

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-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	✓	✓			✓	
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						
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. Liturgical Ministers and Planning		
2. Pre-Cana Program		
3. Evangelization Program		
4. CYO Sports		
5. Saint Vincent de Paul Society		
6. Day School/Psr and Pre-School		
7. RCIA		Already being shared
8. Altar and Rosary/Holy Name		

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		
2. Pro-Life Ministry		
3. Bereavement Ministry		
4.		
5.		
6.		
7.		
8.		

Staffing Summary Form

(Excluding School Staff)

1. Parish Name/City: SAINT VINCENT DE PAUL - 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. JOHN MANNING	PASTOR		1	1	1
2. MICHAEL AUSPEK	ASSOC. PASTOR		1	1	1
3. KENNETH NUI	PASTORAL ASSOC.	15	1	2	1
4. BILLY MALCOLM	PASTORAL ASSOC	2	2	2	1
5. VIRGINIA NUSTEN	CRE	4	1	3	2
6. AGNES DAY	MUSIC DIRECTOR	10	1	3	2
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?

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. EILEEN NIEDELMAN	OFFICE MANAGER	40	1	3	2	
2. MARY ANN ELLIOT	HOUSE KEEPER	18	1	3	2	
3. MARY KREMYAR	RECEPTIONIST	12	1	3	2	
4. SCOTT MERADE	MAINTENANCE	55	1	3	1	
5. TIM ROLDE	"	25	1	3	1	
6. SUMMER NEIP	3 Persons) MAINTENANCE	3x40	1	3	1	
7. KENNETH WILL	DEACON OUTSIDE MAINTEN	15	1	2	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?

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.)

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

RCIA DIRECTOR - ST. MEL
CYO SPORTS: ST MEL, ST IGNATIUS, MOUNT
CARMEL

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

MINISTRY TO ELDERLY
BEREAVEMENT MINISTRY
PRE-SCHOOL RELIGION
PSR PROGRAM
ADULT EDUCATION

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:

ADULT FORMATION & EDUCATION



Composite Summary Form

(Revised March 2007)

Parish/City: Saint Vincent de Paul

Person preparing this form: _____

Daytime Phone #: _____ E-mail address: _____

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. An adequate facility that is well maintained
2. Weekend Liturgies
3. Day School and PSR program and Pre-School of Religion
4. Significant Endowment for the School and the Parish
5. Outreach of St. Vincent de Paul Society and Evangelization

Areas of Challenge:

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

1. Decline in the number of parishioners and volunteers
2. Youth and Young Adult Ministry
3. Adult Education and Formation
4. Lack of Participation in many of the Programs
5. Significant need to repair roof on the Church

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. Evangelization Program
2. Sports Programs
3. PSR programs
4. Adult Education and Formation
5. Youth Ministry

Financial Trends Report

Parish Name/City: ST. VINCENT DE PAUL, CLEVELAND

	2002	2003	2004	2005	2006	2007
PARISH INCOME:						
Weekly Collections	292,628	279,074	270,592	258,169	252,875	242,615
Bequests, Gifts, Restricted Donations	—	13,940	11,546	16,500	4,126	4,560
Bingo & Fundraising	126,565	162,448	138,464	94,125	81,319	56,827
Other Revenues	175,646	111,272	109,615	117,527	118,320	117,681
TOTAL PARISH INCOME	594,839	566,734	530,217	486,321	456,640	421,683
PARISH EXPENSES:						
Salaries, Fringe Benefits, & Taxes	123,457	111,545	110,681	118,345	118,949	176,565
Utilities	25,174	14,060	23,178	23,834	31,489	26,439
Diocesan Assessments	32,833	33,060	32,034	31,818	30,168	28,584
Capital Expenditures	64,091	15,000	13,850	—	—	—
Other Parish Operating Expenses	149,064	127,323	115,357	113,468	129,605	128,032
TOTAL PARISH EXPENSES	394,619	300,988	295,100	287,465	310,211	359,620
PARISH NET INCOME OR (DEFICIT)						
Grade School Income	977,610	922,699	883,000	932,863	932,397	963,810
Grade School Expenses	976,707	1,142,617	1,146,760	1,198,580	1,123,302	1,046,765
SCHOOL NET INCOME OR (DEFICIT)	903	(219,918)	(263,760)	(265,717)	(190,905)	(82,955)
TOTAL PARISH & SCHOOL SURPLUS OR (DEFICIT)						
Checking, Savings & Investments	2,907,958	2,961,487	2,986,390	2,919,564	2,885,601	3,168,759
Amounts owed to the Diocese	—	—	—	—	—	—
Other Parish Liabilities	14,656	17,805	20,957	11,223	31,736	13,209
Number of Households	1,219	1,148	1,078	1,005	934	898
School Enrollment	403	350	352	335	301	270

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.