



Policies and Procedures for Parish Organizations

Organizational Management

Updated April 2, 2025

1. Reserving Space on Campus
 - a. The campus is yours, and your group is welcome to use the space. Please make every effort to plan out your year as we build the Parish Calendar in July & August. This will allow us to try to avoid conflicts as much as possible.
 - a. When making plans, consult the parish calendar on the website (it is on the home page, left side if you scroll down) to be sure the space is available on the day and time you desire.
 - b. Please email Kara at secretary@stceciliaf.com with the request. Please include: Name of the Event, Date, Time, which room (if the Auditorium, does the Gym need to be blocked off as well?), a description (which will go on the calendar event), and any links for sign up or contact information (these can also be added later). Is there a contact person for more information?
 - c. Please do not advertise events until Kara has given you the okay that the event is on the calendar.

2. Publicity/Sharing New
 - a. Need the parish's new logo? Email Fr Chris (frchriswalsh@stceciliafc.com) and it will be shared for consistent branding
 - b. Want to make a flier with Canva? Canva offers a built-in QR Code maker. We have a parish account and can include you through your own email if your ministry has a stceciliafc.com email address.
 - c. Want a ministry/group email? Be in touch with Eileen to assist, so communication remains consistent as leadership changes

3. Having an Announcement in the Bulletin
 - a. Please write out the announcement and email it to bulletin@stceciliafc.com
 - b. Please be specific on the message and which weekends you want it in the bulletin; include images or QR codes
 - c. Please submit by the Sunday before the weekend you want the notice in the bulletin. If we are close to a holiday like Easter, Christmas or July 4th, please know that the deadline is likely two to three weeks before publishing.

4. Weekly Update Email
 - a. Please write out the announcement or share the flier with Fr. Chris at frchriswalsh@stceciliafc.com
 - b. Please be specific in when it should appear in the update and submit by Sunday for that week's email.

5. Announcements made in Church at weekend Masses

- a. Please offer one or two sentences and the dates you want the announcement made. Send to Kara at secretary@stceciliafc.com by Thursday prior to the weekend
 - b. Father Chris has to limit announcements, so please be understanding if your announcement cannot be made.
6. Website
- a. If there are items to be shared on the parish website or your group's description or contact person/email needs to be updated, please email the desired post or information to Linda at website@stceciliafc.com
 - b. Please be specific; Linda may contact you for further information so please provide contact information
7. Best Practices for Ministry/Organization Meetings
- a. Please prepare an agenda for each meeting and share the agenda with those who will attend at least 48 hours before the meeting. Consider creating an agenda that allots time to each agenda item and even states who from the group is "responsible" for that agenda item. Please use the "SCC Meeting Agenda Template" (available on our website Serve; Parish Ministries; bottom of the page)
 - b. Please take "minutes" using the "SCC Meeting Summary Template" (provided by the Catholic Leadership Institute) to capture the action items and decisions made at the meeting. The Meeting Summary ought to be emailed/given to the Staff Person who provides oversight for your group/ministry so that the parish office maintains a record of each group's activities. (The Template is available on our website, Serve, Parish Ministries, at the bottom of the page)
 - c. If desired, the Parish Staff can assist you with the following as you envision the future of your group:
 - a. A Team Charter process to help you envision your purpose and your areas of responsibility within the Parish.
 - b. Team Building Brainstorming - assistance in figuring out who you need on your leadership team or within the group, and how to invite them to the group.
 - c. Development of goals for the year that your ministry/group will seek to address; ideally, these goals are tied to the Parish Pastoral Plan for vision alignment.
 - d. A Root Cause Analysis that will help your group tackle a problem that you have been facing and need to figure out to grow your ministry or impact.
8. Shared Leadership for Parish Organizations
- a. God is generous. He blessed each Christian with charisms, gifts to be used in service to the Parish and larger Church. St. Cecilia is a Parish that is abundantly blessed with gifted people who realize their call to serve in our many ministries and organizations.
 - b. Knowing this, it is ideal to have a leader for each ministry and organization, as well as others who draw close to collaborate in leading. In addition, the leader ought to serve for 3 years and then pass the leadership to another person. This will keep the organization/ministry "fresh" and allow parish leaders to be renewed as well.
 - c. Individuals are welcome to circle back into leadership roles after a period. They may also use their charism in other ministries/organizations.