

Ministry Worksheets

In Section A of this chart check all ministries that are available at your parish.

In Section B, please check the answer which best represents the current state of this ministry area in your parish.

In Section C, please check whether you are already collaborating with another parish on this ministry area, or if you would be open to discuss collaboration with another parish.

Liturgical	SECTION A	SECTION B			SECTION C	
	Have this ministry	Already Vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Liturgy Planning	X	X				
Lectors	X	X				
Lector Training	X		X			
Eucharistic Ministers	X	X				
Eucharistic Minister Training	X		X			
Servers	X	X				
Server Training	X		X			
Choir	X	X				
Instrumental Music	X	X				
Greeters/Ushers	X		X			
Days of Reflection for Liturgical Ministers				X	X	
Art & Environment Committee	X	X				
Baptism Preparation	X	X			X	
First Reconciliation Preparation	X	X			X	
First Communion and Eucharist Preparation	X	X			X	
Confirmation Preparation	X	X			X	
Family based sacramental preparation	X	X			X	
Parish Based Sacramental Preparation	X (RCIA)	X			X	
Couple to Couple Marriage Preparation					X	
Natural Family Planning					X	
Pre-Cana	X	X			X	X
Funeral Planning	X	X				
Funeral Luncheons					X	
Bereavement Ministry					X	
Liturgy of the Word for Children					X	
Other						

Spiritual Formation	SECTION A	SECTION B			SECTION C	
	Have this ministry	Already Vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Prayer Groups					X	
Days of Recollection for Parish					X	
Parish Retreat or Mission	X	X			X	
Reflection on Work Life					X	
Eucharistic Adoration					X	
Spiritual Development Commission	X	X				
Christ Renews His Parish						
Renew						
Cursillo						
Marriage Encounter						
Ministry of Praise						
Prayer Line						
Small Christian Communities						
Other						

Evangelization	SECTION A	SECTION B			SECTION C	
	Have This ministry	Already vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Reaching out to inactive /alienated Catholics					X	
Re-membering Church					X	
Welcoming and Hospitality Activities					X	
Evangelization Commission	X			X	X	
Interfaith Prayer Services/Activities					X	
Alpha						
Other						

Education	SECTION A	SECTION B		SECTION C		
	Have This ministry	Already vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Education Commission	X	X				
Day School	X	X			X	
PSR	X		X		X	X
Adult Education Programs	X		X		X	
Young Adult Programs				X	X	
Family Based Programs						
RCIA	X	X			X	
Children's Catechumenate	X	X			X	
Library	X (school)					
Summer Bible School					X	
Catholic Life Teen						
Scripture Study	X	X			X	X
Christian Family Movement						
Generations of Faith						
Good Shepherd						
Other						

Participating	SECTION A	SECTION B		SECTION C		
	Have This ministry	Already Vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Vocation Committee	X		X		X	
Stewardship Committee				X		
Women's Guild						
Men's Club						
Altar & Rosary	X		X		X	
Holy Name	X		X		X	
Couples Club						
Senior Social Club	X		X		X	X
Boosters						
Brownies & Girl Scouts	X	X			X	
Cub Scouts & Boy Scouts						
Secular Franciscans						
Knights of Columbus						
Coffee & Donuts	X		X			
Youth Ministry	X		X		X	
12 Step Programs	X	X			X	X
CYO Sports	X	X			X	X
Other						

Social Justice / Social Concerns	SECTION A	SECTION B			SECTION C	
	Have This ministry	Already vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Social Justice Commission	X		X		X	
Educational Programs						
St. Vincent DePaul	X	X			X	
Ministry to The Homebound	X		X		X	
Ministry to Nursing Homes				X	X	
Pro-Life						
Prison/Jail Ministry				X	X	
Support for Divorce/Separated					X	
Outreach/Programs for Disabled				X	X	
Food Pantry	X	X			X	X
Ministry to Senior Adults	X		X		X	
Habitat for Humanity	X		X		X	
Stephen Ministry						
Project Rachel						
Legion of Mary						
Hot Meal Program	X	X			X	
Parish Nurse Program						
Wellness Program						
Church in the City Partnership	X		X		X	X
Ecumenical Partnership				X	X	
Other						

Ministry Summary Form

(Please refer to Ministry Worksheets to complete these grids)

Please reflect on those areas of ministry which you have identified on your Ministry Worksheets as being already vibrant. List the top eight. Then identify any of these vibrant ministries that are already being shared or that could be shared with another parish by placing a check mark in the appropriate box

VIBRANT AND EFFECTIVE MINISTRIES		
Name of Ministry	Could be Shared (√)	Already being Shared (√)
1. Music	y	y
2. RCIA	y	y
3. Elementary School	y	y
4. Sports/CYO	y	y
5. Liturgical	y	y
6. Retreats	y	y
7. Sacramental Preparation	y	y
8. Community Outreach	y	y

Please reflect on those areas of ministry which you have identified on your Ministry Worksheets as needing improvement or development. List the top eight. Then identify *whether these ministry priorities could be accomplished best within your own parish or with one or more other parishes.*

MINISTRIES NEEDING IMPROVEMENT OR DEVELOPMENT		
Name of Ministry	Meet Priority within the Parish (√)	Meet Priority with One or More Parishes (√)
1. Youth Ministry		y
2. Sick and the homebound		y
3. Evangelization		y
4. Ecumenical		y
5. Adult Education		y
6. Reaching out to alienated Catholics		y
7. Days of recollection	y	
8. Usher and greeters	y	

Staffing Summary Form

(Excluding School Staff)

1. Parish Name/City: St. Ignatius of Antioch, Cleveland Ohio

2. **List of Pastoral Staff:** Beginning with the pastor/administrator, please list the first and last name of each member of the PASTORAL STAFF working or volunteering for the parish for at least twenty hours in a typical week, EXCLUDING ANY SCHOOL STAFF (e.g., principals, teachers, etc.), ADMINISTRATIVE STAFF, (e.g., secretaries, bookkeepers, etc.) AND MAINTENANCE PERSONNEL (e.g., janitors, housekeepers, etc.). Then, indicate the number of hours they are specified to work per week; whether they receive financial compensation for their work; their ecclesial status and their sex by placing the appropriate number in the space provided. You can reproduce this page to add additional people if necessary.

PASTORAL STAFF MEMBERS					
First and Last Name	Position <small>(e.g., Pastor, Parochial Vicar, DRE, Pastoral Associate, Youth Minister etc.)</small>	# Hours Specified to Work Per Week	Work Status <small>1. Paid 2. Volunteer</small>	Ecclesial Status <small>1. Priest 2. Deacon 3. Lay 4. Religious sister or brother</small>	Sex <small>1. Male 2. Female</small>
1. James R. McGonegal	Pastor	40+	1	1	1
2. Dianne Piunno	Pastoral Associate	40+	1	4	2
3. Richard Gullion	Director of Music	40+	1	3	1
4.					
5.					
6.					
7.					
8.					
9.					
10.					

3. Are there any changes you anticipate in the composition of your pastoral staff (as listed in the table above) to better serve parish needs?

n/a

4. **List of Administrative Staff and Maintenance Personnel:** Please list the first and last name of any ADMINISTRATIVE STAFF, (e.g., secretaries, bookkeepers, etc.) and MAINTENANCE PERSONNEL (e.g., janitors, housekeepers, etc.) working or volunteering for the parish for at least twenty hours in a typical week EXCLUDING ANY SCHOOL STAFF (e.g., principals,

teachers, etc.) Then, indicate the number of hours they are specified to work per week; whether they receive financial compensation for their work; their ecclesial status and their sex by placing the appropriate number in the space provided. You can reproduce this page to add additional people if necessary.

ADMINISTRATIVE STAFF AND MAINTENANCE PERSONNEL					
First and Last Name	Position <small>(e.g., Pastor, Parochial Vicar, DRE, Pastoral Associate, Youth Minister etc.)</small>	# Hours Specified to Work Per Week	Work Status <small>1. Paid 2. Volunteer</small>	Ecclesial Status <small>1. Priest 2. Deacon 3. Lay 4. Religious sister or brother</small>	Sex <small>1. Male 2. Female</small>
1. Clare Becker	Bookkeeper	40	1	3	2
2. Nadine Rakoczy	Receptionist	40	1	3	2
3. Rose Gunther	Housekeeper	40	1	3	2
4. Luciano Zappitelli	Maintenance	40	1	3	1
5. Paul Tiburzi	Maintenance	25	1	3	1
6. Louie Zappitelli	Maintenance	25	1	3	1
7. Richard Wild	Accountant	10	2	3	1
8. Patrick McDaniel	Athletics	10	2	3	1
9. John Baker	Maintenance	12.5	1	3	1
10. Anita Baker	Maintenance	12.5	1	3	2
11. Lorraine Rakoczy	PSR	1	2	3	2
12. Daniel Urban	Youth Minister	1	2	3	1
13. Delmar Wilburn	Home Bound Ministry	2	2	3	1

5. Are there any changes you anticipate in the composition of your administrative staff and maintenance personnel staff (as listed in the table above) to better serve parish needs?

n/a

6. For which areas of parish life requiring leadership and service are there presently no staff persons or volunteer leaders? (e.g., youth ministry, ministry to seniors, etc.)

n/a

7. For which areas of parish life are you already sharing leadership and service with another parish?

- Share a Meal and distribution of food with St. Ladislav
- PSR with SS. Philip and James
- CYO

8. For which areas of parish life could the leadership and service be shared with a neighboring parish?

- Share a Meal.
- Scripture study
- Head start
- Sports program
- Elementary school

Conclusions:

What are the key implications and information gathered from your findings on staffing and how do they relate to the ministries and activities of your parish?

We could use more visitors for home bound and hospital visits as well as interaction with youth ministries and sharing of director of music.

We are in need of the following staff/volunteer ministry positions:

- DRE
- PSR Teachers
- Adult Education/Spiritual formation

We would like to explore sharing the following staff/volunteer ministry positions with one or more parishes:

- Youth ministry
- Ministry to sick and homebound
- Share a Meal
- Scripture study



Composite Summary Form

(Revised August 2007)

Parish/City: St. Ignatius of Antioch Church (#1304)

Person preparing this form: Dan Vanek

Daytime Phone #: 440-773-4007 E-mail address: dvanek@rewarner.com

As a result of our review of our 2003 Composite Summary, our current situation and the assessments we completed, we present the following: (Note: List at least five points for each section.)

Vibrancy:

The best resources and greatest examples of vibrancy in our parish are:

1. Facilities: Large church, two (2) school buildings, gymnasium, and large parish house
2. Religious education of children
3. Elementary school
4. Prayerful, reverent, and spiritually moving Masses
5. Cooperation with community groups to meet local needs

Areas of Challenge:

Areas where we would most like to enhance the life and vitality of our parish:

1. Building maintenance: roof and handicap accessibility
2. Finances typical of urban parishes who suffer with the economy and urban sprawl
3. Outreach to non-practicing Catholics
4. Adult education
5. Understanding of other religions

Collaboration with Other Parishes:

Areas we identified as most appropriate for collaboration with other parishes:

(This list can include areas of vibrancy to share, areas of challenge, and areas where collaboration could better serve more people and reduce the overall staffing burden.)

1. Education of children and adults
2. Outreach to the poor
3. Encouragement of racial and ethnic harmony
4. Our church is large enough to hold collaborative events
5. Promotion of respect for human life

Financial Trends Report

Parish Name/City: SAINT IGNATIUS OF ANTIOCH, CLEVELAND

	2002	2003	2004	2005	2006	2007
PARISH INCOME:						
Weekly Collections	287,900.	260,200.	249,700.	237,500.	235,300.	231,700.
Bequests, Gifts, Restricted Donations	9,600.	2,600.	23,000.	3,200.	1,000.	-
Bingo & Fundraising	213,400.	158,100.	127,500.	65,300.	244,500.	116,500.
Other Revenues	122,100.	111,500.	131,000.	116,200.	139,800.	154,700.
TOTAL PARISH INCOME	633,000.	532,400.	531,200.	422,200.	620,600.	502,900.
PARISH EXPENSES:						
Salaries, Fringe Benefits, & Taxes	364,900.	346,300.	295,800.	249,300.	232,600.	252,400.
Utilities	63,000.	81,300.	57,100.	42,100.	59,500.	34,600.
Diocesan Assessments	-	-	-	18,200.	34,300.	33,700.
Capital Expenditures	-	-	-	-	-	-
Other Parish Operating Expenses	168,400.	166,600.	131,000.	115,000.	116,100.	137,200.
TOTAL PARISH EXPENSES	596,300.	594,200.	483,900.	424,600.	442,500.	457,900.
PARISH NET INCOME OR (DEFICIT)	36,700.	<61,800.>	47,300.	<2,400.>	178,100.	45,000.
Grade School Income	690,200.	787,100.	944,400.	1,266,400.	1,159,500.	1,324,500.
Grade School Expenses	689,400.	749,000.	885,800.	957,100.	1,076,600.	1,161,800.
SCHOOL NET INCOME OR (DEFICIT)	800.	38,100.	58,600.	309,300.	82,900.	162,700.
TOTAL PARISH & SCHOOL SURPLUS OR (DEFICIT)	37,500.	<23,700.>	105,900.	306,900.	261,000.	207,700.
Checking, Savings & Investments	221,100.	256,200.	352,100.	720,900.	957,800.	1,162,900.
Amounts owed to the Diocese	1,623,500.	1,682,887.	1,785,500.	1,809,890.	1,366,890.	1,823,000.
Other Parish Liabilities	-	-	-	-	-	-
Number of Households	1749	1784	1490	1383	1370	1000
School Enrollment	384	390	393	375	378	378

Issue Date: March, 2007

Summary Comments - Key Implications of the Above Trends:

Please Note: These are very basic categories. Sharing basic financial information in a common format will be very useful for meaningful cluster discussions and planning. The sharing of additional financial detail and information may be useful and is strongly encouraged. The report should be meaningful to your parish and cluster community.