

St. Vincent de Paul Leadership Handbook

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Welcome to the St. Vincent de Paul Parish Leadership Handbook!

If you've ever...

Accepted a responsibility and then asked yourself, "now what do I do?"

Been confused about how to plan an event, book a meeting room or lead a prayer?

Wondered how one person could make a difference?

We've prepared this Handbook to help you quickly determine where to go for answers to the most-asked questions. It will be helpful for you to get familiar with the contents of this Handbook, and to keep it handy as an easy reference item. Using it will help you participate with a broader knowledge and understanding of the St. Vincent de Paul parish family. As always, we welcome your questions or suggestions.

Yours in Christ,

The Leadership Development Team

Vision of Leadership

You have been chosen. Chosen to lead. When chosen most ask why me? Why? Because you have a gift. You have a vision. You communicate. You care. You have a compassion for others fueled by a passion to do right. You carry yourself with a sense of justice and fortitude that others find inspiring. Most likely you have led already without even realizing the positive influence you have on others. People believe in you but most of all God Believes in you. He has led you here. You are where you are meant to be. That is why you have been called to lead for our parish- the community of St. Vincent de Paul.

Effective leaders must be guided by their conscience, inspired by the Holy Spirit to trust their instincts and be steered by prayer through God's love. When St. John Baptiste de la Salle was called to educate and help the poor He wrote, "To my mind, what I must ask of God in prayer is that He tell me what he wants me to do and that He inspire me with the disposition He wants me to have." An effective leader is guided by the principles of faith, justice, empathy, strong people skills (highlighted by the ability to communicate with all members of the community), and an open mind fostered by a willingness to listen.

A leadership position at St. Vincent De Paul is a privilege because it is an opportunity to bring people together to express their love and deep care for our community. Successful leaders lead much like a conductor of an orchestra. They seek to create a harmonious environment engaging others to play their "instruments" in a way that limits discord. It is about facilitating, leading people along to an idea or goal that best represents the vision of the parish.

Church Leadership requires one to lead with love as well as intellect, the combination of which is wisdom. As stated in *Keeping the Covenant*,

"It is the art of leading that gently challenges people to change and grow when they are stuck in a rut or out of sync with Gospel imperatives. This is the part of leadership that hears the muffled voices of the timid, the minorities, those on the fringe who have wise things to say and important lessons to offer. This is the heartbeat of leading." (Sweester: 126)

Most important to remember while you are a leader at St. Vincent de Paul, you are not alone! Opportunities will be available to consult with the Leadership Development team, collaborate with others, and to refresh your faith, zeal, and commitment to lead through prayer and retreat. Leaders must always take care of themselves never losing sight of their core values that makes them who they are. Ultimately, you are always in God's hands.

In the end leadership at St. Vincent de Paul is all about service. It is putting others before oneself to serve the common good of the church and the message of the Gospel. As Jesus said "...Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave-just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." (Matthew 20: 26-28).

Beatitudes for Leaders

Blessed are they who believe in the organization which they serve,
for their work will have dedication.

Blessed are they who guide rather than dictate,
for they shay have cooperation.

Blessed are they who respect the opinions of others,
for they shall be admired.

Blessed are they who present their points tactfully,
for they shall succeed.

Blessed are they who search out the facts and ignore the gossip,
for they shall be respected.

Blessed are they who give credit to others, overcoming jealousy,
for they shall have willing helpers.

Blessed are they who seek to be humble,
for they have a share of recognition without looking for it.

Blessed are they who can take orders as well as give them,
for therein lies true leadership.

Blessed are they who in spite of criticism have the strength of purpose to continue and
the stamina to carry on,
for they shall be real leaders.

Blessed are they who have faith in all their colleagues,
for they themselves are justified.

Blessed are they who nurture their gifts and share them with others in an appropriate
fashion,
for they shall bring about the reign of God.

(Author Unknown)



Mission Statement

Know and celebrate our Catholic Faith

Love God and our neighbor

Serve as disciples of Jesus Christ.

Vision Statement

We envision a Catholic Community . . .

Where all feel welcomed to share in God's word.

Where we challenge ourselves to be more actively involved in our parish, more knowledgeable in our Catholic faith, and more confident in spreading God's Word.

Where we humbly seek to become more like Christ, lovingly care for our parishioners, and eagerly give service to our community, especially the poor and vulnerable.

Where we respectfully give praise in worship, joyfully share in fellowship, and hunger to grow deeper in our Love for Christ.

Where God is given the first of our fruits in time, talent and treasure, is loved above all else in our lives, and praised in all things.

Core Values

Liturgical Worship

We are called by God to joyfully celebrate the liturgy. We affirm, respect and preserve the sacred, especially the celebration of the Blessed Eucharist. Through the holy sacrifice of the Mass we are brought closer to God, binding ourselves to one another in faith.

"We though many are one body in Christ"
(Romans 12:5)

Catholic Tradition

Bound by our Baptism, we eagerly seek to preserve and proclaim our Catholic values and identity. This rich heritage, founded in the teachings of Jesus Christ, and celebrated within the Sacraments enables us to strive to live a lifestyle in accordance with God's Word.

"Go, therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you."
(Matthew 28: 19-20)

Fellowship

As a faith-centered engaged community, we are a people woven together in Christ. We welcome, love and care for each other through active fellowship, parish ministries and prayer.

"Whenever two or more are gathered in my name, I am with you."
(Matthew 18:20)

Outreach

We set aside self-interest to serve God through community outreach, especially those in need. We challenge ourselves to be actively and sacrificially involved with our time, talent and treasure, knowing God provides us with knowledge, strength and resources.

"Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me."
(Matthew 25:40)

Life-Long Faith Formation

We affirm that our Catholic Faith Formation is a life-long commitment. Parents are the first teachers and keepers of the faith for our children. As we grow individually and as a community we support each other along our faith journey to a deeper knowledge of God and His will for us.

"Jesus then said to those Jews who believed in Him, 'If you remain in my word, you will truly be my disciples, and you will know the truth: and the truth will set you free.'"
(John 8:31)

Overarching Goals

Overarching Goals are meant to focus resources, inspire involvement, guide decision-making and be measurable. Then based on these goals, our parish leaders can establish annual objectives and action plans that can be evaluated by the identification and measurement of key indicators.

Active Involvement

Overarching Goal

Realizing God's gifts and His call to each of us, we, as members of St. Vincent de Paul Catholic Church, are actively involved and committed to strengthening our parish community.

Vision

We are excited to share our gifts with each other. We provide opportunities to use these gifts to build a sense of unity, responsibility and commitment with each other, as we give glory to God.

Expected Outcomes

- Parishioners are personally encouraged in how and where to use their gifts.
- All parishioners feel welcomed and engaged.
- Parents actively participate in the mass with their children and prioritize the sacraments of Baptism, Eucharist, and Confirmation in their children's spiritual development.
- All ministries continually engage members through active communication.
- Parishioners feel the parish is an important part of their lives.
- Parishioners support the Core Values, Mission and Vision of St. Vincent de Paul parish.

Indicators for Success

- Participation of families and individuals in worship and parish activities increases year over year.
- The number of volunteer appreciation gatherings and acknowledgement of service increases year over year.
- There is a 5% increase year over year in new parish member volunteers.
- There is increased participation in Faith Formation and sacramental programs by a meaningful percentage each year.
- There is a 10% increase year over year of parents with children in our school and Faith Formation programs that volunteer for parish ministries.

Related Critical Issues

Building Community

Communication

Growth (in parishioners)

Leadership Development

Mass Attendance

Ministry for All Ages

Parent Participation

Reinforcing the Catholic Faith

Social Justice

Youth

Love Our Neighbor

Overarching Goal

We embrace Jesus' message to serve the poor and vulnerable of our parish, our local community and the world by establishing a coordinated program to educate our parishioners in the principles of Catholic Social Teaching and provide a broader variety of opportunities for individuals and families to participate in Pastoral Care, Outreach, and Advocacy.

Vision

A vibrant culture of Social Justice permeates our parish making St. Vincent de Paul Catholic Church an acknowledged leader and model in the area of Social Justice in the Twin Cities.

Expected Outcomes

- Our parishioners enthusiastically accept that we are called, as disciples of Jesus Christ, to follow the principles of Catholic Social Teaching to serve and advocate for the poor and vulnerable in our parish, our local community and the world.
- There is a diverse range of opportunities in Pastoral Care, Outreach and Advocacy that are readily available through, or are supported by, St. Vincent de Paul Catholic Church.
- Creative communication methods are successful in raising the awareness of parish volunteers as well as the vulnerable in our local community as to the availability of opportunities through our parish.
- Families and individuals choose to be actively involved in Pastoral Care Ministries, Outreach Ministries and Advocacy Programs.
- New parishioners state that they are drawn to St. Vincent de Paul Catholic Church because of our stand and expectations toward Social Justice.

Indicators of Success

- Year over year there is an increase in the number of people in need who are served by the direct actions of St. Vincent de Paul Catholic Church parishioners.
- Year over year there is an increase of 20% in the number participating in Social Justice Programs (for at least the first 4 years).
- St. Vincent de Paul Catholic Church is acknowledged for Social Justice Programs from outside organizations (e.g. Catholic Charities, newspapers, etc.)
- 100 people complete the JustFaith program at St. Vincent de Paul Catholic Church in the next 5 years.

Related Critical Issues

Ministry for all Ages
Parent Participation

Reinforcing the Catholic Faith
Youth

Know and Celebrate the Catholic Faith

Overarching Goal

St. Vincent de Paul Catholic Church will foster a culture of enthusiastic participation in and knowledge of our Catholic Faith. Parishioners will gain an appreciation for Catholic life, culture, theology and tradition, and willingly choose to celebrate in the Mass and the other sacraments.

Vision

St. Vincent de Paul Catholic Church parishioners confidently articulate their faith, are more deeply engaged in their parish, and eagerly seek to meet the ongoing needs of both their parish and the broader community. In addition, St. Vincent de Paul Catholic Church has a reputation as an engaged Christian community, built on the knowledge of the faith, and which openly welcomes new members.

Expected Outcomes

- Parishioners are living their faith through the celebration of the Mass and the Sacraments.
- Parish members are excited to be engaged in activities that develop their understanding of the faith (Bible Study, Faith Formation programs, etc.)
- Parents take a leading role in their child's Catholic education.
- Members know and support Catholic values and demonstrate them in daily community life.
- All members of our parish community understand that the way to salvation is through Jesus Christ.

Indicators of Success

- Our Mass attendance increases 5% annually for the next five years.
- The decline in sacramental participation is reversed within two years.
- Our Faith Formation programs increase participation by 5% annually for the next five years.
- Faith Formation classes start on time each fall, because there are more than enough willing teachers.
- There is a high level of interest and participation in leadership development programs.

Related Critical Issues

Building Community

Communication

Leadership Development

Mass Attendance

Ministry for All Ages

Parent Participation

Social Justice

Youth

Leadership Development

Overarching Goal

St. Vincent de Paul Catholic Church has a strong intentional process of leadership identification and development that supports the parish Core Values, Mission, Vision and Overarching Goals.

Vision

St. Vincent de Paul's mission is supported and guided by servant leadership that is inspiring, mission directed, and results-oriented. With a collaborative spirit, leaders throughout the parish structure (committees, commissions, councils and staff) seek to achieve the Overarching Goals and common good of the parish.

Expected Outcomes

- Parishioners understand and embrace their responsibility to contribute talent to develop and maintain a strong parish through strong leadership.
- An ongoing system for recruitment, training, recognition and spiritual nourishment of leaders, led by the Pastoral Council, Leadership Development Team, and supported by staff is established.
- Leaders communicate and collaborate in achieving annual and long term goals.
- A leadership development process is implemented that encourages youth participation.

Indicators for Success

- Leaders represent the various demographic and cultural aspects of the parish.
- Leaders continue to grow and serve in various leadership roles.
- Feedback from leaders evoke a positive experience.
- Pastoral Council evaluates that the leadership structure is prepared to address opportunities and challenges as they arise.
- A growing number of parishioners are interested in participating on commissions and councils.
- Youth are participating in leadership programs.

Related Critical Issues

Building Community

Communication

Leadership Development

Youth

Communication

Overarching Goal

St. Vincent de Paul Catholic Church has a comprehensive, collaborative strategy that effectively conveys the targeted messages of the parish and the ministries to the parishioners and local community. Efforts also provide non-threatening and creative methods to obtain feedback from the parishioners such that strategies and processes can be enhanced and improved. Ministries work collaboratively to explore innovative ways to develop the best methods, timing, and content, not only to deliver the intended message, but also to empower targeted stakeholders. There is no activity that parish communication efforts do not touch. Best practices are easily shared across all ministries.

Vision

The Core Values, Mission, and Vision of St. Vincent de Paul Catholic Church are ingrained in everything we do. Ministries are energized by the outpouring of response to their efforts. Parishioners feel a greater sense of connection to each other and their parish, ensuring that a closer knit and well-informed community is developed.

Expected Outcomes

- New innovative methods of two-way communications are developed.
- Parishioners feel a greater sense of empowerment and engagement.
- An energized culture of collaboration grows among the parish ministries.
- Parishioners know who to go to for assistance.

Indicators of Success

- Annual parish survey tracks progress toward goals and targeted initiatives.
- The number of changes to programs based on parishioner feedback is tracked and published.
- Number of hits on our parish website increases 20% year over year.
- Town Hall Meetings continue and attendance increases, year over year.
- Parishioners not only become aware of new programs through our communication channels but participation increases quickly.

Related Critical Issues

Building Community
Communication
Leadership Development
Mass Attendance
Ministry for All Ages

Reinforcing the Catholic Faith
Social Justice
Youth

Demographics

Parish Age Breakdown

Age Range	2012
0-4	543
5-10	1,080
11-15	991
16-17	431
18-22	985
23-26	678
27-40	2,168
41-55	2,907
56-70	1,386
>70	644
TOTAL	11,813

Households by City

City	#HH
Maple Grove	1,574
Champlin	697
Brooklyn Park	613
Osseo	196
Other	523
TOTAL	3,603

Parish Information Fiscal 2012 Fiscal 2011 Fiscal 2010 Fiscal 2009 Fiscal 2008

Membership

Households	3,603	3,615	3,705	3,746	3,683
Parishioners	11,813	11,965	12,081	12,118	11,836
Average Age	35.4	34.8	34.4	33.9	32.1

Sacraments

Baptisms	89	79	128	121	156
First Communion	145	146	141	147	183
Confirmation	162	141	145	148	107
Weddings	11	22	20	14	32
Funerals	89	50	41	53	57

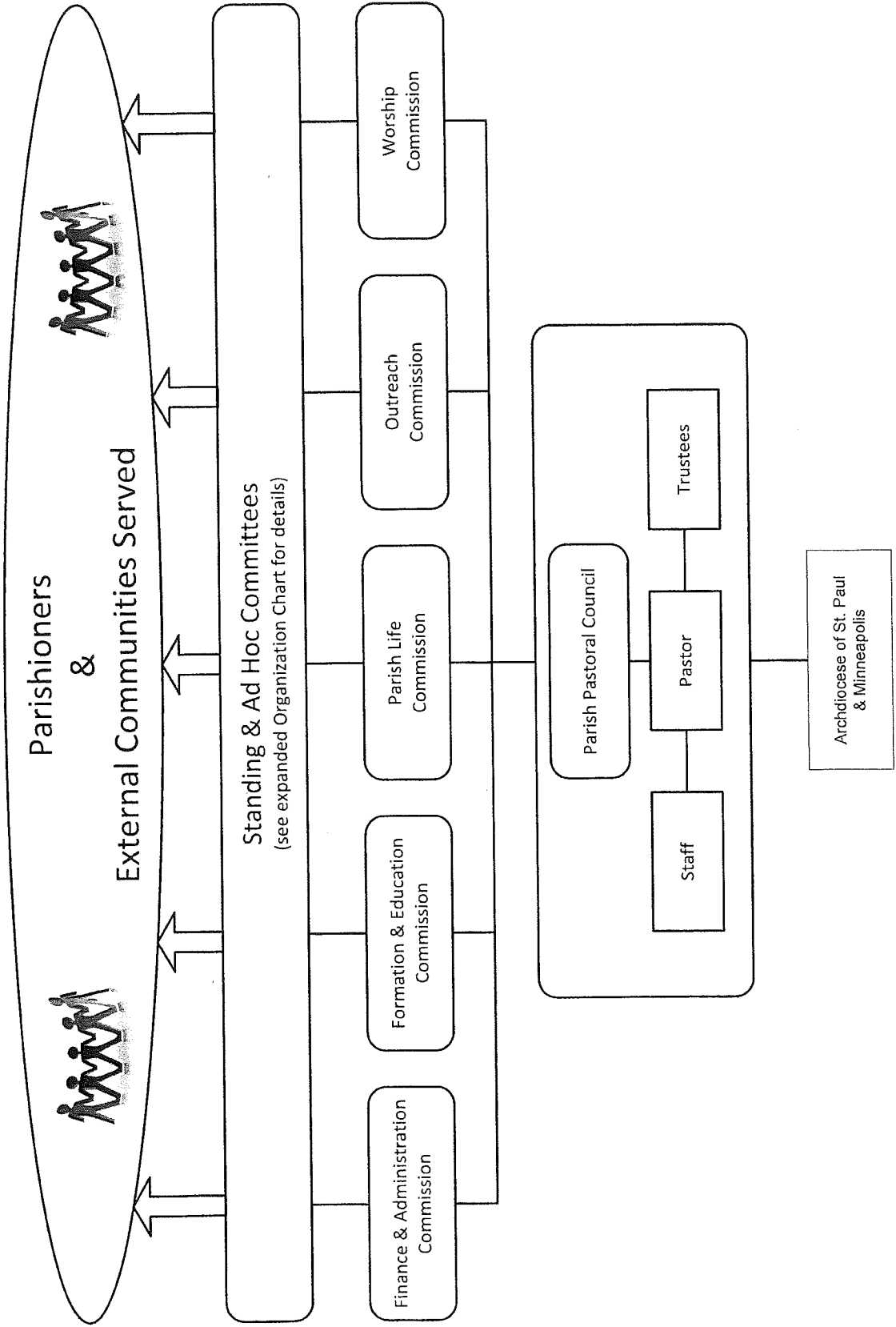
Education

St. Vincent School	441	456	439	456	436
Faith Formation K-HS	1,063	1,135	1,196	1,301	1,368

Other Parish Information

First Mass Celebrated	1855
First Church Built	1856
Second Church Built	1864
Third Church Built	1922
Fourth Church Built	1989

St. Vincent De Paul Catholic Church Leadership Organization Chart



Commission Member Position Description

Purpose

The primary role of the Commission is to collaboratively define and support the achievement of the Commission mission and objectives that, in turn, supports the achievement of the parish mission and goals. General authority is given to Commissions to establish commission operating policies/guidelines and evaluate Commission ministry outcomes. Ministry implementation is generally carried out by ministry area staff and individual ministry committees within the framework of policies and guidelines established by the Pastoral Council and Commissions. Overall authority for parish mission and ministry resides in the Pastoral Council, as delegated by the Pastor.

Primary Accountabilities

1. Mission

- Create in the first year the Commission and communicate, evaluate and update in each successive year the Commission mission in response to parish mission and goals
- Evaluate individual ministry outcomes in response to Commission mission
- Participate with other Commission leadership in collaborative evaluation of status of parish vision

2. Annual Planning

- Establish Commission annual planning priorities and objectives through collaborative process with staff, ministry leaders and ministry participants
- Coordinate, evaluate and develop draft of Commission annual objectives, strategies and measurable indicators of success
- Collaborate with other Commissions in developing a proposed parish annual plan to be submitted to Pastoral Council for final approval
- Evaluate progress of annual plan achievement as basis for continuous improvement of Commission objectives and outcomes

3. Commission Ministries

- Evaluate the effectiveness of existing Commission ministries in collaboration with current ministry leaders and staff and recommend changes as appropriate
- Evaluate the need for new Commission ministries, include any relevant budget considerations and implement as approved in annual plan
- Evaluate the need to dissolve existing Commission ministries (not in alignment with mission; no active leadership or participation; ministry objective achieved); formally implement and communicate dissolution to the Pastoral Council

4. Commission Staff

- Establish collaborative relationship with commission lead staff person (and other staff as appropriate)
- Staff member should have a monthly meeting with Commission Chairperson
- Chairperson is to review monthly agenda with Staff member
- Participate on commission staff hiring teams, as appropriate

5. Commission Operations

- Participate in monthly Commission leadership meeting

- Participate in parish-wide leadership events
- Participate on short-term task groups as appropriate to available time, individual talents and personal interest
- Participate in leadership development activity (ex.: leadership skills training, annual ministry area retreat, etc.)
- Identify and cultivate future Commission leaders and participate in annual selection process
- Evaluate performance of Commission leadership body and adjust orientation, guidelines, and operating practices as required to nourish a healthy and effective team environment

6. Communication/Collaboration

- Develop and implement Commission communication activities that encourage dialogue among the commission leaders, parish members and staff
- Implement communication activities that effectively disseminate key information to all Commission stakeholders
- Establish Commission guidelines and practices that encourage strong collaboration with all other Commissions in achieving parish mission

Qualifications

1. Registered member of the parish for at least one year.
2. Not an employee of the parish.
3. Minimum age of 16.
4. Regularly attends parish worship.
5. Active volunteer in parish ministry.
6. Ability to work in a team setting.

Membership of Commission

1. The Commission staff Director is an ex-officio, full participating member of the Commission.
2. Staff member is to meet with Chairperson monthly and discuss agenda.
3. PC member is to review highlights of monthly PC meeting with Commission and limit discussion to actionable agenda items.
4. In addition, the committee is composed of six (6) parish members (non-staff), each serving a term of three years. A member may serve more than one term, but may not serve more than two terms consecutively.
5. Terms begin July 1 and are staggered so that two members are replaced each year (unless one or both of the outgoing members are selected to serve a second term).

Time Commitment

1. Attend the common monthly leadership night (3 hrs./mo.)
2. Prepare for meetings and attend sub-committee meetings (3-5 hrs./mo.)
3. Participation in all-parish and special leadership events, as scheduled

Expectations of Leadership

1. Exercise confidentiality in sensitive areas, as communicated by leadership

2. Be respectful of others and their opinions, especially those in opposition of yours
3. Communicate in sync with the Commission position and tone when interacting with the parish community
4. Participate in a manner that observes the meeting time relative to the agenda, and relative to the number of participants (7 members, each member participates 1/7 of the time).
5. Be objective! No hidden agendas or personal views.

Role of the Chairperson

1. Establish meeting agenda (include Commission member suggested agenda items from prior meeting) and discuss with PC member to include PC meeting actionable items on the agenda.
2. Each meeting agenda should include PC member report and Leadership Expectation from above – Consensus Decision-Making is a must.
3. Read PC meeting minutes prior to finalizing Commission agenda.
4. Discuss agenda with Staff member.
5. Review Secretary/Recorder minutes of last meeting for accuracy.
6. Distribute agenda and prior meeting minutes at least one week prior to Commission meeting.
7. If PC member is not in attendance, Commission co-chair should attend PC meeting to advise the Commission the next month of any PC actionable items.
8. Chair is to recruit new leaders during the course of the year for the discernment process.
9. Establish a mentor for newly discerned members.
10. Advise PC of any Commission members that must retire from the Commission during the course of the year.
11. At the first Commission meeting of each year review the Parish Annual Planning Process.
12. At the first Commission meeting, a Chairperson, Vice Chairperson and Secretary/Recorder are to be elected, and a mentor selected for each new Commission member.
13. Remind all Commission members at each meeting that consensus decision-making applies to all decisions made by the Commission members.
14. Keep the meeting focused on the agenda and table items that need further discussion.
15. Remember the Chairperson has no functional authority over the group.

Role of the Secretary/Recorder

1. The Secretary/Recorder will prepare the minutes of the Commission meeting.
2. Minutes of the meeting are to be distributed to the Commission members within one week of the meeting.
3. Any corrections to the minutes made by Chairperson and Commission members are to be redistributed within one week.
4. After any corrections to the minutes, the Commission minutes are to be posted.
5. Make certain those Commission members who are absent receive minutes.

6. See procedures on Minute Taking below.

Role of the Staff Member

1. The Staff member has multiple roles when participating on a Commission.
2. Advise Commission of current procedures in place when discussing the possibility of changes to procedures.
3. The Commission Staff member is an ex-officio; however, the Staff member is a fully participating member of the Commission.
4. Staff member is to meet with Chairperson monthly and discuss agenda.
5. Staff member is a resource for the Commission members; the staff member is not only visionary, but action oriented
6. The Staff member usually has a key role implementing a decision made by a Commission.

Outline of Risk Management Categories

Every member/leader of the organization is aware of being a deputy risk manager and knowing the importance of this role as it relates to their position.

1. Acquaintance with Protecting God's Children
 - a. Prerequisites – Criminal Background Check; VIRTUS Training and signing of Code of Conduct – staff and volunteer.
 - b. One-on-one policy with respect to children/youth – staff and volunteers.
 - c. One-on-one policy (or variation) with respect to vulnerable adults – staff and volunteers.
 - d. Reporting method
2. Premises Security
 - a. Rules regarding opening and lock up before and after events, including shutting off lights.
 - b. Rules regarding security lighting and notices or signs on windows or doors.
 - c. Reporting of suspicious activity.
 - d. Surveillance cameras.
 - e. Key/fob security.
 - f. Adoration
3. Emergency Preparedness
 - a. Medical – location of AED's and First Aid Kits/ biohazard kits, door markings.
 - b. Tornado – designated shelter areas
 - c. Fire alarm procedures, door markings.
4. Rental or loaned facility space requirements.
 - a. Insurance requirements
 - b. Liability forms.
 - c. Interface with Children/Youth classes or activities.
 - d. Regan Hall.
5. Incident and safety reporting
 - a. Incident reporting form: reporting of events that disrupt normal activity, generally accidents with injury, but could be fire/fire alarms, intruders, or security breaches.
 - b. Reporting of unsafe practices, activities or unsafe facility or grounds conditions.
6. Financial and other asset Risk/Loss
 - a. Money handling procedures fundamental: two unrelated people are present for handling, counting or transporting cash.

Discernment Process/Recruitment of Leaders

Gifts of Our Parish Leaders

- *Commitment to St. Vincent de Paul Parish and its Mission Statement
- *Ability to work in a team setting
- *Committed to personal faith development
- *Spirit of hospitality
- *Desire to serve in parish ministry

Qualifications for Leadership

- *Registered member of St. Vincent de Paul, 16 years of age or older, who regularly worships with the parish community
- *Commitment to understand and collaboratively facilitate achievement of parish mission statement
- *Willingness to participate in respectful dialogue that supports consensus decision-making
- *Spiritual hunger that contributes to effective parish leadership
- *Ability to observe confidentiality when required
- *Must be committed to giving the time needed for active participation

Nomination and Discernment Process

The process for nomination and discernment involves four steps:

1) Nomination: "The Calling Forth of Gifts"

You are invited to submit names of parishioners, including yourself, whom you feel would serve our community as leaders. Nomination forms follow.

2) Informational Sessions

More specific details about the commissions, member job descriptions, training, etc., will be provided at scheduled information meetings.

3) Personal Prayer

Becoming involved in a leadership position calls for spiritual discernment, a process which requires quiet personal reflection. Allow yourself opportunities to prayerfully reflect on your personal gifts and determine how the Spirit of God is calling you to use those gifts.

4) Discernment Event

Those parishioners nominated and willing to serve will be invited to a Discernment event. A general gathering for prayer and sending forth to meeting rooms will facilitate the collective discernment of new commission leaders.

Nomination for St. Vincent de Paul Parish Commission Leadership Position

Name of Nominated Parishioner (please consider nominating yourself) _____

Phone Number/Email address (if known): _____

Commission:

_____ Finance & Administration

_____ Formation & Education

_____ Parish Life

_____ Outreach

_____ Worship

_____ I nominate this person, though I'm not sure in which area his/her gifts would be the most valuable to St. Vincent de Paul Parish

Complete this form and drop it in the Sunday collection basket, return to the Parish Office, or email your nomination to _____.

Seven Principles for Discernment in a faith community:

1. The discernment meetings are sacred times. Our discernment must flow from an atmosphere of authentic and deep prayer.
2. We prepare for discernment with prayer, fasting and education.
3. The meetings have ritual prayer as their book ends (Opening and Closing Rituals).
4. The group as a whole needs to decide. Decision-making is more than just taking a poll.
5. I set aside my preferences and accept what is for the good of the community. I say with Jesus: "let thy will, not mine be done." (Matthew 26:39)
6. The meetings are characterized by mutual accountability. Everyone must listen, and everyone must have the opportunity to speak.
7. We believe that the Spirit is very active during our time of discernment, and we accept the fact that the Spirit moves where it will. (John 3:8). Sometimes the Spirit is full of surprises.

Leadership Procedures

Decision Making

Consensus

Most of the important decisions arrived at by the pastoral council and commissions will be by consensus. Some of the aspects of consensus are as follows:

- Each person has an equal opportunity to participate and influence the outcome
- Going with the “sense of the group” does not necessarily mean total agreement, unanimity or complete satisfaction for all
- In consensus, the decision arrived at is **acceptable** to all in the group and all agree to support the decision and support the group in choosing it. All **consent** to the final outcome. There must be a willingness to live **positively** with the decision.

Rules for Consensus

- 1.) Avoid arguing—listen to others before pressing your own point
- 2.) Don’t assume someone will “win” and someone will “lose”
- 3.) Don’t change your opinion just to avoid conflict
- 4.) Avoid voting or bargaining
- 5.) Seek out differences of opinions to explore options
- 6.) Allow enough time for full discussion
- 7.) Don’t come to a swift decision at the end of the allotted time—table it and come back to it if it’s an important matter
- 8.) Commitment of a group to a best or good decision—not just a decision

Minute Taking

Taking Minutes

Step 1

Obtain the meeting agenda, minutes from the last meeting, and any background documents to be discussed. Consider using a tape recorder to ensure accuracy.

Step 2

Sit beside the chairperson for convenient clarification or help as the meeting proceeds.

Step 3

Write "Minutes of the meeting of (exact association name)."

Step 4

Record the date, time and place of the meeting.

Step 5

Circulate a sheet of paper for attendees to sign. (This sheet can also help identify speakers by seating arrangement later in the meeting.) If the meeting is an open one, write down only the names of the attendees who have voting rights.

Step 6

Note who arrives late or leaves early so that these people can be briefed on what they missed.

Step 7

Write down items in the order in which they are discussed. If item 8 on the agenda is discussed before item 2, keep the old item number but write item 8 in second place.

Step 8

Record the motions made and the names of people who originate them.

Step 9

Record whether motions are adopted or rejected, how the vote is taken (by show of hands or other method) and whether the vote is unanimous. For small meetings, write the names of the attendees who approve, oppose and abstain from each motion.

Step 10

Focus on recording actions taken by the group. Avoid writing down the details of each discussion.

Transcribing Minutes

Step 1

Transcribe minutes soon after the meeting, when your memory of the event is still fresh.

Step 2

Follow the format used in previous minutes.

Step 3

Preface resolutions with "RESOLVED, THAT..."

Step 4

Consider attaching long resolutions, reports or other supplementary material to the minutes as an appendix.

Step 5

Write "Submitted by" and then sign your name and the date.

Step 6

Place minutes chronologically in a record book.

Sample Meeting Agenda Format

Who is gathering

Date

Time

Purpose of Meeting:

Protocols:

Agendas distributed in advance
Be respectful of diverse opinions
Share your perspective openly

Be prepared and efficient
Cell phones off or vibrate
Be on time

Outcomes of Meeting:

- 1.)
- 2.)
- 3.)

Members Present:

Time	Agenda Item

Meeting Agenda Topic Requirements by Month

AUGUST

1. Welcome to new Commission members.
2. Election of Officers: Discuss roles of the officers and elect Chairperson, Co-Chairperson and Secretary/Recorder.
3. Appoint mentor to newly discerned Commission members.
4. New Leadership Manuals are provided.
5. Review of Annual Plan from the 2011-12 year and the results achieved from the previous year 2010-11 Annual Plan.
6. Review the Annual Planning procedures and timeline for the current year.
7. Establish agenda for September meeting to discuss implementation of 2011-12 Annual Plan and evaluation of the results of the Annual Plan developed in 2010-2011.

SEPTEMBER

1. Welcome to new Commission members.
2. Review Protocols and the understanding of Consensus Decision Making.
3. Receive report from the PC liaison.
4. Detailed review of the 2011-12 Annual Plan: Establish implementation guidelines and Evaluation Criteria.
5. Complete a detailed review of the 2010-11 Annual Plan implementation, the criteria utilized and the results achieved.
6. Discuss any adjustments necessary to the 2010-11 Annual Plan if the desired results were not achieved. Recommend any changes to the PC that would result in the successful implement of that Annual Plan.
7. Discuss thoughts a possible recommend for the current year Annual Plan development. Remember, the formulation of the Annual Plan is based upon the Overarching Goals developed by the PC.
8. Plan Agenda for next meeting.

OCTOBER

1. Welcome to Commission members.
2. Review Protocols and the understanding of Consensus Decision Making.
3. Receive report from the PC liaison.
4. Discuss any changes recommended by the PC to the 2010-11 Annual Plan and provide revisions that are appropriate to the work group implementing that Annual Plan.
5. Continue working to establish implementation guidelines and Evaluation Criteria for the 2011-12 Annual Plan and assign the work group to implement the Annual Plan.
6. Continue to formulate various ideas for current year Annual Plan recommendation to PC.
7. Plan Agenda for next meeting.

NOVEMBER

1. Welcome to Commission members
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from PC liaison.
4. Discuss 2010-11 Annual Plan and feedback on the implementation process.
5. Finalize the implementation of the 2011-12 Annual Plan.
6. Continue to formulate various ideas for current year Annual Plan recommendation to PC.
7. Plan Agenda for next meeting. Next meeting is in January.

JANUARY

1. Welcome to Commission members
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from PC liaison.
4. Review any preliminary results of the 2011-12 Annual Plan implementation
5. Select a vision for the current year Annual Plan recommendation to PC.
6. Plan Agenda for next meeting.

FEBRUARY

1. Welcome to Commission members
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from the PC liaison.
4. Review any preliminary results of the 2011-12 Annual Plan implementation
5. Finalize a proposed Annual Plan for the current year and submit the recommendation to PC.
6. Plan Agenda for next meeting.

MARCH

1. Welcome to Commission members
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from the PC liaison.
4. Review any preliminary results of the 2011-12 Annual Plan implementation
5. Review feedback from PC and discuss recommendations to change the proposed Annual Plan for the current year.
6. Plan Agenda for next meeting.

APRIL

1. Welcome to Commission members
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from the PC liaison.
4. Review any results of the 2011-12 Annual Plan verify that implementation process is achieving the desired results
5. Finalize current year Annual Plan for submission to the PC.
6. Plan Agenda for next meeting.

MAY

1. Welcome to Commission members
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from the PC liaison.
4. Review any results of the 2011-12 Annual Plan verify that implementation process is achieving the desired results
5. Review any results of the 2010-11 Annual Plan evaluate whether the Plan results were achieved, or if more time is necessary to achieve the desired results. It is also possible the Annual Plan did not achieve the desired results. A report is to be prepared providing the results to the PC.
6. PC will confirm if the current year Annual Plan is accepted.
7. Plan Agenda for next meeting.

JUNE

1. Welcome to newly discerned Commission members and thank you to retiring Commission members.
2. Review Protocols and the understanding of Consensus Decision Making
3. Receive report from the PC liaison.
4. LDT will conduct exit interviews with retiring Commission Members
5. Plan Agenda for next meeting in August.

Tips for Transforming Conflict

When conflicts arise, many of us automatically fall into adversarial ways of thinking—you vs. me. Doing so typically means there is a winner and a loser. However, in reality both sides usually lose something because the relationship is damaged and the problem is often not truly resolved. Seek the wisdom of the Holy Spirit.

Most of us are aware that there is a more constructive way to deal with conflict, typically called a win-win, collaborative or cooperative approach. Here are a few tips that can bring resolution to this type of conflict:

1.) Accept that conflicts are a natural part of life:

Conflict is the natural result of differences in the world. We all have different needs and beliefs and we will always have conflicts.

2.) Treat conflicts as an opportunity:

Conflicts don't have to be destructive. Instead we can view conflict as an opportunity to grow, learn and improve relationships.

3.) Be aware of your initial reaction and take a deep breath:

We all have automatic responses to conflict. Our immediate responses depend on who is involved in the conflict and what it is about. Instead of giving in to our initial impulse, it is important to pause and think about our approach.

4.) Choose your approach:

There are always choices in a conflict. We have a choice—between a win-lose approach, where we focus on each other as the problem, and a win-win approach, where we solve the problem together

5.) Listen and learn:

Truly hearing and being heard can actually transform a conflict

6.) Discover what's important:

There is value in expressing our interests and needs honestly, and asking the other parties about theirs. Often there is some overlap in interests and needs---the common ground where we are likely to find solutions.

7.) Respect each other:

We need to take responsibility for our role in the conflict and stay away from blaming; it only creates resentment and anger. A lasting agreement can only hold if the parties grow to trust one another.

8.) Find common ground:

Finding common ground is creating a new "highest common denominator." It means identifying something we can all aspire to and work towards together.

9.) Be creative:

There are always many different ways to solve a problem and meet a need. If there is trust and commitment, a solution is possible. The goal is to generate alternatives and make sure we address the deep issues, not just the superficial symptoms, so the conflict is less likely to recur.

Prayer and Ritual

Reminding participants we are always in the presence of God

Think about the beginning of many meetings and the participants involved. Depending on the time and topic the emotions, experiences, and perspectives can vary wildly. The most successful meetings have a focused agenda and one that stays on track involving everyone who sits at the table. That is why prayer at the beginning of ALL meetings being held at St. Vincent de Paul start with prayer. The prayer itself reminds us all of whom we are serving and why we are serving. It is the roots we grow from. It settles us, centers us, and provides a common understanding that although each member may bring different gifts to the table; we all serve on the same Triune God.

At St. Vincent de Paul, it is a consistent expectation that ALL meetings BEGIN and END with prayer. Below are listed some resources to use for prayer. As always, leaders are invited to create their own prayer or invite members of the particular meeting to bring their own. This may add to the ambience of the task at hand by making it more personal with more intentional thought put into the needs of the group.

The following is a list of resources that may be used:

<http://www.catholic.org/clife/prayers/>

<http://www.catholicculture.org/culture/liturgicalyear/prayers/view/cfm?id=723>

<http://www.catholicdoors.com/prayers/>

http://www.catholic.com/library/Common_Catholic_Prayers.asp

<http://www.ourcatholicprayers.com/>

Annual Planning

SAMPLE

Faith Formation Commission Initial One-Page Annual Plan

A. Commission Vision Statement

Guided by the parish goals, the primary focus of the faith formation ministry is to engage with the community in lifelong faith formation that seeks to expand our minds, to change our hearts, and to transform our daily lives.

B. Commission Objectives and Action Plans

Objective 1: To prepare candidates for sacraments

Action Plan: To provide informative, faith filled preparation activities for the sacraments of Baptism, Confirmation, Eucharist, Matrimony, and Reconciliation.

Action Plan: Create and distribute a sacramental handbook.

Indicators of Objective 1 Achievement:

1. Solicited feedback from participants indicates effective preparation
2. Participation rates consistent with demographics of parish

Objective 2: Provide opportunities for year-round life-long catechetical formation

Action Plan: Provide a variety of age-specific faith formation programs.

Action Plan: Provide ready access to information that supports parish ministries by purchasing and cataloging books, videos and audio tapes for the library.

Indicators of Objective 2 Achievement:

1. Program capacity adequate to serve levels of interest at all age levels.
2. Library of current resources available and being used.

Objective 3: (Continue listing, as appropriate, describing only those ministry area objectives, action plans and indicators that will be active during the upcoming fiscal year.)

C. First Estimate of Total Projected Commission Operating Revenue and Expense

Revenue: \$ _____ Expenses: _____

D. Potential Opportunities for Collaboration with other Commissions

1. Catechist Formation Program
2. Major Speaker – Richard Rohr
3. Bishop coming to speak to families

E. Established Annual Planning and Evaluation

1. Evaluate progress of annual plan achievement as basis for continuous improvement of Commission objectives and outcomes.
2. Schedule evaluation of outcome achievement.
3. Evaluate current state of ministry and need for change based on vision and desired outcome.
4. Identify areas of improvement.
5. Establish Commission annual planning priorities and objectives.
6. Coordinate, evaluate and develop draft of annual objectives, strategies and indicator of success.
7. Evaluate and update in each successive year the Commission vision in response to parish mission, vision and goals.

Office Policies and Procedures

Facilities Reservations:

Please email Gloria Krynski at gloriakrynski@saintvdp.org or call her by phone at 763-425-2210 to reserve the space needed. Please contact her at your earliest convenience to reserve appropriate room(s).

Request for Room set-up:

When contact Gloria, please include the time that set up will need to take place and number of tables, chairs and/or other equipment that will be needed (easels, projectors, screens, etc). We ask that all groups treat St. Vincent de Paul facilities with proper care and respect. Please clean up all garbage and remove any items you bring in with you. It is asked that each room be left in the same condition as you found it.

Print Room Request:

If you are in need of items to be copied for your reservation, please include the number of copies, type and size and any special instructions with your request for room set up to Gloria. Please allow a three day lead time.

Communication Guidelines:

Verbal Announcements from the Pulpit-

Request your verbal announcement through Steve Barnhart:
stevebarnhart@saintvdp.org or 763-425-2210

- Submit your announcement to Steve **one month** before you would like the announcement to happen
- Announcements will be limited to 2 sentences
- If necessary, announcements will be edited

Printed forms of communication:

Weekly Bulletin-Request your announcement through Gloria Krynski:
gloriakrynski@saintvdp.org or 763-425-2210

- Submit your announcement to Gloria **by Monday at Noon** the week you want your announcement made
- If necessary, edits will be made

Quarterly Newsletter-Request your submission through the editor:
editor@saintvdp.org

- Submit your article to the editor by the following dates:
 - By Nov 15 for the Feb 1-Apr 31 issue
 - By Feb 15 for the May 1-July 31 issue
 - By May 15 for the Aug 1-October 31 issue
 - By Aug 15 for the Nov 1- Jan 31 issue
- Articles may be edited and/or cut depending on space in the newsletter

Fundraising Policy:

All fundraising must be approved by the Pastoral Council. Please fill out the attached fundraising application and turn it in to your pastoral council representative at your earliest convenience.

St. Vincent de Paul Fundraising Application

Minsitry: _____ Date: _____

Person responsible overseeing fundraising: _____

Staff member associated with fundraising: _____

Proposed date(s): _____

Alternate date(s): _____

How will the proceeds of the event be used? _____

What is the fundraiser (what will be done to raise the funds)? _____

Where will the fundraising be done? _____

Who will be solicited either for contributions for the event and/or purchase items? _____

How much is the event expected to raise? _____

For Office Use Only	
The Pastoral Council	_____ Approved application _____ Application Not Approved
Meeting date for application review	_____

Parish and School Staff Structure

Pastor	Rev. Jack Long	Ext. 401	pastor@saintvdp.org
Parochial Vicar	Fr. Kevin Magner	Ext. 402	frmagner@saintvdp.org
Deacon	Rev. Deacon Sean Curtan	Ext. 403	deaonsean@saintvdp.org
Director of Worship	Stephen Barnhart	Ext. 414	stephenbarnhart@saintvdp.org
Director of Music	Jacqueline Okoh	Ext. 416	jacqueokoh@saintvdp.org
Pastoral Ministers	Okey Anyanwu Margaret Schauer	Ext. 417 Ext. 410	okey@saintvdp.org margaretschauer@saintvdp.org
School Principal	Kathleen O'Hara	Ext. 104	kathleenohara@saintvdp.org
Dir. Of Faith Formation	Chuck Pratt	Ext. 407	charlespratt@saintvdp.org
Religious Educators	Pre-School: Kim Ordner Elementary: Renee Paske Jr./Sr. High: Nichole Chang	Ext. 434 Ext. 406 Ext. 436	kimordner@saintvdp.org reneepaske@saintvdp.org nicholechange@saintvdp.org
Director of Parish Life	Molly Schorr	Ext. 435	mollyschorr@saintvdp.org
Coordinator of Youth Ministry	Nolan Gutierrez	Ext. 405	nolangutierrez@saintvdp.org
Business Manager	Norm Olafson	Ext. 411	normolafson@saintvdp.org
Director of Food Services	John Williams	Ext. 341	johnwilliams@saintvdp.org
Parish Secretary/Office Manager	Gloria Krynski	Ext. 400	gloriakrynski@saintvdp.org
Volunteer Ministry	Kathleen Pomerleau	Ext. 408	kathleenpomerleau@saintvdp.org

Leadership Development Team 2012-2013

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