



Love. Grow. Serve.
Start-up and Support Document



Fulfilling Your Parish Goals



The Gospel Call to Ministry

I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another. By this everyone will know that you are my disciples, if you have love for one another.

(John 13:34-35)

Bring together your goal setting team members to discuss some of the following:

Your Target Audiences:

- Whom are you seeking to serve?
- What do they want/need?
- What are your goals?
- How can you help them encounter Christ?
- How will you engage them in the life of the parish?
- How will you help live their faith?



****See resource pages from Diocesan gatherings at: [Add website link](#)**

Those who will serve:

Take into consideration both the needs of those you will serve and those who will be serving. Consider and discern what skills the volunteers have, what they enjoy, whether they can serve in a leadership position. The closer you match what is wanted, what is expected and what your volunteers can and cannot do, the more effective your response in meeting the needs of the people and ministries in your parish will be. Do not assign volunteers to a role that will not fit their skills, just because there is a need; instead seek out the right person. Planned ministry thrives.



Ministry is the key to effectively meeting the spiritual needs of the parish members, including those who are isolated and aged.

Start Up Considerations



There are some specific pieces to organize before any ministry goal is actually ready to invite parishioners to participate in.

Basic Start up Suggestions:

- Start Small
 - Set reasonable expectations as you begin – the ministry goals will grow; sometimes slowly – be patient
- Gather an initial goal setting team (or tap into those already engaged)
- Together identify the needs within the parish (and possibly the community)
- Define what your goals will entail (see the Diocesan goals on **pg. XX** and detailed input from Deanery meetings at: **Add website link**)

Define goals

- 1.
- 2.
- 3.
- 4.
- 5.



- Allow the ministries that come from activating the goals to take a variety of forms
- Be sure training for Volunteers for any new ministries is undertaken
- Consider examining where goals could be, or may be already, accomplished within existing ministries

Forming Your Team for Goal Implementation



Steps Involved in Forming Your Ministry Team

- Keep Pastor current on the ministry
- Decide on the organizational structure (will there be one leader, or a leadership team, what will the leadership responsibilities be?)
- Recruit volunteers – determine the number needed (all must be screened, ALWAYS visit in groups of two if going to homes)
- Determine which parishioners might require this ministry and how to reach out to them
- Decide on the extent of where the ministry might take place: parish, homes, nursing homes, hospitals...



Engaging Volunteers

- Start with the personal ask; consider a come and see evening to learn about the ministry or goal to be met before asking people to commit
- Explain: why this ministry, the time commitment, the opportunity to build from scratch, or where they can fit into the present structure
- Give a brief presentation to parishioners on the ministry that is being implemented; include why



Additional Steps Involved

- Make a schedule as a team for what is to occur:
 - Write down availability of team members;
 - Frequency of meetings or ministry offering (weekly, twice per month, monthly...)
 - Discuss best time of day for meetings and/or ministry to take place; discuss day of week

- Make prayer part of all contact

- Will contact with team and participants be personal, text, other?

- Decide on policies that will be needed:
 - ❖ How often will people be contacted;
 - ❖ Who determines needs of those you are engaging



Notes:

Implementation



1. Topics to ensure volunteers are prepared and trained:

- a) Policies and Protocols** – must be developed by the ministry leadership team before training begins. These must cover a variety of topics such as how records are kept, confidentiality, who reports to who, who to contact if you cannot keep a scheduled appointment, rules on screening etc. and then be shared with members of your ministry.
- b) Volunteer roles and expectations (could be included in your policies and protocols if you choose)** - these should be developed in cooperation with the parish screening committee, pastor and the leadership of the ministry in the same format used for other parish ministries.

c) Ministry Description and Ministry Leader(s) - these should be developed in cooperation with the parish screening committee in the same format used for other parish ministries.

d) Screening Protocols Summary -Screening is an essential element of every ministry in the Diocese and parish. Contact your screening coordinator about screening all volunteers before they become involved in the work of the ministry.



We must not close our eyes to the reality that some people may seek out those who are vulnerable to exploit or abuse them. Some people may take advantage of organizations that have non-existing or lax screening procedures, and thereby gain access to the vulnerable, win their confidence and trust and bring immeasurable harm to them and their families.

Any Ministry that is considered a high risk ministry, where volunteers will be meeting with those you are ministering to in person and/or in their home must be fully screened. It is important that leaders of the ministry meet with the pastor and screening coordinator to assess the risk and determine at what level screening will occur. Screening must be completed before anyone becomes an active member of the ministry, but you can begin training while the process is underway if the pastor agrees.

e) Rational for Ministry – Be sure to share this in detail so volunteers understand what you are trying to be accomplish.



f) Practical training – these are skills that you need to help develop for your ministry members and, besides the items above, should include practical tips on listening skills, conversation and talking skills as part of the training sessions.

3. Communication Skills – the purpose of ministry is to connect with people, which involves communication, another skill needed by volunteers.

Communication:

- Communication is how we connect with one another
- We use communication in every aspect of our lives
- Communication is verbal, vocal, and visual
- Effective communication is key to all relationships



What impacts communications?

Words have 7% impact (Verbal)

Tone of voice 38% impact (Vocal)

Non-verbal body language 55% impact (Visual)

Communication Pointers:

Effective Verbal Communication
Soft answer is an asset
Believe what you hear

Listen carefully
Tell the truth
Stick to the subject



What to be aware of when communicating:

- Posture ~ leaning forward shows interest
- Gestures add meaning
- Pitch, Pacing and Tone of your voice
- Eye contact
- Response times indicate listening



As St. Francis of Assisi said:

“Remember that when you leave this earth you can take with you nothing that you have received, only what you have given – a full heart enriched by honest service, love, sacrifice and courage.”

