

## **Recommendations for each ministry area:**

### **a) Church Life**

1. Welcome all into the faith community with warm hospitality.
2. Reach out to and welcome the unchurched and those alienated from the Church.
3. Develop, plan and evaluate parish programs that will enable the entire parish to grow into a true spiritual home for its parishioners.
4. Analyze the communal needs of the parish community and to identify areas in need of development.
5. Incorporate (to embody) and then to celebrate the diversity of peoples in the communal life of the parish (e.g., ethnic groups, age groups, the homebound, people with disabilities)
6. Create opportunities to expand all ministries to more freely involve the diversity of the parish, reaching out in a particular way to any marginalized groups.
7. Initiate and support the growth of mutual understanding and common action among different faiths.
8. Prepare a budget for the community-building needs of the parish.
9. Encourage ever-increasing levels of participation in the life of the parish, deanery and diocese.
10. Promote an active commitment to Christian stewardship.
11. Promote and provide opportunities for developing an awareness of one's vocation.

### **b) Faith Formation**

1. Analyze the needs of the parish community and to identify areas in need of development in this ministry area.
2. Set goals and objectives for the development of a strategic plan congruent with total parish planning.
3. Develop, plan and evaluate parish programs, staff and administrators that will enable the entire parish to grow in its faith life.
4. Develop, formulate and promulgate appropriate policies.
5. Incorporate the diversity of peoples into the faith life of the parish (e.g. ethnic groups, age groups, the homebound, people with disabilities, the marginalized)
6. Ensure adult education as the axis of faith formation.
7. Ensure good communications between and among all groups in the parish, deanery and diocese and provide effective publicity for events.
8. Prepare a budget for total Catholic formation and education to meet the needs of the parish in conjunction with the Ministry of Finance and Administration.
9. Encourage ever increasing level of participation in the life of the parish, deanery and diocese.
10. Recommend appropriate changes to the educational space and grounds in order to facilitate the safety, upkeep, and enhance the learning environment.
11. Provide the safe environment program and background checks for all employees and volunteers. (According to Diocesan policies and curriculum.)
12. Actively educate and encourage all youth and adults about vocations to the priesthood, diaconate, religious life or lay ecclesial ministry.

### **c) Family Life**

1. Raise awareness of a family perspective and evaluate the needs within the faith community.
2. Educate and enrich individuals and families through programs, workshops, retreats, newsletters, resource centers, etc.

3. Advocate for "family-friendly" programs, policies, and services in parish planning.
4. Create opportunities to respond to all stages in the family life cycle.
5. Communicate with other groups, agencies, and institutions in the community that work with families.
6. Prepare a budget for family life activities and programs within the parish.
7. Encourage participation in deanery/diocesan family life programs.
8. Research the trends in society that impact families.
9. Affirm and support the diversity in family structures and cultures.
10. Provide and encourage leadership training in family ministry.
11. Promote and provide opportunities for developing an awareness of one's vocation.

**d) Finance and Administration**

1. Assure the necessary material resources – land, buildings, finances – that will enable the parish to carry on the work of Christ.
2. Prepare the budget for the financial and administrative needs of the parish.
3. Establish that the parish is spending money in keeping with the priorities developed by the parish.
4. Increase the commitment of the parishioners to support financially the work of the parish.
5. Prepare and approve an annual operating budget after having consulted with the parish council and board of education.
6. Submit an annual financial report to the parish and the bishop at the end of the fiscal year.
7. Establish long range financial planning.
8. Be consulted when there is alienation (transfer) of property or major expenditures of parish funds in excess of \$3,000 (Cc. 1290, 1291)
9. Assist in reminding parishioners of their duty to return to God, as an expression of gratitude, part of the material benefits with which they have been blessed.
10. Maintain a safe environment for the parish community.
11. Be familiar with Diocesan policies regarding buildings and grounds and the openings or closings of parishes and schools.
12. Share all concerns and reports on the condition of buildings and grounds with the Diocesan offices.
13. Responsible for human resource issues such as evaluations, employee work agreements, and salary recommendations.
14. Maintain the parish calendar and directory.
15. Ensure good communications among all groups in the parish, deanery, and diocese, and to provide effective public relations.

**e) Liturgy**

1. Foster the "full, conscious, and active participation" of all in the liturgical life of the parish. In particular, to be attentive to incorporating the diversity of peoples found in the parish in the parish's liturgies and liturgical ministries (e.g., ethnic groups, age groups, the homebound, people with disabilities, the marginalized, etc.).
2. Analyze the liturgical needs and evaluate the liturgical life of the parish in order to identify areas in need of development. In particular, to help ensure that the full spectrum of the Church's liturgies are being celebrated in the parish (e.g., the sacraments, the RCIA in its entirety, the Liturgy of the Hours) in accord with Diocesan, national and universal norms.

3. Develop, plan and evaluate liturgical and spiritual development/formation programs that will enable the entire parish to grow into a deeper relationship with Christ and to learn more about the liturgical life of the Church. To keep the parish informed concerning liturgical norms and practice, in cooperation with the Diocesan Office of Liturgy.
4. Recruit and appropriately train lay liturgical ministers, in keeping with universal, national, and diocesan norms. To provide ongoing oversight, formation, and feedback to these ministers. For example: musicians and cantors, readers, extraordinary ministers of Holy Communion, altar servers, greeters and ushers, sacristans, ministers of art and environment.
5. Furnish, decorate, maintain, and recommend appropriate changes to the liturgical environment in order to better support the liturgical life of the parish—and in so doing to follow the diocesan policies regulating consultation with the Diocesan Liturgical and Building Commissions.
6. Assist with and coordinate the liturgies celebrated by sub-groups within the parish.
7. Prepare a budget reflecting the liturgical needs of the parish.
8. Foster and encourage participation by members of the parish in deanery-wide and diocesan celebrations, including (but not limited to): the Rite of Election and Call to Continuing Conversion, the Chrism Mass and Ordinations.
9. Offer the gifts and talents of liturgical ministers from the parish to the deanery and Diocese.

**f) Social Action**

1. Reach out in charity to the poor, the homeless and the hungry.
2. Offer care to those who are homebound, hospitalized or in nursing homes.
3. Promote a respect for all human life through various pro-life activities.
4. Address the causes of poverty and injustice by supporting the Catholic Campaign for Human Development.
5. Minister to those in jails and prisons, and to their families.
6. Develop an understanding and appreciation for the global Church by promoting Catholic Relief Services and their Lenten program, Operation Rice Bowl.
7. Provide support for immigrants and refugees and create opportunities for the parish to celebrate cultural diversity and welcome the stranger.
8. Participate in projects that promote global solidarity, such as the Diocesan partnership with Madagascar or parish "twinning" programs.
9. Organize parish educational programs that explain Catholic social teaching.
10. Participate in the Diocesan legislative network that promotes issues of pro-life, social justice, rural life and world peace.
11. Send parish leaders to the annual statewide Iowa Institute for Social Action.
12. Prepare a budget for social action programs within the parish.