

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. BIBLE STUDY	✓	
2. ST. JOSEPH WILD	✓	
3. ADULT SOCIAL GROUP	✓	
4. ST. VINCENT DE PAUL C.	✓	
5. NARCOTICS ANONYMOUS	✓	
6. HOME BOUND MINISTRY	✓	
7. FOOD PANTRY	✓	
8. ADULT EDUCATION	✓	

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.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Staffing Summary Form

(Excluding School Staff)

1. Parish Name/City: SS. PHILIP & JAMES (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. JOSEPH SPOLNY	ADMINISTRATOR		1	1	1
2. KEN BOLOWKA			2	2	1
3. PAUL KUTKOWSKI			2	2	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?

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. IRENE SMITH	SECRETARY	30	1	3	2
2. JACK McMANAMON	CUSTODIAN	40	1	2	1
3. BRYAN GREGORY	HOUSEKEEPING	10	1	3	1
4. CAROL DIWOFRIO	SECRETARY	2	1	3	2
5. CHIA THOMAS	SACRISTAN	2	2	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, NOT AT THIS TIME.

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.)

ALL AREAS HAVE LEADERSHIP ETC.

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

NONE, UNFORTUNATELY.

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

ADMINISTRATION

CUSTODIAL

ST. VINCENT DE PAUL / FOOD PANTRY

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 ACCOMPLISH MUCH WITH OUR PEOPLE & RESOURCES.

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

MUSIC DIRECTOR / ORGANIST

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

MUSIC DIRECTOR / ORGANIST



Composite Summary Form

(Revised March 2007)

Parish/City: SS. PHILIP & JAMES / CLEVELAND

Person preparing this form: JOSEPH R. SPOLNY

Daytime Phone #: 216-944-6808 E-mail address: STS 523@ADELPHIA, 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. VIBRANT EUCHARISTIC LITURGIES AND DEVOTIONS
2. CARING, WELCOMING AND HOSPITABLE COMMUNITY
3. SOUND PARISH FACILITIES WITH EASY ACCESS
4. SERVING THE NEEDS OF THE POOR/LESS FORTUNATE THRU SUDP
5. HOSTING & NURTURING WESTSIDE LALANNE COMMUNITY

Areas of Challenge:

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

1. EVANGELIZATION & RE-EVANGELIZATION
2. INTERFAITH, SOCIO-ECONOMIC & POLITICAL PROGRAMS FOR WIDER AREA
3. GENUINE, SELFLESS COLLABORATION WITH OTHER PARISHES
4. MORE STABLE FINANCES
5. RELIGIOUS EDUCATION

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. SENIOR GROUP
2. ST. VINCENT DE PAUL SOCIETY / FOOD PANTRY
3. BIBLE STUDY
4. NARCOTICS ANONYMOUS
5. MUSIC MINISTRY

Financial Trends Report

Parish Name/City: Sts. Philip and James, Cleveland (revised 9/24/2007)

	2002	2003	2004	2005	2006	2007
PARISH INCOME						
Weekly collections	74,355	99,805	122,338	111,972	105,443	125,163
Bequests, gifts, etc	19,500	8,000	580	0	5,000	74,647
Bingo and fundraising	0	1,736	33,369	20,892	14,889	9,699
Insurance proceeds	0	0	0	0	0	18,487
Other revenues	91,595	148,851	92,258	83,267	119,802	102,690
TOTAL PARISH INCOME	185,450	258,392	248,545	216,131	245,134	330,686
PARISH EXPENSES						
Salaries, fringes, etc	111,715	113,437	105,242	99,366	108,145	112,010
Utilities	38,635	38,421	39,038	40,564	53,343	39,710
Diocesan assessments	3,584	2,773	1,325	1,333	1,757	2,767
Capital expenditures	32,726	37,870	0	12,518	13,260	158,162
Other Expenses	44,633	74,178	101,495	73,519	69,981	67,281
TOTAL PARISH EXPENSES	231,293	266,679	247,100	227,300	246,486	379,930
PARISH NET INCOME OR (DEFICIT)	(45,843)	(8,287)	1,445	(11,169)	(1,352)	(49,244)
Checking, savings, investments	1,622	6,771	17,146	7,971	6,619	27,799
Unpaid Diocesan assessments	82,870	92,480	105,519	122,510	158,346	156,258
Other owed to Diocese	0	0	0	0	0	15,075
Other parish liabilities	26,000	22,000	1,000	1,000	1,000	67,222
Number of households	302	268	223	224	234	238