

**PROCEDURE FOR FORMING NEW MINISTRIES AT ST. IGNATIUS LOYOLA  
DATED 6/6/13**

General – St. Ignatius Loyola Catholic Church is blessed with more than 80 ministries providing opportunities for members to serve fellow parishioners, our larger community, and beyond. The parish encourages the formation of ministries. Ministries are integral to achieving our parish mission of being “A people for others.”

Steps for forming new ministries

The petitioning group presents a proposed Charter (see template attached) to the Pastoral Council that includes the following elements:

1. Initial Members – Who is proposing the ministry?
2. Purpose – Why is the ministry being proposed?
3. Vision – What would the ministry do, produce, or accomplish?
4. Operations
  - a. How would the ministry be organized (e.g., co-chairs, scribe, etc.; limited terms for leaders and members)?
  - b. What commitments do members make in terms of time (e.g., how often would ministry meet)?
  - c. What parish resources, if any, are requested (e.g., meeting rooms)?

Review Process

1. Pastoral Council, or a Charter committee appointed by Pastoral Council, refers the Charter to the appropriate commission.
2. The Commission reviews the Charter and determines by consensus whether to recommend approval by the Pastoral Council.
  - a. If not recommended, the matter is closed (although the petitioning group may appeal to the reviewing Commission at any time).
  - b. If recommended, the commission members on Pastoral Council present to Pastoral Council
3. If recommended, after presentation the Pastoral Council decides or asks for more information.
  - a. If approved by Pastoral Council, the Pastoral Council informs the parish.
  - b. If not approved, the reviewing Commission members on Pastoral Council inform the petitioning group.

Review Criteria

Reviewers of petitions for formation of new ministries take into consideration:

1. The charter defining the purpose and vision of the proposed new ministry
  - a. Whether the charter is clear as to who, why, how, and what?
  - b. Whether the charter is consistent with the teachings of the church
  - c. Whether the proposed ministry has sufficient charter members to be sustainable
  - d. Whether the proposed ministry serves a new purpose or constituency, or is redundant with an existing ministry, commission, or other community efforts
2. Whether the proposed ministry adds any special benefits to, or burdens on, the church
  - a. Benefits to parish – coordination of ministry activities with other parish activities, increased opportunities for parishioner involvement, ability to serve more people, etc.
  - b. Burdens to parish – legal liability, increased demand for meeting space, etc.
3. Other reasonable criteria reviewers may consider appropriate.

CHARTER TEMPLATE

Name of Proposed Ministry: \_\_\_\_\_

Date of Charter: \_\_\_\_\_

1. Initial Members – Who is proposing the ministry? List of names of the people who would be members of the proposed ministry (print name and email address).

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Purpose – Why is the ministry being proposed? One or two sentences of the aspirations of the proposed ministry connecting its purpose with the parish mission statement. \_\_\_\_\_

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3. Vision – What would the ministry do, produce, or accomplish? One easy to recall sentence to capture the goals for the proposed ministry. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Operations (attach separate page or two at most)

- a. How would the ministry be organized (e.g., co-chairs, scribe, etc.; limited terms for leaders and members)?
- b. What commitments do members make in terms of time (e.g., how often would ministry meet)?
- c. What parish resources, if any, are requested (e.g., meeting rooms)?
- d. Does the proposed ministry require funding? How much? How often? How raised?
- e. Does the proposed ministry see itself as a perpetual organization or is it designed to accomplish only one or more specific tasks?