



Good Shepherd Catholic Community Ministry Leadership Guidelines

To help ensure that the Good Shepherd Ministries operate as effectively as possible, the following Guidelines have been developed by the parish staff and ministry volunteers. 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.

Recommended Ministry Leadership Positions

- Chair – (Three year term limit)
- Vice-Chair
- Secretary

Officer Responsibilities

Ministry Chair Responsibilities

- Selected by Ministry body as a whole with the approval of the staff contact and Father Richard.
- Check the GSCC.net email weekly for ministry inquiries and emails from staff contact.
- Create and distribute an agenda for each meeting and preside over all meetings.
- Ensure the selection of the Ministry Vice - Chair and Secretary.
- Identify sub committees.
- Ensure **all members** have **Safe Environment Training** before participating in ministry events. Please contact Chris Stiles cstiles@gsc.net for training information.

Vice – Ministry Chair

- Assist in planning the agenda for all the meetings and any other designated duties by the Ministry Chair.
- Act in the absence of the Chair.

Secretary

- Record minutes of all meetings and send them to the ministry members no later than one week after the meeting.
- Present the minutes at each meeting and make corrections as needed. Corrected minutes will comprise the official record of the meetings.
- Maintain an updated list of members of the ministry.
- Responsible for all correspondence except the gsc.net ministry email address (**this is the responsibility of the Ministry Chair**).
- Correspondence shall be presented at the meetings and responses to open issues shall be determined at that time.

Ministry Functioning

Calendar

The Ministry Leadership should prepare a meeting calendar in advance. When preparing the calendar, the dates of major holidays and Holy Days of Obligation should be taken in to account. Once the dates and times are set, the calendar should be submitted to GSCC Facilities Contact (Michael Vinez). The GSCC Facilities Contact will ensure the date is available for event and assign the meeting location.

Roster

The Ministry Leadership should create a Group roster showing the name, title, e-mail address and preferred phone number. It should be updated as needed. Enclosed is a roster template.

Agenda

The Ministry Chair should prepare and distribute the meeting agenda approximately one week before the meeting. When distributing the agenda, the chair should ask members to submit additional agenda topics that they feel need to be on the agenda.

All agendas must include an opening and closing prayer. It is suggested that at each meeting volunteers are asked to lead the opening and closing prayers at the upcoming meeting. If there are New Members ministry or guests in attendance at the meeting, everyone should be asked to briefly introduce themselves. Enclosed is an agenda template.

Minutes

Minutes should be taken and distributed at all connect group meetings. Normally the secretary will perform this function. It is recommended that the minutes be distributed to all committee members within a week of the meeting.

Other Items

All Ministries should have a Mission Statement