



# Parish Leadership Newsletter

Department for Parishes  
Archdiocese of Milwaukee

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## Newsletter Goes Electronic

Please note that the *Parish Leadership Newsletter* is now solely an electronic newsletter. It can be viewed by way of the PDF file attached to the archdiocesan website. This file can be printed out and duplicated for those who do not have an e-mail address in the archdiocesan extranet system.

Therefore, we ask that a member of the parish staff (*secretary or web administrator*) make copies of the newsletter for parish leaders who do not have access to e-mail from the archdiocese.

The *Parish Leadership Newsletter* is intended for all parish leaders including priests and parish directors; parish council members; parish council committee chairs; pastoral associates; business administrators; APC delegates; adult and family ministers and others.

The newsletter is published by the following offices: Human Concerns, Parish Finances, Adult and Family Ministry, Parish Councils and Planning.

If you have an e-mail address and are not receiving this newsletter by e-mail, please contact your parish web administrator and ask to be added to the archdiocesan extranet or call Maureen Habetler at 414-769-3353 or 800-769-9373 x353 or e-mail [habetlerm@archmil.org](mailto:habetlerm@archmil.org).

The newsletter is posted electronically six times a year and includes brief articles and timely announcements about workshops, events and resources for parish leaders.

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## Respect Life Month

Pastors, administrators and parish directors will receive one copy of the annual Respect Life Parish Packet from the United States Conference of Catholic Bishops. These materials are sent from Washington, D.C. and should arrive in local parishes in late August or early September. Please share them with appropriate leaders in your parish. 2002 articles include:

- A People of Life and a People for Life: An Invitation;
- The Assault on Catholic Health Care;
- The New Eugenics: Cloning and Beyond;
- Global Trafficking in Persons: A Modern Form of Slavery;
- Natural Family Planning: An Unexpected Grace;
- Love - and Do What You Will;
- The Graduate - Level Course in Parenting.

Articles and resources from past Respect Life Parish Packets can be found at this web address: <http://www.nccbuscc.org/prolife/programs/rlp/index.htm>

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## Wisconsin Catholic Conference

Wisconsin's Roman Catholic bishops have issued a pastoral letter on end of life healthcare decision-making and advance care planning. Entitled *Now and at the Hour of Our Death*, the letter voices the bishops' concern and compassion for those facing critical healthcare decisions, and offers a moral and ethical framework for making such decisions. Single copies of the booklet can be obtained from the Office for Human Concerns by calling 414-769-3426 or 800-769-9373, x426 or email [humanconcerns@archmil.org](mailto:humanconcerns@archmil.org)

Parish leaders may wish to periodically visit the Wisconsin Catholic Conference website – [www.wisconsinatholic.com](http://www.wisconsinatholic.com) – for current information on Church social teaching and legislative issues.

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## Parish Nursing

An advisory committee of parish nurses meets several times a year to assess needs of parish nurses working in Catholic parishes and to plan events and resources accordingly. This group is convened by the Office for Human Concerns and the Office for Women. A recent effort of the advisory group was the August 22 Day of Reflection for Parish Nurses. Another outgrowth of this group is a "Culture of Wellness Task Force." This group is exploring what it means for parishes to be involved in wholistic education, advocacy and service as they pertain to wellness. Parish nurses interested in serving on either of these committees can contact Peg Flahive in the Office for Human Concerns, 414-769-3426 or 800-769-9373, x426, or email [humanconcerns@archmil.org](mailto:humanconcerns@archmil.org)

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## Parish Nurses in Rural Parishes

The Rural Life Committee of the Archdiocese is looking for a parish nurse to assist the committee. Healthcare is a critical issue facing farm families and others residing in rural areas. Please contact Margie Morgan in the Social Concerns Office if you are a parish nurse working in a rural Catholic parish and can contribute to this committee. Call 414-769-3402 or 800-769-9373, x402 or email [morganm@archmil.org](mailto:morganm@archmil.org)

## Project Rachel Training

Project Rachel is a post-abortion reconciliation program of the Archdiocese of Milwaukee, co-sponsored by the Office for Human Concerns and Catholic Charities. On October 24, from 1:00 to 4:00 p.m., a training focusing on Project Rachel will take place at the Milwaukee office of Catholic Charities. This training is specifically for Catholic Charities counselors, as well as priests, chaplains and parish nurses who would like to learn more about the ministry. Participants must register with the Office for Human Concerns. Contact Peg Flahive, 414-769-3426 or 800-769-9373, x426, or email [humanconcerns@archmil.org](mailto:humanconcerns@archmil.org).

## Office for Women

This year has been filled with many issues that impact on women and their role in the Church and society. The Office for Women offers assurance that women's voices and concerns, as well as their gifts and talents are important to the archdiocese. Feel free to stop in and learn about resources that are available to parish leaders.

The Office for Women receives numerous calls from women looking for ways to enhance their spirituality through written resources, services and opportunities for dialogue. There is a spiritual hunger and a desire to make connections between our faith tradition and everyday life experience, including taking action on local, national and global issues.

In response to these inquiries, the office is sponsoring a morning of reflection for women entitled, "Women: Voices For Healing and Hope," on Saturday, September 28 from 8:30 a.m. to 12:30 p.m. The morning will include a continental breakfast, speakers, time for dialogue and reflection, and written materials. Cost is \$10 per person. The registration deadline is September 15, 2002. For additional information, contact Thelma Walker, Office for Women 414-769-3501, 800-769-9373, x501 or e-mail: [walkert@archmil.org](mailto:walkert@archmil.org).

## How to Access Archdiocesan Department Pages

If you know the name of the department use these easy steps:

- On the Internet go to [www.archmil.org](http://www.archmil.org)
- Place your cursor on About Us (a box will be displayed)
- From this box click on Our Departments
- Choose the department. Each page will have the categories of News, Events, Contacts, FAQs (frequently asked questions), and Resources.

## Sing a New Church Into Being: Parish Council Spirituality

What: An evening directed by Alice Halzenbeller  
 When: October 8, 2002  
 5:30 p.m. – Gather  
 6:00 – Dinner followed by presentation  
 Where: St. Vincent Pallotti Center, N6409 Bowers Rd, Elkhorn  
 Cost: \$25 per person  
 Call: 262-723-2108 for reservations by September 30.  
 Seating is limited.

## Office for Parish Councils and Planning

### What's an Officer to Do?

Every group needs a leader. Every leader needs a “second banana,” someone to help lead and oversee the group’s work. Effective groups, the leader and members alike, need help to track the course of their discussions and commitments in a clear, consistent way. Parish councils look to their chairperson, vice chairperson and secretary to take on these responsibilities. This is a tall order! What realistic expectations should council members have for their officers?

Officers play two roles. One as a group, the other as individuals. As a group, council officers work with their pastor/parish director as an agenda committee. The agenda committee’s first order of business is to organize the council’s work in an overall plan for the year. This annual plan helps them set the pace and order in which the council will review the work of the parish and promote on-going planning in the various mission areas. Each month the agenda committee meets to review the council’s progress in relationship to their annual plan and to determine the monthly agenda priorities to move the council’s work forward. (See the sample in the *Parish Council Manual*, page 12-5)

Council officers’ mettle is tested at each meeting as they carry out the particular responsibilities of their respective positions. Although the success of the meeting is everyone’s responsibility, chairpersons have the toughest job of all. What does the chairperson do? As facilitator of the group’s agenda he/she

- Moves things along, keeps the group focused on task and on time
- Promotes open discussion
- Listens attentively and without bias
- Encourages members who are reticent and helps the group clarify its direction to find creative solutions that lead to consensus.

The chairperson’s job is no small task. Smart council chairpersons will seek the help of the vice-chair, sharing some of this responsibility. The vice chair can help by

- Summarizing the group’s work from time to time
- Keeping track of those who tend to be quiet, and inviting them to share their insights during discussions.

The council secretary plays an important communication role, not just for the council, but for the whole parish. The secretary serves the council by

- Taking meeting minutes
- Getting minutes and agendas out to the members before the next meeting so all can review their work and commitments, and come to the meeting prepared to work.

Secretaries help the council communicate with the whole community when they work with the bulletin editor to prepare a summary report of council work for publication in the parish bulletin. For more information, contact Noreen Welte in the Office for Parish Councils and Planning, 414-769-3380 or 800-769-9373, x380, or e-mail [welten@archmil.org](mailto:welten@archmil.org)

## Adult & Family Ministry –Evangelization

The *Evangelization Handbook for Parishes* offers a step-by-step approach for parishes to organize an Evangelization Committee and promote their goals of evangelization. Revised and published in 2001, the handbook encourages Catholic consciousness and teaches readers how to promote messages of the Catholic Church. The handbook also provides sample programs, techniques and support tactics to invite parishioners and interested individuals to be a part of a greater Catholic Community.

The *Evangelization Handbook* is divided into two main sections. Part one lays the groundwork for evangelization, focusing on the planning stages, and identifying the need to form a committee to lead evangelization programs. Part two describes “how to” evangelize. It identifies the three major goals of evangelization as determined by the U.S. Bishops and presents plans for parishes to reach those goals.

Practical resources such as sample letters, evaluation forms, and worksheets are available, as well as a copy of the Archdiocese of Milwaukee *Chart of Evangelizing Assets*. This chart summarizes how committees and staff can utilize parish assets and talents to evangelize effectively. To purchase the *Evangelization Handbook for Parishes* and *Chart of Evangelizing Assets*, contact Julie Kurer in the Adult and Family Ministry Office at 414-769-3442 or 800-769-9373, x442 (*within the ten counties of the archdiocese*), or email [kurerj@archmil.org](mailto:kurerj@archmil.org).

You may also access the order form from our website [www.archmil.org](http://www.archmil.org) under Departments – Adult & Family Ministry – Evangelization Handbook. The handbook and chart may be purchased at a cost of \$25.

## Evangelization Resources from other U.S. Dioceses

### Accessible Construction

The U.S. Bishops recently issued a statement that said: “When buildings present barriers to the full and active participation of all, the Body of Christ is harmed. Special attention should be given to individuals with visual or hearing impairments, to those who have difficulty walking or who are in wheelchairs, and to the elderly with frailties” (*Built of Living Stones: Art, Architecture, and Worship*). This video, produced by the Archdiocese of Louisville, helps those planning new construction or renovation work take seriously this challenge to fully integrate current laws, codes, and ordinances for persons with disabilities into building a church complex accessible to all of God’s people. To order this resource, write the Evangelization Ministry at the Communications Center, Archdiocese of Louisville, 1200 South Shelby Street, Louisville, KY 40203-2600, or contact Joan Cunningham by telephone at 502-636-0296, or email [jcunningham@archlou.org](mailto:jcunningham@archlou.org).

### Christian Hospitality: A Handbook for Parishes

Hospitality is an important aspect of Christianity, a necessary element of Christian life. For the parish, hospitality is an invaluable element of the spiritual well-being of the community. It is necessary for a parish to make those within the community, and beyond, feel welcome and included for that parish to survive. Hospitality is more than waiting for people to come to the Church; it is just as important to bring the Church to the people. This handbook, published

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## Evangelization Resources

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by the Communication Center at the Archdiocese of Louisville, addresses the issue of creating a welcoming atmosphere within the parish. It also includes sample parish models and programs for outreach. To order this publication, write the Evangelization Ministry at the Communications Center, Archdiocese of Louisville, 1200 South Shelby Street, Louisville, KY 40203-2600, or contact Joan Cunningham by telephone at 502-636-0296, or email [jcunningham@archlou.org](mailto:jcunningham@archlou.org).

### **Come and See What God Has Done: For Parents and Family Members Interested in Inquiring about the Catholic Faith**

America's Catholic schools are increasingly attended by children of non-Catholic families. This pamphlet, published by the Division of Religious Education at the Archdiocese of Baltimore, is intended to reach out to non-Catholic parents and family members who are curious about the faith and what it has to offer beyond education for their children. It briefly outlines Catholic beliefs and explains the RCIA. For more information, please contact Carol Augustine at the Division of Religious Education, Archdiocese of Baltimore, 320 Cathedral Street, Baltimore, MD 21201. You may also call Carol, 410-547-5407, fax 410-347-7896, or email [caugustine@archbalt.org](mailto:caugustine@archbalt.org).

### **Communicating Christ in the 21st Century: Toward the... "New Evangelization"**

Pope John Paul II has repeatedly encouraged the Church to develop the spirit of evangelization, to realize the necessity of bringing the Good News to all people with renewed methods and enthusiasm. He has called this renewal of the missionary spirit "The New Evangelization." This pamphlet, published by the Office of the Vicar for Renewal & Evangelization in the Archdiocese of Philadelphia, invites all people to take part in the essential mission of the Church. To order this publication, contact the Office of the Vicar for Renewal & Evangelization at the Archdiocese of Philadelphia, 222 North Seventeenth Street, Philadelphia, PA 19103-1299, or call 215-587-0500.

### **Evangelization in the Catholic School**

Evangelization is an essential mission of the Catholic Church. Evangelization is thought of by many as the process of making new Catholics. While bringing new people to the faith is an essential component of evangelization, it is important to realize that it is much more than just that. Evangelization is also the process of reaching out to inactive Catholics, and to bring practicing Catholics to a deeper understanding of and devotion to their faith. The Catholic school provides a unique and powerful opportunity for evangelization. This booklet, published by the Division of Religious Education in the Archdiocese of Baltimore, addresses this fact and outlines ways by which everyone in the Catholic school can take part in the evangelizing mission of the Church. To order this booklet, contact Carol Augustine at the Division of Religious Education at the Archdiocese of Baltimore, 320 Cathedral Street, Baltimore, MD 21201; call 410-547-5407; fax 410-347-7896 or email [caugustine@archbalt.org](mailto:caugustine@archbalt.org).

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## **Elizabeth Ministry: Morning of Enrichment**

with founder  
**Jeannie Hannemann**

An Elizabeth Ministry morning of enrichment will take place on Saturday, September 14, from 8:30 a.m. to 1:00 p.m., at St. Mary's Parish, 9520 W. Forest Home Ave., Hales Corners. The cost is \$10 for the first five registrants per parish, and \$5 for additional attendees. The founder of Elizabeth Ministry will give a presentation for people interested in the ministry. There will be break-out sessions, leadership training for ministers who are new to the program, and a session for men. The event concludes with a potluck lunch for networking with parishes that have active Elizabeth Ministry programs. To register, contact Barb Krieser in the Adult and Family Ministry Office, 414-769-3444 or [krieserb@archmil.org](mailto:krieserb@archmil.org) by September 10.