issues/concerns with appropriate contact or leaders
- xi. Closing prayer and comments

ACTION ITEMS & RESPONSIBILITIES:

ID	Action Item	Owner	Due Date	Resolution
1				
2				

ATTENDANCE:

KNOWN ABSENCES:

NEXT MEETING: [date/time/location]

“But the hour is coming, and is now here, when the true worshipers will worship the Father in spirit and truth, for the Father seeks such as these to worship Him.” John 4:23

Appendix C: Useful Web Links

1. St. Matthew Catholic Church Website

<http://www.stmatthewcatholic.org/>

2. Room Request Form and Facility Use Policy

http://home.catholicweb.com/stmatthewcatholic/files/Facilities_Scheduling_Policy_w-Room_Request_Form.doc

3. Financial Policy and Procedures

http://home.catholicweb.com/stmatthewcatholic/files/Parish_Financial_Policies_and_Procedures_for_Volunteers.doc

4. Communication Policies and Procedures

<http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=175068&From=Home>

5. Bulletin Announcements

http://home.catholicweb.com/stmatthewcatholic/files/Parish_Bulletin_announcements_2.doc

6. Office Procedures

http://home.catholicweb.com/stmatthewcatholic/files/Office_Procedures_2.doc

7. Diocesan Policies for all parish volunteers

<http://www.stmatthewcatholic.org/index.cfm/NewsItem?ID=234136&From=Home>

8. Protecting God's Children -- Virtus Registration Site

<http://www.virtus.org/virtus/>

9. Diocese of Charlotte Website

<http://www.charlottediocese.org/>

10. Useful Catholic Links / Resources:

a. Catholic Web: <http://www.catholicweb.com/>

b. Online Bible: <http://www.usccb.org/nab/bible/>

c. Daily Readings: <http://www.usccb.org/nab/>

d. United States Conference of Catholic Bishops: <http://www.usccb.org/>

- e. The Vatican: <http://www.vatican.va/>
- f. Good News Ministries (daily reflection of the readings): <http://gnm.org/index.shtml>

Appendix D: Prayers

The Spirituality of Ministry

Prayer is the heart of the work of any group engaged in parish ministry or parish renewal. Prayer should be more than a cursory nod to the Lord at the beginning and end of a meeting. The group's prayer isn't just a litany of words. It is an experience of the divine presence. Thus, our prayer should invite all present to consciously place themselves in the presence of God while they quiet themselves. (Samples of prayer forms are included in this section of the Handbook.) Without placing all we are about in the context of prayer will result in having Committees of "good works" rather than Committees of faith-filled people committed to ministry. Without prayer and a prayer life, the likelihood of burnout is inevitable.

An environment for prayer is easily arranged. A simple candle reminding all of the living presence of God among us; soft music playing while the group assembles – all can be done with just a little pre-planning.

St. Matthew Catholic Church Parish Pastoral Plan centers all parish life and activity in the Eucharistic Liturgy wherein we are nourished by the Eucharist and nurtured by the Word of God. Each Parish Committee and its unique ministries is an extension of the PLAN and so has the responsibility for deepening each member's relationship with the Lord.

Service Prayer

Dear God,

Prepare me to serve You today.

Send the Holy Spirit to strengthen me so I may reflect You in all my actions.

Teach me how to be a faithful servant. Do not let me suffer from pride or jealousy or the need to be in control.

Help me to invite others to know you and to share the love of Jesus.

St. Matthew Catholic Church Engagement Prayer

We pray for a church where no one feels alone.

We pray for a church that loves God and each other.

We pray for a church that values each person's strengths.

We pray for a church that is guided by the Holy Spirit to rediscover itself.

We pray for a church that continues to embrace the vision of Vatican II.

We pray for a church that is fully engaged.

We pray for a church that focuses on love, peace, justice and compassion.

We pray for a church in which everyone is welcoming.

We pray for a church that proclaims the good news of Jesus Christ in word and action.

We pray that we will be that church!

Amen

Prayer for a Meeting: The Lord of the Meeting

Source: Prayer for Parish Groups by Donal Harrington and Julie Kavanagh

*Forgive me Lord
Because while I believe with all my heart
That you need me,
Need us,
To build a fraternal world
I often forget that I
Cannot do it without you...
I work alone
Struggle alone
Fight alone
And I'm afraid that's what others do also
Because often we don't think of inviting you
To the meeting
And when we say you are there
Because we are accustomed to saying it
We avoid searching for
And asking for your opinion
Because it is easier to settle for our own
And more difficult to reflect on your gospel
And pray in your Spirit.
But we are building in vain Lord,
Until we build with you.
You are there, Lord, and I am speaking to you...
I entrust this meeting to you.*

Scripture

Abide in me as I abide in you. Just as the branch cannot bear fruit by itself unless it abides in the vine, neither can you unless you abide in me. I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing. (John 15:4-5)

Concluding Prayer

*Father, breathe your Spirit upon your people gathered to do your work.
Grace us, we pray, with a new sense of your mystery,
A new experience of your presence,
A new commitment to your gospel,
A new dedication to your kingdom.
May your Spirit be our inspiration
And may our work contribute to the coming of your kingdom
Through Christ our Lord.
Amen.*

Prayer for Starting a Meeting: A Prayer for Vision

Disturb us, Lord, when we are too well pleased with ourselves;

*When our dreams have come true because we have dreamed too little;
 When we arrived safely because we sailed too close to shore;
 Disturb us, Lord, when with the abundance of the things we possess, we have lost our thirst for the water of life.
 Stir us, Lord, to dare more boldly, to venture on wider seas,
 Where storms will show your mastery;
 Where losing sight of land, we shall find the stars.
 We ask you to push back the horizons of our hopes and to push us into the future in strength, courage, hope and
 love.
 Amen.*

Prayer Petitions for a Parish Meeting

*Response: Walk closely with us, God.
 As we strive to live our lives well [Response]
 As we enjoy the treasures we’ve found in the field of faith here at St. Matthew Catholic Church [Response]
 As we open our hearts to the messengers you send [Response]
 As we offer our gifts in your name [Response]
 As we strive to become a vibrant community of faith [Response]
 As we learn to treasure our past [Response]
 As we give thanks for the present and the gifts that are ours [Response]
 As we journey into the unknown future [Response]
 Thank you for the gift of being able to rise each day with the assurance of your walking with us.
 God of this new journey, we praise you. Amen.*

Call to Pastoral Ministry: A Prayer Service

Adapted from Prayer Services for Parish Councils, Robert D. Eimer, Sarah A. O’Malley.

(A Bible and small container of olive oil are placed in the center of the table.)

Introduction

Leader: *The oil used in the prayer service reminds us of our baptism and confirmation. Through these sacraments, we received special gifts of the Spirit to be used in the ministry of the Church.*

(Group members sign themselves on the forehead with the oil as it is passed around.)

Opening Prayer

Leader: *Heavenly Spirit, enliven the gifts of wisdom and courage bestowed on us in baptism and confirmation. Open our eyes to the needs of our parish and our world. Give us your power that we might willingly accept the challenge of leadership. Amen.*

Word of God (Rom 12:3-8)

Reader: *A reading of Paul’s letter to the Romans.....
 Paul tells us there are many parts or gifts in the Church body. Pause for silent reflection.*

Response (1 Cor 12:4-7, 11)

Men: *There are different kinds of spiritual gifts, but the same Spirit;*

Women: There are different forms of service but the same Lord;

Men: There are different workings but the same God who produces all of them in everyone.

Women: To each individual the manifestation of the Spirit is given for some benefit.

All: But one and the same Spirit produces all of these, distributing them individually to each person as he wishes.

Intercessions

Leader: *That more and more parishioners might heed the call to ministry...*

Response: *See that you fulfill the ministry that you received in the Lord (Col 4:17)*

Leader: *That the Spirit may raise more leaders within our parish...*

Response: *See that you fulfill the ministry that you received in the Lord*

Leader: *That, in various ways, we may fulfill the healing ministry of Jesus, to comfort, to nourish, to counsel.....*

Response: *See that you fulfill the ministry that you received in the Lord*

(Add intercessions that are appropriate to your ministry and its mission).

Closing Prayer

Leader: *Let us pray.....*

All: *Compassionate Lord, give us ears to hear the cries of the poor and eyes to recognize the needs of our parish and our community. Give us ready hands and feet to minister to those in need. Finally, give us hearts to reach out to others with creative ministries. Amen.*

Lenten Prayer of Awakening

From Prayer for Parish Groups by Donal Harrington & Julie Kavanagh.

Leader: *We make the sign of the cross in the hope that we might know its height and its depth, its width and its breadth, and the life to which it invites us.*

All: *In the name of the Father and the Son and the Holy Spirit*

*Come, O Life-giving Creator,
And rattle the door latch
Of my slumbering heart.
Awaken me as you breathe upon
A winter-wrapped earth, gently calling to life virgin Spring.*

*Awaken in these fortified days
Of Lenten prayer and discipline my youthful dream of holiness.
Call me forth from the prison camp
Of my numerous past defeats
And my narrow patterns of being
To make my ordinary life extra-ordinarily alive
Through the passion of my love.*

*Show to me during these Lenten days
How to take the daily things of life
And by submerging them in the sacred*

*To infuse them with great love
For you, O God and for others.
Guide me to perform simple acts of love and prayer,
The real works of reform and renewal
Of this overture to the Spring of the Spirit.*

*O Father of Jesus, Mother of Christ,
Help me not to waste these precious Lenten days
Of my soul's spiritual springtime.*

Closing Prayer

*Creator God, in the folly of the cross you have broken open for us the crown of life.
Give us love for what you command and a longing for what you promise, so that amid this world's changes, our
hearts may be awakened to a world of lasting joy.
In the name of the Father and the Son and the Holy Spirit, Amen.*

Begin Again

Opening Prayer

*God of faithfulness, God ever new,
As this new year of ministry brings new projects and possibilities,
We are in need of energy and renewed hope.
Wondering what change we are able to effect
By our words and actions and prayers,
We need your grace to guide our hearts.
We need the power of your Son to rekindle and sustain our passion.
We need the wisdom of your Spirit to see the ever-present possibility for change
and conversion, for growth and transformation.
Give us eyes of faith, that we might see the wonders in our midst,
That we might have the courage to hope.*

Beginning

*Begin again to the summoning birds,
To the sight of light at the window,
Begin to the roar of the school bus as it chugs thru the neighborhood.
Begin to the smell of morning coffee, awakening
Senses still drowsy with sleep.
Begin again as we offer to God the first of our motions,
Our thoughts, jumbled as they are.
Begin as we notice a slight chill in the air, announcing
Summer's demise.
Begin again as we seize new energies, new hope
For the tasks at hand.
Begin again as our dreams take shape and set our plans.
Begin again, each day a resurrection with the promise
"I am with you always."*

Closing Prayer

*In the light of the Father of light,
We begin to see the way forward.
In the courage of Jesus who risked everything,
We find ourselves heartened and enthused.
In the joy of the Spirit among us,
We rejoice in God's providence in our lives.*

AMEN

Thank You

Abba, Father, unconditional lover of all your created, redeemed, and adopted children. We praise and thank you for the wonderfully unique way in which we are all created.

For those who can't wait to get started and for those who can't wait to get finished.....we thank you Lord

For those for whom believing is seeing and for whom seeing is believing.....we thank you Lord

For those that take risks and for those that manage risks....we thank you Lord

For those that see the details and for those that see the whole....we thank you Lord

For those that see the person and for those that see the group.....we thank you Lord

For those that connect quickly and for those that connect deeply....we thank you Lord

For those that see multiple possibilities and for those that see a singular purpose...we thank you Lord

For those who anticipate tomorrow and for those that remember yesterday...we thank you Lord

For those that fix something that is broken and for those that build something that is great...we thank you Lord

For those that are driven by comparison and for those that are driven by the impact they make...we thank you Lord

For those who go with the flow and for those who manage the flow...we thank you Lord

For those who are nourished by a stream of consciousness and for those that are nourished by a stream of words...we thank you Lord

For those who use strong emotion and for those that manage strong emotions of others...we thank you Lord

For those who gather people and for those who gather information...we thank you Lord

For those who see the potential in others and for those who take ownership...we thank you Lord

For those who sense feelings without words and for those that speak kind words.....we thank you Lord

For those that are fascinated by the process of learning and for those that are fascinated by ideas.....we thank you Lord.

We pray for Your blessing as we continue to learn and grow in our understanding of You and of each other.