



ST. VINCENT DE PAUL  
CATHOLIC CHURCH

## Guidelines for Ministry/Leaders at St. Vincent De Paul Church 2015-16

- 1) Maintain contact with your assigned Parish Commission chairperson (e.g. Formation Commission, Liturgy and Worship Commission, etc.) in order to be aware of what is happening with all ministries throughout the parish. Attend your regularly scheduled commission meetings. It is through the leaders of each ministry reporting to the commission chairpersons that the Pastor receives reports and updates at the Parish Council meetings held quarterly each year.

### **Formation Commission**

Chair-Ken Hunter-479-418-9119 email address [ken@arhunters.us](mailto:ken@arhunters.us)

Chair-Lorenzo Salas-479-531-9415 email address [Lorenzo.salas1027@gmail.com](mailto:Lorenzo.salas1027@gmail.com)

Staff Liaison-Karen Peters -479-636-4020 x48 email address [karenp@svdprogers.com](mailto:karenp@svdprogers.com)

### **Liturgy and Worship Commission**

Chair-Guillermina Aguilar-479-544-4416 email address [aguilarfamily0505@yahoo.com](mailto:aguilarfamily0505@yahoo.com)

Chair-Kathleen Reed-479-619-8589 email address [kmjreed@gmail.com](mailto:kmjreed@gmail.com)

Staff Liaison-Judene Kuszak 479-636-4020x43 email address [judenek@svdprogers.com](mailto:judenek@svdprogers.com)

### **Social Outreach**

Chair-Sheila Pursell-479-231-1959 email address [sheiladuncan1208@hotmail.com](mailto:sheiladuncan1208@hotmail.com)

Staff Liaison-Ronnie Hoyt-479-636-4020x51 email address [ronnieh@svdprogers.com](mailto:ronnieh@svdprogers.com)

### **Parish Life Commission**

Chair-Bob Maloney-479-633-4106 email address [bmaloney@bobmaloney.com](mailto:bmaloney@bobmaloney.com)

### **Finance and Administration Commission**

Chair-Jeff Snyder-479-633-1222 email address [jeff.snyder@cox.net](mailto:jeff.snyder@cox.net)

Staff Liaison-Sandra Kugler-479-636-4020x37 email address [sandrak@svdprogers.com](mailto:sandrak@svdprogers.com)

- 2) Maintain an approved calendar of events for your ministry within your assigned commission. It is recommended that you have a planned calendar 12 to 18 months out for your ministry--*especially* for events within ministries involving more than 50 people. Each year, each ministry should plan to have their annual calendar turned into their Commission by February 28. All calendars will then be combined to assure no overlap, as well as sufficient support and facility availability.
- 3) To schedule the use of the facilities, contact Tim Spellman in the parish office at 479-636-4020 x 42 or at [tims@svdprogers.com](mailto:tims@svdprogers.com). Your activity must already be approved through your assigned commission prior to scheduling with Tim. Tim administers keys and/or programs our electronic doors based upon your scheduled event.
- 4) If you plan to advertise your ministry's event within the parish, contact your appropriate staff liaison (listed above) for assistance with brochures, flyers and posters. If you wish to advertise in the parish bulletin, e-bulletin newsletter, or the parish website--again, your contact is **Tim Spellman**. The deadline to advertise in the bulletin is no later than 10 days prior to the Sunday the bulletin will come out. All advertisements must be typewritten and sent to Tim. Check with Tim about deadline date changes close to holidays and holy days.

If you want to have an *announcement* read at the weekend Masses, please contact Ronnie Hoyt, parish manager, no later than the Wednesday prior to the weekend. Announcements must be typewritten and sent to Ronnie at [ronnieh@svdprogers.com](mailto:ronnieh@svdprogers.com) or left with the parish receptionist by Wednesday afternoon. Please note: announcements read at the weekend Masses are made on a limited basis at the discretion of the parish manager.

- 5) If your ministry is considering bringing in a speaker from:  
\***within the Diocese of Little Rock**—please work with the appropriate commission chair and staff liaison for help with advertising the event within the parish.
- \***outside the Diocese of Little Rock**—you must receive approval from both the Pastor (working through the appropriate Commission a minimum of 6 months from date of event) *AND* from the Diocese of Little Rock, utilizing the appropriate Chancery Office forms that are attached to this document a minimum of 6 months prior to the event. Please Note: Approval from both the Pastor and Diocese must be granted **prior** to finalizing plans for your event.
- 6) If your ministry requires financial assistance you may:
- a) Submit a request to be included as a part of the parish's annual budget. Please submit budget request to your assigned Commission Chairperson by February 1 for the upcoming fiscal year which runs July 1 - June 30.
  - b) Fundraise within the parish. See attached forms or access them on the parish website at [www.svdprogers.com](http://www.svdprogers.com). Click on forms and links, then click on Fundraising Policies in either English or Spanish. Follow directions on form. After the fundraiser, money raised should be turned in to the parish office by putting the funds in the safe located in the vesting sacristy. Please be sure to include a note with information on who to contact regarding the deposit. Our bookkeeper, Maria Teresa Valenzuela, will then deposit the money on Monday into the group's account. In order to have traceable records, expenses associated with any fundraiser should be turned in to Sandra Kugler in the parish office for reimbursement. Please do not reimburse anyone from the cash raised before turning in the money.
  - c) Apply for a parish festival grant. Request a grant application from Sandra Kugler in the finance office or print off an application from the website at [www.svdprogers.com](http://www.svdprogers.com). Click on forms and links, then St. Vincent de Paul Grant, choose language, and follow guidelines on application. Grant requests are due November 1<sup>st</sup> or May 1<sup>st</sup>.
- 7) If your ministry is going to provide any type of childcare, your childcare providers must be over 18, have attended the Virtus/Protecting God's Children training, and be current with their monthly bulletins. This mandate comes directly from Bishop Anthony Taylor. Registration to take the training class can be accessed online at [www.virtusonline.org](http://www.virtusonline.org) by following the instructions.

When providing childcare, you should have an adequate number of adults supervising the children. In large group settings, the ratio of child care providers is as follows:

- 1 adult for every 10 students in grades 9th-12th
- 1 adult for every 8 students in grades 6th-8th
- 1 adult for every 5 students 18 months-5th Grade

- 8) When changing leadership at any time within a ministry, a list of nominees must be presented to the Pastor first before asking someone new to lead. Once the Pastor has approved the new leader then please notify the appropriate commission chairperson and staff liaison. It is suggested that leaders be developed within the group and leadership changes should be made every two years to allow both for new ideas as well as longevity of the group.
- 9) All materials used to educate parish members in the faith should follow Catholic Church teaching. Your staff liaison should be able to assist you in making that determination.