



Parish Leadership Newsletter

Department for Parishes
Archdiocese of Milwaukee

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IN THIS ISSUE

Celebrate Church as Servant-Leader	1
Save the Date: Parish Leadership Conference.....	1
Annual Justice Celebration – June 5	2
Ask Us: How Do Parish Councils Hold Committees Accountable?	2
Commissioning of a Parish Council at the Beginning of the Year	3
Developing an Annual Parish Plan	4
How Do I Know if Our Council is Successful?	5
The Future of Professional Education in Natural Family Planning	6
Office for Women	6
Justice Dinner Invitation/Reservation Flyer	7
Parish Council Nominee & Member Orientation Sessions Reservation Flyer	8



Celebrate Church as Servant-Leader

When we celebrated Jubilee 2000 we attempted to unite our efforts under the universal church banner: *Celebrate Jesus Christ – Yesterday, Today, Forever* and added an archdiocesan twist with the words “Reflect, Renew, Rejoice.” We encouraged parishes, clusters and districts to find ways to celebrate the dawn of the new millennium of Christianity together in a multitude of ways. The pinnacle of our archdiocesan jubilee celebrations was the Eucharistic Congress followed by the family event and liturgy at the Midwest Airline Center. Unforgettable!

Following the jubilee year, the archbishop’s cabinet recommended that we continue to unite our efforts under a new banner each year. Since then, our central office staff has attempted to build annual programs under a common banner. Last year our theme was: *Celebrate Church as Teacher*. This year our programs are focused on a new banner: *Celebrate Church as Servant-Leader*.

Save the Date

The Parish Leadership Conference will be held at the Cousins Center on September 27, 2003. This is the event all council and committee members look to for inspiration, direction and education for their various ministries of leadership and service. The conference will be built around our theme *Celebrate Church as Servant Leader*. Archbishop Dolan will be our keynote speaker. Mark your calendar now! Don’t miss this opportunity to meet with other parish leaders and the archbishop.

Annual Justice Celebration – June 5

This year's annual Justice Celebration will take place on June 5, at the Archbishop Cousins Catholic Center. The evening will begin with a social at 6:00 p.m. and dinner and program at 6:30. The theme is "Church As Servant Leader," and Archbishop Timothy Dolan is the keynote speaker. This special evening is a time to celebrate the Catholic Campaign for Human Development as well as many accomplishments in justice ministry within our parishes and schools. Please mark your calendars. An invitation will follow in the spring.

At this time we welcome your nominations for Catholic parishes or schools to recognize at the Justice Celebration. If you would like to nominate your parish/school (and if it was NOT recognized last year), please send all pertinent information to the Office for Human Concerns by April 24. Include a brief description of the event or activity, why you think it should be upheld at this diocesan event, your name AND the name and phone number of a contact person.

Email it to: humanconcerns@archmil.org by April 24. See the Invitation and Reservation Flyer on page 7 of this newsletter.

Ask Us: How Do Parish Councils Hold Committees Accountable?

Parish councils track the work of committees in a number of ways.

Beginning of the Year

1. The council asks for a copy of each committee's annual specific, measurable goals. Some councils share each committee's goals with the other committees. Asking the committees to share their annual goals with each other at the beginning of the year, establishes an expectation by all that the committee intends to meet or exceed them.

Throughout the Year

2. The role of the parish council liaison is to be a communication agent from the council to a particular committee and from that committee to the council. Effective liaisons keep the committee's goals in mind as they attend the committee meetings, remind the committee of these goals from time to time and keep the council informed of the committee's progress or need for assistance.
3. Committees give regular written reports to the council. When they reach certain goals, they highlight this in their report.
4. The council may ask committees for a mid-year update. At that time, committees may need to make adjustments.

End of the Year

5. In the spring, many parishes have an appreciation dinner for parishioners who offer their time and talent during the year. Prior to this gathering, committees could evaluate the success of their annual goals in order to share an update at the dinner. They might even hint at hopes for the following year. The gathering becomes a time to acknowledge, thank and celebrate the accomplishments of all who minister in the parish.

Commissioning of a Parish Council at the Beginning of the Year

Introduction as to purpose or perhaps encouragement to do this.

At an appropriate time during Mass, the celebrant calls council members forward.

Pastor: Today, our parish community calls you to serve as members of the parish council. Are you willing to share your time and talent as lay leaders of our parish?

Council: We are.

Pastor: Will you lead with **grace**, remembering that Christ is your partner and His mission is the focus of your ministry?

Council: With God's help we will.

Pastor: Will you lead with **wisdom**, by studying matters that come to our meeting table, open to one another and the Holy Spirit. Will you consult with parish members and staff when appropriate? And will you propose practical conclusions to me concerning the ongoing life and mission of our parish?

Council: With God's help we will.

Pastor: Will you lead with **vision**? Will you strive to keep the bigger picture in mind, help us focus on continuing Jesus' mission in our time, and find ways for all our members to share their time and talent?

Council: With God's help we will.

Pastor: May the One who began this good work in you bring it to completion.

Council: Amen.

Turning to the assembly:

Pastor: Will you support these women and men with your prayer and friendship?

All: We will.

Pastor: Loving God, this community gives you thanks for these parishioners who will serve to our parish as council members.

Open us to your grace and renew all gathered here, that with them we might be women and men enthusiastic for Your Mission, generous in our love, time, talent and treasure, to make your kingdom real in our day. We ask this through Jesus Christ, who came as servant to us all.

All: Amen.

Developing an Annual Parish Plan

More and more pastors and parish councils are finding value in helping parishioners and staff members develop a three-five year parish plan. Such a planning process typically takes a year or more to complete. It is time well spent. At the end of the process the parish has:

- A clear understanding of what it is called to be and do. (Mission Statement)
- A shared vision of how it wants to grow as a faith community. (Vision Statement)
- A step-by-step plan for each area of parish life aimed at achieving their common goals over time. (Action Plan)
- And best of all, a pastor, parishioners, staff, committees and council who know how they fit into the plan and who are all committed to a vibrant future and dedicated to making it happen.

Not every parish is ready to develop a long-range plan. Yet each parish can develop an annual plan. How?

1) The council can:

- a) Review the parish mission statement.
- b) Evaluate the success of its leadership by asking: How did we encourage our parishioners, committees and staff to make the mission a lived reality? (See article: How Do I Know If Our Council is Successful?)
- c) Give each parish committee their job description as found in the council by-laws. Ask the committees to evaluate their work in light of the parish mission statement and their committee description and develop a proposal for council review of specific, measurable goals for the following year.

2) Committees can:

- a) Review the parish mission statement and their job description as found in the parish council by-laws.
- b) List the ways they accomplished their work in the past year.
- c) Develop a proposal for council and staff review of specific, measurable goals for the following year.

3) Staff can:

- a) Review the parish mission statement and their job descriptions and list the ways they accomplished their work in the past year.
- b) Review the committee proposals. Among their personal professional goals add specific, measurable goals where they apply, to help the committees achieve their goals in their area of ministry. Review these committee goals at a staff meeting.

4) Parishioners can:

- a) Pray the parish mission statement in place of a hymn.
- b) Consider how they have grown in their faith in the past year.
- c) Reflect on what area of parish life most influenced their spiritual growth.
- d) Develop a personal faith-growth goal for the new year.

After the council receives, studies and discusses the committee proposals, throw a party! Gather the committees and staff with council for a “Kick-off” to a new year of servant-leadership at the parish. Enjoy a cookout or supper. Invite the committees to share their hopes/goals for their ministry area (previews of coming action). Look for ways to work together or support each other’s goals. Voila! The committee goals become the parish annual plan.

How Do I Know If Our Council Is Successful?

The end of another council term is here. Before the new council members arrive on the scene, the current council might take time to do a self-evaluation. Noted organizational guru, Stephen Covey, identifies four roles of effective leaders. They make great starting points for such an evaluation. Let's look at his concepts and apply them to the council's roles.

1. Path-finding

Effective leaders are pathfinders. They know where the organization wants to go. Committed to the purpose and goals of the organization, pathfinders are not afraid to be "scouts" for the group. They look long-range before and for the rest of the organization with their eyes wide open. They look and listen for whatever might advance, impede or deny the progress of the group in carrying out its purpose.

Ask yourself:

- Can you articulate the purpose/mission of your parish in your own words? What did the parish hope to achieve this past year?
- Looking back, what – if anything – advanced, impeded or kept the council or parish from achieving their goals? How will your discoveries influence next year's goals? (Short-term planning)
- In what areas are you looking long-range into the future?

2. Aligning

Successful leaders align the elements of the system to work together harmoniously toward a common vision.

Ask yourself:

- Does the council and do committees see how the work of one committee or parish organization influences the work of the others?
- What proof do you have?

3. Empowering

Successful leaders know that resources are needed to achieve the purpose and goals of the organization. If the right human and temporal resources are not in place, the likelihood of achieving their goals is limited. Smart leaders do all they can to equip the staff, committees and members with the right resources.

Ask yourself:

- What human and temporal resources are available to your staff, committees and parishioners to do the mission of the parish? Is this adequate?
- Do parishioners understand the relationship of their stewardship of time, talent and treasure with the spirit of the parish? How do you know?
- Is a communication system in place and working so that the right people have the right information at the right time to do right things well?

4. Validate the workers' work

Successful leaders take nothing for granted. They are grateful for the sacrifices made by all who help achieve common goals. They express their gratitude in many ways and often.

Ask yourself:

- When and how did you thank your pastor, staff and parish committees for their hard work this year?
- When was the last time you thanked the parishioners for their support without immediately turning around and asking them for more? Did they hear you? How do you know?

After asking these questions, what goals will the council make for itself for the coming year? How will you hold yourselves accountable?

The Future of Professional Education in Natural Family Planning

A conference for health professionals is being presented by Marquette University Institute for Natural Family Planning and Columbia-St. Mary's Hospitals. This conference will take place on the Marquette Campus June 13 and 14, 2003. The purpose of the conference is to present innovations and research on natural family planning and to discuss the impact of their results on professional education and practice. The conference is targeted for health professionals but should be of interest to NFP teachers and clergy. For more information, click here: <http://www.marquette.edu/nursing/nfp/images/conference2003.pdf>

Office for Women

Greetings from the Office For Women! The Lenten season leads us into the Easter season. Lent provided an opportunity to experience our faith tradition with new eyes, new ears and a new heart for service. May the joy of Easter sustain you in your ministry during the year.

In November 2002, the Bishops of the United States updated their pastoral letter entitled "When I Call for Help: A Pastoral Response to Domestic Violence Against Women." A group of archdiocesan and community representatives have been meeting to discuss implementation of this document in the archdiocese. A copy of the pastoral letter is available on the United States Conference of Catholic Bishops website www.usccb.org

The pastoral letter is short and provides valuable information for the archdiocese and parishes about domestic violence. You might consider using this letter as formation at one of your meetings. If someone comes to the parish who is being abused, what type of assistance is provided? Are copies of the brochure produced by the Office for Women entitled "Victims of Abuse" available in your offices, bulletin board and pamphlet rack? This resource provides contacts for parishes across the archdiocese.

The Women's Spirituality Group will be meeting on Thursday, May 1 from 9:30 to 11:30 a.m. Vicki Thorn, director of the National Post Abortion, Reconciliation and Healing Office will be our speaker. She is known nationally and internationally for her work and is an excellent speaker. Her topic will be "What They Didn't Tell You in Sex Education."

The Office for Women is a resource for you. Christine Frymark and Thelma Walker would be happy to assist you. Some areas in which the office can make recommendations: names of speakers or spiritual directors, retreat facilities, program ideas, volunteer recruitment and support, organizing a women's spirituality group or a faith sharing group, and evaluating or developing a group for women. In the area of domestic violence, office staff can refer you to agencies that provide counseling, shelters, support and other resources.

Thelma Walker, Office for Women, 414-769-3501 or 1-800-769-9373, x501 or walkert@archmil.org

Archdiocese of Milwaukee 2003 Justice Dinner

Thursday, June 5, 2003

Guest Speaker
The Most Reverend Timothy M. Dolan
Archbishop of Milwaukee

6:00 PM Social
6:30 PM Dinner and Program



Presentation of parish and school justice awards
Presentation of Catholic Campaign for Human Development Grants

Cost is \$15.00 per person - Registration deadline is Tuesday, May 20, 2003

Sponsored by the Department for Parishes, the Department for Community Services and Catholic Charities. For information, contact the Office for Human Concerns (414) 769-3426 or e-mail: humanconcerns@archmil.org

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Return by Tuesday, May 20, 2003
Celebrate Church as Servant Leader - 2003 Justice Dinner

Name of Parish / School / Organization: _____

Address / City / Zip: _____

Cost is \$15.00 per person Amount enclosed: _____ Check # _____

Names of people attending (use back, if necessary):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Make check payable to: Archdiocese of Milwaukee
Mail to: Office for Human Concerns
Archdiocese of Milwaukee
P. O. Box 070912
Milwaukee, WI 53207-0912

ATTENTION! COUNCIL NOMINEES!

Bring a Parish Council Manual.
Borrow one from a current councilor.

ARCHDIOCESE OF MILWAUKEE PARISH COUNCIL NOMINEE & MEMBER 2003 ORIENTATION SESSIONS

Parish Council Orientation Sessions are information/training sessions for parish council members & nominees. A facilitator will review the scope and responsibilities of this important lay leadership role in parish life.

Orientation sessions are offered throughout the archdiocese during April & May, and at the Cousins Center in August. Both nominees and parish councilors may attend a session at any of the following locations. Registration is due **seven days before** the presentation. The Parish Council Manual will be available for \$15 at each session.

7:00-8:30 PM

District	Location	Date	Presenter
1	St. Mark, Kenosha Conference room of church	Monday, April 7	Val Keller
2	St. Louis, Caledonia School Hall	Thursday, April 10	Val Keller
3	St. Mary-Burlington Heim Hall (Church Basement)	Tuesday, April 8	Val Keller
4	St. Joseph, Waukesha Parish Activity Center	Wednesday, April 30	Catherine O'Neill
5	St. Paul, Genesee Depot	Thursday, May 1	Catherine O'Neill
6	Holy Angels, West Bend	Wednesday, May 21	Jennifer Jackman
7	St. Mary, Mayville Overflow Room	Monday, April 21	Gail Kraig
8	St. Matthew, Campbellsport Parish Hall	Wednesday, April 23	Gail Kraig
9	St. Thomas Aquinas, Elkhart Lake Parish Hall	Tuesday, April 22	Gail Kraig
10	St. Joseph, Grafton	Wednesday, May 14	Eva J. Diaz
11	Our Lady of Good Hope, Milwaukee	Monday, April 28	Catherine O'Neill
12	St. Margaret Mary, Milwaukee Gym Hall	Monday, May 12	Eva J. Diaz
13	St. John Cathedral, Milwaukee Weakland Center (2nd floor) 831 N. Van Buren	Tuesday, May 6	Eva J. Diaz
14	Archbishop Cousins Catholic Center	Tuesday, August 5	Noreen Welte
15	St. Paul, Milwaukee Not Handicap Accessible	Monday, May 12	Jennifer Jackman
16	St. Gregory the Great, Milwaukee	Thursday, May 1	Jennifer Jackman
General	Archbishop Cousins Catholic Center	Tuesday, August 5	Noreen Welte

I will purchase a Parish Council Manual

Parish Council Orientation – 2003

Please return one form for each individual who will attend.

Mail to: Maureen Habetler, Office for Parish Councils & Planning

Archdiocese of Milwaukee, PO Box 070912, Milwaukee, WI 53207-0912

Or **E-mail to:** parishcouncils@archmil.org.

Date of Orientation: _____ Place of Orientation _____

Name: _____ Parish & City: _____

Home Address: _____ Daytime Phone: _____

City/State/Zip: _____ Email: _____