

DEFINE YOUR PILLAR BOARD/MINISTRY--PURPOSE AND VISION – Crafting your statements

CHECKLIST

- Has your ministry changed in the past year?
- Are there ways you can serve a new group?
- What does our Parish community need from you?
- What does the greater Edmond community need from you?
- Have you spent a session brainstorming ways you may grow or change your ministry?
- How will your ministry join, work or function to strengthen your collective abilities to serve?
- How will you make your faith visible?
- Have you identified any obstacles?
- What is your commitment to those you serve?
- If you are successful this year, what will your success look like?
For those served, members, our Parish, our greater community?

NOTES

PURPOSE AND VISION STATEMENT

Reflect your discussion in a statement here. This will serve to guide your actions this year.

Why does your Pillar Board/Ministry exist?

What will it look like when we are successful?

DEFINE YOUR MINISTRY—Clarify Roles

CHECKLIST

- Who will lead the team?
- Who will represent us on the PB? On the PC
- Who is stepping down?
- Who is new?
- Who is inactive?
- What specific tasks, events or strategic planning sessions need to happen?
- Who will coordinate?
- Who will help?
- Is anyone stepping up in responsibility?
- What new skill might be needed?
- Are we missing any people resources?
- Can we get help from other Pillars or ministries?
What do we need from each?
- How do we establish the needed line(s) of communication?

NOTES

LIST OF ROLES AND RESPONSIBILITIES

Plan to revisit this list as you take on new projects this year.

Who will...

Take minutes

Schedule the room

Create the agenda

Other...

Develop Your Ministry—Sustain, Revitalize, Renew

Consider this a starting point for some of the steps needed to sustain, grow, revitalize or renew your ministry

1. Conduct a Kick-off Meeting

- Invite both new and returning members
- Create a clear agenda for the meeting
- Review the ministry purpose and vision, roles and responsibilities with all attendees—why you exist, what success looks like.
- Ensure all members have been trained
- Update the member contact information and distribute to all members and to your Pillar Board representative
- Provide members with procedure and process documents for your ministry or direct them to the electronic file repository, if you have one.
- Communications
 - Send a Welcome letter or email to new member
 - Send an Acknowledgement letter or email to each returning member



Addition points to consider:

2. Schedule Checkpoint Meetings

Checkpoints, may be held individually or as a group meeting. They are intentionally scheduled to reflect specifically at how effective you were at a meeting, event or at your ministry year-end.

Addition points to consider:

3. Evaluate Effectiveness

- Was the meeting/event assignment constructive?
- Did anything disconcerting emerge?
- Is there something internal that I, a ministry member, need to overcome?
- Is there any offence with another member, mentor, or ministry that needs to be worked through?
- Have we reported our successes?
- What are our next steps?
- Did this experience bring me closer to Christ?
- Were my actions loving, my intentions pure?

Addition points to consider:

4. Acknowledge Successes

- Be specific
- Be generous
- Be sincere

Additional points to consider:

5. Correct Mistakes

- Bring the group together to discuss or ensure all has been resolved, as necessary.
- Can the process be improved?
- New ideas?

Additional points to consider:

6. Assess any Change in Direction

- What went surprisingly well?
- What's new that is going on at the Parish?
- Have we considered any cross-Pillar opportunities?

Additional points to consider:

7. Hold a year-end closeout meeting that includes transitioning members

- Consider that there will be transitioning members
- Ensure that the person is transitioning for the right reasons
 - Not because of unresolved conflict, misunderstanding, not feeling utilized, etc.
- Send a thank you note to all members who have chosen not to return thanking them for their contribution and keep the door open to future participation.
- Consider that the leader may transition from that position or out of the ministry.

Additional points to consider:

GUIDE—CHECKLISTS

Meetings

- Team Contact Information
- Schedule a Room
- Create an Agenda
- Capture Minutes, Action Items and Timing

Events

Event Planning Checklist

- Budget for your event
- Secure the venue
- Line up a speaker or entertainment
- Audio/Visual equipment needs
- Check the Parish calendar for conflicts
- Provide food
- Decorations
- Invitations
- Nursery
- Reimbursement for expenses
- Collect admission funds
- Accept donations
- Communicate your event

Financial Responsibilities

Are you collecting funds?

- Cash Handling
- Reimbursement for expenses
- Paying the Speaker or entertainment
- Is this a school function? (special handling)

Communications Tips

- Keep in mind the time it takes to publish
 - Allow sufficient time
- Who is the audience you want to reach
 - Internal/external
- Craft your message to meet the audience
 - Is there a call to action?
- Be specific
 - Who and why? Timing and contact person
- Communications committee is available to help
- Consider collaborating to help avoid repeating lessons learned by other communications

Communication Modes and Timelines

Work with SRL, Communications Committee member or Stephanie Graham to ensure your communications modes are suitable for your intended audience, to craft or design your message, to get approval, and to distribute.

Parish Mailing – Allow 4 weeks, includes design, printing and mailing.

Newspaper – Allow at least two weeks. Message requires approval.

Bulletin | St. Monica Bulletin | Sooner Catholic

– 10 days—deadline noon Friday of the week before

Digital Signage – Changed every Thursday, so submit to Stephanie Graham before Thursday.

Recorded phone message – Allow five days

Social Media – Allow five days

Handout at Welcome Center – varies; must include approval time.

Pulpit Announcements – Do not plan to use. These are very limited. Require Fr. Ray’s approval. Allow one week minimum lead time.

Mass Announcement – Allow five days. Submit to Barbara Meiser.

INVITATION PROCESS

Key Elements of Invitation

Before the Invitation

- Be very clear about your vision of the ministry/Pillar Board – Craft a 30 second elevator speech
- Clarify your perspective – Our intention is not to manipulate nor “guilt” others into participating
- Consider the gifts, talents and interests that you are looking for and that the invitee possesses; otherwise, placement may result in a mismatch and loss of volunteers
- Be clear about the term or time commitment – are we inviting so that they can get exposure to the ministry to try it out or asking for a commitment term
- Become comfortable with more than one mode of inviting and find ways to invite throughout the year. Have the personal invitation coordinate with other announcements.
 - o The personal invitation--one of the most powerful recruiting tools that yields a very high success rate; target individuals that possess the qualities and gifts that your ministry is in most need of
 - o Witness talks by current, active volunteers
 - o Ministry or Pillar tables in the Commons after Mass
 - o Mass communication techniques such as bulletin inserts, pulpit announcements from the pastor or other ministry leaders; use these sparingly.
 - o Form a search committee to develop a list of possible candidates, especially if you are new to the community or don't live in the region of the parish
 - o Consult other parish leaders for suggested persons to invite to serve in a given ministry
 - o Be aware that others may be approaching the same potential member. Communicate carefully among ministries

Extend an Invitation to get to know them, or casually over time get to know

- Meet in person
- Invite to a one-on-one meeting to get to know each other
- How does this happen? – after Mass, at an event, invite for coffee, invite to an event, get together with the ‘friend’ who knows them and suggested you approach them

During the Get-to-Know Meeting - listen, initiate, and build a relationship-*gently* get to know who they are and what makes them tick

- Build a relationship with the person
- Get to know them
- Help them discern their gifts
- Identify the invitees’ strengths, interests, and talents
- Discover what motivates them – what’s important to them
- Identify any obstacles

NOTES:

Prepare for Personal Invitation - Crafting your 30-second Elevator Speech--Pillar Board

Customize the message – Make it specific.

Purpose—Why does this Pillar exist?



General Example: The Pillar Board is a ‘mission control’ communications center and resource hub for ministries and the Parish Council. Ministries report-in through representatives who sit on the boards. These Pillar Board members ensure ministries have what they need; can sustain and grow. In turn, their ideas, needs, and requests are further communicated to Fr. Ray through the Parish Council, as needed. The Pillar board members also relay information about parish-wide initiatives to the ministries and the Parish in general out to the ministries, so we can all work on supporting the mission of the Church.

Vision—What does success look like?



Example: When we consider why we exist <<specific for our Pillar>>, we identify <<specific actions>> what needs to be done, and specify who will do <<what>> by <<when>>, what will success look like.

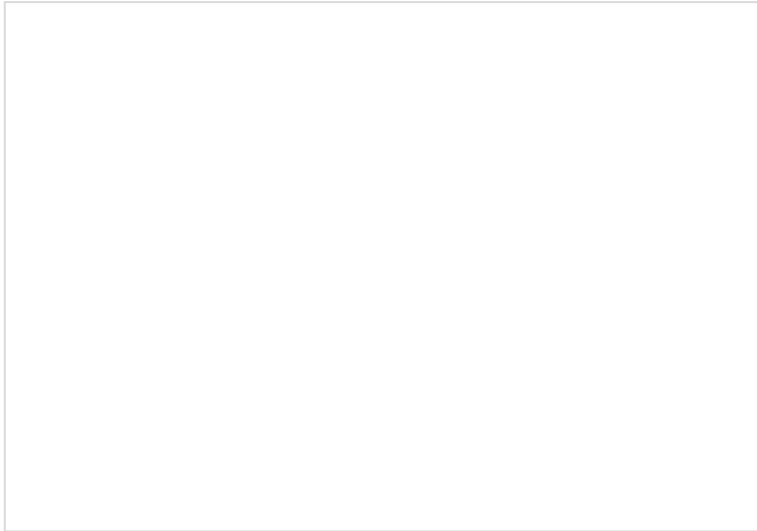
TIPS:

- May need to consider what success does not look like.
- It may be helpful to look at the purpose and vision statement of your ministries so that the Pillar vision is clear and complete.

Prepare for Personal Invitation - Crafting your 30-second Elevator Speech--Ministry

Customize the message – Make it specific.

Purpose—Why does this Ministry exist?



Example: The <<<add the name>> Ministry is committed to bringing <<what advantage are you bring to those who wouldn't have it otherwise>>. We do this by using our <<what skills, interests and gifts do you contribute>>. Our intent is to <<what difference will you make>>.

Example: Cooks Night Out

The Cooks Night Out Ministry members are committed to not only bringing hot meal once a month to those in our community who might otherwise not have one, but to bring fellowship and genuine interest to the lives of those who may not have others to share their lives with. Our intent is to nurture the body, mind and spirit of those served.

Vision—What does success look like?



Example: When we consider why we exist <<specific for our Ministry>>, we identify <<specific actions>> what needs to be done, and specify who will do <<what>> by <<when>>, what will success look like.

TIPS:

- May need to consider what success does not look like.
- Really dig in
- Don't be afraid to look outside the box
- Be specific
- Be honest-are you playing it safe or are you really engaged
- Ask other ministries to challenge your statement
- Don't be afraid to ask Pillar Board members to join you

Our Plan for Personal Invitation

What are our needs for members this year?

Who will we invite?

How can we network with the other Leaders so we don't duplicate efforts? How can we ensure effective handholds?

What is our Communication Plan?

What are our measures of success?

What invitation plan will help us fulfil our purpose (why we exist) and vision (what success will look like)

RETAIN MEMBERS CHECKLISTS

TRIAL MEMBERS

What is our welcome plan for when a new member attends our meeting?

Who is available to partner with new potential member?

How will we assess the skills/needs fit?

How can we invite trial participation?

- What bite-sized chunks do we have available to offer?
- Is the new member rotating through on a temporary basis?
- How can we make the time fruitful?

How do we ensure effective check-in?

Who will acknowledge the trial participation?

Existing Members

- Ask ministry members to assess their motivations and commitments.
- Share personal goals and perspective
- Determine the members' status
 - Active, limited, listen only, inactive
- Check in on limited members
- Offer support
- Determine changing priorities
- Offer space for change
- Determine what other ministries are active for each member
- Invite and assign according to the wishes of the member
- Acknowledge efforts

Develop and Retain Leaders

- Review the personal motivation and commitment of the leader
- Assign a mentor or re-assign as needs change
- Walk side-by-side
- Know who has the ball
- Check in and give honest two-way constructive feedback
- Know each other's hearts
- Give encouragement
- Give the benefit of the doubt
- Work to nurture—build up not tear down
- Do not feed, encourage, or promote anything that is not of Christ
- Work through difficult situation to completion
- Heal hurts
- Seek council when necessary

GUIDE

As ministries continue to grow and uncover best practices our repository of tools and resources will grow. We invite all ministry members to contribute to the tool kit.

SAMPLE COMMUNICATIONS

Please help lighten the load. Consider drafting one of the following to be used by all ministries:

Welcome Letter

Thank You Note

Personal Invitation to Pillar Board

Personal Invitation to Ministry

Personal Invitation to Parish Council

MENTOR

Traits of a Leader

Essential Traits of a Leader

- Takes initiative--ownership & accountability
- Judgment
- Wants challenge
- Wants to Lead
- Persistent
- Analytical
- Authoritative
- Planning
- Optimistic
- Influencing
- Pressure Tolerance
- Enthusiastic
- Diplomatic
- Collaborative
- Enlists Cooperation
- Handles Conflict
- Helpful
- Manages Stress Well
- Self-acceptance
- Systematic
- Warmth/empathy
- Precise

Others:

Traits that could be helpful for our ministry/Pillar Board/Parish Council Representative--

Mentor Leaders

What does it take to become an effective mentor?

KEY TASKS FOR THE MINISTRY LEADER MENTORS

- Stay true to your spiritual practices.
- Continue to mature spiritually.
- Consult a Spiritual Director regularly.
- Put the needs of others first.
- Develop a genuine relationship.
- Know the personal goals, motivations and commitments of the other.
- Open doors to new skills, perspectives and opportunities for growth.
- Help create a spiritually nurturing network.
- Keep an eye on what's coming up and anticipate potential hurdles before they become a problem.
- Be a sounding-board.
- Pray through situations together.
- Always urge each other toward Truths.
- Encourage Christ-like leadership.
- Share your experience.
- Model the attitudes and beliefs that you have internalized based on your prayer and inspirations of the Holy Spirit.

Mentoring Brainstorm



NOTES

WAYS TO MAKE FAITH TANGIBLE

When we walk with our ministry members as inspired by Jesus, we do the following:

- Listen with an open heart
- Empathize
- See the good in others
- Approach others with warmth
- Pray for each other
- Take the time to know each other
- Genuinely care
- Relationships are the priority, not tasks
- Create a safe place to grow community
- Speak lovingly and honestly when realize we've offended
- Apologize when we offend
- Forgive offences

Sample Prayers

Prayer for Starting a Meeting: A Prayer for Vision

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

When our dreams have come true because we have dreamed too little;

When we arrived safely because we sailed too close to shore;

Disturb us, Lord, when with the abundance of the things we possess, we have lost our thirst for the water of life.

Stir us, Lord, to dare more boldly, to venture on wider seas,

Where storms will show your mastery;

Where losing sight of land, we shall find the stars.

We ask you to push back the horizons of our hopes and to push us into the future in strength, courage, hope and love.

Amen.

Concluding Prayer

Father, breathe your Spirit upon your people gathered to do your work.

Grace us, we pray, with a new sense of your mystery,

A new experience of your presence,

A new commitment to your gospel,

A new dedication to your kingdom.

May your Spirit be our inspiration

And may our work contribute to the coming of your kingdom

Through Christ our Lord.

Amen.

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