



Creation of a New Ministry

Following is the process for consideration of creation of a new ministry at St. Brendan's.

1. Complete the Ministry Proposal document
2. Submit completed Ministry Proposal to St. Brendan's Pastoral Council for review. Please email the document to: Debbie Rigby at debbierigby@yahoo.com
3. St. Brendan's Pastoral Council will schedule a meeting with the proposed ministry leader(s) for discussion. In addition, the Pastor, Business Manager and Staff Department Leader who would oversee the ministry must be invited.
4. Proposed ministry will present to the Pastoral Council members and guests their proposal for review and consideration.
5. Pastor/Parish Administrator Approval or Alternate Decision - Notification will be made to the submitter by the Pastoral Council representative via email.

According to Canon Law, the Pastor is ultimately responsible for approval of all ministries. The Pastoral Council and additional staff members act as an advisory board to the Pastor. All ministries must obtain written approval prior to any ministry meetings or events.

Office Use Only

Pastoral Council Ministry Review Checklist

Proposed Ministry Name: _____

Does this ministry support the Roman Catholic Church and its teachings? Yes No

Does this ministry overlap with any existing ministries? Yes No

Is there an opportunity for this ministry to be combined with another ministry? Yes No

What are the advantages to St. Brendan's having this ministry? _____

What concerns are there related to starting this ministry? _____

Date Received by Pastoral Council: _____ Received By: _____

Date Reviewed with Pastoral Council & Invitees: _____

Date Ministry Approved/Declined: _____

Pastor Signed Approval: _____



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All proposals should be typed and submitted to the St. Brendan Pastoral Council.

Incomplete proposals will be returned to the submitter.

Cover Sheet

- Proposed name of ministry
- Name of Proposed Ministry Leader and committed volunteers
- Telephone number of proposed Ministry Leader
- Email of proposed Ministry Leader
- Mailing Address
- Desired Meeting Location and Address if not church property

Description of the Ministry

- **Services and Programs**
 - Give a brief description of the vision for this ministry and who it will serve
 - List 5 main priorities for your new ministry
 - List 5 main goals for your first year
 - Describe how your proposed ministry aligns with the parish mission
 - Describe the various services, classes and programs you plan to provide
 - Describe how you will invite St. Brendan's parishioners into your new ministry
- **Plans for the Ministry**
 - Timeline for launch/beginning
 - Describe who will comprise your launch team
 - Provide a tentative schedule of events and meetings (dates and times)
 - How do you intend to build ownership, sustain ability in the community as it grows
- **Ministries in the Area**
 - Describe any other "like ministries" that are in the local Forsyth area
- **Funding or Seed Money Required**
 - Submit a general working budget with estimated expenses (if applicable)
 - If funding required, explain how funds will be generated

- **Promotion Plan**
 - Describe your plans for reaching your target audience
 - Describe how you will communicate to the parish

Spiritual Leader/Minister/Coordinator

- Resume: Describe your experience and qualification for your role as the ministry leader of this proposed ministry.

Other Items

- Obtain and review the policies and procedures for ministries at St. Brendan's. This will provide expectations and an understanding of how ministries perform.

Upon Approval/Disapproval

- The proposed ministry leader will be notified of the decision as to whether this new ministry will be formed or of any further information needed.
- Upon approval, the ministry leader will receive a copy of the ministry procedures (if necessary) and necessary communications will be initiated.

The following items/resources need to be updated if approval is granted:

- Ministry Contact List
- Bulletin
- Parish Staff Contact List
- Website

If approval is not granted, what other options are available for this ministry? Revise and resubmit proposal? Consolidate with other ministry(ies)? Just forget it? Or revisit it further down the road (1 year, 2 years, or more)?