

# St. Louis de Montfort Catholic Church

## Parish Covenant Booklet

For all Parish Leadership  
And Ministry Members



Updated June, 2013

# St. Louis de Montfort Catholic Church

## WELCOME

Our mission statement calls us, as a parish, to servant leadership through the Word and Sacraments. Being transformed in Christ is not only an individual process. For Catholics, it is also a corporate one. As a parish council we practice servant leadership by speaking truth in peace, respecting the truth that all bring, and by spiritually discerning God's will and truth, together.

As servant leaders at St. Louis de Montfort, our aim is that all decisions made be about transformation in Christ. All parishioners share their gifts to build the kingdom through transforming themselves as servant leaders. Going deeper spiritually keeps us, as leaders, in touch with God's guidance. Going deeper also means we are able to see the strengths of our community and the talents of each. Going deeper gives us sensitivity about the needs to be met. Going deeper spiritually gives us the impetus and power to lead.

The organization cannot be separated from the spiritual.



Fr. Pat Click  
Pastor

## INTRODUCTION

This covenant book is a guideline for parishioners to aid their participation and development of a vibrant faith community. The Parish Council and Parish Staff have the responsibility of maintaining this book to ensure that it continues to meet the needs of the parish.

This latest edition of the book incorporates several changes from the original covenant book. These changes to the parish leadership structure were implemented in order to streamline the various processes and to ensure adequate focus and oversight of the numerous ministry activities of the parish. It also recognizes the need to encourage greater participation of our parishioners in all aspects of their individual faith journey. Finally, it established a more formal strategic planning process that will help ensure the continued success of St. Louis de Montfort Catholic Church.

# St. Louis de Montfort Catholic Church

## TABLE OF CONTENTS

Welcome/Introduction.....	2
Table of Contents.....	3
Parish Mission, Vision, and Goals.....	4
Parish Council Mission, Vision, and Goals.....	5
Parish Council Leadership Structure.....	6
Guidelines for Membership.....	7
Parish Council Roles and Responsibilities.....	7-9
Leadership Covenant.....	10
A Yearly Tradition of Planning.....	11-12
Parish Leadership Calendar.....	13-14
Ministry Report Form.....	15
Application for Parish Council.....	16

# St. Louis de Montfort Catholic Church

## PARISH MISSION STATEMENT

Love God  
Make Disciples  
Serve Christ in the World

## PARISH VISION STATEMENT

Saint Louis de Montfort will be a dynamic witness of the Gospel and lead others to embrace the love of God.

## 2014 PARISH STRATEGIC GOALS

**Hospitality: Be more welcoming through utilization of technology and available resources.**

**Improve communication to better understand the four pillars of stewardship**

**Prayer: Call for full, active and conscious participation in liturgy  
Meet people where they are to invite them into prayer and spiritual wholeness**

**Formation: Encourage continual conversation and transformation at all stages of life  
Practice the seven principles of Catholic Social Justice**

**Service: Increase awareness of and participation in all social justice and outreach activities.**

**Serve those inside and outside the parish community and reflect on the experience**

## PARISH CORE VALUES

Christo-centric Faith  
Welcoming  
Respect for Others  
Generosity  
Service

# St. Louis de Montfort Catholic Church

## PARISH COUNCIL MISSION STATEMENT

The Parish Council is the leadership body of St. Louis de Montfort that, guided by the Holy Spirit and in partnership with the Pastor and parish staff, discerns and responds to the needs of the parish. It sets goals and priorities and assures progress and alignment with the parish community.

## PARISH COUNCIL VISION

100% Active participation of our Faith Community in the 4 pillars of Stewardship.

- Hospitality
- Prayer
- Formation
- Service

## PARISH COUNCIL STRATEGIC GOALS

1. Improve communication between the leadership and ministries/parishioners.
2. Create a forum to develop a 3-5 year strategic plan for the parish ensuring continued growth of participation within our entire faith community.
3. Develop a strong and robust leadership forum that everyone will be proud to serve on.
4. Evaluate the effectiveness of the parish covenant book and propose/implement any necessary changes.

# St. Louis de Montfort Catholic Church

## LEADERSHIP STRUCTURE

The Parish Council serves as an advisory body to the Pastor. They are informed and supported by standing committees; Finance, Stewardship, and the Parish Staff. The Parish Council concerns itself with serving the needs of the faith community and establishing the objectives for the parish. The Finance Committee is responsible for placing the financial and material resources of the parish at the service of its stated priorities. The Stewardship Committee concerns itself with development activities that are aligned with the four pillars of stewardship. Each of the ministries executes the specific objective that serves the community

The Parish Council shall be made up of at least 9 elected members that represent the members of the parish. Ex-officio members of the Pastoral Council include the Associate Pastor and the Director of Ministry and Operations. The pastor may, at his discretion, appoint "at large" members to serve on the council. The term of office on the Parish Council is three years. A member may serve no more than two (2) consecutive terms. Terms of service on the Parish Council are staggered to ensure that at least 1/3 of the membership is changed each year. However, in a given year no more than one half of the Parish Council will be changed. This ensures continuity of the Parish Council.

Members of the Parish Council are elected by vote of parishioners. A call for candidates will occur in November through communications in the parish bulletin, school newsletter, pulpit announcements and other available vehicles. Candidates will be required to complete an application and provide a resume which will be posted on the Parish Council page of the parish website. Parishioners will be directed to the website to review the resumes and applications. A link for electronic voting will be provided to each parishioner and paper ballots will be available. Voting will occur in January and selected Parish Council members will be introduced at the Goal Planning Session in February to begin their service.

Following the elections, the Parish Council will select a chairperson and co-chairperson to lead the council. The co-chairperson will serve as chairperson in the absence of the chairperson. The term of service of the chairperson is 1 year. At the end of the chairperson's term, the co-chairperson will assume the chairperson's role and another co-chairperson will be selected.

The parish council will also appoint a secretary who will serve for a period of one year. The role of the secretary is to record and post minutes of all parish council meetings on the parish website.

Should any Parish Council member be unable to fulfill their 3-year commitment, the pastor will appoint a replacement to serve until the next election.

# St. Louis de Montfort Catholic Church

## GUIDELINES FOR THE PARISH COUNCIL MEMBERSHIP

### Criteria for membership to the Council

1. **Be twenty-one years of age or older and a confirmed Catholic**
2. **Be an active, registered member of the parish**
3. **Live up to and accept the “Mission Statement” of the Council and the parish.**
4. **Answer the call for candidates and complete application process**

## PARISH COUNCIL ROLES AND RESPONSIBILITIES

1. ATTEND AND PARTICIPATE IN PARISH COUNCIL MEETINGS
2. SERVE AS LIAISON TO AT LEAST ONE PARISH MINISTRY; HAVE REGULAR CONTACT WITH MINISTRY LEADERS(S) TO OFFER GUIDANCE AND SUPPORT
3. PARTICIPATE IN THE STRATEGIC PLANNING PROCESS
4. PARTICIPATE IN THE GATHERING OF MINISTRIES
5. OTHER AS THE PASTOR DEEMS NECESSARY

### 1. PARISH COUNCIL MEETINGS

- Parish Council meetings are considered open meetings.
- Meetings are to be held monthly except for July.
- Agenda and minutes from previous meeting should be sent to members at least one week prior to current meeting.
- All Parish Council meetings begin and end with a prayer or scriptural reflection.
- Minutes from previous meeting must be approved before moving to new business.

# St. Louis de Montfort Catholic Church

## 2. MINISTRIES

A Parish Council member(s) serves as a link or liaison to each pillar based upon each person's spiritual gifts and a discernment process. Each ministry is assigned a Council Representative that is responsible for aiding the ministry in its specific mission. This representative is accessible to the ministries to resolve issues that require Parish Council participation, coordinate implementation of parish goals/objectives, and to communicate needs that may arise through the course of the Parish and/or ministry activity.

Parish Council liaisons should actively communicate with the ministry leaders to whom they are assigned. This communication should occur at least quarterly and may include attendance at ministry meetings. Ministry leaders and members should be encouraged to share concerns and issues with the Parish Council liaison who should in turn share them with the council. The focus of the Parish Council should be to support the ministries and help them to resolve issues and fulfill their mission.

While ministries do not have a formal gathering requirement, they are encouraged to periodically meet in order to discuss needs of the ministries, collaborate, and resolve issues as necessary to meet their specific needs.

In concert with the Parish Staff, these groups along with ministry leadership serve as the lay leadership of the parish. Their responsibility is to ensure a welcoming environment that fosters growth of the community in service to God's will. The result will be a vibrant faith community where all people feel able to participate in a way that best expresses their Baptismal call in the spirit of servant leadership.

All the members of the Parish Council freely accept the call to serve as leaders of this faith community. We realize that we share this privilege and responsibility with the Pastor and Staff. We understand that our Baptismal call, which we share with every Christian, is to live out the Gospel. We accept the challenge to make this a priority, not only for ourselves and our family but to extend this effort to our larger parish community as well in alignment with the overall parish mission and vision.

## 3. PARTICIPATE IN THE STRATEGIC PLANNING PROCESS

In January, the Parish Council, Ministry Leaders, interested Parishioners, and Parish Staff gather for an **Annual Evaluation and Goal Setting Meeting\***. During this session the pastoral priorities of the Parish are established for the upcoming 3-5 year period. While other

# St. Louis de Montfort Catholic Church

meetings may focus on implementation of various initiatives, this meeting is focused on working “on” the parish instead of “in” the parish. This means that the attendees will take a look at feedback received throughout the year as well as the results of various initiatives, activities, surveys or other input that is provided by the parishioners at large, the socio-economic conditions, and other factors that influence and/or impact the parish. The key output from this session is an update to the Parish’s strategic plan. This plan serves as a roadmap to focus the community during the next 3-5 years.

## 4. PARTICIPATE IN THE GATHERING OF MINISTRIES

In March, the Parish Council and Ministry leaders groups sponsor the **Gathering of Ministers**. This meeting is designed to acknowledge the contributions of the ministry leaders, provide an open forum for feedback to the council and staff and to facilitate the sharing of best practices across the ministries. At this time, ministry leaders will provide a written update on activities within their ministry over the past year. (Copy attached)

Each ministry should have a set of established goals and objectives that it wishes to achieve during the year. It is expected that the leadership of the ministry keeps track of the progress and challenges for its respective ministry. An annual update will be submitted by each active ministry to the Parish Council. Typically this will be completed in conjunction with the annual Gathering of Ministries.

This information is used by the Parish to help communicate the mission and accomplishments of the ministries to the parishioners.

# St. Louis de Montfort Catholic Church

## THE LEADERSHIP COVENANT COMMITMENT

To ensure that the parish is well-functioning and responsive to parish needs, as leaders we agree to live by the following covenant:

We must strive to possess:

- ❖ a desire to embrace servant leadership
- ❖ a willingness to listen
- ❖ a desire for spiritual growth
- ❖ an openness to study and reflection
- ❖ an eagerness to see a vision or direction
- ❖ an ease in working with groups
- ❖ an ability to animate others' gifts
- ❖ an ability to invite the participation of others
- ❖ a resolve to make needed decisions
- ❖ an excitement about the parish
- ❖ a willingness to be a liaison/leader to a given group or groups
- ❖ a commitment to follow the dialog process with an emphasis on active listening

# St. Louis de Montfort Catholic Church

## A YEARLY TRADITION OF PLANNING

The Stewardship Committee, the Parish Staff, and the Ministries, will sponsor a **Parish Ministry Fair/Witness Weekend**. Information will be provided to all parishioners concerning the purpose of each ministry and what responsibilities and tasks are needed to perform that ministry. Parishioners are encouraged to participate in the Ministry Fair.

Each ministry should have a written description of the roles and responsibilities for each key position within the ministry. These written descriptions are submitted to the Director of Ministry and Operations and are reviewed by the ministry leadership annually. These documents can be viewed at the Parish Office or on the parish website. Parishioners can use these documents to evaluate the best fit for their spiritual gifts and talents.

Following the Ministry Fair/Witness Weekend will be **Commitment Weekend**. This is the time the entire parish is asked to commit their gifts of time and talent for the coming year in the form of a stewardship renewal card. The stewardship card is a time for families to discuss their specific spiritual gifts and how to best serve the faith community as individuals and a family. Each member of the family is expected to discern their participation in one of the many ministries of the parish as well as make commitments to prayer. The stewardship cards are received, compiled and forwarded to the appropriate ministries for follow-up. Follow up is administered by the Stewardship Committee in collaboration with the Parish Staff and the ministry leaders.

Ministry leaders contact parishioners who have indicated an interest in their respective ministry and invite them to attend the next function/meeting. People fulfill their commitments throughout the year and will receive training as needed. Parishioners are encouraged to participate in any ministry. This contact is vital to ensuring that all parishioners are welcomed to the specific ministry/activity that they indicated an interest in participating in.

### \* THE ANNUAL EVALUATION AND GOAL-SETTING PROCESS

During the February Strategic Evaluation and Planning session parish ministries and leadership gather to discuss and determine the key pastoral priorities for the Parish. The process for the evaluation and goal-setting is as follows:

- 1) With the ministry, staff and council members gathered together, construct a history line of the last year, having people add events that have happened over the year. This is done as a joint effort.
- 2) Discuss issues and priorities for the next 3-5 years. Reach consensus on the priorities and develop a reasonable timeline as well as measurements for achieving these priorities.
- 3) Update the Parish strategic plan and other supporting documents as required to accurately describe these initiatives to the Parish at large.
- 4) Implement the appropriate measurements for each key strategic initiative.

# St. Louis de Montfort Catholic Church

In February the Parish Council maps out the direction for the parish as a whole or establishes a common theme for the coordinating groups to incorporate into their goals and actions plans including budget planning. Newly elected members of the Parish Council attend this meeting to begin their service

In June all ministries and leadership functions gather for the **Spiritual Retreat**. During this retreat the attendees learn more about St. Louis de Montfort's pastoral mission and how they can contribute to the ministries.

# St. Louis de Montfort Catholic Church

## PARISH LEADERSHIP CALENDAR

This guide is intended to aid Ministries planning and succession process for recruitment and retention of leaders. The Parish Leadership meets monthly, check the bulletin for actual schedule.

<b>Month</b>	<b>Objective</b>	<b>Deliverable</b>
<b>June</b>	Completed transition of Ministry and Council Leadership. Establish Goals/Objectives for upcoming year.	New leaders throughout the organization are oriented to their respective leadership organizations. Written goals, objectives are approved by Parish Council.
<b>July</b>	No scheduled Parish Council or Leadership Meetings	
<b>August</b>	Complete Ministry Training on Annual Stewardship Renewal Process.	All Ministry Leaders are provided Stewardship Renewal materials and are aware of their responsibilities during the renewal process.
<b>September</b>	Successful Stewardship Kick-off – Ministry Fair	Stewardship Renewal Packages are distributed to Parish Members of Record.
<b>October</b>	Increased Participation of the Parish Community in Stewardship Renewal.	Renewal cards are returned by all active and school parish families. Ministry leaders contact family members signing up for ministry.
<b>November</b>	100% Completion of Stewardship Renewal Follow-up by Ministries	Affirmative confirmation of 100% Contact with Renewal Respondents.
<b>December</b>	No scheduled Parish Council Meetings	Call for candidates for Parish Council
<b>January</b>	Ministry Retreat,	Parish Council Elections

# St. Louis de Montfort Catholic Church

	Succession Planning for Ministry Leadership.	Ministry Retreat formation for all ministry members. Identified candidates for Ministry Leadership by all Ministry Organizations.
<b>Month</b>	<b>Objective</b>	<b>Deliverable</b>
<b>February</b>	Goal Planning Session	Review accomplishments during the previous 12 months. Establish priority objectives for coming 12 months.
<b>March</b>	Gathering of Leadership	Finalize goals and accomplishments, identify and recommend incoming Ministry Leadership
<b>April</b>	Transition of Ministry Objectives/Operations to new Leadership	Orderly transition of Ministry Leadership
<b>May</b>	Ratification of Goals and Celebration of Accomplishments.	Recognition of outgoing leadership and commissioning of incoming leadership

## COMMISSIONING SERVICE FOR NEW MEMBERS

Each year the Parish Council members are formally commissioned by the Pastor at Mass. Parish Council members photographs will be placed on the view screen located in the Church Narthex.

# St. Louis de Montfort Catholic Church

## Ministry Activity Report

- *Report Due Date*
- **Ministry Name:**
- **Ministry Leader (current phone/email contact info):**
- **Number of years as ministry leader:**
- **List any change in Ministry Leader for August 2013 – August 2014 (include phone/email):**
- **Does your ministry have a budget (if yes, total amount of income & expenses):**
- **Number of Current Members (or total # who volunteered for ministry in 2012):**
- **Number of volunteer service hours preformed in 2012 (best guesstimate if not sure):**
- **How important is it for your ministry to recruit new members this year:**  
Not-----Somewhat-----Very

### For the following questions please use separate sheet if needed.

- **Please share any ministry goals you have for 2013:**
- **Please share any success stories:**
- **Any Challenges, Concerns and/or Needs:**

*We thank you for your time serving a ministry of our parish and filling out this form. Our parish is a great place to worship because of parishioners such as you.*

# St. Louis de Montfort Catholic Church

## APPLICATION FOR PARISH COUNCIL

Link to this form on our website to complete application online.

[https://sldmfishers.formstack.com/forms/pc\\_application](https://sldmfishers.formstack.com/forms/pc_application)