



ST. MICHAEL CATHOLIC CHURCH

Dear Ministry Leader,

We are asking every Parish Ministry, whether large or small, new or long-established, to complete the *Annual Ministry Renewal Form* in order to be an approved ministry here at St. Michael Catholic Church.

Why is this necessary? Over time, organizational leaders come and go, and ministries change. As a very large and growing parish family we need to have an annual update of all the active ministries. This is an opportunity to provide important information about your ministry.

With your help, we will be able to accomplish the following:

- update our master list of active parish ministries and leaders,
- include your ministry information on our website and in the Stewardship Renewal Handbook,
- keep you informed of Parish and Diocesan guidelines and policies that your ministry will be required to follow,
- ensure your ministry volunteers are in our Stewardship database,
- identify ways that we, as a parish staff, can support you and your ministry.

You may drop off your completed *Annual Ministry Renewal Form* to the Parish Office, or email it to alee@smcchurch.org. Please contact me if you have any questions, 817.510.2718. Thank you.

Annette Lee
Stewardship Coordinator





ST. MICHAEL CATHOLIC CHURCH

Annual Ministry Renewal Form

(Please PRINT clearly. Attach additional sheets as necessary.)

Name of Ministry _____ Acronym _____

Year Started _____

Purpose / Mission Statement

Leader Name _____ Parishioner of SMCC Yes _____ No _____

Do you have elected officers? Yes _____ No _____ If yes, list elected officers below.

Name	Position	Phone	Email	Parishioner?
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How many members do you have? _____ **Attach a list of members (download from StewardshipPro)**

How often do you meet? _____ Where do you meet? _____

Programs

What are some recent accomplishments, events or activities of your ministry?

Is your ministry willing to work a booth at Feast Day (last Saturday in September)? Yes _____ No _____

If yes, do you have a booth preference? _____

Do you have guest speakers? Yes _____ No _____

(If yes, follow Diocesan guidelines before scheduling)

Recent Speakers: _____

Financial

Do you collect dues? Yes _____ No _____ Do you handle money? Yes _____ No _____

If yes, explain:

Does your ministry have a checking or savings account? Yes _____ No _____

Bank Name: _____

What name(s) are on the Signature Card?

Safe Environment

Are children or youth involved with your ministry? Yes _____ No _____ If yes, how?

Does your ministry do any carpool driving of youth, parents, volunteers, etc. to events or activities, including gathering at SMCC and then driving to your planned event or meeting? Yes _____ No _____

Administration

Does your ministry need access to the copy machine? Yes _____ No _____

Other needs?

I am requesting permission for _____ to operate
(Name of Ministry)

and function as an approved Ministry of St. Michael Catholic Church.

We commit to keeping the parish updated when the information we submitted changes.

As an officer and/or representative of the requesting Ministry, I understand that I am in Full Communion with the Catholic Church, and will comply with all applicable Diocesan/Parish polices and requirements, including the Safe Environment program, Cash Collection & Receipts, Facility Use Guidelines, Credit Checks and Driving Record Checks, etc. where required.

Ministry Leader Printed Name _____ Date _____

Ministry Leader Signature _____

Contact Information Phone _____ Email _____

Parish Review:

Parish Approval:

Business Manager _____

Pastor: _____