

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	✓	✓				
Lectors	✓	✓				
Lector Training	✓	✓			✓	
Eucharistic Ministers	✓	✓				
Eucharistic Minister Training	✓	✓				
Servers	✓	✓				
Server Training	✓	✓				
Choir	✓	✓			✓	
Instrumental Music	✓	✓				
Greeters/Ushers	✓		✓			
Days of Reflection for Liturgical Ministers	✓		✓		✓	
Art & Environment Committee	✓	✓				
Baptism Preparation	✓	✓				
First Reconciliation Preparation	✓	✓			✓	
First Communion and Eucharist Preparation	✓	✓			✓	
Confirmation Preparation	✓	✓			✓	
Family based sacramental preparation						
Parish Based Sacramental Preparation						
Couple to Couple Marriage Preparation	✓	✓			✓	
Natural Family Planning						
Pre-Cana						
Funeral Planning	✓		✓			
Funeral Luncheons	✓	✓	✓			
Bereavement Ministry	✓		✓		✓	
Liturgy of the Word for Children	✓	✓				
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	✓		✓			
Days of Recollection for Parish	✓		✓		✓	
Parish Retreat or Mission	✓		✓		✓	
Reflection on Work Life						
Eucharistic Adoration						
Spiritual Development Commission	✓		✓			
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				✓		
Re-remembering Church						
Welcoming and Hospitality Activities	✓		✓			
Evangelization Commission				✓		
Interfaith Prayer Services/Activities						
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				✓		
Day School	✓	✓				
PSR	✓	✓				✓
Adult Education Programs	✓		✓		✓	
Young Adult Programs	✓	✓				✓
Family Based Programs						
RCIA	✓	✓			✓	
Children's Catechumenate						
Library	✓		✓			
Summer Bible School	✓		✓			
Catholic Life Teen						
Scripture Study	✓		✓		✓	
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						
Stewardship Committee				✓		
Women's Guild	✓	✓			✓	
Men's Club						
Altar & Rosary						
Holy Name	✓	✓			✓	
Couples Club						
Senior Social Club	✓	✓			✓	✓
Boosters	✓	✓				✓
Brownies & Girl Scouts	✓	✓			✓	
Cub Scouts & Boy Scouts	✓	✓			✓	
Secular Franciscans						
Knights of Columbus	✓ Westpark		✓			
Coffee & Donuts	✓	✓				
Youth Ministry	✓	✓				✓
12 Step Programs	✓	✓				
CYO Sports	✓	✓				✓
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	✓	✓			✓	
Educational Programs	✓		✓		✓	
St. Vincent DePaul						
Ministry to The Homebound	↓		✓		✓	
Ministry to Nursing Homes	✓		✓		✓	
Pro-Life	✓		✓			
Prison/Jail Ministry						
Support for Divorce/Separated						
Outreach/Programs for Disabled						
Food Pantry	↓				↓	
Ministry to Senior Adults	↓	✓			↓	
Habitat for Humanity						
Stephen Ministry						
Project Rachel						
Legion of Mary						
Hot Meal Program			↓			
Parish Nurse Program	✓		↓			
Wellness Program						
Church in the City Partnership						
Ecumenical Partnership						
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. PSR		✓
2. Adult Education Series & Certification Courses	✓	
3. Youth Ministry		✓
4. Junior Hgb. Summer Camp	✓	
5. Vacation Bible School	✓	
6. RCIA	✓	
7. Outreach	✓	
8. Senior Group	✓	

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. Evangelization	✓	
2. Stewardship	✓	
3.		
4.		
5.		
6.		
7.		
8.		

Staffing Summary Form

(Excluding School Staff)

1. Parish Name/City: St. Mark / Cleveland
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 Fr. John Miceli	Pastor		1	1	1
² Howard Masony	Deacon, Business Mgr.	40	1	2	1
³ Donna Wimbiscis	Pastoral Assoc.	20	1	3	2
⁴ Linda Cap	Pastoral Assoc.	20	1	3	2
⁵ Mike Wilson	Co. Director of Music	5	1	3	1
⁶ Bob Burian	Co. Director of Music	5	1	3	1
⁷ Dr. Marilyn Kurnath	Principal	40	1	3	2
⁸ Pam Adams	Youth Minister	Volunteer	2	3	2
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? No

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. Cheryl Birchfield	Parish Secretary	20	1	3	2
2. Teresa Winans	Parish Secretary	20	1	3	2
3. Leslie Zimmerman	School Secretary	40	1	3	2
4. Linda Wilson	Bookkeeper	40	1	3	2
5. Art Zetts	Bookkeeper	40	1	3	1
6. Larry Isabella	Operations Mgr.	40	1	3	1
7. Stipo Jandric	Maintenance	40	1	3	1
8.					
9.					
10.					

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?

No

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.)

None

7. For which areas of parish life are you already sharing leadership and service with another parish? Youth Ministry, PSR, CYO, Athletics, Baptism Classes

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

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?

Each staff member contributes to the success of the parish.

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

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

Youth Ministry, Senior Group



Composite Summary Form

(Revised March 2007)

Parish/City: St. Mark / Cleveland

Person preparing this form: Fr. John Miceli & Cheryl Birchfield

Daytime Phone #: 216-226-7577 E-mail address: stmarkchurch@sbcglobal.net

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. Visionary staff/lay leadership and involvement
2. St. Mark School and staff
3. Outreach, both within and outside parish
4. Senior Group
5. Sunday worship, including Childrens Liturgy of the Word, Sunday Preschool, Cherub and Youth choirs, Babysitting (10am mass)
6. Welcoming atmosphere, Catholics coming home, home visits, Neighborhood Presence.

Areas of Challenge:

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

1. Cost of Catholic Grade School Education
2. Evangelizing non-registered households and bringing back
3. Fallen away Catholics.
- 4.
- 5.

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. PSR
2. Pre-Baptism
3. Adult Education Series and adult certification courses
4. Youth Ministry, Junior High Summer Camp, Vacation Bible School
5. Senior Group

Financial Trends Report

 Parish Name/City: St. Mark Church, Cleveland

	2002	2003	2004	2005	2006	2007
PARISH INCOME:						
Weekly Collections	\$515,588	\$507,707	\$502,274	\$509,079	\$491,225	\$506,576
Bequests, Gifts, Restricted Donations	\$165,408	\$149,157	\$109,110	\$229,756	\$170,317	\$175,870
Bingo & Fundraising	\$29,084	\$38,324	\$26,541	\$33,954	\$32,199	\$45,943
Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PARISH INCOME	\$710,080	\$695,188	\$637,925	\$772,789	\$693,741	\$728,389
PARISH EXPENSES:						
Salaries , Fringe Benefits, & Taxes	\$179,203	\$204,989	\$207,671	\$217,967	\$216,443	\$291,449
Utilities	\$19,750	\$19,409	\$20,590	\$22,006	\$24,798	\$21,348
Diocesan Assessments	\$54,150	\$56,928	\$59,100	\$58,320	\$58,362	\$57,690
Capital Expenditures	\$45,012	\$21,885	\$14,448	\$21,849	\$20,411	\$30,491
Other Parish Operating Expenses	\$118,460	\$111,500	\$109,551	\$101,480	\$106,639	\$137,173
TOTAL PARISH EXPENSES	\$416,575	\$414,711	\$411,360	\$421,622	\$426,653	\$538,151
PARISH NET INCOME OR (DEFICIT)	\$293,505	\$280,477	\$226,565	\$351,167	\$267,088	\$190,238
Grade School Income	\$921,675	\$1,079,973	\$1,133,445	\$1,175,074	\$1,276,605	\$1,472,319
Grade School Expenses	\$1,159,137	\$1,251,034	\$1,316,585	\$1,480,730	\$1,502,786	\$1,499,972
SCHOOL NET INCOME OR (DEFICIT)	(\$237,462)	(\$171,061)	(\$183,140)	(\$305,656)	(\$226,181)	(\$27,653)
TOTAL PARISH & SCHOOL SURPLUS OR (DEFICIT)	\$66,043	\$109,416	\$43,425	\$45,511	\$40,907	\$162,585
Checking, Savings & Investments	\$613,552	\$721,799	\$754,215	\$804,477	\$843,805	\$1,026,197
Amounts owed to the Diocese	\$53,993	\$41,993	\$29,993	\$17,993	\$5,993	\$0
Other Parish Liabilities	\$133,666	\$154,877	\$139,760	\$171,559	\$189,748	\$181,081
Number of Households	1197	1191	1198	1183	1226	1196
School Enrollment	457	455	443	428	404	445