



NEW MINISTRY PROPOSAL and APPLICATION APPROVAL PROCESS

The following outlines the steps for approving a new ministry at St. Augustine Parish, Midlothian, IL. The goal is to ensure alignment with the parish mission, pastoral goals, and available resources while fostering new opportunities for spiritual growth and service.

STEP 1: Initial Proposal Submission

- a. **Complete and Submit Application:** Prospective ministry leaders complete a “New Ministry Application” form detailing the ministry’s purpose, goals, activities, and resource needs.
- b. **Parish Staff Review:** The Parish administrative team reviews the application to ensure its completeness and initial feasibility.

STEP 2: Pastoral Review

- a. **Pastor’s Input:** The Pastor evaluates the proposal to ensure it aligns with the parish’s vision, mission, and pastoral priorities.
- b. **Pastoral Council Presentation:** The application is presented to the Parish Pastoral Council (PPC) for discussion and feedback.

STEP 3: Final Review and Decision

- a. **Approval Criteria:** The proposal is evaluated on criteria such as:
 - Alignment with Catholic teachings and parish missions.
 - Spiritual and community building values.
 - Feasibility considering parish resources (e.g., space, budget, volunteer support).
- b. **Approval or Revision:** The Parish Pastoral Council (PPC) and Pastor approve the application as submitted or recommend revisions.

STEP 4: Implementation and Follow-Up

- a. **Ministry Leader Orientation:** Approved ministry leaders attending an orientation covering parish guidelines, facilities use, and reporting requirements.
- b. **Initial Launch:** The ministry begins operations, with support from the parish as needed.
- c. **Periodic Evaluations:** The ministry is aligned with the appropriate Parish Commission and reviewed periodically to ensure it remains effective and aligned with the parish goals.

NEW MINISTRY APPLICATION



ST. AUGUSTINE
CATHOLIC PARISH
MIDLOTHIAN • IL

DATE: _____

A. Applicant Information

Name (person/persons submitting application): _____

Phone: _____ Email address: _____

Role in the Parish: _____

B. Ministry Overview

Ministry Name: _____

Purpose/Mission: Briefly describe the purpose of this ministry and its alignment with the parish's mission.

Primary Activities: Outline the key activities or programs the ministry will offer.

Target Audience: Who will this ministry service? (e.g., youth, families, elderly)

C. Logistics and Resources

Proposed Meeting Frequency and Times: _____

Space Needs: _____

Budget or Material Requirements: _____

Volunteer Support Needed: _____

D. Benefits

How will the ministry contribute to the spiritual growth, community engagement, or mission of the parish?

E. Provide any other details or considerations with this ministry.

F. Application Acknowledgement

I affirm that this ministry proposal aligns with the teachings of the Catholic Church and the mission of St. Augustine Parish. I am committed to adhering to the parish's guidelines and expectations for ministry leadership.

Signature: _____ Date: _____

FOR PARISH OFFICE USE ONLY



Application Received Date: _____

Reviewed by: _____

Pastor's Comments:

PPC Feedback/Decision:

Approval Status:

☐ Approved
☐ Revisions Needed
☐ Declined: List Reason

Final Decision Date: _____

*This process ensures a thoughtful and collaborative approach of introducing new ministries
that enrich the parish community.*