

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	X	X				
Lector Training						
Eucharistic Ministers	X	X				
Eucharistic Minister Training						
Servers	X	X				
Server Training						
Choir	X	X				
Instrumental Music			X			
Greeters/Ushers	X		X			
Days of Reflection for Liturgical Ministers						
Art & Environment Committee						
Baptism Preparation	X	X				
First Reconciliation Preparation	X	X				
First Communion and Eucharist Preparation	X	X				
Confirmation Preparation	X	X				
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					X	
Parish Retreat or Mission					X	
Reflection on Work Life						
Eucharistic Adoration						
Spiritual Development Commission						
Christ Renews His Parish						
Renew						
Cursillo						
Marriage Encounter						
Ministry of Praise						
Prayer Line	X	X				
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-membering 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	X					
PSR	X					
Adult Education Programs					X	
Young Adult Programs						
Family Based Programs						
RCIA	X					X
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	X		X			
Men's Club						
Altar & Rosary						
Holy Name						
Couples Club						
Senior Social Club	X	X				
Boosters						
Brownies & Girl Scouts	X	X				
Cub Scouts & Boy Scouts						
Secular Franciscans						
Knights of Columbus						
Coffee & Donuts	X	X				
Youth Ministry						
12 Step Programs	X	X				
CYO Sports	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						
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	X	+				
Ministry to Senior Adults						
Habitat for Humanity						
Stephen Ministry						
Project Rachel						
Legion of Mary						
Hot Meal Program						
Parish Nurse Program				X	X	
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. DAYS OF RECOLLECTION	✓	
2. PARISH RETREAT OR MISSION	✓	
3. RCIA		✓
4. ADULT EDUCATION	✓	
5. BAPTISM PREPARATION	✓	
6.		
7.		
8.		

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. PARISH NURSE PROGRAM		✓
2. PSR		✓
3.		
4.		
5.		
6.		
7.		
8.		

Staffing Summary Form

(Excluding School Staff)

1. Parish Name/City: _____

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. <i>MARK FLOUR</i>	<i>PASTOR</i>		<i>1.</i>	<i>1.</i>	<i>1.</i>
2.					
3.					
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?

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. KRITH BERINGO	MAINTENANCE	40	1.	3	1.
2. RICK JANKINS	ASST. MAINTENANCE	30	1.	3	1.
3. SUK SAKARAN	PHOTOGRAPHY SECRETARY	30	1.	3	2.
4. TED NAORAU	ACCOUNTANT	3	1.	3	1.
5. BARR MAUNNEY	BOOKKEEPER	4	1	3	2.
6.					
7.					
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.)

YOUTH MINISTRY
 MINISTRY TO SENIORS
 PARISH NURSE

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

RCIA

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

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 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:



Composite Summary Form

(Revised March 2007)

Parish/City: ST. MARK

Person preparing this form: MARK & FREDOR

Daytime Phone #: 216-941-4313 E-mail address: CHURCH@STMARK.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. PARISH SCHOOL
2. RCIA
3. ADULT PROGRAM
- 4.
- 5.

Areas of Challenge:

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

1. REACHING OUT TO NON-PRACTICING CATHOLICS
2. ADULT EDUCATION
3. SPIRITUAL ACTIVITIES - DAYS OF RECOLLECTION, RETIREMENTS
- 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. RCIA
2. PSR
3. ATHLETICS - CYO - w/ CYO CO-OPERATION
4. PARISH NURSE
- 5.

FINANCIAL TRENDS REPORT

	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
PARISH:	St. Mel Church		Cleveland, Ohio			
PARISH INCOME:						
Weekly Collections	\$ 322,828	\$ 301,780	\$ 302,242	\$ 290,362	\$ 279,745	\$ 268,671
Bequests, Gifts, Restricted Donations	48,921	24,030	6,599	49,871	21,190	\$ 91,799
Bingo & Fundraising	31,239	10,543	6,574	10,618	8,499	11,043
Other Revenues	130,686	72,056	368,792	265,361	198,464	114,445
TOTAL PARISH INCOME	\$ 533,674	\$ 408,409	\$ 684,207	\$ 616,212	\$ 507,898	485,958
PARISH EXPENSES:						
Salaries, Fringe Benefits, & Taxes	\$ 120,890	\$ 125,156	\$ 125,911	\$ 119,988	\$ 120,703	125,445
Utilities	30,201	35,209	31,389	33,639	39,358	30,770
Diocesan Assessments	36,408	37,920	35,904	34,728	34,074	32,784
Capital Expenditures	76,587	39,796	21,153	271,084	269,844	100,373
Other Parish Operating Expenses	842,803	259,133	399,934	250,407	168,486	179,317
TOTAL PARISH EXPENSES	\$ 1,106,889	\$ 497,214	\$ 614,291	\$ 709,846	\$ 632,465	468,689
PARISH NET INCOME OR (DEFICIT)	\$ (573,215)	\$ (88,804)	\$ 69,916	\$ (93,634)	\$ (124,567)	\$ 17,269
Grade School Income	\$ 1,437,082	\$ 989,860	\$ 1,206,687	\$ 1,105,014	\$ 972,163	867,291
Grade School Expenses	936,599	1,034,941	1,070,910	1,073,123	955,132	\$ 926,363
SCHOOL NET INCOME OR (DEFICIT)	\$ 500,483	\$ (45,081)	\$ 129,939	\$ 31,892	\$ 17,031	(59,072)
TOTAL PARISH & SCHOOL SURPLUS OR (DEFICIT)	\$ (72,732)	\$ (133,886)	\$ 199,855	\$ (61,742)	\$ (107,536)	(41,803)
Checking, Savings & Investments	532,629	399,760	600,120	542,101	433,660	\$ 381,420
Amounts owed to Diocese	0	0	0	0	0	99
Other Parish Liabilities	0	0	0	0	0	
Number of Households	1,056	1,017	959	901	831	799
School Enrollment	387	376	369	342	275	227