

Saint Paul Catholic Church
Ministry Leaders Resource Guide

Thank you for sharing your gifts of time and talent in the role of Ministry Leader. The information provided here will help make this role easier for you. If you have any questions that are not addressed here, contact the Parish Office at 434-2551 x100.

Contact Information

Business Mgr.	Andrea Montenegro	434-2551 x101	montenegroa@stpaulcatholic.net
Children's RE Coord.	Berdina Clarke	434-2551 x112	clarkeb@stpaulcatholic.net
Facilities Manager	Kevin Dion	221-6805	dionk@stpaulcatholic.net
Music Director	Brian Brown	434-2551 x109	brownb@stpaulcatholic.net
Parish Center Mgr.	Joanmarie Orłowski	361-549-3485	orłowskij@stpaulcatholic.net
Parish Secretary	Debbie Ridder	434-2551 x100	ridderd@stpaulcatholic.net
Pastoral Associate	Jim Havens	434-2551 x102	havensj@stpaulcatholic.net
School Principal	Lara Schuler	436-6435	schulerl@stpaulcatholic.net
School Secretary	Julie Butler	436-6435	butlerj@stpaulcatholic.net

Scheduling Meeting Space

Contact the Parish Secretary for all meeting room reservations. Let her know how many will be in your group and she will work with you to reserve the best available space for you. She can also help with information for needed equipment and supplies.

Room Access

The St. Paul School Secretary will provide you the entry codes and keys necessary to access the meeting rooms. Make arrangements in advance to pick up keys during school hours and return them as soon as possible after your meeting. If you are reserving space for recurring meetings, you may be able to check out keys long term.

Setup/Tables and Chairs

You will be responsible for setting up tables and chairs for your meeting. The Parish Center Manager can answer any questions you may have about where they are located, as well as provide information about supplies, tablecloths, etc.

Audio-Visual equipment

Contact the Facilities Manager for any Audio-Visual needs.

Kitchen/Coffee Service/Supplies

Please contact the Parish Center Manager in advance of your meeting to arrange for coffee service, paper products, and/or use of the kitchen.

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Temperature Control

For any questions about operation of thermostats and temperature control, contact the Facilities Manager.

Clean up/lock-up

All efforts are made to ensure that meeting spaces are clean before your event. Please help with this for others by leaving the space clean when you are finished. Please empty all trash cans and bring trash to the dumpsters. Make sure all equipment is turned off, all lights are turned off, and that doors are securely locked.

Offsite Use of Parish Equipment

We do not allow the use of parish tables, chairs, or other equipment off site. For any questions about this policy, contact the Facilities Manager.

Communications/"Marketing"

Ministries have several options for advertising meetings and events. All advertising is subject to approval.

Bulletin

To have information listed in the bulletin, submit by email to bulletin@stpaulcatholic.net. Submissions are due before Friday at 5pm. Please email submissions at least two weeks before your ministry's event to insure proper notification.

Online Calendar

To have information posted on the parish website Online Calendar, submit by email to Diane Wilkinson at babydocmom@gmail.com or call 516-0924.

Website

To have information posted to the Parish Website, contact the Pastoral Associate.

Mass Announcements

To have information included in the Mass announcements, submit by email to announcements@stpaulcatholic.net at least one week prior.

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Pulpit Announcements

To have someone from your ministry speak during Mass, contact Fr. Doug at halsemad@stpaulcatholic.net at least one month in advance. Pulpit announcements are limited to one ministry per month and are subject to approval.

Ministry Brochures

If you would like to have a brochure made available in the Narthex or in the Parish Office about your ministry, contact the Pastoral Associate for approval.

Distribution of Information/Flyers through St. Paul School

Contact the School Principal.

Distribution of Information/Flyers through Religious Education Classes

Contact the Children's Religious Education Coordinator.

Newsletter Article

Our Parish Newsletter follows a set schedule for articles featuring ministries in our parish. If you would like to have a specific ministry highlighted or submit an informational article for consideration for publication, contact our Catholic Stewardship Consultants Client Manager, Tommy Rose at tommy@catholicsteward.com.

Information Table - Fellowship Events

If you would like to have a table for your ministry set up in the gym during Coffee and Doughnuts or Fellowship Suppers, contact Renae Ellsworth of the Stewardship Council at 494-9147 (home), 529-5243 (cell) or rellsworth22@gmail.com. Information tables are not to be set up in the Narthex.

Mailings

To send bulk mail and/or obtain address lists and mailing labels through our parish database, contact the Business Manager.

Group Email

To use our parish online database, ChurchDB, to send group emails to those in your ministry, contact the Parish Secretary.

Collection of Forms/Payments

To have members of your ministry turn in forms, permission slips and/or payments for events at the parish office, contact the Parish Secretary.

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Copying/Printing

To use the parish office copy machine to make copies for your ministry, contact the Parish Secretary for information including instructions, copier codes, and paper supply.

Music and Sound System in Church

For assistance with any events held in the church regarding music and use of the sound system and microphones, contact the Music Director well in advance of the event.

Financial Considerations

The parish may provide ministries with financial support for some supplies and materials. For information about a budget for your ministry, contact the Business Manager. A tax-exempt number can be used for some ministry purchases when made with a parish check or credit card. Ask the Business Manager for details.

Working with Youth and/or Elderly

For information on required Safe Environment training, background check, and fingerprinting for ministries working with the youth or elderly, contact the Children's Religious Education Coordinator.

Driving

For information on required Diocesan approval and clearance to be a volunteer driver for ministry events, contact the Children's Religious Education Coordinator.

Maintenance Issues

Please contact the Facilities Manager or Parish Center Manager for any maintenance issues, questions, or concerns.

Reporting Accidents

Please report any accidents that occur on our property or at ministry events to the Business Manager.