

## **MINISTRY LEADER EXPECTATIONS**

Ministries at St. Francis contribute to the vitality of the parish. Leading a ministry at St. Francis is answering a call to service and discipleship. When one is called and appointed to be a ministry leader, there are responsibilities and expectations that go along with it. You are not just leading “your” ministry, but serving Christ in the larger context of the local parish, which in turn is doing its part in the larger diocesan Church. Situated within the Church universal, the mission of Christ is being carried out at all levels. So whether an individual ministry, a parish, a diocese, and so on, we are never isolated and autonomous; we are all connected by a common mission in the Body of Christ. This connectedness is the origin of the following expectations St. Francis of Assisi parish requires:

1. A ministry leader (or ministry head) is defined as the person who is listed as the primary contact for a given ministry and the one who is responsible for the operation of that ministry. It is expected that the ministry leader will provide a means of contact of their choosing (email, phone number).
2. A ministry leader is responsible for becoming and remaining familiar with all parish rules, policies, and procedures that pertain to the function of her or his ministry and complying with them.
3. A ministry leader is expected to participate in the larger ministry group under which the ministry is situated.
  - a. The ministry leader attends regular meetings (see section \*\*\*) of the larger ministry group or appoints a single representative.
  - b. The ministry leader maintains regular contact with her or his ministry liaison and the staff liaison.
4. A ministry leader who does not participate in the larger ministry group to keep the ministry connected to the parish cannot expect their ministry to flourish or continue.
5. Ministry leaders will typically serve a maximum of two years, but may be extended if requested by the Staff Liaison and unanimously agreed upon by the members of the Executive Committee of the Staff Leadership Team.
6. A ministry leader should plan for a replacement and identify potential individuals within the ministry.
7. The potential replacement should be cleared by the Staff and Ministry Liaison prior to asking him or her.