Effective Tools for Time and Talent Renewal

Position Descriptions

Ministry Directories

Commitment Forms
Position Descriptions

✓ For all MINISTRIES and all POSITIONS in each ministry in the parish.
✓ Succinctly states goals and responsibilities for each function within each ministry.
✓ Focus on gifts needed (skills and qualifications too).
✓ Specifies time requirement, place, when ministry is called into service and term of ministry.
✓ Notes training/mentoring/supervision as well as support that is provided.
✓ Provides accountability point of reference. (Stewards know exactly what, how, when, and where their gifts will be used. No hidden agendas.)
✓ Suggests any resources that are available.
✓ Notes contact person for this position.
✓ Revised or redefined periodically (annually) to reflect any changes in purpose or function of the ministry.
✓ Helps for matching gifts to ministry (in a shared ministry model).
✓ Gives an importance and credibility to the ministry—"It's worth the time!"
✓ Forms basis for Ministry Directory entry.
GUIDELINES FOR DEVELOPING MINISTRY DESCRIPTIONS

NAME: List the name of the committee, commission, council or activity.

   Example: Stewardship Committee Member

PURPOSE: In one sentence, briefly describe the purpose of the group.

   Example: To foster Stewardship as a Way of Life throughout our parish.

RESPONSIBILITIES: Using short sentences, or bullet points, list the major responsibilities to be performed. Start each sentence with an action verb. Focus on responsibilities of the individual steward, not the overall goals or objectives of the ministry program.

   Example: Participate actively in monthly committee meetings.

GIFTS/QUALIFICATIONS/SKILLS NEEDED: List the minimum qualifications, gifts, or skills required to fulfill the responsibilities of membership.

   Example: Ability to work as team member.

AMOUNT OF TIME REQUIRED: Estimate the time required to complete responsibilities. Base this figure on that which would be given by the average committed parishioner. Include time spent in meetings, preparation time, and time completing individual assignments.

   Example: Approximately 4 hours per month.

WHEN MINISTRY IS PERFORMED: List the times when work is done. Include such things as seasons of the year, day of month and time of day. If there is flexibility, indicate this.

   Example: Monthly meetings on the first Tuesday.

LENGTH OF COMMITMENT: List the commitment duration expected by each steward. These terms may or may not be renewable. The recommitment process should be performed each year during the Time and Talent renewal period. Assigning terms allows the steward the opportunity to discontinue the ministry without conflict and use their gifts elsewhere. It also allows leadership the chance to gently move someone into another ministry better suited to his/her gifts.

   Example: 3 year terms
TRAINING PROVIDED: List training required and/or provided. Include workshops and inservices, reading materials, an opportunity to meet with a staff member or another volunteer minister, etc.


RESPONSIBLE TO: Name the position of the individual or name the group to which the steward will be primarily responsible. You may wish to indicate mutual accountability to other members too.

Example: Stewardship Chairperson and to other members of the Stewardship Committee.

SUPPORT PROVIDED: List the various ways in which the steward will receive support. This may include individual supervision, a support group, encouragement from another group, etc.

Example: Support and encouragement from Pastor, Stewardship Staff Coordinator, the Stewardship Committee Chairperson and other staff opportunities for celebration with other members of the committee.

ADDITIONAL RESOURCES: List other resources both in the parish, in the community and in the diocese from whom the steward may receive support and training.

Example: Parish Stewardship Staff of the Diocese of Rockville Centre, Stewardship Gatherings

CONTACT PERSON(S): List the name and method of reaching someone who can respond to questions about this ministry.

Example: Fred & Joan Rogers  867-5309

EFFECTIVE DATE: List the date this position, as described above goes into or went into effect.

Example: August 1996

REVIEWED: List the date the position description was developed and/or revised.

Example: June 2003
Stewardship Committee Member Position Description

NAME: Stewardship Committee Member
POSITION: To foster Stewardship as a Way of Life throughout our parish.

RESPONSIBILITIES:
✧ Spend a little time learning about stewardship at every meeting (this includes prayer and reflection).
✧ Attend Stewardship Training Days provided by the Office of Parish Stewardship both in the Fall and in the Spring.
✧ Promote the U.S. Bishops' Pastoral Letter on Stewardship and Summary Brochure.
✧ Oversee the annual renewal processes of the 4-weekend presentation and renewal process of Time & Talent commitments each Spring and the 4-weekend presentation and renewal of Financial Stewardship commitments each Fall.
✧ Promote Stewardship for Children and Youth.
✧ Collaborative efforts to promote Stewardship that permeate all aspects of parish life.
✧ Model Stewardship as a way of life in the home, the parish, the workplace and the community.

GIFTS/QUALIFICATIONS/SKILLS NEEDED:
✧ Committed to prayer and the spiritual life.
✧ Giver of time, talent, and treasure both within and outside the Parish.
✧ Communicator, both written and verbal.
✧ Visionary – has a sense of the direction of the Parish and the Church.
✧ Comfortable talking about Time, Talent, and Treasure in relation to our faith.
✧ Willing to implement accountability reporting.
✧ Collaborates with and works well with others while respecting the role and the responsibility of the Stewardship Chairperson.

AMOUNT OF TIME REQUIRED: Approximately four hours a month for meetings and related activities. Time will increase during the two seasonal renewal periods for preparation, renewal and follow-up.

WHEN MINISTRY IS PERFORMED: Monthly meetings are scheduled for the first Wednesday of every month. Meetings will increase to twice a month during renewal periods.

LENGTH OF COMMITMENT: Each member of the Stewardship committee has a three year term.

TRAINING PROVIDED:
✧ Two opportunities to attend each season a 4 hour Diocesan-Wide Parish Stewardship Training Days in the Spring and Fall.
✧ Parish Stewardship Manuals & many resources provided by the Diocesan Parish Stewardship Office.
✧ Training provided upon request by the Diocesan Office of Parish Stewardship.
✧ Pastoral Formation Institute Stewardship Leadership Track.

RESPONSIBLE TO:
✧ Stewardship Chairperson
✧ Other members of the Stewardship Committee

SUPPORT PROVIDED: Support and encouragement from Pastor, Stewardship Staff Coordinator, the Stewardship Committee Chairperson and other staff opportunities for celebration with other members of the committee.

ADDITIONAL RESOURCES:
✧ Office of Parish Stewardship Staff of the Diocese of Rockville Centre
✧ Stewardship Support Gatherings

CONTACT PERSON(S): Fred & Joan Rogers  867-5309

EFFECTIVE DATE: August , 1996
REVIEWED: February, 2010
Let’s Do A Position Description Together ...

For our new parish ministry:

The Desktop Publishing Ministry

Gather and compile the Data:

- What is the name of the position in this ministry that you need to describe?
- What is the purpose of this ministry?
- What are the responsibilities of this position?
- What shared gifts, qualifications, and skills are needed?
- What is the amount of time required?
- When is the ministry called into service?
- What is the length of commitment required (term)?
- What kind of training is provided?
- Where is the accountability (to whom would the minister report)?
- What is the support that is provided?
- Are there any additional resources?
- Who is the Contact Person?
- When will the position description be effective (effective date)?
Position Description Form

NAME: ____________________________________________

PURPOSE: ____________________________________________

RESPONSIBILITIES:

✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________

GIFTS/QUALIFICATIONS/SKILLS NEEDED:

✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________
✦ ___________________________________________________
AMOUNT OF TIME REQUIRED: _______________________________________
_______________________________________________________________

WHEN MINISTRY IS PERFORMED: _________________________________
_______________________________________________________________

LENGTH OF COMMITMENT: _____________________________________
_______________________________________________________________

TRAINING PROVIDED:
✧ ___________________________________________________________
✧ ___________________________________________________________
✧ ___________________________________________________________
✧ ___________________________________________________________

RESponsible TO:
✧ ___________________________________________________________
✧ ___________________________________________________________
✧ ___________________________________________________________
✧ ___________________________________________________________

SUPPORT PROVIDED: ____________________________________________
_______________________________________________________________

ADDITIONAL RESOURCES:
✧ ___________________________________________________________
✧ ___________________________________________________________
✧ ___________________________________________________________
✧ ___________________________________________________________

CONTACT PERSON(S): __________________________________________

EFFECTIVE DATE: ________________  REVIEWED: ________________
Ministry Directory

✓ For those who may want to use the services of parish ministry or to serve in a parish ministry.

✓ Shows basic parish information (perhaps Mass hours and contact information).

✓ Includes a cover letter from the Pastor.

✓ Requires planning
  ♦ What major ministry/activity groupings do we have?
  ♦ Which ministries and activities will be solicited for the directory?
  ♦ How will data on each ministry/activity be gathered and compiled?
  ♦ Who will provide layout and design? How?
  ♦ How can we find economical ways to produce the directory?

✓ Shows sensitivity to multicultural considerations.

✓ Best if organized into categories of parish life.

✓ Succinctly describes each Ministry, particularly:
  ♦ Answers the questions:
    * What is this ministry/activity about?
    * Who is served by this ministry?
    * What gifts are being shared?
  ♦ Specifies term and time commitment required for those who may wish to share their gifts in this ministry/activity.
  ♦ Who is the parish contact for this ministry?

✓ Can include a Commitment Form.
Sample Ministry Directory Entries

FAITH FORMATION – RELIGIOUS EDUCATION PROGRAM
Catechist
A catechist is one who assists in the faith formation of children in a particular grade in our religious education program. Our catechists are people who are gifted with a lively faith and the ability to share that faith creatively with children. The catechist is responsible for preparing age-appropriate lessons and activities and is guided by a grade-level coordinator who provides resources, ideas, suggestions, and support. Quarterly catechist meetings for each grade level assist in sharing ideas and developing skills. Catechists commit one hour a week of actual classroom time from September to May in our after-school program on Wednesdays from 3:30 p.m. – 4:30 p.m. Contact: Mary Smith, Director of Religious Education (555-1212).

WORSHIP – EUCHARISTIC MINISTERS
A Eucharistic Minister is one who helps distribute the Eucharist to the People of God. Our Eucharistic Ministers use their gifts of reverence, faith, and presence to distribute Holy Communion either at Mass, in nursing homes, to the homebound, or in hospitals. Eucharistic Ministers are appointed by the Pastor and attend a full-day training session offered by the Diocese. Eucharistic Ministers make a one year commitment to one, two, or three hours per week in ministry. EM’s meet once every three months to pray and discuss the ministry.

  Eucharistic Minister for Weekend Liturgies
These ministers assist the priests and deacons in distributing Holy Communion at our Weekend Eucharistic Celebrations. Contact: Joanna Martini, Coordinator (555-1212).

  Eucharistic Minister for the Nursing Home
These Eucharistic Ministers bring the Eucharist to and spend some time with those in St. Elizabeth’s Nursing Home each Sunday morning. Contact Miguel Santos, Coordinator (555-1111).

ADMINISTRATION – COMMUNICATIONS
Desktop Publishing
Creativity, computing skills, and lots of ideas are the gifts that people in this ministry have! The Desktop Publishing ministry serves every other ministry in the parish by helping design and create flyers, brochures, and newsletters. The ministry meets once a month on Tuesday evenings to plan out the following month’s schedule. Most work is done on home PC’s. Training is provided. The commitment required is approximately two hours per week, plus the monthly meetings. Contact: George Smith, Coordinator (555-1212).
Print A Lot!

More Ideas For Ministry Directories...

✓ Include a Ministry Directory in your new parishioner welcome packet. Find out if you can include one in your local village’s new resident welcome packet too!

✓ Distribute a Directory to each person who attends your Gift Discovery presentation.

✓ Have all Eucharistic Ministers and other ministers in the parish bring one to those who are homebound or those who are sick.

✓ Have the Directory available to all people served by your Parish Outreach.

✓ When you talk about ministry and service in the RCIA, give the Directory to all participants.

✓ Include the Directory in a conversation about ministry and service with parish youth (Confirmation candidates, high school people, young adults, etc.).

✓ Include a bunch of Directories in your parish book rack, reading room, or vestibule.

✓ Find out about distributing Directories in local stores, the Library, supermarkets and the recreation center.
Give It A Shot... Make an Effective Ministry Directory Entry

Complete a Ministry Directory Entry for your parish's new Desktop Publishing Ministry.

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Time and Talent Commitment Form

✓ Used during Time and Talent Renewal. (Best collected through some kind of ritual.) Made available to people at other times (similar to Ministry Directory).

✓ Different strokes for different folks:
  ♦ Can be included with the Ministry Directory.
  ♦ Can be separate from the Ministry Directory.
  ♦ Can be “both/and.”

✓ Best when ALL ministries are shown whether or not there is a NEED for filling a particular ministry.

✓ Basic Commitment Forms:
  ♦ Show essential parishioner information (Name, Address, Phone Number, Best time to Call).
  ♦ Offer an opportunity for a parishioner to join, renew involvement, or get more information.
  ♦ Should offer an opportunity for parishioners to suggest other ministries where gifts can be shared (by them or others).

✓ More Advanced Commitment Forms:
  ♦ Ask people to indicate their gifts, talents, skills, hobbies and interests.
  ♦ Offer the opportunity for people to “step down” (take-a-break) from a particular ministry.
  ♦ Recognize the gifts that people share in places outside the parish (local community, home, etc.).
**Time and Talent Commitment Card**

You have been gifted by God and the Christian Community is edified by your gifts! You use your God-given gifts at home, in the workplace, the community, and the world. Why not take some time to reflect on and pray about whether or not you will also be able to share some of your gifts with us in parish ministry this coming pastoral year. Complete this Commitment Card (as an individual—one form for each member of the family who wishes to complete one).

Place a checkmark in the appropriate box to the left of each opportunity to indicate whether you are interested in using your gifts: to serve in that ministry (join), to renew your commitment to that ministry, to get more information about that ministry, or to discontinue your service in that ministry for the coming Pastoral year (beginning Fall, 2003). A pastoral leader will contact you shortly. Thank you for participating in this year’s Time and Talent Renewal. You are truly “gifted by God!”

Name

Age (Optional)

Occupation (Optional)

Address

Hobbies/Interests:

Gifts/Talents/Skills:

E-mail:  

Phone:  

Best Contact Time (Day or Evening):  

### FAITH FORMATION:  

- [ ] Catechist
- [ ] R.C.I.A. Team
- [ ] Baptismal Team

### WORSHIP:

- [ ] Eucharistic Minister
- [ ] Usher
- [ ] Lector

### PARISH OUTREACH:

- [ ] Food Pantry
- [ ] Ministry of Consolation
- [ ] Rainbows for God’s Children

### ADMINISTRATION:

- [ ] Desktop Publishing
- [ ] Pastoral Council
- [ ] Stewardship Committee

### OTHER WAYS:

List one or more other ways you would like to share your gifts of Time and Talent with our parish community:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
When we Have the Right Tools...

Position Descriptions
Ministry Directories
Commitment Forms
as part of our Stewardship Renewal

...We can build a more active Faith Community!