

# 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 for the parish staff and Ministry volunteers.

#### **Recommended Ministry Leadership Positions**

- Chair – (Three-year term limit)
- Vice-Chair
- Secretary
- Staff Ministry Liaison (ex officio)

#### **Ministry Calendar**

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 into account. Once the dates and times are set, the calendar should be submitted to GSCC Facilities Contact to assign the meeting location. Enclosed is a calendar template.

#### **Ministry Roster**

Ministry Leadership should use Planning Center Online (PCO) Groups to create a ministry roster and communicate with ministry members, updating as necessary. Enclosed is a PCO Groups roster template.

#### **Meeting Agenda**

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 Ministry members or guests in attendance at the meeting, everyone should be asked to briefly introduce themselves. Enclosed is an agenda template.

#### **Meeting Minutes**

Minutes should be taken and distributed at all Ministry 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. Enclosed is a meeting minutes template.

#### **Other Items**

- All Ministries should be aligned with Good Shepherd's Mission Statement and Vision Statement
- All meetings must begin and end in prayer
- Respond in a timely manner to anyone interested in joining your Ministry
- Keep your spiritual saw sharp, as you are entrusted to lead other souls to Christ and make disciples in your Ministry Leadership role