

Good Shepherd Catholic Community

A Vision for Ministry Leadership



Love God.

Serve Others.

Make Disciples.



Responding to the Call to Serve

Thank you for responding to the call to serve as a leader in our community! Thanks to grateful hearts like yours, our community is thriving! Forming disciples through stewardship is our mission and your role within this mission is paramount.

To better equip you for this journey in leadership, we have created this handout to give you some

perspective on what it takes to serve God's people through our parish ministries. Outlined on the following pages are several key attributes we feel are necessary for any leader to succeed in his or her mission. Also included are several steps that will lead to success when incorporated into the mission of any ministry. I encourage you to familiarize yourself with these concepts, as well as the concepts

inherent to stewardship.

Parish ministry is about so much more than accomplishing whatever "work" we have set out to do – it is ultimately about discipleship and stewardship. As a leader, you play such an important part in transforming our entire parish into a community of disciples committed to the stewardship way of life.

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Answering the Call

The Make-up of a True Leader

Before any leader-in-training can serve effectively, he or she must first look inward, at himself or herself, and build a foundation for service. Some leaders are born, but most are made – it takes humility, passion, courage and lots of patience. For service in our parish, it also takes a willingness to continuously seek guidance from the Holy Spirit. The traits or characteristics listed on this page represent the make-up of a quality parish leader.



Servant-Leadership

Jesus is the model for servant-leadership. The following Gospel passage says it all: “The Son of Man did not come to be served but to serve and to give his life as a ransom for many” (Mt 20:28). All parish leaders should follow Christ’s example of servant-leadership. They find their inspiration in the fact that a job well done leads others to Christ – He gets the glory in all circumstances.



Walk the Talk

It is one thing to say we believe in the mission of Christ; it is another thing entirely to say we live out God’s Word in our daily lives. The best leaders are those who not only encourage their fellow ministry participants to go to Mass, pray daily, learn about the faith and do good works – but actually do all of those things themselves. It is not enough to be Catholic in name; we must be Catholic in thought, word and action.



Feed the Soul

A plant deprived of sunlight will surely die. So too will our souls if we are cut off from spiritual nourishment. Strong leaders have a hearty spiritual appetite and continuously look for ways to grow in faith. Formation, though, goes well beyond participation at Mass and the annual Stewardship Renewal. Time spent reflecting on Scripture is also a wonderful way to receive spiritual nourishment. There are countless other resources – spiritual books, CDs and DVDs – available as well.



Attitude of Gratitude

The phrase, “Thanks a lot,” carries a wildly different meaning depending upon the attitude of the person who’s speaking. When said with a grateful attitude, it means just that – thank you. When said with an ungrateful attitude, the same phrase can actually mean the opposite! Strong leaders possess an attitude of gratitude – a profound sense of thanksgiving for all of the gifts God has given them. This quality is representative of a true steward. Remember, your attitude and your actions speaks much louder than your words!

A Leader will...

- ◆ Attend Mass every Sunday and on Holy Days.
- ◆ Participate in the annual Stewardship Renewal – a yearly opportunity to reflect upon God’s presence in our lives, and seek to take the next step deeper in faith through commitments to time, talent and treasure.
- ◆ Promptly reach out to parishioners that have expressed interest in their ministry through the annual Stewardship Renewal.
- ◆ Be focused on providing ministry participants the tools and support needed to achieve success.
- ◆ Set expectations for those in the ministry.
- ◆ Be open to new ideas and willing to grow the ministry.
- ◆ Communicate effectively with parish leadership councils.
- ◆ Encourage and train others to seek leadership roles in their ministry to ultimately be a replacement.
- ◆ Be humble. Stay positive. Practice excellent hospitality. Work to lead people to Christ.
- ◆ Share their faith intentionally with friends, family and other parishioners.

Ingredients for a Successful Ministry

While personal development and growth are most certainly important, it is also necessary for leaders to look outward and focus on the needs of others. This involves the work of our specific ministries – such as greeting before Mass, serving the hungry at a soup kitchen, or teaching Religious Education classes, for example.

But it also means serving the most basic need of all – bringing people to a closer relationship with Christ.

Beyond the many details that shape the day-to-day activities of our ministries, it all boils down to helping others encounter Christ in meaningful ways. In fact, everything else pales in comparison to this most basic need. The concepts listed on this page represent the components of any quality parish ministry.



“Build Bridges, Not Walls”

This quote from Pope Francis outlines the central mission of any parish ministry. Regardless of the work we set out to accomplish, the ultimate measure of success should be determined by how welcoming and hospitable we are.

The most successful ministries are not the ones that raise the most money or complete the most work – but those that open the door for all who seek God’s presence and which help them connect with Christ in meaningful ways.



Neighbors, Not Strangers

Unfortunately, all too often in our community, parishioners and guests attend Mass week after week without a clue of who’s sitting in front, beside or behind them. A sense of community is not always easily found. Ministry should reverse this trend by creating community. Activities should help members get to know their fellow ministers

on a personal level – about their families, their hobbies, their needs and their dreams. When work is accomplished within a team of friends and family, the result is much more powerful than if a sense of community is absent from the equation.



Accountability, Not Unpredictability

It is critical that ministries be well-organized, communicate clearly and are conducted in a professional manner. All ministries should be accountable and strive for excellence. Leaders should provide a clear vision for participants; meetings should be well prepared and planned well. Ministry participants are more likely to rise to the challenge if the bar is set high.



Plan for the Future

No one wants to be on the hook to lead a ministry for eternity. Eventually, no matter how wonderful the ministry, there comes a time when a leader needs to let go and step aside. Ministries should have a plan to reduce the friction caused by this inevitable occurrence through shared leadership responsibilities. Shared leadership

is also beneficial in that it provides opportunities for others to develop leadership skills, which can prime talented individuals for future leadership roles elsewhere in the parish.

Continued Formation

The following resources provide insight into different leadership styles and strategies as well as guidance for stimulating discipleship with your parish.

Stewardship: A Disciple’s Response
A Pastoral Letter on Stewardship
United States Conference of
Catholic Bishops

Grateful and Giving
Deacon Don McArdle

Divine Renovation
Fr. James Mallon

Our Hearts Were Burning Within Us
United States Conference of
Catholic Bishops

The Joy of the Gospel
Pope Francis

Go and Make Disciples
United States Conference of
Catholic Bishops

Four Signs of a Dynamic Catholic
Matthew Kelly

Rebuilt
Fr. Michael White
and Tom Corcoran

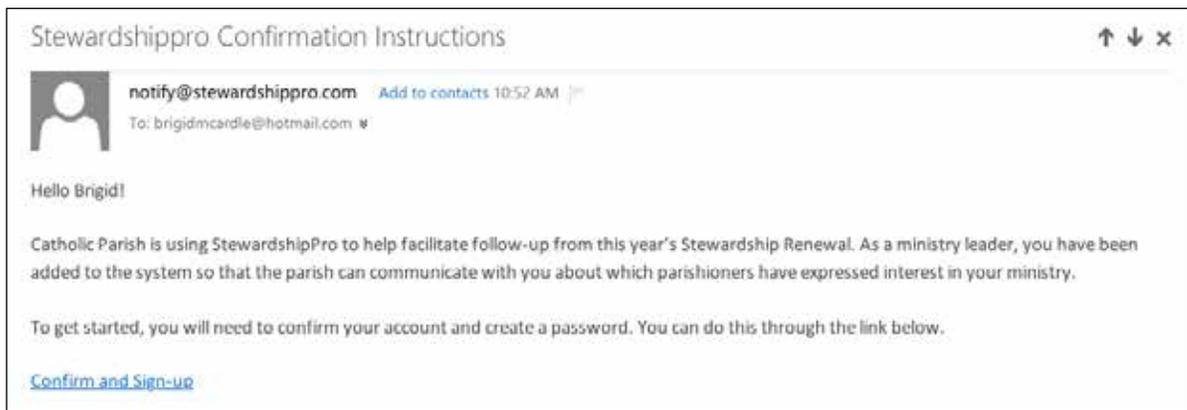
StewardshipPro: Frequently Asked Questions

StewardshipPro

StewardshipPro is the online application used by our parish to help you receive and track information about those interested in joining our parish ministries. Specifically, it is a tool to facilitate follow-up during our annual Stewardship Renewal. On the following pages you will find answers to frequently asked questions regarding StewardshipPro.

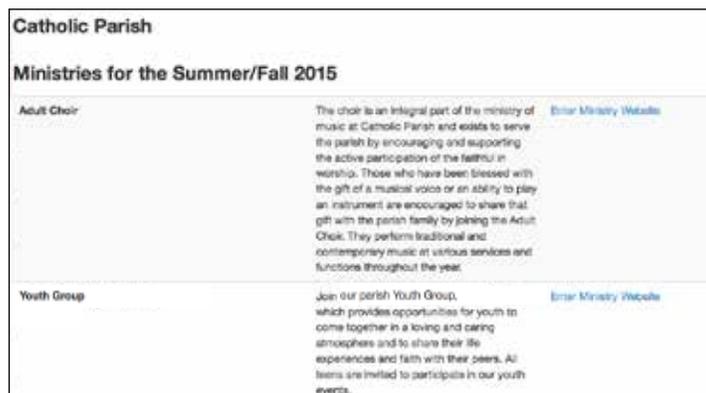
Q. How do I get started on StewardshipPro?

A. Each ministry leader will have received an email invitation from StewardshipPro sometime after Commitment Weekend. Click on the blue “Confirm and Sign-up” link located in the email to access a page where you can create your own unique password (at least 8 characters long) and gain access to StewardshipPro. If you cannot find the invitation email in your inbox, check your spam/junk folder. If you cannot find the invitation email in any of your email folders, request a new invitation email be sent using the green “Help” tab on the right side of the StewardshipPro screen (www.stewardshippro.com). If you still don't receive an invitation please email help@stewardshippro.com.



Q. How do I access my ministries?

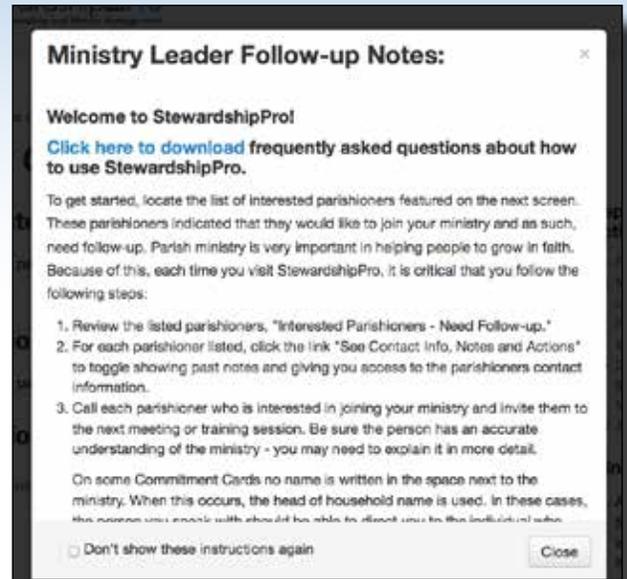
A. When you log on to StewardshipPro, you'll be directed to a homepage that lists the ministry/ministries you are the leader of. To access the page for each ministry, click “Enter Ministry Website” in blue to the right of the ministry name. If this is not the first renewal, you will need to select the current year first.



StewardshipPro: Frequently Asked Questions (cont.)

Q. What do I do when I'm inside a ministry's page?

A. Once inside a ministry's page, you will be shown a "Follow-up Notes" screen that gives detailed instructions on how to conduct follow-up for the Stewardship Renewal. Be sure to thoroughly review the follow-up notes before proceeding to the actual ministry page and beginning follow-up. Once you have reviewed the follow-up notes, click "Close" at the bottom of the notes screen or the "X" at the top right corner to proceed to your ministry's page. This notes screen will pop up each time you attempt to access your ministry's page. Click "Don't show these instructions again" at the bottom left corner of the screen to disable the notes screen. However, it is recommended that you only disable the notes screen once you have begun completing follow-up and understand the process well.



Q. Someone signed up as "Interested." What do I do?

A. This individual has indicated that they would like to join your ministry and as such, needs follow-up. First, contact the individual and invite them to the next meeting or training session. Be sure the person has an accurate understanding of the ministry. If the person is interested and wants to join, document your conversation in the "Notes" section after clicking on "See Contact Info, Notes & Actions" next to their name, type in a note indicating that they are joining your ministry, and then click "Active" to move them to the "Active" list.

A screenshot of a form titled "Follow-up notes for: Bob Williams". The form displays contact information for Bob Williams, including his name, phone number (123-456-7890), and email address (bwilliams@stewardshippro.com). Below this, there are input fields for "Date Contacted" (2015-09-02) and "Contact Notes" (Move to active). A "Parishioner Status" section contains five radio button options: "Interested", "Pending", "Active" (which is selected), "Remove - Not interested", and "Remove - Unable to reach (After 3 attempts)". At the bottom, there is an important note: "IMPORTANT: In order to change a member status, the leader must make a note as to why the status is being changed." and two buttons: "Cancel" and "Save changes".

StewardshipPro: Frequently Asked Questions (cont.)

Q. I've contacted the "Interested" parishioner and they stated they did not sign up for your ministry.

A. On some Commitment Cards no name is written in the space next to the ministry. When this occurs, the head of household name is used. In these cases, the person you speak with should be able to direct you to the individual who actually was interested in your ministry.

Q. Someone not in my ministry signed up as "Active." What do I do?

A. First, contact the individual to make sure he or she did not accidentally choose "Currently Involved" on the commitment card, instead of "Interested in Joining." If the person is interested and wants to join, document your conversation in the "Notes" section after clicking on "See Contact Info, Notes & Actions" next to their name. If the person does not want to be a member of your ministry, click the "See Contact Info, Notes & Actions" link next to their name, type in a note indicating that you will be removing them from the roster, and then click "Remove - Not Interested."

Follow-up notes for: Suzie Allsmith

Suzie Allsmith
Phone: 123-456-7890
Email: jmsmith@stewardshippro.com

Date Contacted: 2015-08-26

Contact Notes: Hasn't been active in 5 years. Need to call to check on.

Parishioner Status

- Interested
- Pending
- Active
- Remove - Not interested
- Remove - Unable to reach (After 3 attempts)

IMPORTANT: In order to change a member status, the leader must make a note as to why the status is being changed.

Cancel Save changes

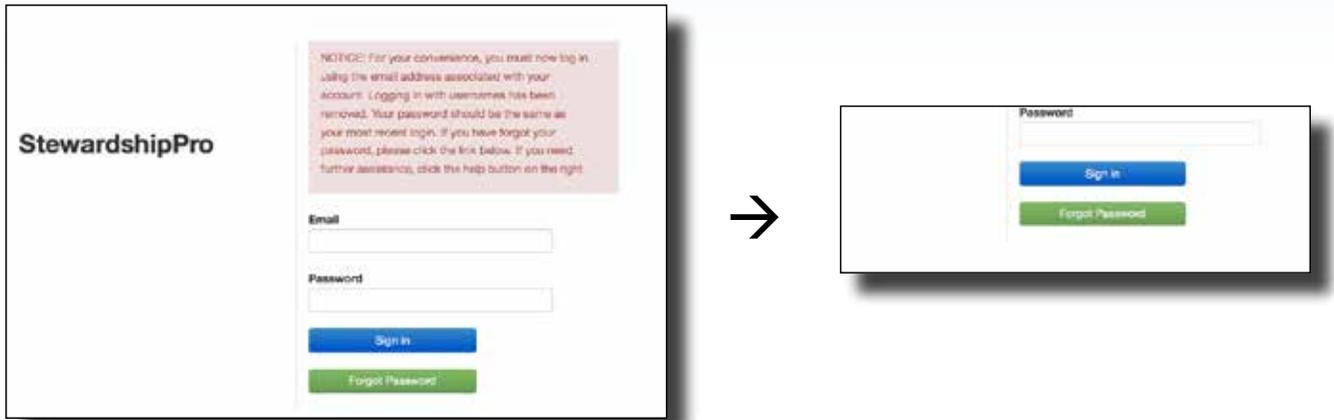
Q. I've completed my follow-up. Why do I continue to receive emails about new "interested parishioners"?

A. Commitment cards will be entered into StewardshipPro each week for 6-8 weeks after Commitment Sunday. Even if you complete follow-up, new interested parishioners may want to join your ministry. Also, the parish may use StewardshipPro year round, and as new families join the parish and express interest in joining a ministry, ministry leaders will receive email notification from StewardshipPro.

StewardshipPro: Frequently Asked Questions (cont.)

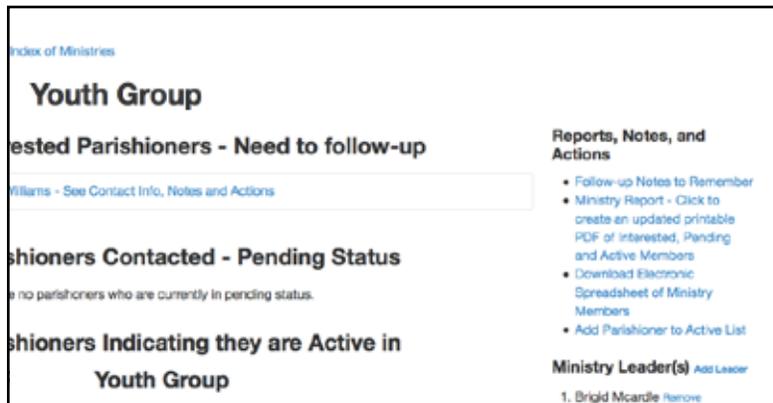
Q. I can't remember my user ID or password. What do I do?

A. If you've forgotten your password, first click "Forgot Password" in green, right below the "Sign In" button. You'll receive instructions for how to reset your password. If you cannot remember your Email or password, click the green "Help" tab on the right side of the screen. You'll be able to email a Catholic Stewardship Consultants representative who will help you reset your Email and password.



Q. How can I access a printout of all those interested in joining my ministry?

A. Once inside your ministry's page, on the right side of the screen, under the heading "Reports, Notes, and Actions," click on "Ministry Report." A PDF of the current list of interested and active parishioners will pop up for you to print. Please note that recording notes on a print out will not simultaneously update StewardshipPro. StewardshipPro must be updated for the parish to see that you have finished follow-up.



Youth Group, Brigid Mcardle				
Household Information	Interested Name	Contacted on Date	Couldn't Contact (After 3 attempts)	Comments and Notes (Examples: Contacted and invited; Left message, will call again)
Bob Williams 123 Main Street Anytown, USA 12345 (123) 456-7890 bwilliams@stewardshippro.com	Bob			