

St. Mark the Evangelist

Leader Guide



Church

1201 Alma Dr.
Plano TX 75075
Phone: 972-423-5600

Church Hours

Sunday-Thursday 5:00am 10:00pm
Friday: 5:00am-11:59pm
Saturday: 12:00am-10:00pm

Office

1105 W. 15th Street
Plano TX 75075
Phone: 972-423-5600

Office Hours

Monday-Thursday: 9:00am-5:00pm
Friday: 9:00am-12:00pm

School

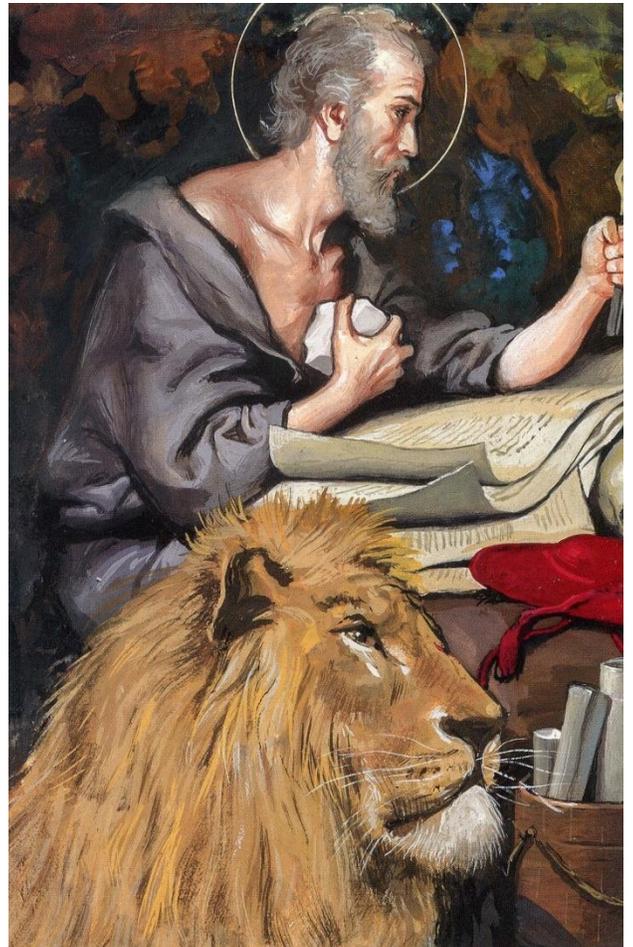
1201 Alma Dr.
Plano TX 75075
Phone: 972-587-0610

Office Hours

Monday-Friday
7:30am-4:00pm

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VISION, MOTTO, AND VALUES

St. Mark Vision Statement:

St. Mark Catholic Church forms missionary disciples to transform the world by creating welcoming communities and providing life-changing encounters with Jesus Christ.

ST. Mark Values:

As a team, St. Mark is Rooted, Reaching and Radiating Joy
Rooted (Tradition and Prayer)
Reaching (Innovation, Invitation, Empowerment)
Radiating Joy (Hospitality and Celebration)

Team: At St. Mark, a team is a group of mission-driven individuals who collaborate in faith and service, united in purpose to form missionary disciples to transform the world. As coworkers, we support one another with humility, accountability, and charity, so to serve the people of God and fulfill our vision for the church.

Rooted: St. Mark team is rooted in **Prayer** and the **Tradition** of the church

Prayer is the foundation of all we do, grounding us daily in God's presence and guiding our work through the Holy Spirit. It unites us, empowers us, strengthens our service, and keeps our mission focused on Jesus Christ.

We honor the living tradition of the catholic church- a faith passed down from the Apostles and upheld by Scripture the Sacraments, the magisterium and the saints. As employees, we faithfully steward this heritage, shaping our work, worship and evangelization with reverence and continuity.

Reaching: St. Mark team reaches others through **innovation, invitation, & empowerment.**

We embrace the Holy Spirit's guidance to serve boldly and creatively, using new methods rooted in Gospel truth to meet people where they are.

A culture of invitation drives us to welcome and personally invite every person into deeper relationship with Christ through parish life.

Empowerment means trusting and equipping one another to use our gifts confidently, grow in leadership, and work together in prayer and humility to build up the Body of Christ.

Radiation Joy: St. Mark team radiates joy through **hospitality and Celebration.**

Hospitality reflects Christ's love by making every person feel seen, valued and welcomed as family. It shapes all we do, inviting others to encounter Christ through our kindness and service.

Celebration means joyfully honoring God's presence in our lives and community we rejoice in milestones blessings, and witness to Christ's work through us.

Dear Community Leaders of St. Mark the Evangelist Catholic Church, Plano, TX,

At St. Mark Church, we are very blessed to have a diverse community, in which ministries and groups come together to serve both God and neighbor. In each of these ministries, groups, and organizations, we are invited to encounter Jesus, interweave human relationships, and grow together in faith—strengthening the Body of Christ and our parish.

As leaders, we are reminded in **Philippians 2:3–4**:

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.”

This call to humility and selflessness must shape the way we lead—placing the needs of others before our own and always striving to serve with the heart of Christ.

It is for this reason that we are called to have a unified and Christ-centered vision for the objectives and goals of our parish ministries and groups.

Reflecting on this, this guide has been created to serve as an ongoing point of reference in the following areas:

- Leadership
- Structure of Ministries and Groups
- Policies
- Procedures
- Communication

Its purpose is to foster a healthy, well-ordered environment where each ministry and group can function effectively and harmoniously, helping to unify and strengthen our parish community.

As it is written in **Romans 12:4–8**:

“Just as in one body there are many parts, and not all the parts have the same function, so too, though we are many, we form one body in Christ, and each member is united to the others.”

While the role of each ministry and group is distinct, all are vital. At the same time, we must always remember that **serving Jesus and His Church is our ultimate priority**. To that end, the parish is committed to offering the support, guidance, and formation necessary to help each ministry thrive in its mission.

Finally, we hope this **Ministry and Group Leadership Handbook** will serve as a practical and spiritual tool for you. May every step we take be united in purpose, working together to fulfill the mission of our parish. Through our shared commitment, we live out our baptismal call—to be faithful witnesses, open to the Spirit, encountering Jesus daily and helping others do the same.

Yours in Christ,
The Parish Life Team

What is a Leader?

At St. Mark, a Leader is someone who guides a ministry, group, or organization to fulfill its true purpose and align with the parish's overall **vision** of forming missionary disciples and creating life-changing encounters with Christ. A leader works to create meaningful volunteer experiences for all participants while ensuring that those served by the ministry are supported with care and intention. It's important to remember that every ministry exists to serve the parish community and contribute to that shared **vision**.

Being part of a ministry at St. Mark is a privilege—not a right—and each group must remain open and welcoming to new members.

Ministries, groups, and organizations should have co-leads who work together to ensure the group, organization or ministry's purpose is fulfilled.

From an administrative perspective, the Ministry Lead is listed as the **primary contact** for the ministry and is responsible for overseeing its operations.

Responsibilities of a Ministry Lead:

1. **Understand and comply** with all parish guidelines, policies, and procedures for ministries as set forth by St. Mark and the diocese.
 - These policies include
 - a) General Policies & Procedures
 - b) Financial Policies & Procedures
 - c) Meeting, Event, and Fundraising Policies & Procedures
 - d) Communication/Publicity Policies & Procedures

Please review these policies thoroughly, as some are included in the General Policies & Procedures section of the guide.

Parish Structure

When leading a ministry, it may be helpful to have a general understanding of the structure of the parish.

The Pastor

The pastor exercises the pastoral care and governance of the parish entrusted to him. With the help of additional priests, deacons, and the lay faithful, the pastor leads and guides the parish as its chief shepherd (cf. canon 519).

Operational Model

St. Mark the Evangelist Catholic Church has embraced the Divine Renovation operational model. To learn more about this model, you can visit divinerenovation.org. As part of this model, the Pastor leads the Parish Senior Leadership Team (SLT). The SLT, together with the Parish Council, serves to advise the pastor and plays a key role in praying for the pastor, staff, parishioners, and the entire parish community.

The Parish Senior Leadership Team (SLT)

Fr. Jason Cargo- Pastor

Rick Alvizo – Parish Business Manager

Debbie Betz- Senior Director of Faith Formation and Parish Life

Pam Steinkirchner – Principal, St. Mark Catholic School

Tim Schlich- Director of Youth Ministry

The Pastoral Council

The Pastoral Council, over which the pastor presides, is a consultative rather than governing body. Together with other clergy and PLT, the Pastoral Council assists the pastor in fostering pastoral activity in the parish (cf. canon 536, §§ 1&2). A representative from the Finance Council sits on the Pastoral Council.

Parish Staff

Parish Staff are employees entrusted with the responsibility of assisting the pastor in the leadership and pastoral care of the parish, each according to their training and appointed position. Parish Staff is ordinarily the first point of contact in the pastoral office in their respective departments (e.g. staff, rather than the pastor, is contacted with questions and issues of Faith Formation, Outreach, etc.).

Sentinels

St. Mark's security team of trained volunteers ready to give directions during an active emergency of any kind. They are normally present at all Masses. Please feel free to go to them and ask any security or safety question you may have.

Jack Ternan: Sr. Director of Security and Safety- 214-673-2784

Doug Cargo: Director: 972-841-2790

Patricia Kozuch: Assistant Director - 214-212-0594

Meeting, Event, General Policies & Procedures

Staff Contacts

See Clergy & Staff in the bulletin and on the website for up-to date contact information.

Office Hours

Regular office hours:

Monday-Thursday 9:00 am 5:00 pm

Friday 9:00 am -12:00 pm

Holidays and Holy Days of Obligation may alter the parish office schedule.

Facility Hours-Meeting Rooms

7:00am-10:00pm- (These hours do not apply rentals)

Before/After Hours and Weekend Facilities Assistance

If you are hosting an event in our facilities **outside of business hours or on a weekend** and experience issues such as:

- Your key or door code is not working
- You run out of necessary supplies

Contact: Rick Alvizo-214-693-4740

Room Reservations & Needs for Adult Faith Formation / Evangelization

Adult Faith Formation Reservations

Such as (CHRP, bible studies, Lectio Divina)

Contact: Ruth Sanchez

rsanchez@stmarkplano.org | ext. 225

Evangelization

Lived Christ Share Crist

Divine Mercy YA

Young Adults

Contact: Natalia Barela

nbarela@stmarkplano.org | ext. 271

Room/Narthex Reservations

We have created an **online form** for all room reservations moving forward. To submit a request, please visit:

 <https://stmarkplano.org/reservations>

Please allow **48 hours** from the time your request is submitted before contacting a member of the Parish Life Department. If **setup time** is needed, be sure to include it when completing your reservation request.

We've also created a dedicated email for all reservation-related communication:

 reservations@stmarkplano.org

This is now our **preferred method** of communication for all ministry and group reservation needs. Reservations should be submitted **at least 7 business days** prior to your meeting or event. Space will generally be reserved on a **6-month cycle** as follows:

- **January–June** reservations: submit beginning in **November**
- **July–December** reservations: submit beginning in **April**

All requests are processed on a first-come, first-served basis.

 **Important:** All ministries, groups, or organizations that meet **on parish premises** are required to complete a **Yearly Facilities Usage Agreement Form**. This agreement must be renewed **annually** to maintain access to parish facilities.

Details on how to complete this form will be provided by the **Parish Business Manager- Rick Alvizo** ralvizo@stmarkplano.org

Liturgy

Contact: To Be Determined

Altar Care	Altar Servers	Eucharistic(Nocturnal) Adoration
Extraordinary Ministers of Holy Communion (ENG/SPN)	Homebound Communion	Lectors (ENG/SPN)
Sacristans	Sentinels	Ushers

Parish Life

Contact: Lupe Saucedo

lsaucedo@stmarkplano.org | ext. 233

ANE	Cenáculo de la Divina Misericordia	Divine Mercy Cenacle
Mujer a Mujer	Cursillos de Cristiandad	Worldwide Marriage Encounter

Renovación Carismática	Rosario Bíblico	Rosary Group
Cub Scouts	Talleres de Oración y Vida	American Heritage Girls
Totus Tuus	Golden Treasures	Movimiento Familiar Cristiano
Women of St. Mark	PARCH – Homeschoolers	Troops of St. George
Encuentro Matrimonial	Juan Diegos / Rosas de Guadalupe	Knights of Columbus
Pro-Life / Provida	Rosary Makers	St. Michael Society
Vocations Ministry	Mary our Universal Mother	
Missionary families of Christ		

Youth Center Reservation

Please be advised of the following guidelines for the use of the **Youth Center**, which serves as the office space for our Youth Ministry staff:

- **Availability:** To respect the working hours of the Youth Ministry staff, no meetings or events will be scheduled before 5:00 PM, Monday through Friday.
- **Youth Ministry Priority:** Room priority is always given to Youth Ministry activities.
- **Reservation Limit:** Rooms cannot be reserved more than 90 days in advance.
- **Setup and Cleanup:** Each group is responsible for its own setup, tear down, and cleaning. Please ensure the room is left as you found it.
- **Youth Ministry Supplies:** Food and drinks provided for Youth Ministry are strictly reserved for their use and should not be consumed by other groups.

Gyms and Athletic field Reservation

Please note: If you are requesting reservations for gyms or athletic fields, the ministry leader will need to complete a Facilities Usage Form. The process is as follows:

1. Submit your reservation request via the link provided.
2. Your reservation will be made **tentatively**.
3. Contact Business Manager Rick Alvizo at ralvizo@stmarkplano.org to complete the Facilities Usage Form.

4. Once the form is completed and parish life is notified.
5. You will receive a **confirmation email** finalizing the reservation.

Space Usage and Sign-In Protocol

St. Mark is a very blessed and vibrant parish, home to over 50 ministries, groups, organizations, and Bible studies. With such a flourishing community comes the beautiful challenge of limited meeting space. As we continue to grow and welcome new groups, we are being called to steward our shared spaces more intentionally. To help us better assess space usage and ensure fairness, we ask that, **starting September 2025**, all groups **submit a sign-in sheet for each of their meetings** to their assigned staff liaison. This helps us track attendance and determine space needs across the parish. group consistently has **10 or fewer participants**, we ask you to meet offsite—in homes, coffee shops, or similar locations

School Kitchen Usage

Please note: To use the school kitchen, you must first attend a mandatory training session. The process is as follows:

1. Submit your reservation request via the link provided.
2. Your reservation will be made **tentatively**.
3. Contact Business Manager Rick Alvizo at ralvizo@stmarkplano.org to **schedule the required training**.
4. Once training is completed and we receive notification of completion,
5. You will receive a **confirmation email** finalizing the reservation.

Facilities Team Assistance

Note: Our Facilities' team is happy to assist by making tables and chairs available for your group's use. However, **please note** that it is the **responsibility of your group to set up and tear down** all tables and chairs after your event.

Receptions in Narthex on Sunday

Due to our maintenance team consisting of just one person responsible for Church, parish Center, Smyth Pastoral Center and School the weekends. We kindly ask that weekend receptions be limited to **finger food only**. This includes items like cookies, donuts, or various bite-sized sweets. Additionally, we request that **no sugary drinks** be served.

Special Events (anything outside normal monthly meeting)

When a group has an event planned, the lead coordinator of the group needs to complete the event request form and submit it to the staff liaison. Please contact your staff liaison to request a form to be emailed.

Ongoing Leader Formation

All leaders and co-leaders of parish groups and organizations are expected to participate in **the two leadership summits per year**. These workshops are designed to support their ongoing spiritual growth, leadership development, and alignment with the parish vision.

Access to parish center and Key Pickup and Code Process

To obtain a key for any of the rooms in the Smyth Pastoral Center, please follow the process outlined below:

1. **Key Pickup:** Visit the front office at the parish center at least two days prior to your event during regular office hours to check out the key. If someone other than the individual making the reservation will be picking up the key, their name must be provided at the time of the reservation.
2. **Key Return:** The key must be returned on the day of the event or by the following day.
3. **Key Drop-Off:** If returning the key after office hours, you may place it in the drop box located in the parish office entrance.
4. **Key Limit:** Each ministry is permitted to check out only one key or badge at a time. If a group has a long-term key or badge checked out and requires an additional short-term key or badge, the short-term key or badge must be returned by the end of the next business day following the event. Failure to adhere to this requirement will result in the group being required to return both keys or badges, as well as lose the privilege of long-term checkout. Future key or badge requests will be limited to short-term checkouts only.
5. **Responsibility:** The individual who checks out the key is responsible for its safekeeping and timely return.
6. **Forget to Pick up Key-** If you forget to pick up a key for a reserved room, unfortunately the parish staff, including facilities team, cannot open rooms. Thank you for your cooperation in ensuring the smooth operation of our facilities.
7. **Access Code-** The leader is responsible to send code request to email: reservations@stmarkplano.org 7 days before the event to have the code set up.

For meetings held in the Parish Center an Access code will be given to the leader for access the building.

 **Important:** Groups must pick up their room key in advance. If the key is not picked up, the maintenance staff will not be able to open the door for you.

Key or code issues Over the weekend

Contact

Rick Alvizo
214-693-4740

Cleaning the Room that was Used

- Pick up all trash and take to dumpster outside
- Fold and stack chairs against the wall (Leave the room set up how it was found)
- Wipe tables
- Take all personal belongings, St. Mark is not responsible for items left behind.

- Turn lights off.

Cancellation Policy

Due to the high volume of room reservation requests and to accommodate the needs of all ministries, groups, and organizations, we kindly ask that you **notify us immediately** of any room reservation cancellations. This will allow us to reassign the space to others who may be in need.

Succession Planning for Your Ministry

To support healthy transitions and ongoing ministry growth, it is recommended that a Ministry Leader serve a minimum of **two years**. At the **start of the second year**—or the **final year of a leader's term**, a new leader should be identified and invited to step into the role. Once the new leader accepts, the outgoing leader should schedule a meeting with the **Associate Director of Parish Life** to introduce the incoming leader. We recommend designating the incoming leader as your **Co-Leader** during this time. Use the second year or final year as a **training and mentoring period** to prepare them for the full responsibilities of Ministry Lead. This approach helps ensure a smooth transition and sets the new leader up for success with the support, training, and guidance they need.

Safe Environment Policy

“As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional and physical well-being of minors and vulnerable adults. As they participate in activities within or sponsored by our Diocese, our parishes and our schools, it is our responsibility and commitment to provide an environment which is safe and nurturing” (Catholic Diocese of Dallas – Safe Environment Program - Mission Statement).

The Safe Environment Program has been adopted by the Diocese of Dallas and St. Mark the Evangelist Parish to provide a safe and secure environment for the minors and vulnerable adults in our faith community; to reduce the possibility of false accusations against clergy, employees, and volunteers; to provide a structure for evaluating a person's suitability to work with minors or vulnerable adults; and to provide a system to respond to a victim and his/her family as well as the accused.

If your ministry has been identified as one that requires its members to be Safe Environment cleared before volunteering, please refer to the Safe Environment Page of the parish website for more information. For additional assistance, contact the Safe Environment Coordinator Linda Sartor lsartor@stmarkplano.org .

Guest Speakers

If a ministry or group is planning a retreat or workshop and intends to invite guest speakers, please contact your staff liaison at least **60 days prior to the event**—before extending the invitation to the speaker. The staff liaison will inform you of the necessary documentation and guide them on how and to whom they should be submitted.

- 1) Priests/clergy from within the Diocese of Dallas – do not need a letter of suitability to speak at a parish event. Notify your group staff liaison of the day and time your speaker will be in attendance.
- 2) Priests/clergy from outside the Diocese of Dallas – must obtain a Letter of Suitability from their Bishop’s office/Diocese, stating the reason for the visit to your parish and the dates that they will be there, and what they will be doing (speaking to adults, speaking to youth, speaking and celebrating Mass, etc.) Please submit to suitability@cathdal.org
- 3) Lay People from within the Diocese of Dallas
 - a. **Event for Adults:** Speaker needs **a Letter of good standing from their Pastor.** The letter should state when they are going to be at the parish, what group they are speaking to, and the topic of the speech. Submit this to your group staff liaison.
 - b. **Event for Youth:** The speaker must obtain **a letter of Good Standing from their pastor, and they must be Safe Environment cleared through the Diocese of Dallas.** The letter should state when they are going to be at the parish, what group they are speaking to, and the topic of the speech. Submit this to your group staff liaison.
- 4) Lay People from outside the Diocese of Dallas
 - a. If only speaking to adults, speaker must obtain a letter of Good Standing from their pastor. The letter should state when they are going to be at the parish, what group they are speaking to, and the topic of the speech.
 - b. If they are speaking to youth, they must obtain a letter of Good Standing from their pastor, and they must be safe environment cleared through their Diocese (they need to provide proof of being safe environment cleared if it is not included in their letter of Good Standing). The letter should state when they are going to be at the parish, what group they are speaking to, and the topic of the talk and email to: suitability@cathdal.org

Financial Policies & Procedures (Including Fundraisers) for Parish Based Organizations (PBO)

HANDLING OF MONEY DERIVED FROM GROUP ACTIVITIES

There are two types of groups:

- **NON-PBO** Non-Parish Based Organizations
- **PBO** Parish Based Organizations

NON-PBO GROUPS

NON-PBO groups handle their own money.

PBO GROUPS

If any **PBO** group plans to have income, it must be approved by the Pastor of St. Mark in the Review and Approval process.

If the income is approved, once collected, it should always be sent to St. Mark's administration, which will process the income and issue a check for payment to the recipient.

INCOME – PBO GROUPS

These are the most common types of income received by **PBO** groups:

- Donations
- Collections
- Stipends

DONATIONS

Allocation of Donations:

- For the Group
- For the Parish

COLLECTIONS

Funds collected from some activity in Parish.

STIPENDS

Stipends may be distributed to those who will take an active part in the event, such as Speakers/Presenters, Clergy and Music.

Deposits & Check Request

All funds will be deposited into St. Mark the Evangelist Catholic Church Operating account through the Business Department. A line item will be opened (if not already existing) for the PBO and all funds will be accounted for.

- Each group should designate one person to submit all group deposits and check requests. Each group leader is responsible for ensuring the St. Mark Business Department is notified when changes are made of person in charge of deposits and check request.
- Any payments made from the account must be approved by the designated leader of the PBO using the form provided from the Business Department.
- Receipts must be provided for reimbursement of any costs incurred.

*****For any questions regarding accounts, please contact the Business Office directly*****

Contacts:

Rick Alvizo

ralvizo@stmarkplano.org

Cristina Minjares

cmijares@stmarkplano.org

Fundraisers

If your group plans to host a fundraiser (ex: Tickets, raffles, goods/merchandise, and donations), the group leader must complete the fundraiser Request Form and submit it to the staff liaison for your group (Parish Life, Evangelization, or Adult Faith Formation) at least 60 days prior to the day of fundraiser. All fundraisers are up to the discretion of the pastor and availability of space. The staff liaison for your group will communicate with the leader the outcome of the request. To request a Fundraiser Request form please reach out to the staff liaison for your group/ministry.

In general, there is a limit of two group fundraisers per month on any given weekend (Narthex I & II and Plaza/Breezeway).

Communication/Publicity Policies and Procedures

Website

Up-to-date Ministry Leader and contact information is kept on the corresponding website under Ministries, Get Involved tab, select organization, and groups. A short description of the ministry's purpose will be included.

Publicity Requests Information

As you create flyers and other promotional materials for groups/organization events, please be sure to **include the name and contact information** (email or phone number) of the person parishioners can reach out to with questions.

How to submit Publicity Requests

All publicity must be requested via our website:

1. <https://stmarkplano.org/News>
2. Select Communication Request
3. Click on "Submit Communication Request"
4. Follow the steps to complete the questionnaire.

Physical Signage Narthex

Submit the request to Director of Communications/Marketing Spencer Kelly
skelly@stmarkplano.org and reservations@stmarkplano.org 8-day limit in the Narthex.

Submission Time Frames

Bulletin

10 Business Days before the Sunday of Publication

E-Newsletter (Flock note) Date

5 Business Days before the Thursday of Publication

Website Post date

5 Business days before the date of publication

Social Media

5 Business days before the date of publication

Proposed Narthex Digital Display Date

10 Business Days before the Sunday of Publication

Proposed Cantor Announcement

10 Business Days before the Sunday of Publication

Priest Announcement

10 Business Days before the Sunday of Publication

Proposed Pulpit Announcement

10 Business Days before the Sunday of Announcement

Emergency and Incident Process

Ministry and Group Leaders

If your ministry or group is meeting on parish grounds (St. Mark Parish Center, Smyth Pastoral Center, Church, or St. Mark Catholic School building or Athletic Field) and there is an emergency (the police or fire department or 9-1-1 are to be called) the group leader must contact one of the people below to let them know about the incident as soon as possible.

Jack Ternan Sr., St Mark Director of Security and Safety

214-673-2784

jternan@stmarkplano.org

Rick Alvizo, Parish Business Manager

214-693-4740

ralvizo@stmarkplano.org

An incident report (see next page) will need to be filled out, please write down as much information as possible, including witnesses and contact information, if applicable.

St. Mark Parish Center, 1105 W. 15th Street, Plano, TX 75075

Smyth Pastoral Center, 1100 W. 15th Street, Plano, TX 75075

St. Mark the Evangelist Catholic Church, 1201 Alma, Plano, TX 75075

St. Mark Catholic School (*includes the Cafetorium, Old Gym, New Gym, and Athletic Field*), 1201 Alma Drive, Plano, TX 75075

St. Mark Catholic Church - INCIDENT REPORT

ST. MARK CATHOLIC CHURCH - PLANO, TX CRISIS - INCIDENT REPORT

Date: __/__/____ Time: _____
Location: _____

Report completed by:

Name: _____ Phone: _____

Event / Incident Date: _____ Time: _____

Witnesses:

Name: _____ Phone: _____

Address: _____

Notes: _____

Name: _____ Phone: _____

Address: _____

Notes: _____

Incident Type:

- Fire Medical Disturbance Non-Violent Intruder Violent Intruder
 Tornado Severe Weather Bomb Threat Hazardous Material Weapons
 Violence Active Shooter Utility Failure Missing Child (Code Adam) Other:

Response: Evacuation Lockdown Shelter-in-Place Other:

Resources Utilized:

- Fire Department EMS (Emergency Medical Services) PD (Police Department)
 DOH (Department of Health) Other: _____

Incident Report Narrative, what happened? (Use additional sheets as necessary):

Crisis Management Plan:

What worked well?

What did not work well and why?

Signature: _____ Date: _____

~~~ SEND COMPLETED REPORT TO THE PARISH MANAGER

Rick Alvizo: [ralvizo@stmarkplano.org](mailto:ralvizo@stmarkplano.org)

# Appendix

## Ministry Meetings

The expectation is that ministries will meet on a consistent basis. The ministry leaders, with guidance from the Parish Life office (or Evangelization/Adult Faith Formation, or Liturgy) if needed, can determine what frequency is necessary for the group to function effectively. Monthly to bi-monthly should at least be the norm.

Meetings should have a purpose that is clear and understood by everyone who participates. It is important to stay focused on your meeting purpose and set expectations with the ministry. A helpful way to stay focused is to have an agenda and stick to it (see below for details). Be respectful of the time of your volunteers.

## What Should Happen at a Meeting?

**1. Fellowship:** The life and breath of ministry at St. Mark does not consist in the rules, policies, procedures, or directives. Such things serve as a necessary structure in which to ensure the work and service we do, but the structure must have life and meaning. This life is fostered in building genuine relationships in Christ. Jesus said, “This is how all will know that you are my disciples if you have love one for another” (John 13:35). Ministry meetings should foster qualities such as relationships, trust, collegiality, partnership, and service. Therefore, a fundamental reason for meeting in the first place is to build relationships between one another.

**2. Communication:** Open, honest dialogue during regular meetings plays a vital role in the success of a ministry. Don’t forget to keep those members in the loop that are not able to attend meetings. Take notes, especially noting key takeaways, next steps, deadlines and who is responsible for completing tasks.

**3. Problem Solving:** When faced with a challenge or problem, the individual ministry leader need not figure it out alone. Receiving input and ideas from others within the ministry or seeking input from the ministry team can be helpful in solving problems that challenge us.

**4. Support and Idea Sharing:** We need each other for more than just solving problems. Wisdom often surfaces through dialogue and collective brainstorming.

**5. Calendar Planning:** Through regular meetings, ministries can get ahead in planning their activities. By doing so within the ministry, some conflicts can be resolved on the level of each ministry. The ministry can take larger concerns, and calendar needs to the Ministry Team for staff support. The allocation of our scarce resources can go forward in a more collegial and organized way. It is also important to communicate with the Ministry Team to ensure that new events, publicity and especially fundraisers do not conflict with another ministry or parish activities.

### Ministry Leader Acknowledgment Statement

By signing this document, you acknowledge and agree to comply with all guidelines and expectations outlined in the **Ministry Leader Guide**. You also understand that some guidelines may be updated as needed to accommodate ongoing construction and changes to building use. This guide is intended to foster shared understanding, promote responsible use of limited space, and support our collective efforts to serve the parish community effectively.

**Failure to sign or comply** with the expectations outlined may result in the suspension of your ministry's ability to meet on campus.

Thank you for your cooperation and commitment to our shared mission.

Name of Group/Organization\* \_\_\_\_\_

Lead Name (Signature) \_\_\_\_\_

Lead (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Co-Lead Name (Signature) \_\_\_\_\_

Co-Lead (Printed) \_\_\_\_\_

Date: \_\_\_\_\_

**\*Print full name of ministry, initials/abbreviations are not acceptable\*\***