

Ministry Assessment and Future Vision

Example 2.3.

Letter of Introduction from the Pastor on the Ministry Assessment

Parish Letterhead

DATE

Dear

Stewardship is built on four key principles: to receive God's gifts gratefully, to cultivate God's gifts responsibly, to share God's gifts lovingly and to return God's gifts with increase. This is an exciting and ambitious undertaking that we hope will encourage each of us as Catholic Christians to experience stewardship as a way of life.

This letter is written to introduce you to the work of the Parish Stewardship Committee, to describe the highlights of the process we will be following and, finally and most importantly, to engage your support as a leader in our parish as we respond to the Lord's invitation to follow Him on the path of Christian stewardship. You have been selected to receive this invitation to participate in advance of the majority of our parishioners because of your leadership qualities and the strong dedication you have to our parish.

Our objective is focused on one thing: a prayerful commitment to stewardship at an individual level. This means that parishioners will be asked to give of their time, talent and resources in ways that are unfamiliar to some. We hope positive change inspired by our Lord will be the result.

You will be hearing a lot more about these tasks and activities and the support you can provide to them. I'd like to first introduce you to the "Ministry Assessment and Future Vision" aspect of our stewardship process. This process will outline in detail the parish vision and the opportunities available to _____ Parishioners to broaden and deepen our array of ministries.

Over the next couple of weeks, members of the Stewardship Committee will be contacting a number of our parish leaders called to lead specific ministries to discuss perceptions of their ministry, the support it has in both human and financial terms, and its greatest opportunities for impact and changes that should be considered, including the addition of new ministries and the combination or consolidation of existing ministries for greater effectiveness. Attached in this mailing for those parish leaders that are chairpersons of a ministry is a copy of the interview guide that will be used so that you can organize your thoughts. A file of this can be emailed to those with computers when they are called for an interview date if they wish to draft the information prior to the interview.

Our timetable is aggressive yet achievable. Key milestones include:

- Completion of the assessment of ministries
- Ministry Fair and Lay Witnesses
- Pentecost – the time of our stewardship commitment

To borrow from *Stewardship: A Disciple's Response. A Pastoral Letter on Stewardship*, I pray that you will find it in your heart to respond to the challenge of stewardship and that you will help renew our commitment as the Lord's disciples and as stewards of his bountiful gifts.

Yours in Christ,



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Example 2.4.

Ministry Assessment Form

Insert your parish Mission Statement here

Ministry: _____

Date: _____

Interviewer: _____

Interviewee: _____

Ministry Leader Phone: _____

Email: _____

What do we do?

In one or two sentences describe the ministry

Why do we do it?

In one or two sentences describe why we do this. What are our goals?

Optional:

How does this ministry support the Parish Mission Statement? What 3 to 5 words best describe the ministry?

How do we do it?

In a paragraph, briefly describe what is needed to accomplish this ministry (for example: supplies, experience, special skills, other special talents)

How do you consider your ministry to be successful? (for example: feedback from the congregation or others, attendance at an event, money raised, other goals met, etc.)

Are there regular meeting dates? If so, please list dates and length of meetings.



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Example 2.4 (cont'd)

Human resources necessary for this ministry...Current number of volunteers _____

Please list the current members of the ministry team

What activities do they perform?

How much do you rely on parish staff for support? (for example, order supplies, schedule meetings, computer work, other tasks, etc?)

What is the time commitment to this ministry for the leader and volunteers?

What are the financial resources necessary for this ministry?

What financial support is given to this ministry from the parish budget?

Do the volunteers provide any financial support? If yes, about how much?

Adapted from RSI "Called to Discipleship" 2002



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Example 2.4 (cont'd)

A Look to the Future...

Based on plans for next year, what will it take to support this ministry?

Number of additional volunteers needed _____

Commitment of hours (any change from current requirements?)

Skills, talents, aptitudes, experience (new or different from current?)

Additional budget needed?

Could we make better use of the human and financial resources that we have?

Any other comments?

Based on your experience, needs and opinion, do some of the other current ministries need expansion? Is there some other need we are not meeting today? Should some ministries be combined?



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Example 2.5.

Process for New Ministries

A CALL FOR NEW MINISTRIES, PROGRAMS AND SERVICES

Process for New Ministries

I. Proposal for new Ministry – From where might it come?

1. Stewardship Committee suggestions
2. Parish Council Suggestions
3. Suggestions from Ministry leaders during interviews
4. Parish at large, including suggestions made at the annual Ministry Fair

II. Prepare description of the proposed new Ministry. This is to be prepared by an advocate for the proposed new Ministry. This advocate could be the person that initially made the proposal or some other person that is willing to follow through and complete the steps necessary in order to get the proposed new Ministry approved and running.

1. What would it do?
2. Who would it benefit?
3. How many in Parish would/could this apply to? (Parish demographics)
4. Could this help Parish growth? (Community demographics)
5. How would it be funded?
6. How many people would be needed to keep it going?
7. Where will these volunteers come from; how will new volunteers be solicited?
8. Prepare a New Ministry Assessment Sheet. A New Ministry Assessment Sheet will be made available by Parish Council to those who wish to advocate for a new Ministry.

III. Feedback on Need for New Ministry

1. From Parish Council
2. From the pastor
3. From the Parish at large

IV. Review and Recommendations

1. Stewardship Committee meets to discuss
2. Stewardship Committee makes recommendations to Parish Council as to the new Ministries that should be considered for implementation.
3. Parish Council makes decision as to new Ministry
4. Finance Council makes decision as to funding of Ministry if applicable.

V. Annual Ministry Fair

The lead advocate, or other representative, should be available to participate in the annual Ministry Fair in order to get the Ministry's presence visible to the parish and in order to enlist volunteers for the Ministry.



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Example 2.6.

New Ministry Assessment Sheet

Ministry: _____ **Date:** _____

Interviewer: _____ **Interviewee:** _____

Interviewee's E-mail address: _____

What would the ministry do? *In one or two sentences describe the ministry*

Why should the parish have this Ministry? *In one or two sentences, describe why we should have this Ministry? Who would benefit? (Parish demographics)*

Write a 7-word mission summary for the ministry

"The mission of [Name of Ministry] is:

What activities would be required?

In a paragraph, describe the concrete actions needed to start this ministry

How might the parish measure the success of the ministry?

When and how often would there be meetings or group activity?

Human Resources Necessary for this Ministry

Number of Volunteers needed _____ How would new members be recruited?



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Example 2.6.(cont'd)

What activities would the members perform?

Are there special experiences, skills and/or talents necessary for this ministry?

What is the time commitment to this ministry for the leader and volunteers?

How much would the ministry need to rely on parish staff for support (hours, tasks, etc.)?



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ADDITIONAL RESOURCES AND WEB SITES ON STEWARDSHIP

http://dioceseofcleveland.org/index.php?option=com_content&task=view&id=129&Itemid=255

Link to the Catholic Diocese of Cleveland Stewardship Office. OR go to <http://www.dioceseofcleveland.org/> and click on the Stewardship Office link.

<http://www.catholicStewardship.org/en/index.html>

Link to the International Catholic Stewardship Council.

<http://www.cruzblanca.org/hermanoleon/>

Link to a Catholic free clip art web site.

www.diometuchen.org/Stewardshipoffice/prayer_treasures.htm

Link to Diocese of Metuchen --resources for weekly scripture selections based on Stewardship themes.

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

Link to Diocese of Rockville Stewardship page, with many free downloadable resources.

www.nccbuscc.org

Link for a variety of resources on Stewardship and other topics from the US Bishops Conference.

<http://www.archstl.org/Stewardship/whatis/inserts.html>

Link to the Archdiocese of St. Louis, and in particular, their bulletin inserts regarding weekly Stewardship themes.

http://www.cdowk.org/Stewardship_development/about_Stewardship.shtml

Link to the Diocese of Wichita Stewardship page with free downloadable resources.

<http://kingdomassignment.com/welcome/#>

Link to learning more about this incredible journey of parishioners sharing gifts. St. Barnabas Parish in Northfield has had a remarkable experience with this approach.

<http://livingfaithatwork.org>

Link to a Catholic perspective and suggestions for fostering faith at work.

Useful Web sites for personal prayer/study:

www.activeparishioner.com/

www.centeringspace.org/



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www.creativecommunications.com

This link leads to publications for use in parishes, particularly products to enhance the liturgical worship and personal devotional life for Catholic parishes. Their catalogs include hundreds of Christian print and electronic media products.

www.creighton.edu/CollaborativeMinistry/online.htm

dioceseofcleveland.org/index.php?option=com_content&task=blogcategory&id=25&Itemid=107

www.henrinouwen.org/home/free_eletters/

www.nccbuscc.org/nab/index.htm

www.jesuit.ie/prayer/index.htm

www.praythenews.com

www.sacredspace.ie/

www.universalis.com

www.vatican.va

Related DVDs available to borrow from the Catholic Diocese of Cleveland Stewardship Office (call 216-696-6525 and ask for the Stewardship Office)

NOOMA, “*Rich*”, an engaging 10 minute DVD about the need to share our gifts with the larger world.

RSI Catholic Services Group, “*Reflections on the Pastoral Letter*”, an enlightening DVD featuring the late Archbishop Thomas J. Murphy who shares his experiences of chairing the Bishops’ committee that wrote the USCCB Pastoral Letter – Stewardship – A Disciple’s Response.

Books, articles and other links related to Stewardship

Binz, Stephen J. Stewardship of the Earth, New Haven, CT: Twenty-Third Publications, 2007.

Buckingham, Marcus and Donald O. Clifton, Now, Discover Your Strengths, New York: Free Press, 2001.

Buckingham, Marcus, First, Break All the Rules (see www.gallup.com).



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Catholic Diocese of Cleveland, Evangelization Office, 1404 E. Ninth Street, Cleveland, OH, 44114 or call 216-696-6525. All Are Welcome – A Manual for Parish Hospitality.

Champlin, Joseph, M, A Way of Life, Collegeville, Minnesota: Liturgical Press, 2004 or go to <http://www.litpress.org/Detail.aspx?ISBN=0814630065>.

Clements, Justin C., Stewardship – A Parish Handbook, Liguori, Missouri: Liguori Publications, 2000 or go to www.liguori.org.

Conway, Daniel, Stewardship in America – A Countercultural Way of Life, Indianapolis, Indiana: Saint Catherine of Siena Press, 2006 or go to www.saintcatherineofsienapress.com.

Conway, Daniel, What Do I Own and What Owns Me?, Mystic, CT: Twenty-Third Publications, 2005 or go to www.twentythirdpublications.com.

Diocese of Wichita, 424 N. Broadway, Wichita, KS 67202; Four Pillars of Stewardship, invites parishioners to experience, witness and live the stewardship way of life in response to their baptismal call to discipleship or go to http://www.cdowk.org/stewardship_development/stewardship_pillars.shtml.

Diocese of Saginaw, 5800 Weiss St., Saginaw, MI 48603; <http://www.saginaw.org/> Little Burgundy Book on Stewardship – scriptural reflections on stewardship.

Heart to Heart Communications, 40 University Avenue, Akron, OH 44308, 330-434-3278 or go to www.H2HC.org (good resource for information on applying faith to work issues).

Hendricks, Kathy, Everything About Parish Ministry I Wish I Had Known, Mystic, CT: Twenty-Third Publications, 2002 or go to www.twentythirdpublications.com.

Hueckel, Sharon, Stewardship by the Book (Bulletin bits based on the Sunday readings), Huntington, IN: Our Sunday Visitor, 2004 or go to www.osv.com.

International Catholic Stewardship Council, 1275 K Street, N.W., Suite 980, Washington, DC 20005-4006, call 1-202-289-1093 or go to www.catholicstewardship.org.

Leider, Richard J. and Shapiro, David, Whistle While You Work: Heeding Your Life's Calling, San Francisco: Berrett-Koehler Publishers, Inc.

Lenahan, Phil, 7 Steps to Becoming Financially Free, Huntington, Indiana: Our Sunday Visitor, 2007 or go to www.osv.com.

Mahan, Daniel J., More Than Silver or Gold – Homilies of a Stewardship Priest, Indianapolis, Indiana: Saint Catherine of Siena Press, 2005 or go to www.morethansilverorgold.com.

Morris, Danny, and Olsen, Charles, M., Discerning God's will Together: A Spiritual Practice for the Church Nashville: Upper Room Books, 1997.



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Nouwen, Henri J.M., The Spirituality of Fundraising, New York: Estate of Henri J.M. Nouwen Society, 2004 or go to <http://www.henrinouwen.org/home/booklet/> for a free booklet.

Our Sunday Visitor publishes many different resources on Catholic Stewardship. Go to <http://www.osv.com/MiscNav/AdvancedSearch/SearchResults/tabid/97/Default.aspx?Search=Stewardship&Scope=B>.

Paprocki, You Give them Something to Eat, Notre Dame, Indiana: Ave Maria Press, 1998.

Petro, Vicky and Palencar, Lee, Spiritual Gifts Experience is a Gifts Discernment workshop and workbook that is foundational to living and grooming exceptional stewardship. Call Vicky Petro for details and to schedule a presentation for your parish or group. at 440-506-0811.

U.S. Catholic Bishops, Office of Publishing and Promotion Services.

Call 1-800-235-8722 or go to www.nccbuscc.org Numerous resources including: Stewardship – A Disciple’s Response (A Pastoral Letter on Stewardship); Called and Gifted for the Third Millennium, reflections of the U.S. Catholic Bishops on the Thirtieth Anniversary of the Decree on the Apostolate of the Laity, and Global Climate Change, a religious and moral perspective on the need for environmental protection.

USCCB Publishing offers the following books on Stewardship (go to www.usccbpublishing.org):

Faithful Stewards of God’s Creation

Global Climate Change

Stewardship: A Disciple’s Response (also available in Spanish)

Warren, Rick, The Purpose Driven Life, Grand Rapids, Michigan: Zondervan, 2002 or go to www.zondervan.com.

Wells, Elizabeth and Trout, Lisa, All is Gift: Catholic Stewardship – Primary Level, and All is Gift: Catholic Stewardship – Intermediate Level, Tucson, AZ: E.T. Nedder Publishing Company, 2007.

Wilkes, Paul, Excellent Catholic Parishes, Mahwah, New Jersey: Paulist Press, 2001 or go to www.paulistpress.com

Winesman, Albert L., Clifton, Donal, O., and Liesveld, Curt, Living your Strengths, New York: Gallup Press, 2003-2004.

Zech, Charles E., Why Catholics Don’t Give...And What Can Be Done About It, Huntington, Indiana: Our Sunday Visitor, 2006.



Stewardship Logo

of the Catholic Diocese of Cleveland

Our logo is designed to encompass elements of the Catholic Christian's Stewardship journey. The three colored spheres signify the most common themes of Stewardship practice – time, talent, and treasure. The loop encircling the top of the cross represents the Church, where we are enabled and encouraged to live out our gifts in the hope of building God's Kingdom on earth. This hope is rooted in the cross, the most basic tenet of our faith. In the death and resurrection of Jesus we are offered salvation and our place in the Kingdom. Living a life of Stewardship is living fully in the knowledge that God will supply all our needs through the gift we are to each other. The beautiful font, colors, and general design combine contemporary and traditional styles which reinforce the awareness that Stewardship is an age-old but ongoing process within our Catholic lives.



GOD'S GIFTS *for* GOD'S PEOPLE
| *time, talent and treasure* |