



PROCEDURE FOR STARTING A MINISTRY

A Ministry is broadly defined by Catholic parishioners serving others, using parish facilities, fiscal and communication resources.

1. All requests should be submitted in writing to the Pastor at least two months prior to starting a ministry. Requests should contain:
 - a. Name of person submitting the request with contact information.
 - b. Description and purpose in detail, of the ministry.
 - c. If the ministry serves children or vulnerable adults, please include number of adults to be background checked.
 - d. Estimated costs of the ministry, if any.
 - e. Anticipated source of revenue for the ministry, if any.
2. Pastor makes a determination if this is something that corresponds to the parish vision and pastoral plan under the guidance of the Pastoral Council.
3. If approved by Pastoral Council, the Pastor shall submit the request to the Finance Council, if there is an estimated cost.
 - a. The Finance Council may decline the ministry; approve the ministry without financial support; or approve the ministry with full/partial financial support, depending on the available funds in the parish budget.
 - b. The Pastor will contact the requestor in writing, to affirm the decision.
4. If the ministry is approved, the requestor will need to do the following:
 - a. Provide contact information to the parish office staff.
 - b. Set a timeline/calendar of meeting times & venues.
 - c. Provide a list of adults who will undergo background checks & Safe Environment training, and Defensive Driving, if applicable.
 - d. Provide a detailed budget (if applicable) to the business manager.
 - e. Communicate with the parish office staff consistently and frequently, and note communication preferences, i.e. bulletin, FB, ParishApp, website.

We are a very busy parish with limited staff and resources. Please be mindful of the Parish Annual Calendar when planning an event.