



ST. ALOYSIUS
CATHOLIC CHURCH

Covenant Booklet

**For all Pastoral Council
and Commission Members**

*This booklet is given to the person replacing
you on the Council or Commissions*



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First Edition - April, 2010

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ST. ALOYSIUS PARISH

Mission Statement

We, the People of God of St. Aloysius Catholic Church, accept that we are the living Body of Christ. We declare it to be our mission to promote our many and diverse expressions of the vision of God's Kingdom - which is here and now and yet to come.

We believe that each of us is called to ministry; to proclaim the Gospel of Jesus Christ; to strengthen the family unit as the basis of the faith community; to encourage participation in worship and sacramental life; to enhance the development of our parish as Christian community; to nurture faith through prayer, scripture, education, and reaching out in love and service; to promote social justice and ecumenism; and to proclaim our love through our words and deeds.

We shall pursue this mission faithfully through the power of the Father, Son, and Holy Spirit, and the gifts and talents of our members. AMEN.

LEADERSHIP STRUCTURE

The Pastoral Council coordinates six working Commissions whose functions are outlined in this covenant booklet. All parish organizations and activities are included within one of these Commissions.

The six Commissions are: **Worship, Community Life, Education, Social Responsibility, Administration** and **Spiritual Growth**. Two people from each Commission, along with the Pastor and a representative of the parish staff, make up the Pastoral Council. The Council, therefore, is made up of 14 members. The term of office on the pastoral council is three years, and generally three years on the commission. If someone is selected for council while serving on commission they would remain on the commission until their council term is completed.

As the members of the Pastoral Council and Commissions, we freely accept the call to serve as leaders of this faith community. We realize that we share this privilege and responsibility with the Pastor and Staff of this parish community. We understand that our Baptismal call, which we share with every Christian, is to live out the Gospel. We accept the challenge to make this a priority, not only for our family and ourselves but to extend this effort to our larger parish community as well.

THE COVENANT COMMITMENT

To ensure a well-functioning and responsive group, we agree to live by the following covenant:

We have been chosen, recommended by other members of this faith community and confirmed by the Holy Spirit. We acknowledge our unique role as representatives of the many voices of the people of this parish. To effectively function in this role, we realize the need to come prepared to all meetings of the Pastoral Council and Commissions, to share honestly, accurately and freely, entering fully into all discussions.

We must strive to possess:

- a willingness to listen
- a desire for spiritual growth
- an openness to study and reflection
- an eagerness to see a vision or direction
- an ease in working with groups
- an ability to animate others' gifts
- a freedom to delegate responsibilities
- a resolve to make needed decisions
- an excitement about parish
- a willingness to be a liaison to a given group

A Yearly Tradition of Planning

The tradition begins in late August with a council retreat and the Stewardship of Ministry Drive/Recruitment. The **September Leadership Night** convenes the Council and all Commissions as well as coordinators of every ministry. The meeting begins with prayer as usual followed by an explanation of the linking process and the function of the commissions and their relationship to the Pastoral Council by the MC. Commissions then break into their groups along with their respective ministry leaders. Ministry leaders are asked if they need further explanation of linking etc... Ministry sign-up lists are distributed to respective ministry leaders and they are strongly encouraged to contact all who have signed up for their ministry. Goals are then affirmed and everyone is invited to the social after the closing gathering and 2 minute reports.

Every Leadership Night Commissions actively work on goals and supporting the ministries of their commission – problem solving, evaluation, etc.

In February – publicity for Gathering of Ministers by council ad-hoc committee

In March, the pastoral council and commissions sponsor the **Gathering of Ministers**. This is the time when all those involved in groups and ministries have a chance to give feedback to the commissions about what has happened so far this year and to offer ideas about what the commissions are planning for the next year. This is also the time people are nominated for leadership positions on the commissions and eventually on the pastoral council.

At the **April Leadership Night**, each commission chooses those to serve on the commission, making sure there is a good cross-section of ages, gender and ethnic groups.

During the **May Leadership Night**, all the new and current members, as well as those leaving the commissions and the entire staff participate in an evaluation session. They identify what worked in each area of ministry and what didn't work. They also investigate the *reasons* things worked or didn't work so as not to repeat the same mistakes next year. In addition the formation of new members is a key ingredient of this evening. The veteran members each have a copy of the covenant booklet, which has all that is needed for those in leadership positions in the

parish. During this discussion, the veteran members go through the covenant booklet with the new members, handing it over to those persons as a sign of passing on the role to the new leader. Also at the **May Leadership Night**, one person from each commission with an opening is discerned to serve on the pastoral council for a three-year term and co-chairs are chosen for each commission for the coming year.

The timeline of the year is as follows:

<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>June</u>
	Publicity for Gathering of Ministers	Gathering of Ministers		Select new commission members	
				Identify next year's goals	
					New commission begins
					Select council members
					Select co- chairs
					Covenant Books distributed
					Evaluate
<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>
Plan for council retreat					
Identify staff resource members for commission					
	Council retreat				
		Leadership Night to include all ministry coordinators			
		Explain linking, commission, and council			
		Distribute ministry sign-up lists			
		Review goals, assign links			

SEPTEMBER LEADERSHIP NIGHT COMMISSIONING SERVICE FOR NEW MEMBERS

The following prayer service is to be conducted at the September Leadership Night as a way of affirming and commissioning the new and current members of each commission for the coming year.

SERVICE

The presider or some other designated leader conducts the following brief commissioning service.

Leader: May the Lord, who confirms us in holiness, be with you.

All: And also with you.

Leader: We call forth those who have agreed and have been chosen to share their leadership skills in directing an area of parish ministry over the coming year.

Reading: *You are like light for the whole world. A city built on a hill cannot be hid. No one lights a lamp and puts it under a bowl. Instead, it is put on a lamp stand where it gives light for all in the house. In the same way, your light must shine before all people, so that they will see the good things you do and praise your God in heaven. (Mt. 5:14-16)*

Leader: You have been called forth as leaders to serve the parish in the ministry of leadership. Are you able and willing to give your time, energy and wisdom to serve in this role?

Member: I am.

Leader: Is it your intention to fulfill your responsibilities as members of your commission to the best of your ability?

Member: It is.

Leader: Do you promise faithful service, prayerful lives and a joyful “Yes” to God?

Member: I do.

Leader: *(Extending hands in blessing)*

Almighty God, we give you thanks for the many and varied ways you build up your Church. Fill our parish leaders with your Holy Spirit. Grant that through their direction and skills, they may be of service to the parish and assist in the building of your reign in our world.

Lord, fill your people with zeal. Strengthen them by your love. And bless them in their efforts for our parish community, In the name of the Father, Son and Holy Spirit.

All: Amen.

TWO CHECKLISTS FOR SUCCESS

St. Aloysius Parish
PAR Follow-Up Weekend
February 6, 2010

Checklist For Success: (From Why Things Have Worked in the Parish)

- ◆ Personal invitation to get people involved
- ◆ Form an efficient structure – consider breaking up into small groups
- ◆ Bring in new people who have not been involved in anything before
- ◆ Foster good collaboration with other groups – ask them for ideas/suggestions
- ◆ Keep the lines of communication and cooperation open
- ◆ Ask for input, advice and insight from others
- ◆ Provide good leadership – discover and empower co-leaders
- ◆ Ask for regular attendance and participation at meetings – showing up
- ◆ Using new forms of technology to best advantage
- ◆ Create short and easy-to-read reports on progress and areas of success
- ◆ Respond to the people's identified needs and desires
- ◆ Set up a timeline of what will happen when
- ◆ Formulate a good working plan and stick to it
- ◆ Make sure the project is Spirit-driven and prayerful
- ◆ Discern who and what is needed to make the project or committee successful

Checklist of How to be Successful: (From what we need to do better)

- ◆ Empower and delegate to others to do the tasks and support these people
- ◆ Be clear about expectations and requirements
- ◆ Welcome new people into the group
- ◆ Do bench-marking: learning from others what are best practices
- ◆ All meetings and projects should involve the spirit of prayer throughout
- ◆ Provide good linking with other groups, including commissions, other committees and ministries
- ◆ Build in evaluation and assessment processes from the very beginning
- ◆ Do not try to do too much all at once – keep focused on one thing at a time

The Pastoral Council

GUIDELINES FOR THE PASTORAL COUNCIL

A. Criteria for membership to the Council

1. Be able to see the larger picture, not just a single ministry
2. Can dream and envision for the parish as a whole
3. Has an active prayer/spiritual life
4. Is willing to listen and learn about parishioners' desires and concerns
5. Can work easily with groups and ministries
6. Is faithful in attending the monthly council meeting
7. Has a desire to empower others and be a resource to them
8. Can delegate tasks so that others implement the plans
9. Is willing to work collaboratively in making decisions
10. Has excitement about the parish and all it can be
11. Is involved in one of the commission
12. Is sixteen years of age or older
13. Is able and willing to serve out the three-year term of office on the council
14. Is committed to attend the annual Council Retreat

B. Membership

1. Each member of the Council will serve a three year term with one-third of the membership being discerned each year from one of the commissions
2. A member of the Council may only serve one three-year term
3. There are no ex-officio members of the Pastoral Council other than the pastor and staff representative

C. Selection

At the May Leadership Night, each Commission will discern from its members one person to serve on the Pastoral Council for a three-year term. At one of the weekend liturgies, the new council members will be presented to the congregation and, along with the current members, will participate in a Commissioning Service as an affirmation of their commitment.

D. Council Retreat and Commissioning

The annual overnight Council retreat occurs in late August. Commissioning of the Council is held during 9 am mass the Sunday the retreat begins.

E. Meeting Dates

The Council will meet on the 3rd Tuesday of each month during the final hour of the Common Leadership Night that includes all the Commissions.

F. Co-Chairs

The Pastoral Council will be served by co-chairpersons who will be selected for the upcoming year by a consensus of all members of the Pastoral Council in attendance at the May meeting. Traditionally co-chairs are third year members.

G. Purpose

The Council will implement the Parish Mission Statement by developing yearly themes for the parish, doing visioning and long-range planning for the parish, establishing goals or directions for the parish as a whole, coordinating and holding accountable the six parish Commissions, directing the decision-making to appropriate groups or individuals when necessary, and working with the pastor in handling parish issues.

H. Agenda Planning

The two council co-chairpersons and the Pastor or staff representative are to meet during the week before the Common Leadership Night and establish an agenda for the Pastoral Council meeting. The co-chairpersons initiate a phone chain or email link with the council members so that each person is contacted before the meeting, reminding the person about the meeting and telling them what the agenda will contain.

I. Communication

A. Common Leadership Night

- Monthly Common Leadership night which gathers all six commissions together in one place
- The meeting begins with a short prayer. Then each commission breaks off for a 1 hour meeting
- After 1 hour each commission reassembles to give a 2 minute report about what they have discussed
- The meeting concludes with a social gathering and the pastoral council breaks off for their meeting.
- The 2 minute reports are added to council minutes and are published in the parish bulletin

ROLES OF THE PASTORAL COUNCIL

1. **Mission:** There is a difference between mission and vision. Mission answers the question, “Who are we?” Vision answers the question “Where Are We Going?” It is the task of the commissions to answer the second question as they set goals for their area of parish life. It is the task of the Pastoral Council, on the other hand, to explore the core values and essentials of the parish as a whole. “No matter what we do,” a council might declare, “we must be an inclusive, welcoming community. We must hold on to the Gospel values of serving the poor and needy. On-going adult formation is one of our hallmarks. Alive and participative liturgies are defining characteristics for us.” The Pastoral Council, the pastor being one of its members, articulates these essential aspects and summarizes them in a mission statement or a few defining words for the parishioners. These serve as a guide and overall direction for the parish out of which the goals of the commissions flow.
2. **Model:** By the time people have gotten on the Pastoral Council they have been involved in various ministries in the parish and usually have served for a year on one of the parish commissions. They know how to conduct good meetings, get tasks accomplished, share their wisdom with one another, deal with conflicts as they arise, share their faith with others and enjoy one another’s company. The pastoral council, in other words, is a model group for others to emulate. When it runs into difficulties, as all groups do, it knows where to turn for help and facilitation. The pastor and the council members work at maintaining this high level of sharing and effectiveness, and help other leadership groups to do the same.
3. **Focus:** The Pastoral Council is to provide a common direction and a focus for the parish as a whole. This may take the form of a yearly theme. Some examples councils have chosen include “Co-Workers in the Vineyard,” “Building a Community of Disciples,” Total Stewardship,” All are Called to Ministry,” “We Are Family,” “Deepening Our Faith,” “Discovering Our Call.” The theme becomes the constant mantra of the parish - possibly appearing on banners, in the bulletin and website, and on yard signs. All the parishioners know its meaning and significance. The Pastoral Council might rally the parish around a central project, such as a building campaign or missionary project or social issue. The entire parish and every ministry in it are going in the same direction.
4. **Decide Who Decides:** For every issue or problem that arises in the parish, the first question should always be, “Who’s the decider or deciders? It is then up to the deciders to figure out who needs to be consulted before the decision is made. Once they make a decision, it is up to them to identify who needs to be informed before the decision is implemented, with the reasons why this decision was made. If this process is followed it will save the pastor, staff and leadership countless conflicts. The trouble is that for some issues it is not clear who the decider(s) should be. A key role of the Pastoral Council, always working in consort and consensus with the pastor, is to discern who should be the decider(s). The parish council is the glue for all that happens – they decide who decides.

Suggestions for Pastoral Council Meetings

The Pastoral Council is the glue that holds the commission structure together. This is the body that makes sure there is a clear mission and sense of purpose for the parish and leadership. Some suggestions for a productive meeting include:

1. The co-chairs, along with the pastor or staff person, have set up an agenda for the evening and have sent it around to all the members beforehand, either by letter, phone or e-mail.
2. When the meeting begins, if anyone is missing, they have their “buddy” contact them soon after the meeting in order to explain all that had happened. These “buddies” are usually the two people from each of the commissions, or the pastor and representative from the staff.
3. Next comes the “check-in” time during which council members review the “two-minute reports” given by each of the commissions. Did anything need to be clarified? Was there overlap between what the commissions were working on that needed to be sorted out? Were any of the commissions floundering or in need of assistance? Part of the council’s role is to make sure all the commissions are functioning well, have a good sense of their duties and responsibilities and are not stepping on anyone else’s toes.
4. Next comes the items on the pastoral council’s agenda. These will vary depending on the time of year or the cycle of planning. During April, for instance, the council might be working on a common theme for the next year.
5. In January one agenda item might be the planning for the Gathering of Ministers that takes place during Lent. This is when new people are discerned for the commissions. At the Gathering of Ministers, all those who are active in any ministry or group in the parish come together and choose people to replace those going off of the commissions, an event initiated by the council. This large gathering also sets in motion the yearly planning process that includes an evaluation of what worked and didn’t work, constructing new goals and making up action plans for achieving the goals. The goal setting takes place in the commissions, but it is up to the pastoral council to make sure that it is well-planned and stays on schedule.
6. In May, the council reviews with the Finance Council Chair the budget for the next fiscal year. The council does not get into the details of the budget but articulates the priorities of the parish so as to make sure that all important aspects and ministries of the parish are adequately funded.

This is only a sampling of possible agenda items for the pastoral council. The council also works with the pastor in figuring out who makes what decisions, as well as handle any crises that might arise. At the end of the meeting, one person from each of the commissions makes sure all the members are informed about what happened at the council meeting. The co-chairs then ask how to make the next meeting better, and all adjourn, hopefully within an hour. If the meeting lasts any longer, then some changes are needed, either fewer agenda items or more effective use of meeting time.

The Commissions

GUIDELINES FOR THE COMMISSIONS

Criteria for membership to the Commission

1. Be a leader of the parish who represents the parish mission and core values
2. Be a person who observes what is happening in the parish and engages with parishioners
3. Be able to plan and vision while leaving the implementation to others
4. Come prepared for commission meetings, prayerfully reflecting on what will be discussed and decided, keeping in touch with other commission members and staying informed during the month
5. Be willing to work with others in partnership and mutual interaction within the commission
6. Be willing to speak up and share one's wisdom whenever necessary and appropriate, both on and off the commission
7. Be willing to connect (link) each month with one or more ministries or groups associated with the commission
8. Be actively involved in a ministry or group
9. Be able and willing to attend the monthly Leadership Night held on the 3rd Tuesday of the month from 6:30 pm to 8:00 pm for a three-year term. (Two or more absences per year will lead to finding a replacement for the rest of the person's term of office.)
10. Be 16 years of age or older and a registered member of the parish

B. Membership

1. Each member of the Commission will serve a three year term with one third of the membership being selected each year. Each commission will determine how to rotate its members so that new members come on each year. The membership of each Commission is 9 members but some years may be 10 due to council member's term. Two of the nine are members of the Pastoral Council and one a member of the parish staff.
2. A member of the Commission should not serve consecutive terms.

C. Meeting Dates

1. The Commissions will meet on the 3rd Tuesday of each month for one hour, following the general gathering for prayer and MC comments.
2. Each Commission will determine goals and action plans that are consistent with the Parish Mission Statement and vision of the Pastoral Council.

E. Selection to the Commission

Beginning with the Gathering of Ministries, to be held each year during March, the members of the constituent groups and ministries associated with each commission shall nominate people to serve on that Commission for a three-year term. At the next Common Leadership Night, new members are chosen for the commission to begin a new three-year term of office. Newly selected members attend the May Leadership Night.

F. Selection for the Council

During the May Leadership Night, each Commission will choose, by discernment, one of its members to serve on the Pastoral Council for a three-year term.

G. Selection of Co-Chairpersons

During the May Leadership Night, every Commission will select by discernment its own co-chairpersons. These co-chairpersons will not be members of the Pastoral Council or the staff.

H. Communication

1. At the conclusion of the one-hour Commission session on the Common Leadership Night, a representative from the Commission will give a “two-minute” verbal report to the gathering of all commission members. A brief written report will be prepared as well and brought to the Pastoral Council meeting at the conclusion of the evening by one of the Council members from each Commission. This written report will become part of the report published as an insert in the parish bulletin and posted in the parish website.
2. The staff resource person on each Commission will have the responsibility of communicating information between the Commission and the staff.
3. Two members of each Commission, not the co-chairpersons, will be members of the Pastoral Council.

Roles of the Commissions

- 1. Linking:** One important task of all the commissions is to connect with each organization or ministry associated with its area. For instance, members of the Worship Commission would connect each month with the head or chair of the groups to find out how things are going with the lectors, servers, Eucharistic ministers, choirs, music ministry, art and environment, prayer groups, ushers, liturgy planners, greeters. There are no reports given back to the commission members, just a brief “check-in,” unless there are concerns or issues to be addressed. The Commission itself would not be made up of leaders or chairs of each of the ministries, but each of the six to nine people on the Commission would be the link with one or two ministry leaders in their commission.
- 2. Assessment:** A second task of the commissions is to evaluate what is going on and hold individuals and groups accountable for what they said they would do. The Administrative Commission, for instance, might ask the Buildings and Grounds Ministry to do an audit of all parish buildings to discover what repairs might be necessary. If a report is not back by the set deadline, then the Administration Commission would hold that ministry group accountable. If some issue does need addressing, it might help to invite the heads or chairs of that group to come to the next commission to talk what the next steps might be. This is not a “top-down” model of accountability but an effort at honest dialogue to help each group and ministry feel good about what they are trying to accomplish.
- 3. Visioning:** A third important task of the commission is to dream what could happen in their area of ministry and to set goals for the future. The Formation Commission, for example, might set a goal for adult education. “By the year 20___, our parish will have at least 300 more adults participating in parish faith formation opportunities in order to deepen their relationship with God, better understand Scriptures and their Catholic faith, and be able to pass it on to their children and to others.” This effort at visioning and goal-setting *usually* takes place sometime in April and May each year.
- 4. Funneling:** The commissions are meant to vision and set new directions for the future. It is up to others to be “the doers.” This brings up an important function of a commission, to set up ministry groups to accomplish the goals. In adult education, for instance, once the goal is determined, the Formation Commission would initiate an Adult Formation Planning Group to put the goal into action. The commission would form the ministry group; give it a job description and timeline to follow, as well as providing support and encouragement for its task. This frees the commission to consider other aspects of formation that need attention.

Commission Co-Chairs

Selection

Each year during the May Leadership Night, new co-chairs will be discerned in each commission for a one year commitment which can be renewed.

Role of the Co-Chairs

1. **Agenda** - Develop the commission agenda with each other and the staff resource before each Leadership Night. Do not try to do too much during the one-hour meeting. Usually three or four items on the agenda are enough.
2. **Buddy System** - Begin each meeting by identifying who is missing and asking members to be their buddies who update them on the evening meeting.
3. **Focus the Meeting** - Keep the meeting on track and reporting to a minimum. Some reports could be sent to members prior to the meeting with focused questions for meeting discussion.
4. **Linking** - Ask commission members if there are any concerns or issues that need to be on the agenda from their monthly linking with leaders from ministries or organizations.
5. **Network** - Provide a phone chain or e-mail link with all members so all are contacted before the meeting to share the agenda and are contacted afterwards if important issues surfaced from the pastoral council meeting
6. **Decisions** - Use the CDI process of decision making so that commission members know that whenever they make a decision, whom do they need to consult beforehand and whom to inform afterwards, along with the reasons for the decision.
7. **Participation** - Invite each member to share his/her wisdom versus letting a couple of people dominate the conversations.
8. **Evaluate** - Spend time with the staff resource person after each commission meeting informally evaluating the meeting and seeing what could be done to make the next meeting better.

Description of Staff Resource to Commissions

Selection

Each year by July 1st, the staff will discern one of their own members to act as a resource person for each of the parish commissions for the upcoming year.

Role of Staff Resource

1. Develop the commission agenda with the co-chairs before each Leadership Night
2. Help the co-chairs lead effective meetings by encouraging them to:
 - Set up a buddy system at the beginning of the meeting to identify which commission members will contact the missing members soon after the meeting
 - Not try to do too much during the one-hour meeting
 - Keep the meeting on track and reporting to a minimum
 - Make sure that the meetings have successful and positive outcomes
 - Each commission member has a few groups or ministries heads to contact each month as a way of keeping in contact with all that is going on in the area of ministry
 - Dealing with conflicts when they arise in the group, coaching the co-chairs in how to best do this
 - Provide a phone chain or e-mail link with all members so all are contacted before the meeting to share the agenda and contacted afterwards if important issues surfaced from the pastoral council meeting
 - Use the CDI process of decision making so that commission members know that whenever they make a decision whom to consult beforehand and whom to inform afterwards, along with the reasons for the decision
3. Participate as a full-fledged member of the commission
4. Identify resource materials and people as requested or needed, and provide parish or diocesan procedures when necessary
5. Spend time with the co-chairs after each commission meeting evaluating the meeting and seeing what could be done to make the next meeting better
6. Discuss with the other staff resource persons once or twice a month the Leadership Night experience and how to improve their role on the commission

Suggestions for Commission Meetings

Each commission is meant to be a linking, visioning group, rather than the “doers” or implementers of projects and programs. Its role is to tie all the ministries and groups together, providing a unified vision and common direction. Some suggested ways of operating include:

1. The co-chairs and staff resource person make up an agenda for the meeting and send it around to all the members beforehand, either by letter, phone or e-mail.
2. When the meeting begins, anyone who is not present is assigned a “buddy” who will talk with the missing member within 48 hours in order to explain what happened at the meeting.
3. The major work of the commission is to set goals and map out action plans throughout the year in order to achieve these goals. What comes next on the agenda, therefore, is to look at the action plan for the current month and then work at accomplishing this task. Setting up these action plans takes place once a year when new goals are written and a timeline set up for the coming year. At this point on the agenda, commission members also look at what has been accomplished thus far and celebrate their achievements.
4. Over the course of the month, each person on the commission has one or more groups in that area of ministry to contact in order to see how it is doing and whether there are any concerns or issues to bring to the commission. At the commission meeting there is a quick “check-in” about the groups contacted. This is *not* a time to give reports but to see if there are needs or crises to handle. The rule of thumb is, “Keep verbal reports to a minimum. If possible, find other ways to distribute information and give reports.”
5. This “check-in” from the ministries and programs may uncover an area that needs some assessment. The young adults group, for instance, has only six active members although there are many more young people in the parish. From this information, the commission might invite the leader of the young adults’ group to come talk about options and possibilities for expanding the membership in this organization.
6. The role of the commission is to be the initiators of projects which others implement. After identifying *what* needs to be accomplished and identifying which group or ministry might be the ones to do it, or perhaps setting up a new committee to accomplish the task, the commission then hands over to others the implementation of the task, along with a timeline and evaluation process to make sure it gets done.
7. Five minutes before the end of the hour, the person who will be making the two minute verbal report to the gathering of all the commissions outlines what will be contained in the report while one of the representatives to the pastoral council writes down a short paragraph that will become part of a one-page report to all the parishioners about what happened at the Common Leadership Night.
8. Just before the end, the co-chairs ask everyone how the meeting went and in what ways the next meeting might be better. The co-chairs and staff resource person also meet on their own to evaluate the meeting and what to do better next time. On occasion, as time allows, the commission members might also discuss an article or short chapter of a book as a way of increasing their own awareness of their unique ministry of leadership and oversight.

FORMAT FOR COMMISSION AGENDA

DATE

COMMISSION

Members in Attendance: (Also name those who are absent and who will be their buddy.)

Review of last month's Action Steps:

Work on this month's Action Steps for reaching the goal:

"Check in" regarding groups and ministries contacted during the month

Identify concerns related to groups or ministries people linked with during the month

An issue that needs to be brought to the Council by the Commission:

Evaluation of the meeting and writing up highlights to go to the Council and verbal report:

A CHECKLIST FOR LINKING

FOR THE MONTHLY CONNECTION WITH THE CHAIRPERSON, LEADER OR COORDINATOR OF A MINISTRY, GROUP, OR ORGANIZATION**

1. Know in depth the role and purpose of the ministry with which you are to link.
2. Either in person or through a phone call, get to know the person and continually grow in the relationship.
3. Affirm the ministry's role and purpose, that is, what is the group trying to accomplish.
4. Ask how the ministry is doing, what is going well.
5. Inquire into whether there are any difficulties, issues or needs that the ministry might have in which the commission might offer help, assistance or insight.
6. Explain the CDI (Consult-Decide-Inform) process for decision making and discuss ways that this could be used in the ministry, group or organization.

***If the ministry is a seasonal event, determine appropriate time for linking.*

ST. ALOYSIUS PARISH
Information Form for Potential Commission Members

Thank you for your willingness to serve as a member of one of our six Commissions! The information given below will be used by the commissions during the discernment process to select new members. If you have any questions, please ask a current commission or council member!

COMMISSION (*for which you are accepting nomination*): _____
Administration, Community Life, Education, Social Responsibility, Spiritual Growth, or Worship

NAME: _____

Address: _____ Zip: _____

Phone: (*daytime*) _____ (*evening*) _____ (*cell*) _____

E-Mail (*please print clearly*) _____

Occupation: _____

Family Members (spouse, children) _____

Number of years in the parish: _____

Criteria for membership to the Commission

Each member of the Commission will serve a three year term with one third of the membership being selected each year.

1. Be a leader of the parish who represents the parish mission and core values
2. Be a person who observes what is happening in the parish and engages with parishioners
3. Be able to plan and vision while leaving the implementation to others
4. Come prepared for commission meetings, prayerfully reflecting on what will be discussed and decided, keeping in touch with other commission members and staying informed during the month
5. Be willing to work with others in partnership and mutual interaction within the commission
6. Be willing to speak up and share one's wisdom whenever necessary and appropriate both on and off the commission
7. Be willing to connect (link) each month with one or more ministries or groups associated with the commission
8. Be actively involved in a ministry or group
9. Be able and willing to attend the monthly Leadership Night held on the 3rd Tuesday of the month from 6:30 pm to 8:00 pm for a three-year term. (Two or more absences per year will lead to finding a replacement for the rest of the person's term of office.)
10. Be 16 years of age or older and a registered member of the parish

Do you meet each of the above criteria? _____

Current ministries: (and length of time in the ministries)

Past ministries:

Religious Experiences/Leadership Training/Continuing Education: Please list 1-3
(religious formation or educational experiences you have had, particularly those you believe will be a source of enrichment for your service as a commission member – such as, retreats, Small Christian Community, RCIA, adult religious education, ministry formation, workshops;)

Other Experiences: Please list 1-2
(other experiences or training – civic, professional, volunteer, educational – which you believe will enrich your service as a commission member).

In a very real sense you have been called forth to consider a leadership role in our parish and you have responded. The Lord gives each of us gifts to use in the building of God's kingdom. Please share briefly why you would like to serve in this ministry and any special strengths/gifts/background which you believe you will bring to this ministry.

Return to: St. Aloysius Parish Office – in person or by mail, fax (344-6847), or as an email attachment to Johnny Veron at johnveron@staloyusparish.com . Form is on parish website: www.aloyusius.org

DISCERNMENT PROCESS

For Selecting New Commission Members

Focus on Gifts: Current Commission members are to be as objective as possible. Using the information form, as well as any experience of a particular person's gifts, the commission is to discern which persons they believe are called to serve at this time.

Discernment Process: "Discernment" is a process involving, prayer, careful consideration, and as much objectivity as is possible. The purpose of discernment is always to try to determine God's will in a particular matter. It requires listening to one another and coming to an agreement which we can all "own."

The following is a suggested process for selecting new members. This process has been explained to all nominees.

1. Begin the meeting with prayer, asking for God's direction.
2. Silently, before any discussion, each member of the commission carefully reviews the information sheet on each nominee, noting the gifts of each nominee.
3. Review nominees, focusing on strengths. *First*, consider what gifts are needed by your commission at this time. *Then*, discuss the gifts of each nominee, one by one. Every committee member is expected to give feedback during the discussion.
4. Each commission member individually (privately) "prioritizes" the nominees, assigning a "4" for first choice, a "3" for second choice, etc. (*If you have 3 nominees, assign a 3 for first choice; if 6, assign a 6, etc.*)
5. Group "totals" are tabulated for each nominee.
(Ex: Bill Smith is given a "4" by one member, a "3" by another, etc., and his total is 12.)
6. After determining the top nominees, make sure each commission member is satisfied regarding the results as these are the commission members. If not, if there is serious concern, you need more prayer & discussion.

Important note: In selecting the new members, the commission is stating that each of these new people have the gifts to serve on the commission.

Special Problems: Generally there are several nominees for each opening on Commission. Even so, occasionally, special problems develop. The purpose of the nomination/screening process is to discern God's will. If you are objective, and are truly trying to discern what is best, and then trust in God to work through you to come to agreement.

COMMISSION DISCERNMENT PROCESS FOR SELECTING COUNCIL MEMBER (if needed) and COMMISSION CO-CHAIRPERSONS

The following is a description of how each commission selects a council member (if an opening) and the two commission co-chairpersons who will lead the commission for the upcoming year. This takes place during the May Leadership Night. Two new people are discerned each year, but it is possible that one of the previous co-chairs could serve for a second year in this position.

PROCESS

The first step is to establish a prayerful atmosphere. This is accomplished with a short prayer service and the participants asking themselves, “What are we being called to as we discern our council member and our chairpersons?” Every effort is made to have all the current members of the commission present for this discernment process.

The same basic process is used for both council member and the two co-chairs – but the council member is selected first.

Each individual who is not the staff resource person or council member is asked to reflect personally on the reasons he or she would be a good council member or co-chairperson and to think of all the talents he or she has to offer. Each person is also asked to name any reasons that might get in the way or prevent the person from serving in that role.

Everyone is then asked to share with the entire group all the reasons and qualities that would make the person a good co-chairperson. Once everyone has had a chance to share the positive aspects, then they are invited to share anything getting in the way.

Once everyone has had a chance to share, each person is to write down on an index card the names of two persons whom he or she feels would be a good council member / co-chairperson. These names are collected and written down for all to see.

Those listed are then asked if they would be willing to keep their names on the list as potential council member / co-chairpersons for the coming year. People are encouraged to keep their names on the list and are affirmed for their positive qualities.

For those names remaining on the list, everyone is asked to write on an index card his or her first and second choice for council member / co-chairperson.

The index cards are collected and the names are written down, giving four points to all the first choices and two points to the second choices.

For Council, the person with the most points becomes the new council member. For Commission Co-Chairs, the two people with the most points become the two new co-chairs for the coming year.

All present give their acceptance and affirmation of the choice. The process is concluded with a brief prayer of thanksgiving.

**COMMON
LEADERSHIP
NIGHT**

Common Leadership Night

AGENDA

- 6:30 **COMMON PRAYER**
- Each commission takes a turn leading prayer
- 6:45 **Break with Commission Meetings**
- Follow agenda- Co-Chairs lead the meeting
- 7:45 **Commission Reports**
- Two minutes limit on each commission report
 - Ask which commissions have prayer and social for next month
- 8:00 **Social**
- Each commission takes a turn to provide the social
- 8:10 **Council of Ministries Meeting**
- 9:00 **Council of Ministries Adjourns**

RUNNING COUNCIL AND COMMISSION MEETINGS

SAMPLE MEETING

- An agenda has been prepared by the co-chairs and pastor or staff resource person and distributed to the entire council or commission by e-mail, letter or phone beforehand. The co-chairpersons initiate a phone tree or email link so that everyone is contacted before the meeting to remind them to attend making sure all are aware of the agenda.
- All the commissions and council members assemble on the common Leadership Night each month. The schedule for the Leadership Night is as follows:
 - 6:30 Common Prayer – Each commission takes a turn leading prayer
 - 6:40 A short instruction on some aspect of leadership and planning (Optional)
 - 6:45 Break into commissions to work on their agenda items
 - 7:45 Commission Reports followed by Socializing
 - Limit reports to two minutes per group
 - One person is appointed to keep track of time and limit the reports
 - Each commission takes a turn providing refreshments
 - Pastoral Council members bring a brief written summary to the Pastoral Council after the verbal report
 - 8:10 Pastoral Council pulls away from the social for its own meeting
 - No reports are needed from the commissions, only clarifications and areas of overlap
 - 9:00 Pastoral Council Adjourns
 - Pastoral Council and Commission Reports are published in the parish bulletin and on the website soon after the Leadership Night
- The co-chairs prepare the meeting place so that the environment is conducive for a good meeting, with the table and chairs in a circle, and a warm, work-oriented setting with good lighting.
- Everyone shows up on time and knows that the meeting will end on time, as usual.
- Agenda items for the commission and council meetings include assigning “buddies” to connect with those who are absent, a brief “check-in” regarding groups linked with during the month, action plans that the group is working on to achieve a stated goal, or concerns about some area of ministry associated with the commission’s ministries and groups.

- During the one hour meeting of the commissions, members keep reports to a minimum. If possible, people have a chance to read report materials beforehand. Nothing kills interest sooner than listening to long reports that waste valuable meeting time. This is true for the Pastoral Council meeting as well.
- After the agenda items have been handled, but no later than 5 minutes before quitting time, a summary of actions taken and decisions made is given by the person who will give the two-minute verbal report to the larger group. The results of the meeting are written down in a brief paragraph to be given to the Pastoral Council by one of the council representative from the commission. All the participants also have a chance to evaluate the meeting to make sure that all were heard and there was good sharing and quality time together.

At the end of the allotted hour, all regroup to hear reports from each commission and to enjoy one another's company over refreshments.

After a brief period for socializing, the members of the pastoral council withdraw for their own meeting. In handling items that come up before the council, the following check might prove helpful:

- a. Is this a big matter that the council has to handle or can it be funneled to one of the commissions or subgroups?
- b. In funneling it to a commission, does the council need to hold it accountable, or empower it to make the decision, or gather information for the council to act on it at a later date, that is, consult the group?
- c. Whether the council funnels it or not, does it need to set a policy or give an overall direction for the parish on this issue?
- d. Or is this a big enough issue that it has to go to the parishioners with a discernment process so the council can gain people's wisdom on this important matter by means of a survey, town hall meeting or some other method?

THE SHARED WISDOM MODEL OF INTERACTION

The Pastoral Council and Commissions commit themselves to operate out of a Shared Wisdom model of interaction. This means that during their deliberations, they pay attending to the following aspects of the model.

Shared Wisdom Means That:

- Each person has a **piece** of the wisdom
- Nobody has it all and we have **different** pieces
- We're not trying to convert others to our own views

The **Implications** Are:

- The Wisdom needs to be **shared**
- The Wisdom needs to be **heard**
- We need to nourish a **holy climate**
- We must be willing to **let go** of the need
..... to control
..... to win
..... to be right
- But instead we need to **risk the unfamiliar**

THE SHARED WISDOM METHOD

1. Gather the data: Those to be affected by your decision have the right to share their wisdom with you before you make the decision.
2. Reflect prayerfully on the data: Both analysis and synthesis take place in each person's understanding of the data.
3. Share the wisdom that results from the reflection: Hear the wisdom of the Spirit coming through the wisdom being shared within the group.

CONSENSUS

Most of the important decisions arrived at by the pastoral council and commissions will be by consensus. Some of the aspects of consensus are as follows:

- Each person has an equal opportunity to participate and influence the outcome.
- Going with the "sense of the group" does not necessarily mean total agreement, unanimity or complete satisfaction for all.
- In consensus, the decision arrived at is **acceptable** to all in the group and all agree to support the decision and support the group in choosing it. All **consent** to the final outcome. (Can you live with that?) There must be a willingness to live **positively** with the decision.

Some necessary **CONDITIONS** and **ASSUMPTIONS**:

- Both feelings and thinking are treated as important. The best results flow from a fusion of information, logic and emotion.
- Each member's voices and viewpoints are important and encouraged so all concerns are heard.
- Group members are committed to both listening and speaking, hearing and being heard.
- Time is available to consider options, opinions and consequences and does not become a coercive element.
- Group members are aware of the process and are willing to challenge attitudes and attend to process as they continue to learn and practice decision making skills.
- There is a level of trust that allows honesty, directness, candor and the sharing of all necessary information.
- All consent to how the decision will be made.
- There is time for sharing information, listening, speaking, responding, reflection and silence.

Some **GUIDELINES**:

- All agree to voice views and express - silence blocks.
- Consensus will be blocked only on matters of conscience, not feelings or thoughts.
- A facilitator is helpful in guiding the agenda, clarifying and rephrasing, equalizing participation, summarizing, etc..

RULES FOR CONSENSUS

1. Avoid arguing -- Listen to others before pressing your own point.
2. Don't assume someone will "win" and someone will "lose."
3. Don't change your opinion just to avoid conflict.
4. Avoid voting or bargaining.
5. Seek out differences of opinions to explore options.
6. Allow enough time for full discussion.
7. Don't come to a swift decision at the end of the allotted time -- table it and come back to it if it's an important matter.
8. Commitment of a group to a best or good decision -- not just a decision.
9. Own the decision as guided by the Holy Spirit – and don't look back!

DECISION-MAKING ON THE COUNCIL, COMMISSIONS, & STAFF

How the Pastoral Council of Ministries and Commissions will arrive at decisions is critically important. Many councils arrive at decisions by voting, a process in which the majority rules. Such a method is appropriate only for issues that are not divisive or will not cause hard feelings, especially for those losing the vote. Voting usually fosters a competitive approach to making decisions.

Consensus decision-making is the more appropriate mode for Christian communities. While a more involved process, it assures decisions that are agreed upon by the whole body and not just a majority of its members.

All important decisions by the Pastoral Council and Commissions shall be made by consensus of the members present at the meeting. Consensus is the process of arriving at a decision through thought, discussion and sharing of one's wisdom and insight. All members participate in the process, giving his/her wisdom.

The Pastoral Council, Commissions, and Parish Staff should also utilize the C - D - I process of decision-making. C stands for Consult, D for Decide and I for Inform. When an issue is presented and needs a decision, the members first identify what group or individual, whether themselves or someone else, should be the decider. But before a decision is made, those making the decision should consult all the key people and groups *before* a decision is made. Once the decision is made, but before an action is taken, those making the decision should identify the individuals and groups that need to be informed about the decision and the reasons behind it. This process will alleviate much confusion in the decision-making process.

If an ambiguous situation arises, and it is unclear who should make the final decision, then it is the role of the Pastoral Council, working in conjunction with the pastor and staff representative, to decide who should decide the issue.

C - D - I DECISION-MAKING PROCESS

- 1. Define Problem – Clear to all*
- 2. Determine the Decision-maker(s)
(Who's the “D”?)*

It up to the Decider(s) to:

WHAT

WHO

WHEN

Consult

Whom to ask?

Before decision

Decide

Who decides?

During decision

Inform

Whom to tell?

After decision
(With reasons)

ANNUAL EVALUATION AND GOAL-SETTING PROCESS

Council will need to determine implementation

A process of evaluation and goal-setting needs to take place at a Leadership Night or a special gathering of staff, council and commission members. This session is a time for evaluating the past year, as well as setting goals and actions for the coming year. A process for the evaluation and goal-setting is as follows:

SAMPLE PROCESS

With all the commission, staff and council members gathered together, construct a history line of the last year, having people add events that have happened over the year. This is done as a joint exercise.

Each person is then given an index card and asked to write down three things that worked over the last year, whether or not they were included on the history line, along with all the reasons that each one of these events worked. On a second index card, each person writes down two things that could be done better in the coming year.

People then count off so as to form random groups of five or six persons each. In each group, a list is prepared of all the things that work, along with the reasons, and another list of all that could be done better. The two lists are shared with the entire assembly as a way of evaluating what worked and what improvements are needed for the coming year. This leads into the goal-setting.

Each commission then meets on its own, looking over the lists of what did or did not work to see which events were related to their ministry. They also consult the goals they had been working on over the last year to see if they still provide interest and energy for the commission. Are the stated goals, in other words, still worth working on for the coming year? If so, then these are affirmed or rewritten in order to give the goals new energy and vitality. If not, then one or two new goals are constructed by the commission as a way of focusing energies for the coming year.

Once the goals are determined, then each goal is taken in turn and action plans are drawn up for that goal. It may be possible to deal with only one goal during the meeting and others saved for a future meeting. Taking one goal as a focus, the members individually think up as many concrete ways as possible for reaching that goal. A list is made of all these ideas. The commission members then determine which actions they want to commit themselves to over the next year.

Using the "Parish Action Plans" worksheet as a tool, commission members take all the actions they have chosen and determine which actions they want to work on over coming months, adding in who needs to be consulted and the victory to celebrate at the end of each month's Leadership Meeting.

Commission Group _____ **Planning Date** _____

Summary of the Goal: _____

Months					
Action Plans ➤ Who ➤ What ➤ When					
Whom to Consult?					
Whom to Inform?					
What Victory Looks like!					

FORMING A GOAL

BY THE YEAR 201____, WE HAVE.....

1. The OUTCOME:

What “done” looks like

2. The TONE:

Exciting- challenging- fun

3. The MEASURE:

A way to know it is completed

4. Achievable:

Can be obtained through
action-steps

GATHERING OF MINISTERS

GATHERING OF MINISTERS

Agenda for Commission Members

Time and Place: The Gathering of Ministers meeting is scheduled to begin at 6:30 pm on _____, beginning with introductions and prayer in the _____ then breaking into the six commission areas. It is important that parish ministers and volunteers are personally invited to this Gathering so that there is large pool to draw from in the nomination of new commission members. This is especially true for people who would make good candidates.

Preparation: An orientation pre-meeting for all Council, Staff and the commission co-chairs will begin half an hour before our Gathering.

Beginning: The Gathering of Ministers begins with a welcome and thanks to all for coming, followed by a short prayer based on the Shared Wisdom model.

Explanation: While everyone is gathered in one group, people are given a handout explaining the parish commission structure that includes all the subgroups, ministries and organizations. People are shown how the structure works and what takes place during the monthly Leadership Nights.

Choosing A Group: People are then asked to choose one of the commission areas, with an explanation that people can only attend one group even though they may be involved in more than one ministry or organization.

Getting Started In Small Groups: The breakout sessions are led by the co-chairs, beginning with introductions, first the commission members and then all the other participants, asking them to give their name and the ministry or group to which they belong or in which they are active. If there is a large group, do this in groups of 3.

Getting Reactions: One or more commission members indicate what they have been working on over the last year, asking for reactions and comments from the people. Another commission member takes notes of what was said. The same process is used in announcing the goals and actions for the coming year, that is, asking for reactions and taking notes. This whole process, from introductions to getting reactions should take no more than 30 minutes.

Nominations: Next is the nominating process. People are given a handout about time requirements, expectations and qualities for commission members. A current member of the commission gives a short motivational talk on what the experience has been like and what is involved.

Choosing Members: People then submit their own name or someone else's in the group as possible candidates. These names are written on a list by one of the council members. Once the list is complete, those nominated are given a chance to accept the nomination. Those who refuse are crossed off the list. Those who accept are given a nomination information form to complete by the designated deadline. All are told that at the next Leadership Night the commission will discern who to choose for the available openings, trying to make sure

there is a good balance of ages, cultures and backgrounds. The names of those not chosen will be kept to fill any vacancies that come up over the year. Everyone then returns to the large gathering. This entire breakout session should take no more than 45 minutes and the Gathering of Ministers no more than 1.5 hours. A social follows where people can enjoy each other's company.

AGENDA OVERVIEW

St. Aloysius Parish - Gathering of Ministers

March 16, 2010

6:10 **Pre-Meeting Overview:** Council, Staff, Commissions gather for final review of the evening. Then, some serve as greeters and provide handouts to those arriving.

People are greeted and provided handouts that include the commission structure with all the groups and ministries associated with each area. There will be no introductions of people at the beginning; this happens in the six ministry groupings.

6:30 **Welcome: Fr. Burns**

6:35 **Prayer: Worship Commission**

6:50 **Input: Candy**

Includes explanation of the revised Commission Structure and how the nomination process takes place, including the fact that only nominees will be identified during this session and the discernment for commission membership takes place at the next Leadership Night. Also, as time allows, some description of the decision making process will be given.

Further Input: Debbie & James

Two council co-chairs share briefly their experience of the revised structure.

7:05 **Sending Forth: Candy**

With a show of hands, people indicate which of the six areas they plan to attend

and are led to their gathering place by the current commission members.

Six Commission banners & signs indicate places around gym perimeter

at 7:45) **Six Commission Gatherings (35 minutes total – begin move to large group**

7:10 **Introductions:** People give their names and the ministry in which they are active, that is, the one or ones related to this commission area.

7:15 **Past Year:** One or more commission members give a brief description of the goals and actions the commission was working on over the last year and asks for reactions or feedback.

7:20 **Next Year:** The co-chairs report on the goal(s) that the commission will be working on for the coming year and gets reactions from those in attendance.

- 7:25** **Nominations:**
- People are given a handout that gives the expectations for commission members.
 - One of the commission members gives a brief witness of what it is like to be a member of the commission.
 - People nominate from those present (or people not present) individuals whom they feel would make good commission members. *Commission member records names of people nominated.*
- 7:35** **Acceptance:** After all the names are listed, those present are asked if they would be willing to accept the position if they were chosen. The names of those who turn it down are crossed off the list. The others are thanked for their acceptance and are given a brief information sheet.
- Note: Commission members will need to contact those individuals nominated but not present.*
- All return to the large gathering for closing comments, prayer and social.
- 7:45** **LARGE GROUP: Next Steps: Candy**
Nominations remain open and Information Forms will be accepted until the deadline of April 13. Briefly review the discernment process to take place at the April Leadership Night.
- 7:55** **Closing Prayer: Mission Statement Fr. Burns**
- 8:00** **REFRESHMENTS**

AFTER THE GATHERING OF MINISTERS:

- **Brief Council Meeting follows at 8:10 in a corner of the Gym.**
- **Commissions need to follow up on nominees not present OR if more nominees are needed.**

Appendix One

Ministries Of the Commissions

ADMINISTRATION COMMISSION

PURPOSE: The primary purpose of the Administration Commission is to assume responsibility for the functional, material, and operational needs of St. Aloysius Parish – including Total Stewardship, Communications, Facilities, Finance, and Long Range Planning.

MINISTRIES:

- Communications
 - Aloysius Alive
 - Bulletin
 - Graphic Art
 - Photographers
 - Web Site
- Facilities & Maintenance
- Finance
- Fund Raisers
 - Parish Fair
 - Golf Tourney
 - Auction
- Handy Helpers: Spring/Fall cleanup
- Lay Trustees
- Office Mailings
- Office Volunteers
- St. Matthew's Guild
- Total Stewardship
 - Stewardship of Offering
 - Stewardship of Ministry
 - Stewardship of Prayer
- Special Ad Hoc Committees as needed

EDUCATION COMMISSION

PURPOSE: The Education Commission is responsible for those ministries that form us in the knowledge and practice of our faith so that we may become more fully that community of faith envisioned in our parish mission statement. This religious formation of our parish includes providing for the total educational formation of those attending St. Aloysius School as well as the religious educational formation of families in our Child Care Center, Parish School of Religion, Youth Groups, and Sacramental Preparation of Reconciliation, Eucharist, and Confirmation.

MINISTRIES:

ST. ALOYSIUS SCHOOL COORDINATING COMMITTEE (SASCC)

Development Committee
Finance Committee
Home & School
Athletics
SAS Come Lord Jesus
SOS Service Club
School Faculty and Staff

CHILD CARE CENTER:

Child Care Center Committee
Sunday Nursery
Faculty and Staff

PRE-SCHOOL & ELEMENTARY:

Elem. PSR (1-6)
First Reconciliation
First Eucharist
RCIC – Christian Initiation for Children
Pray and Play
Sunday School for preschool
Vacation Bible School

YOUTH MINISTRIES:

Confirmation
Jr. High PSR
Jr. High Youth Group
High School Youth Group
High School PSR team
SALT Team
Vocations

COMMUNITY LIFE COMMISSION

PURPOSE: The purpose of the Community Life Commission is four-fold:

-To reinforce and strengthen family bonds--within our total parish family as well as within individual families**--by identifying areas where the faith community can provide support and encouragement;

-To create and foster a spirit of community among the members of St. Aloysius by coordinating activities of various groups so as to present programs that will bring people together in a loving and caring relationship;

-To identify needs, plan for the future, and evaluate yearly all community life programs so as to better meet the community life needs of the members of St. Aloysius Parish.

MINISTRIES:

Aloysius Book Club
Aloysius Delicious
Aloysius/LSU Lunch Bunch
Coffee & Donuts
Crafts Group
Family Life
Five-O Exercise
Knights of Columbus
Mardi Gras Float
Men's Club
Welcoming Committee
Parish Picnic
Scouting
30+ singles Social Group
Senior Ministry

SPIRITUAL GROWTH COMMISSION

PURPOSE: The Spiritual Growth Commission is responsible for enriching and promoting the spiritual growth of the St. Aloysius family, enabling all to become aware of Christ's presence in themselves and others. The Spiritual Growth Commission aims to create a Christian atmosphere for personal conversion experiences through witness, prayer, scripture, sacraments, evangelization, fellowship, and mutual support.

MINISTRIES:

- Adoration Holy Hour
- Adult Come Lord Jesus
- Adult Formation
- Baptismal Sponsor Couples
- Engaged Sponsor Couples
- Library
- Mission Retreat Team
- Prayer Line
- RCIA – Team Members, Sponsors, Catechists
- Remembering Companions
- Rosary Group
- Small Christian Communities
- Women's Retreat Team

SOCIAL RESPONSIBILITY COMMISSION

PURPOSE: The primary purpose of the Social Responsibility Commission is to bring to life that part of our parish mission statement that states..."to reach out in love and service, to promote social justice and ecumenism, and to proclaim our love through our words and deeds."

MINISTRIES:

Bereavement
Communion of the Sick
Counseling Referral Program
Food Bank
Gentle Hands
Giving Tree
Good Samaritans
GBR Federation of Churches and synagogues
Grief Recovery
Habitat for Humanity
(Inactive Catholics)
Just Faith
Medical Mission Honduras
Nursing Home Visitation
Prayer Shawl Ministry
Prison Ministry
Kairos Prison Ministry
Respect Life
St. Vincent de Paul Society
Social Justice Team
Thanksgiving Baskets

WORSHIP COMMISSION

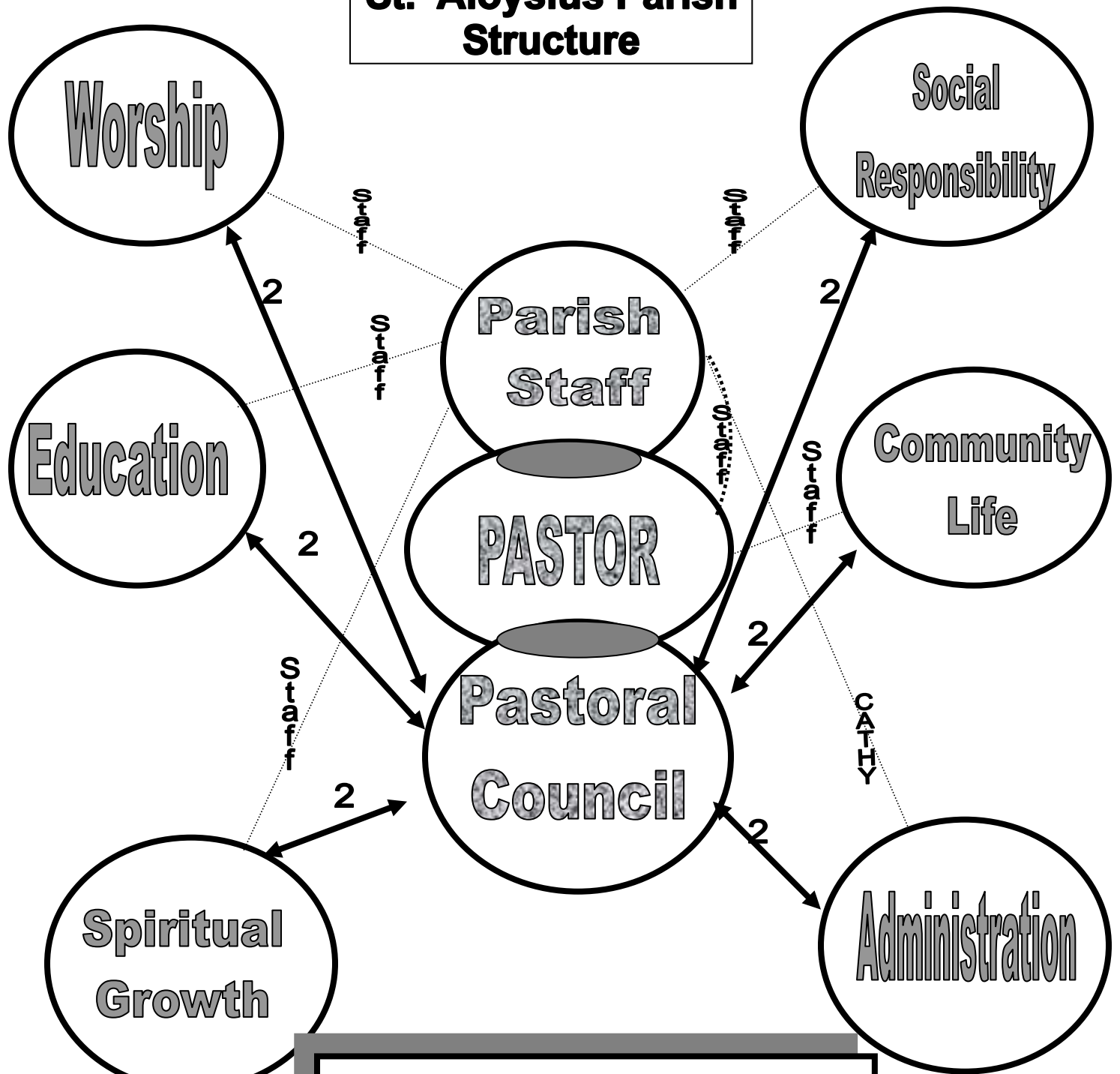
PURPOSE: The Worship Commission is responsible for enriching and promoting spiritual experiences for the St. Aloysius family, enabling all to become aware of Christ's presence in themselves and others, in the Word, in the Eucharist, and in the Assembly.

The worship Commission coordinates, supports, and renews liturgical ministers who through their gifts bear witness to the presence of Christ, enhancing the worship of the Assembly and enriching the lives of those they serve. They also regularly evaluate the worship needs of the St. Aloysius Community and plan ways to meet those needs.

MINISTRIES:

- Altar Servers
- Altar Society/Sacristans
- Art and Environment
- Children's Liturgy
- Eucharistic Ministers
- Mass Coordinators
- Music Ministry:
 - Children's Choir
 - 5:30 pm Mass Music Ministry
 - St. Aloysius Chorale
 - Renewal Singers
 - Festival Ringers
 - Cantors
 - Resurrection Choir
 - Instrumentalists
- Readers
- Sign Language Interpreters
- Ushers
- Wedding Coordinators
- Youth Mass

St. Aloysius Parish Structure



- ### Supportive Structural Elements
1. Staff Resource
 2. Co-Chairs
 3. Gathering of Ministers
 4. Covenant Booklet
 5. Leadership Night

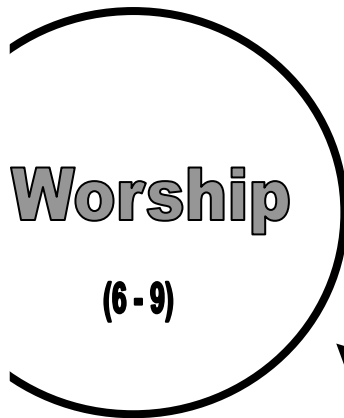
St. Aloysius Parish Structure

March 2010

- **(Liturgical Planning)**

- **Liturgical Ministries**

- Readers & Eucharistic Ministers
- Communion to the Sick
- Music Ministries
 - Children's
 - Contemporary
 - Hand Bell
 - Renewal Singers
 - Chorale
 - Resurrection
 - Instrumentalists
- Ushers
- Altar Servers
- Youth Liturgical Ministers
- Sacristans
- Altar Society
- Art/Environment
- Children's Liturgy
- Mass Coordinators
- Wedding Coordinators
- (Funeral Coordinators)



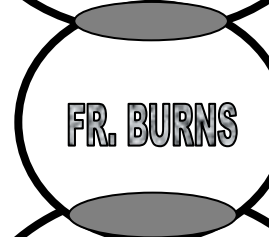
STAFF



STAFF



STAFF



STAFF

- **Pastoral Ministry**

- Bereavement
 - Coordinating Team
 - Church Visitation Food Team
 - Food Team
- Grief Recovery
- Prayer Shaw Ministry
- Gentle Hands
- Counseling Referral Program
- Nursing Home Visitation
- Good Samaritans

- **Service**

- Food Bank
- Giving Tree
- Kairos Prison Ministry
- Habitat for Humanity
- Medical Mission Honduras
- Society of St. Vincent de Paul
- Interfaith Federation of Greater Baton Rouge
- Catholic Charities
- Thanksgiving Baskets
- Prison Ministry

- **Social Justice**

- JustFaith
- Respect Life

- **(Inactive Catholics)**



STAFF

- **(Intergenerational Formation)**

- **Religious Formation 7th – 12th**

- HS Youth Ministry
- Confirmation Prep
- Servant Team
- Grades 9-12 PSR
- JH Youth Ministry
- S.A.L.T Team
- Grades 7-8 PSR
- Vocations

- **Religious Formation Pre-School – 6th**

- Catechists
- Grades 1-6 PSR
- Pray and Play
- Sacrament Preparation
- First Eucharist
- Reconciliation
- RCIC
- Sunday School – 4 & 5 Year olds
- Vacation Bible School
- (PSR Coordinating Committee)

- **St. Aloysius School & Child Care**

- Faculty & Staff
- Home and School
- Come Lord Jesus
- Spirit Of Service
- Athletics
- Kindergarten to Grades 8
- Child Care Center & Committee
- Development Committee
- Finance Committee
- (School Coordinating Committee)



STAFF

- **Adult Enrichment**

- Mission/Retreat Team
- Women's Retreat
- RCIA Ministries
- (Men's Ministry)
- Adult Enrichment Team
- Marriage Preparation
- Engaged Sponsor Couples
- Baptism Preparation
- Library

- **Prayer**

- Prayer Line
- Come Lord Jesus
- Small Christian Communities
- Rosary Group
- Adoration



- **Finance Committee**

- St. Matthew's Guild

- **(Total Stewardship Committee)**

- Prayer
- Ministry
- Offering

- **Facilities & Maintenance**

- Handy Helpers

- **Office Support**

- Office Mailings
- Office Volunteers

- **Fundraisers**

- Parish Fair
- Golf Tourney
- Auction

- **(Communication Team)**

- Aloysius Alive
- Bulletin
- Graphic Art
- Photography
- Web Site
- Publicity

- **(Hospitality Team)**

- Coffee and Donuts
- (Greeters for Masses & Social Events)

- **Social Events**

- Mardi Gras Float
- Parish Picnic
- Aloysius Delicious

- **Organizations**

- Knights of Columbus
- (Family Life)
- (Young Adult Ministry)
- Scouts
- Aloysius/LSU Lunch Bunch
- Christmas Craft Groups
- Men's Club
- Senior Ministry
- 30+ Singles Group
- Book Club

- **(Newcomers Committee)**

- Newcomer Welcoming Events
- (Newcomer Sponsors)



ST. ALOYSIUS CATHOLIC CHURCH

2025 STUART AVE, BATON ROUGE, LA. 70808 (225) 343-6657 Fax: (225) 344-6847

REQUEST FOR PAYMENT OR REIMBURSEMENT

Date: _____

From: _____

Payable To: _____
(Invoice or Expense Receipts for
Reimbursements Must Be Attached)

Staff Approval: _____

For: _____

Charge to budget #: _____ (include name of budget)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Note: one invoice per request form
but you may charge one invoice to
more than one budget number.

Total should equal request
amount above.

Office use only

Date Paid: _____

Check Number: _____

For reimbursements:

_____ Please call me to pick up the check. My phone number is _____

_____ Please mail reimbursement to the following address below:

ST. ALOYSIUS LEADERSHIP CALENDAR 2010 - 2011

COMMISSIONING OF PASTORAL COUNCIL

Sunday, August 22, 2010 9:00 am mass

PASTORAL COUNCIL OVERNIGHT RETREAT

Sunday, August 22, 2010 – Monday, August 23, 2010

LEADERSHIP NIGHTS: 3rd Tuesday except where noted for Parish Mission & Holy Week

COMMISSIONS – Parish Hall, 6:30 – 8:00 pm

PASTORAL COUNCIL – Parish Office Library – 8:10 – 9:00 pm

- Tuesday, Sept 21, 2010
6:30 pm, Parish Hall LEADERSHIP NIGHT
Commissions and Coordinators of All Ministries
- Tuesday, Oct 19, 2010
6:30 pm, Parish Hall LEADERSHIP NIGHT
- Tuesday, Nov 16, 2010
6:30 pm, Parish Hall LEADERSHIP NIGHT
- Tuesday, Jan 18, 2011
6:30 pm, Parish Hall LEADERSHIP NIGHT
- Tuesday, Feb 15, 2011
6:30 pm, Parish Hall LEADERSHIP NIGHT
- Tuesday, Mar 22, 2011
6:30 pm, Gym Leadership Night & Gathering of Ministers
(Parish Mission w/ R Gaillardetz is 3/12-15)
- Tuesday, April 12, 2011
6:30 pm, Parish Hall LEADERSHIP NIGHT
(4/19/11 is during Holy Week)
- May 17, 2011 LEADERSHIP NIGHT

OUR AGREEMENT

Good groups do not just happen. What we are and what we become together depends upon each one of us. "Our Agreement" outlines the ways each one of us can develop our group as a small faith community.

1. BRING YOURSELF AS YOU ARE.

- I will say how I feel and what I think.
- I will be human—bringing my successes and failures.
- I will not always try to appear to be perfect, put-together, or in control.

2. SHARING IS THE GIFT OF SELF.

- I will let others know who I really am.
- I will be simple and clear and try not to chatter on.
- I will not escape into silence when I feel hurt or ignored.

3. LISTENING TAKES GREAT ENERGY, CONCENTRATION, & WILL POWER.

- I will work at being a good listener:
 - by not commenting or interrupting,
 - by not teaching or lecturing,
 - by not questioning or interpreting others while they are sharing,
 - by accepting what you share – no more, no less,
 - by not giving you advice, unless you ask for it.
- I will try to put myself in your shoes.

4. CONFLICT IS A NECESSARY STEP FOR GROWTH.

- I will express my truth but leave room for you to disagree.
- I will tell you when I am feeling boxed in, cut off, unheard, passed over, misjudged.
- When we disagree, I will also look for the common ground and the values that we share.
- I will describe your behavior and tell you how it makes me feel rather than attack you.

5. HANG IN THERE!

- I agree to show up at the meetings.
- I will remember that the group is never the same without me because I am important to the group.
- I will stay with the group through the highs and lows, the good times and the bad.

6. SILENCE IS COMMUNICATION

- I will respect the silent moments without always feeling the need to fill them.

7. CONFIDENTIALITY

- I agree that what is said in the group must stay in the group.

ANNUAL EVALUATION & YEARLY PARISH PLANNING A GUIDE FOR YOUR COMMISSION

Active parishes do not just "happen"!

There is no question that evaluating where we are and planning for the future takes time and effort; but for those parishes who are committed to taking the time and making the effort, the results are amazing. People become involved in the process when dreams begin to become realities. Dreams can become realities when people who dream together divide the task into steps which are realistic and achievable.

REVIEWING OUR "MISSION": As you begin the process of evaluation and planning, take time for the group to focus on their primary purpose. Ask yourselves: *What is the mission of this parish? Or this commission? Or this ministry? Why do we exist? What is our primary purpose? Why do we do the activities we do? What are we trying to accomplish?*

DREAMING: Dreaming works best when individuals are given a few moments to write down ideas, share in small groups, and then report to the larger group. *If we had the most perfect parish, what would it look like? Or, if we could have our particular ministry or organization any way we could in five years, what would it look like?*

DISCERNING NEEDS: Discerning needs is closely related to dreaming, but from another perspective. *What needs do we perceive? What issues or situations need addressing? What problems need to be named and dealt with?*

DETERMINING PRIORITIES: Priorities are necessary because a group does not have the resources – people, time, leadership, or material resources – to try to do everything at once. Therefore the group acknowledges a list of needs and addresses those needs by working on a few at a time. Because no parish or commission can meet all of the needs at one time, your group needs to determine which needs are top priorities for this time period. After determining top priorities, keep your list of unmet needs for the next planning session. This is "focused" caring...do what you can to make a difference in one area at a time, and offer the rest in prayer. *What are our greatest needs at this time? What do we have the time/gifts/people to manage?*

GOALS AND OBJECTIVES: The goals are the dreams. The objectives are steps to be taken to enable that dream to become a reality.

Goals: Statements of what we want to accomplish.

Objectives: Steps to accomplish the goal.

ACTION PLANS: Action plans are detailed descriptions of the objectives. Includes who will do what by when/time-line, dates, responsibilities, projected budget, etc. The action plan should also include how you plan to evaluate how you are doing or whether you accomplished your goal/objectives. BE FLEXIBLE! If your action plan needs revising when you get into the middle of it, then revise it!

EVALUATION: Every group should review their ministry on an annual basis but evaluation is not limited to once per year. Evaluation should be an on-going reality. Be flexible. The best of plans may need to be altered in the face of reality. If your group finds something is not working as projected, then move into "problem solving," evaluate, and address the issues.

BEGIN AGAIN: Update your planning. Begin the planning process again with discussing mission, sharing dreams and discerning needs.

SPIRITUAL FOUNDATION FOR COLLABORATIVE MINISTRY

Paul's Theology of Gifts

Each person called by God

Called by God, called to be in relationship with God and others, called to serve in a specific way at a specific time, called to discipleship, called to stewardship.

Each person has gifts

The gifts come from God, each person has gifts, no one has all the gifts, the gifts are given for the common good, all gifts needed are present in the community.

Jesus is the head of the body

We belong to the Body of Christ but Christ is head of the body. Therefore, we are responsible for *discerning what God wants* for our community. We are like pieces of a puzzle; when all the pieces are shared, the whole picture is clearer. Leadership and ministry are not about turf, power, what "I" want, or personal agendas. Each of us must understand that *my* truth is not *the* truth. Leadership ministry is about discerning and following God's will in the formation of a people as church, as the People of God, as disciples. Discerning God's will requires listening, sharing our stories with one another, faithfulness, commitment, and using decision making processes that release God's gifts in the community. Ministry is about DISCIPLESHIP.

We are Partners in Mission

We are partners with Christ and one another--we have a role for which we are responsible, to help build the kingdom.

Empowerment is by the Holy Spirit

Again, this is not about personal power, but is about learning how to discern God's will. There are leadership styles and group process techniques we can learn so as to free the Spirit in our midst to work through the group gathered.

"Being Church" involves both mission and community

Jesus gathered a community of disciples and we too must foster both community and task, which means sharing our faith and lives with one another as well as "doing" together.

TO BECOME A COMMUNITY OF DISCIPLES, we have a responsibility to help develop collaborative structures which promote discernment and shared responsibility for being church.

This means:

- recognizing gifts (each person has gifts)
- calling forth (each person called to serve)
- empowering to serve (formation)
- providing support
- planning and evaluating in light of our mission (partners in mission)
- building community (balance between task and relationship)
- praying and sharing faith
- discerning God's will by using small group process for discernment (Christ is head of the body)
- using leadership styles appropriately
- passing on why we do what we do

Groups can be good at using collaborative methods but not necessarily able to transfer those skills to another setting. As a leader you must explicitly teach group members the why's and how to's--especially with new members who enter a group.

Candy Muse
St. Aloysius Parish
Diocese of Baton Rouge

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Candy Muse
St. Aloysius Parish
Diocese of Baton Rouge

PROBLEM SOLVING PROCESS

Overview: When there is a problem, many times there is a tendency to jump to a solution without getting specific regarding the causes of the problem.

The first step in problem solving is to totally "understand" the problem so that you know specifically what it is you are trying to change/improve. Defining the problem may well take as much or more time as trying to solve the problem -- BUT your time will be well spent because you have gone past symptoms to root causes and your resultant strategies should prove more effective. Example: Parish School of Religion: "We need to change textbooks" is a SOLUTION for a problem not yet specifically defined. Once defined, solutions may be varied and textbook change might not even be included in the range of solutions.

1. Define the problem:

- a.) Identify a problem
- b.) Clarify the problem
 - what is happening that tells you there is a problem
 - examine the problem & what needs are unmet
 - discuss the history of the problem
 - discuss what has been tried so far
 - gather any data you may need to check out your assumptions (do others see it as a problem, what are other parishes doing, etc)
- c.) Identify desired state/result/or wish
 - Name the problem in terms of desired state
- d.) What is the discrepancy? Why?

2. Identify ALL possible options for solution, clarifying those that are ambiguous--brainstorm ideas. Make no judgments on options at this point.

For some problems, information may need to be gathered prior to generating options, such as: "What has been tried in other parishes? Does the diocese have resources or ideas? Are there existing resources which can be used to address the problem?"

In this step of the process, it is important that all options are considered "ok" and none too "absurd" or "trivial" to consider because often it is these ideas which spur other ideas which would never have been considered otherwise.

3. Evaluate all possible options

- Examine every option generated
- List strengths and weaknesses for each option onto newsprint
- Consider resources needed.....material, time, people
- Discuss, re-order, combine if needed

4. Decide on an acceptable solution (one option or a combination)

5. Develop an action plan (who will do what by when)

6. Develop a method for evaluation

- Suggest you include evaluation in your action plan

7. Talk about the experience -- learn by doing! You will get better and better at solving problems.

**Candy Muse
St. Aloysius Church
Diocese of Baton Rouge**

PROBLEM SOLVING WORKSHEET

1. Define the Problem:

Identify current state:

Identify desired state:

What is the discrepancy? Why?

2. Identify ALL possible options for a solution, clarifying those that are ambiguous. Make no judgments at this point. Brainstorm!

3. Evaluate ALL possible options

4. Decide on acceptable solution

5. Develop implementation plan

6. Develop method for evaluation

7. Talk about the experience

SOURCE: Communication Skills for Ministry, 2nd ed., by John W. Lawyer and Neil H. Katz, Kendall/Hunt Publishing Co, Dubuque, Iowa, 1985.

Candy Muse
St. Aloysius Parish
Diocese of Baton Rouge