

St. Louis de Montfort
Standard Operating Procedure
New Ministry Request
SLDMPOL07
Approved



Purpose The purpose of this procedure is to outline the process required to bring a new ministry into existence in the parish.

Scope This procedure applies to all staff, commissions, committees and parishioners.

Related Documents None

Definitions None

Policy

- 1.1 Once an idea for a new ministry is brought forth by an individual or group in the parish, the proposal is presented to the Pastor for review.
- 1.2 If approved by the Pastor, a document should be presented to the appropriate staff member explaining the purpose for the ministry, the duration of the ministry, meeting times and place, budget requirements, number and names of initial members and a vision and mission statement for the ministry. If there are any fund raising activities planned, this needs to be noted. Also, thought must be given to identifying all relevant parties to ensure that good communication takes place and adequate consultation is provided.
- 1.3 If approved by the staff member, the ministry is recommended to Parish Council.
- 1.4 Once approved, the ministry will be added to parish records including a listing in the guidebook and various directories. The new ministry chair person must contact the Coordinator of Stewardship to notify regarding the establishment of a new ministry at St. Louis De Montfort.
- 1.5 Each ministry should have a chair person, co-chair and staff liaison. A job description must be created and included in a “new ministry” packet.
- 1.6 Minutes are required for all meetings and are to be forwarded to the staff liaison and council for review.