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## Introduction to Stewardship Time and Talent

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Immaculate Conception has been blessed with clergy, parish leaders and parish members who hear God's call to serve. The Immaculate Conception Catholic community reflects Christ's love, as we strive to live our mission statement by works within the parish and in the world around us. Every year many of our members reach out to serve and are welcomed as stewards of time and talent. The tasks are numerous, some more demanding of hours than others, while some roles require specialized skills. Immaculate Conception has a vast number of stewardship opportunities both within the parish and in the local community.

We find that some positions have been filled by such talented individuals that it would seem difficult to find a replacement. The success of continuing an organized parish rests in sharing the talents of these highly skilled leaders, so that others in the parish gain skills and confidence to serve successfully. This document outlines a plan to support the development of leaders for each parish activity by providing a mentor to committee members who will become the next committee leaders.

Many parish members move here to enjoy the beach and share in the wealth of academic and technical resources in the surrounding area. We welcome their ideas and rich experiences from other parishes. We recognize that some families may stay in the community for only a year or two, and may be reluctant to undertake a parish role because their time with us is brief. The Immaculate Conception community welcomes all who wish to share their time and talent in the parish, even for a short time, and we offer many short-term ministry stewardship opportunities.

We have made every effort to outline each ministry role available, with its respective time commitment. We hope you will reflect on your ability to share your talents with our community. Whether you give one Saturday morning a year to feed the homeless, or dedicate several hours a month to a parish committee, we know God will bless your effort.

This information is provided as a communications tool for parish staff and ministers. These documents will enable you to locate other parish committee members, new ministers, and identify which members of the Parish Staff, Councils, Commissions, or Committees can best meet your ministry's needs. We recognize your contribution of time and talent as precious gifts to God and to our community. Your good works are truly the evangelizing force that Immaculate Conception strives to achieve in its mission. Because your time and gifts are valuable, we feel this information will enable you to keep important ministry resource information in one convenient location. It is meant to serve as a tool that you will pass on to the minister who follows you. Should you encounter questions as you read your materials, please do not hesitate to direct the questions to your Commission Chairperson. We hope you will contribute important additions to these documents as you serve God and others.



**Immaculate Conception Church**  
Wilmington, North Carolina

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**Immaculate Conception Church**  
**Vision & Mission Statements**

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**Vision Statement**

Our parish is the vibrant expression of the presence of the Risen Christ through sacred worship and loving service.

**Mission Statement**

We live Jesus Christ by proclaiming the Gospel, by celebrating the Eucharist, by nourishing our faith and by loving and serving all God's people.



## Introduction to Ministry Position Description

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The Ministry Position Descriptions included in this document are intended to define the roles and responsibilities of the various ministry positions at Immaculate Conception Catholic Church. These positions include Council Chairpersons and Council Members, Commission Chairpersons with associated Ministry Coordinators, Assistant Coordinators and ministry participants. The goal of the Ministry Position Description is to establish realistic expectations and improve communication between ministries to avoid duplication of efforts. The intent is not to stifle the creativity and power of the stewardship spirit, but to encourage full, active and conscious participation on the part of many, and to prevent an excessive burden on the part of a few dedicated ministers.

Several definitions of terms used throughout this document are:

***Parish Staff*** – The Pastor, Parochial Vicar or any clergy assigned to Immaculate Conception, and the Parish staff members which include the Director of Liturgy and Music, Business Manager, Office Manager and Bookkeeper, Coordinator of Children’s Faith Formation, Youth Minister and Secretary/Bulletin Editor.

### **Parish Councils:**

***Parish Pastoral Council – PPC:*** Advisory Council to the pastor for administrative decisions affecting the parish. Members are chosen by a discernment process and appointed by the pastor. All decisions are in the form of recommendations to the Pastor for his final decision.

### **Subcommittee of Parish Pastoral Council:**

***Successful Leadership Transition - SLT*** – Committee ensures the successful transition of each ministry’s leadership. (See SLT document)

***Parish Finance Council – PFC:*** – Advisory Council to the pastor for financial decisions affecting the parish.

### **Leadership Team:**

***Parish Leadership Team – PLT*** - Parish Pastoral Council and Parish Finance Council Chairpersons, Commission Chairpersons, staff and other parish ministry or committee leaders delegated with authority by the pastor.

## **Parish Commissions:**

A group of ministries, clustered on the basis of similar activity type, and organized in a manner to conduct its ministry's day to day operations efficiently. (See Organizational Chart)

**Stewardship Commission - Faith Formation Commission  
Liturgical Commission - Inreach Commission - Outreach Commission  
Plant/Operations Commission**

These Ministry Position Descriptions address several issues:

### **1) Roles and responsibilities of a particular ministry.**

Almost all ministry roles described in this document require that the minister be a registered parish member. Non-Catholic spouses in registered parish households are welcome in many capacities. Most Liturgical ministries require that the minister be a Catholic, able to receive the sacraments and registered in the parish. Eucharistic and Lector ministries also require that the participant be a confirmed Catholic. Parish members may only serve in one Liturgical ministry at a time to encourage a larger number of individuals to serve in this capacity.

### **2) Time commitment - expectations for a particular ministry:**

Time commitments for different ministry activities vary widely. By identifying the anticipated time commitment and length of commitment up front, we hope to encourage more individuals to participate and, together, meet the parish needs by fulfilling these commitments. Limiting the length of leadership commitments, typically to two or three years, is intended to prevent burnout and encourage parishioners to share their time and talents in many ways.

### **3) General Administrative Parish Guidelines for which coordinators are responsible:**

- Smooth operation of councils and ministries involving a large number of persons requires coordination and planning, especially where issues of space and time constraints apply.
- Several documents are available for reference as Chairpersons and Coordinators plan the activities for each ministry and council. Diocesan requirements for handling funds, managing property and personal liability, as well as parish guidelines for maintaining our facility, require that the Chairpersons and Coordinators understand and relay important guidelines to ministry participants.
- Yearly evaluation of existing programs enables the parish leadership to plan and appropriate adequate resources to each ministry or program. Parish Coordinators and Commission Chairpersons are expected to complete parish planning materials yearly in preparation for completion of the parish budget. Because these budget documents are submitted to the Diocese, it is crucial that up-to-date information from each parish group be submitted.
- While somewhat mundane, planning and administrative activities (calendar planning, maintaining ministry records, annual Ministry Position Description updates,

# Immaculate Conception Church

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- contacting parishioners who indicate an interest in becoming ministers, etc.) are critical to the smooth and effective operation of the parish. Effective communication and record keeping will enhance the ability of ministers and parish staff to work efficiently and without conflicts of time and energy.
- Ministry contact records and activity status changes should be reported to the parish staff twice a year for most ministries and quarterly for Liturgical Ministers. Chairpersons and Coordinators are often the first to know when a minister's activity status changes due to employment transfer, family circumstances or a minister's desire to change ministries. Accurate records entered into the Parish computer system assure that the minister will be recognized during any ministry appreciation events, whether or not the minister is still active. These records are also used when letters of reference for parish members are requested for sacramental reasons (e.g. Godparent references and marriages) and parochial school enrollment. An up-to-date activity status for liturgical ministries facilitates a quarterly schedule that best meets the needs of the ministers who serve at the liturgy every weekend.

#### **4) Cultivating and enhancing parish leadership:**

Recruiting an Assistant Chairperson or Assistant Coordinator to mentor into the leadership role is critical to the success of leadership transitions within the parish. In order for more people to participate, continuation of strong leadership in each ministry is essential. Commission Chairpersons, Committee and Ministry Coordinators are urged to identify potential leaders within the group. An assistant shadows the current ministry leader in order to understand the scope of that ministry's connection to other parish activities and organizations. In accordance with SLT guidelines, it is hoped that the Assistant Coordinator will step into the Coordinator role with confidence and the support of commission/ministry members. By sharing the leadership responsibilities, Immaculate Conception Catholic Church hopes to build a strong base of capable leaders to continue its mission in a meaningful and organized way. The Pastor should be consulted as potential assistants are considered.



## General Parish Procedures

# Chairpersons and Ministry Coordinators

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*(Common to all Ministries and Committees – see Appendix containing pertinent documents to specific ministries)*

- Reads and becomes familiar with the materials provided to the parish leader in the Ministry Position Descriptions binder.
- Becomes familiar with the existing ministry guidelines for the respective council, commission, committee, or ministry and updates these guidelines when changes are approved.
- Maintains and disseminates accurate ministry records, including a membership list which should be provided to the Parish office at least quarterly (Liturgical ministries) or twice a year (other ministries) or when more significant changes occur. The corrected information provides statistics for the Diocese affecting our parish finances, ensures complete ministry calendar information, and provides accurate records for recognition of ministers.
- Communicates on a regular basis to ministers or committee members to assure that the respective ministry remains informed of parish initiatives and plans, and changes to existing procedures.
- Contacts all new ministry candidates within ten business days of receipt of time and talent interest forms or other communication.
- Observes and abides by all administrative procedures of Immaculate Conception Parish, including minister recruiting, bulletin announcements, meeting deadlines, room reservations and financial accounting procedures.
- Reviews and updates Ministry Position Descriptions for the ministry coordinator and minister on a yearly basis or when changes occur and submits with SLT documentation.
- Completes and submits the SLT documentation for the respective council, commission or committee, in a timely manner. Budgetary considerations are reviewed in the spring in preparation for the annual Parish Budget. Program evaluations and assessments of needs are submitted by spring for changes to be effected in the next year.
- Regularly attends key meetings / events: parish leadership training, calendar meetings, ministry fairs and others, as required by the Pastor.
- Acts as a mentor for assistant to ensure smooth succession of ministry leadership.



## Development and Composition of Ministry Position Descriptions

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Ministry Position Descriptions have been developed to provide a clear and structured framework, with the expectation they will be followed. Ministry Coordinators will receive a detailed binder including:

- 1) Ministry Position Descriptions, Coordinator's Task Lists, Members' Description,
- 2) Guidelines and Procedures for their ministry,
- 3) Parish Guidelines and Procedures for use of Facilities,
- 4) Successful Leadership Transitions document
- 5) Membership rosters and Parish contact numbers,
- 6) Other forms and information critical to the operation of the ministry.

It is also understood that all committees and ministries, and therefore all Ministry Position Descriptions, will change and evolve over time, as the parish grows and changes. If a coordinator believes that a significant change in the activities or focus of a committee or ministry is needed, then the Coordinator should initiate a discussion with the appropriate Commission Chairperson, who will take the concern to the appropriate Parish Leadership Team. If changes to Ministry Position Descriptions are approved then these should be updated and submitted as part of the annual process. Minor changes to the Ministry Position Descriptions, not affecting its mission, should be made annually by the Ministry leaders and submitted with the PLT documents as well.

The finished Ministry Position Descriptions, Task Lists and Member Descriptions were accomplished through the work of many people. Charles Haskins, University of North Carolina Wilmington (UNCW) Business Major, interviewed the Chairs and Coordinators of all the Councils, Commissions and Ministries to determine what the ministry's purpose was and how it was accomplished. Each Chair/Coordinator responded with a list of their responsibilities, time commitment, etc. which was compiled, resulting in the Chair's or Coordinator's Position Description, Chair's or Coordinator's Task List and Ministry Member's Position Description. A draft was then submitted to all Chairs/Coordinators for their review and approval. Their corrections/additions were compiled and reviewed by the Committee.

Special thanks to all those involved in this process of renewed Stewardship. We are grateful and thankful for your participation.

Fr. John McGee, OSFS, Pastor  
Charles Haskins, UNCW Student  
Johanna Hug, Parishioner  
Marie Marshall, Youth Minister



# Annual Stewardship Report Required Ministry Information

*Please complete and submit by May of the current fiscal year to your Commission Chair.*

Ministry: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Ministry Successes:**

Please list three successes your ministry has experienced this fiscal year. Be sure to include a description of what made each item a success.

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## **Continuing Ministry Actions:**

Please list any items that your ministry has not accomplished and will continue to work on and/or towards in this upcoming fiscal year.

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# Goals and Objectives Guidelines

1. Goals and Objectives are an annual evaluation / measurement of each ministry's continuous improvement.....  
*"You cannot fix what you do not measure"*
2. Measurement and evaluation must be an integral part of our communication process.
3. Leadership at all levels of the organization is key and starts with each of us individually.
4. Coordinators will review the Goals and Objectives with the members of the ministry every year during a regularly scheduled Commission Meeting in February or March.
5. Coordinators will discuss and formulate the future Goals and Objectives of the individual ministry for the next fiscal year July – June.
6. Members of the Commission will meet and discuss all of the future Goals and Objectives of the ministries within the Commission. At this meeting they should be reviewed, revised and edited so that they can be presented to the Goals and Objectives Committee of the Parish Pastoral Council. This meeting also provides an opportunity for the Commission to surface general Commission Goals and Objectives that are also presented to the Committee.
7. The Goals and Objectives Committee will then review, edit and make any necessary suggestions to the Commission Chair.

## **Evaluation of each year's goals and objectives:**

### **1. 'How did we perform as a ministry in meeting objectives?'**

Standardized Reporting: A written summary ( Annual Stewardship Report) assists ministries in assessing their accomplishment in meeting goals and objectives, do some analysis on what was effective and what was not, and, most important, indicate future direction, i.e. development of their goals and objectives

### **2. Evaluation process involves ministries answering such questions as:**

1. Have we accomplished our objective?
2. What adjustments if any need to be made?
3. What are the current challenges?
4. What needs to happen next?

Even though an objective may have been completed, it is important for those responsible to have the opportunity to bring closure to the process. The experience and accomplishment of the Ministry can provide inspiration and advice for other ministries and the Parish Leadership Team

### **3. Evaluation Worksheet for Ministries**

Goal:

Objective:

1. Evaluate how well this objective was accomplished. What was done? (Must be measurable and quantified)
  2. What was especially helpful in getting the objective accomplished?
  3. What, if anything, got in the way or hindered progress in reaching the objective?
  4. In light of the above, what suggestions do you have for follow-up or building on this objective?
  5. What are your proposed Goals and Objectives for next fiscal year?
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