



# ST. ALOYSIUS

## Covenant Booklet

For Pastoral Council and Commission Members

Fourth Edition — January 2024

*This booklet is to be given to the person replacing you on the Council or Commissions*

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## St. Aloysius Parish Vision Statement

St. Aloysius Parish is a vibrant, welcoming community of peace, love, and unity as the living body of Christ.

## St. Aloysius Parish Mission Statement

St. Aloysius Parish embraces and nurtures all, inspiring each to act justly, love tenderly, and walk humbly in the love of God.

## Servant Leadership Structure

The Pastoral Council coordinates six working Commissions whose functions are outlined in this covenant booklet. All parish organizations and activities are included within one of these Commissions.

The six Commissions are:

- Worship
- Community Life
- Education
- Social Responsibility
- Administration
- Spiritual Growth

Two people from each Commission, along with the Pastor and a representative of the parish staff, make up the Pastoral Council. The Council, therefore, is made up of 14 members. The term of office on the Pastoral Council is three years, and generally three years on the Commission. If someone is selected for Council while serving on Commission, they would remain on the Commission until their Council term is completed.

As the members of the Pastoral Council and Commissions, we freely accept the call to serve as leaders of this faith community. We realize that we share this privilege and responsibility with the Pastor and Staff of this parish community. We understand that our Baptismal call, which we share with every Christian, is to live out the Gospel. We accept the challenge to make this a priority, not only for our family and ourselves but to extend this effort to our larger parish community as well.

## The Covenant Commitment

To ensure a well-functioning and responsive group, we agree to live by the following covenant:

We have been chosen, recommended by other members of this faith community and confirmed by the Holy Spirit. We acknowledge our unique role as representatives of the many voices of the people of this parish. To effectively function in this role, we realize the need to come prepared to all meetings of the Pastoral Council and Commissions, to share honestly, accurately and freely, entering fully into all discussions.

We must strive to possess:

- a willingness to listen.
- a desire for spiritual growth
- an openness to study and reflection
- an eagerness to see a vision or direction.

- an ease in working with groups.
- an ability to animate others' gifts.
- a freedom to delegate responsibilities
- a resolve to make needed decisions.
- an excitement about parish
- a willingness to be a liaison to a given group.

## A Yearly Tradition of Planning

August: Pastoral Council Retreat, Commission Retreat and Orientation

September- May: Leadership Nights where Commissions actively work on goals and supporting the ministries of their Commission. Each Commission member is assigned a ministry to serve as a liaison to that ministry (a link). At each meeting the members give an update on the ministry (linking reports).

February: Parish wide publicity for Invitation to Leadership for new Commission members. Each Commission identifies potential members and starts the recruitment process.

March: the Pastoral Council and Commissions sponsor the Invitation to Leadership informational session. This session is open to all parishioners who are interested in serving on a Commission.

April: Interested parishioners are invited to attend leadership to discern if they can commit to serving on a Commission.

May: During Leadership Night each Commission participates in an evaluation session. They identify what worked in each area of ministry and what didn't work. They also investigate the reasons things worked or didn't work so as not to repeat the same mistakes next year. Each Commission discerns which members should serve on the Pastoral Council for a three-year term and co-chairs are chosen for each Commission for the coming year.

## Leadership Night

### Commissioning Service for New Members

The following prayer service is to be conducted at the September Leadership Night as a way of affirming and commissioning the new and current members of each Commission for the coming year.

#### Service

The presider or some other designated leader conducts the following brief commissioning service.

Leader: May the Lord, who confirms us in holiness, be with you.

All: And also with you.

Leader: We call forth those who have agreed and have been chosen to share their leadership skills in directing an area of parish ministry over the coming year.

Reading: You are like light for the whole world. A city built on a hill cannot be hidden. No one lights a lamp and puts it under a bowl. Instead, it is put on a lamp stand where it gives light for all in the house. In the same way, your light must shine before all people, so that they will see the good things you do and praise your God in heaven. (Mt. 5:14-16)

Leader: You have been called forth as leaders to serve the parish in the ministry of leadership. Are you able and willing to give your time, energy and wisdom to serve in this role?

Member: I am.

Leader: Is it your intention to fulfill your responsibilities as members of your Commission to the best of your ability?

Member: It is.

Leader: Do you promise faithful service, prayerful lives and a joyful "Yes" to God?

Member: I do.

Leader: (Extending hands in blessing)

Almighty God, we give you thanks for the many and varied ways you build up your Church. Fill our parish leaders with your Holy Spirit. Grant that through their direction and skills, they may be of service to the parish and assist in the building of your reign in our world.

Lord, fill your people with zeal. Strengthen them by your love. And bless them in their efforts for our parish community, In the name of the Father, Son and Holy Spirit.

All: Amen.

## The Pastoral Council

### Guidelines for the Pastoral Council

#### Criteria for membership to the Council

Is able to see the larger picture, not just a single ministry

Can dream and envision for the parish as a whole

Has an active prayer/spiritual life

Is willing to listen and learn about parishioners' desires and concerns

Can work easily with groups and ministries

Is faithful in attending the monthly Council meeting

Has a desire to empower others and be a resource to them

Can delegate tasks so that others implement the plans

Is willing to work collaboratively in making decisions

Has excitement about the parish and all it can be

Is involved in one of the Commissions

Is sixteen years of age or older

Is able and willing to serve out the three-year term of office on the Council

Is committed to attend the annual Council Retreat

#### Membership

Each member of the Council will serve for a three-year term with one-third of the membership being discerned each year from one of the Commissions.

A member of the Council may only serve for one three-year term.

There are no ex-officio members of the Pastoral Council other than the pastor and staff representative.

#### Selection

If either of a Commissions Pastoral Council positions are scheduled to become vacant in August, that Commission will discern from its members, a person to fill the vacancy. This selection will be made at the May Servant Leadership Night. The member selected must commit to serving three years. At the commissioning mass following the Pastoral Council retreat in the fall, the new Council members will be presented to the congregation and, along with the current members, will participate in a Commissioning Service as an affirmation of their commitment.

### Council Retreat and Commissioning

The annual Council retreat occurs in August. Commissioning of the Council is held during the mass following the Pastoral Council retreat.

### Meeting Dates

The Council will meet on the 3<sup>rd</sup> Tuesday of each month immediately after the Servant Leadership Night that includes all the Commissions.

### Co-Chairs

The Pastoral Council will be served by co-chairpersons who will be selected for the upcoming year by a consensus of all members of the Pastoral Council in attendance at the May meeting. Traditionally co-chairs are third year members.

### Purpose

The Council will implement the Parish Mission Statement through visioning and long-range planning for the parish, establishing goals or directions for the parish as a whole, coordinating and holding accountable the six parish Commissions, directing the decision-making to appropriate groups or individuals when necessary, and working with the pastor in handling parish issues.

### Agenda Planning

The two Council co-chairpersons and the Pastor or staff representative are to meet during the week before the Servant Leadership Night and establish an agenda for the Pastoral Council meeting. The co-chairpersons send an email to the Council members so that each person is contacted before the meeting, reminding them of the meeting and providing an agenda.

### Servant Leadership Night

Monthly Servant Leadership night which gathers all six Commissions together.

The night begins with a social gathering.

The meeting begins with a short prayer, then each Commission breaks off for a 1-hour meeting

After 1 hour each Commission reassembles to give a 2-minute report about what they have discussed

The 2-minute reports are added to Council minutes and are stored on the Parish network drive.

The Pastoral Council breaks off for their meeting.

### Roles of the Pastoral Council

#### Mission

There is a difference between mission and vision. Mission answers the question, "Who are we?" Vision answers the question "Where Are We Going?" It is the task of the Commissions to answer the second question as they set goals for their area of parish life. It is the task of the Pastoral Council, on the other hand, to explore the core values and essentials of the parish as a whole. "No matter what we do," a Council might declare, "we must be an inclusive, welcoming community. We must hold on to the Gospel values of serving the poor and needy. On-going

adult formation is one of our hallmarks. Alive and participative liturgies are defining characteristics for us." The Pastoral Council, the pastor being one of its members, articulates these essential aspects and summarizes them in a mission statement or a few defining words for the parishioners. These serve as a guide and overall direction for the parish out of which the goals of the Commissions flow.

#### Model

By the time people are selected to serve on the Pastoral Council they have been involved in various ministries in the parish and usually have served for a year on one of the parish Commissions. They know how to conduct good meetings, get tasks accomplished, share their wisdom with one another, deal with conflicts as they arise, share their faith with others and enjoy one another's company. The Pastoral Council, in other words, is a model group for others to emulate. When it runs into difficulties, as all groups do, it knows where to turn for help and facilitation. The pastor and the Council members work at maintaining this high level of sharing and effectiveness and help other leadership groups to do the same.

#### Focus

The Pastoral Council helps to provide direction and focus for the parish as a whole.

#### Decide Who Decides

For every issue or problem that arises during Commission meetings, members discuss if issues can be addresses at Commission or should be brought to the Pastoral Council and the Pastor. If the issue is brought to the The Council they then ask, "Who's the decider or deciders? It is then up to the deciders to figure out who needs to be consulted before the decision is made. Once they make a decision, it is up to them to identify who needs to be informed before the decision is implemented, with the reasons why this decision was made. If this process is followed it will save the pastor, staff and leadership countless conflicts. The trouble is that for some issues it is not clear who the decider(s) should be. A key role of the Pastoral Council, always working in consort and consensus with the pastor, is to discern who should be the decider(s). The parish Council is the glue for all that happens — they decide who decides.

#### Suggestions for Pastoral Council Meetings

The Pastoral Council is the glue that holds the Commission structure together. This is the body that makes sure there is a clear mission and sense of purpose for the parish and leadership. Some suggestions for a productive meeting include:

In August, during the Pastoral Council retreat, the Council sets in motion the yearly planning process that includes an evaluation of what worked and didn't work and constructing new goals. These goals are then presented to the Commissions who will create action plans for achieving the goals.

The co-chairs, along with the pastor or staff person, have set up an agenda for the evening and have sent it around to all the members beforehand via e-mail.

When the meeting begins, if anyone is missing, they have their "buddy" contact them soon after the meeting in order to explain all that has happened. These "buddies" are usually the two people from each of the Commissions, or the pastor and representative from the staff.

Next comes the "check-in" time during which Council members review the "two-minute reports" given by each of the Commissions. Did anything need to be clarified? Was there an overlap between what the Commissions were working on that needed to be sorted out? Were any of the Commissions in need of assistance? Part of the Council's role is to make sure all the Commissions are functioning well, have a good sense of their duties and responsibilities and are not overlapping responsibilities.

Next comes the items on the Pastoral Council's agenda. These will vary depending on the time of year or the cycle of planning.

In January one agenda item might be the planning for the Invitation to Leadership that takes place during Lent. This is when new people are discerned for the Commissions. At the Invitation to Leadership, parishioners who are active in any ministry or group in the parish are invited to the leadership meeting to get information on joining the Commission. Parishioners are invited to leadership by the Parish staff.

This is only a sampling of possible agenda items for the Pastoral Council. The Council also works with the pastor in figuring out who makes what decisions, as well as handle any crises that might arise. At the end of the meeting, one person from each of the Commissions makes sure all the members are informed about what happened at the Council meeting.

## The Commissions

### Guidelines for the Commissions

#### Criteria for membership to the Commission

Be a leader of the parish who represents the parish mission and core values.

Be a person who observes what is happening in the parish and engages with parishioners.

Be able to plan and vision while leaving the implementation to others.

Come prepared for Commission meetings, prayerfully reflecting on what will be discussed and decided, keeping in touch with other Commission members and staying informed during the month.

Be willing to work with others in partnership and mutual interaction within the Commission.

Be willing to speak up and share one's wisdom whenever necessary and appropriate, both on and off the Commission

Be willing to connect (link) each month with one or more ministries or groups associated with the Commission.

Be actively involved in a ministry or group.

Be able and willing to attend the monthly Leadership Night held on the

3<sup>rd</sup> Tuesday of the month from 6:30 pm to 8:00 pm for a three-year term. (Two or more absences per year will lead to finding a replacement for the rest of the person's term of office.)



Be 16 years of age or older and a registered member of the parish.

#### Membership

Each member of the Commission will serve for a three-year term with one third of the membership being selected each year. Each Commission will determine how to rotate its members so that new members come on each year. The membership of each Commission is 9 members, but some years may be 10 due to Council member's term. Two of the nine are members of the Pastoral Council and one a member of the parish staff.

A member of the Commission should not serve consecutive terms.

#### Meeting Dates

The Commissions will meet on the 3<sup>rd</sup> Tuesday of each month for one hour, following the general gathering for prayer and Master of Ceremony comments.

Each Commission will determine goals and action plans that are consistent with the Parish Mission Statement and vision of the Pastoral Council.

#### Selection to the Commission

Beginning with the Gathering of Ministries, to be held each year during March, the members of the constituent groups and ministries associated with each Commission shall nominate people to serve on that Commission for a three-year term. At the next Servant Leadership Night, new members are chosen for the Commission to begin a new three-year term of office. Newly selected members attend the May Leadership Night.

#### Selection for the Council

During the May Leadership Night, each Commission will choose, by discernment, one of its members to serve on the Pastoral Council for a three-year term.

#### Selection of Co-Chairpersons

During the May Leadership Night, every Commission will select by discernment its own co-chairpersons. These co-chairpersons will not be members of the Pastoral Council or the staff.

#### Communication

At the conclusion of the one-hour Commission session on the Servant Leadership Night, a representative from the Commission will give a "two-minute" verbal report to the gathering of all Commission members. A brief written report will be prepared as well and brought to the Pastoral Council meeting at the conclusion of the evening by one of the Council members from each Commission.

The staff resource person on each Commission will have the responsibility of communicating information between the Commission and the staff.

Two members of each Commission, not the co-chairpersons, will be members of the Pastoral Council.

#### Roles of the Commissions

Linking: One important task of all the Commissions is to connect with each organization or ministry associated with its area. For instance, members of the Worship Commission would connect each month with the head or

chair of the groups to find out how things are going with the lectors, servers, Eucharistic ministers, choirs, music ministry, art and environment, prayer groups, ushers, liturgy planners, greeters. There are no reports given back to the Commission members, just a brief "check-in," unless there are concerns or issues to be addressed. The Commission itself would not be made up of leaders or chairs of each of the ministries, but each of the six to nine people on the Commission would be the link with one or two ministry leaders in their Commission.

**Assessment:** A second task of the Commissions is to evaluate what is going on and hold individuals and groups accountable for what they said they would do. The Administrative Commission, for instance, might ask the Buildings and Grounds Ministry to do an audit of all parish buildings to discover what repairs might be necessary. If a report is not back by the set deadline, then the Administration Commission would hold that ministry group accountable. If some issue does need addressing, it might help to invite the heads or chairs of that group to come to the next Commission to talk about what the next steps might be. This is not a "top-down" model of accountability but an effort at honest dialogue to help each group and ministry feel good about what they are trying to accomplish.

**Visioning:** A third important task of the Commission is to dream what could happen in their area of ministry and to set goals for the future. A Formation Commission, for example, might set a goal for adult education. "By the year 20 our parish will have at least 300 more adults participating in parish faith formation opportunities in order to deepen their relationship with God, better understand Scriptures and their Catholic faith, and be able to pass it on to their children and to others." This effort at visioning and goal setting usually takes place sometime in April and May each year.

**Channeling:** The Commissions are meant to vision and set new directions for the future. It is up to others to be "the doers." This brings up an important function of a Commission, to set up ministry groups to accomplish the goals. In adult education, for instance, once the goal is determined, the Formation Commission would initiate an Adult Formation Planning Group to put the goal into action. The Commission would form the ministry group; give it a job description and timeline to follow, as well as providing support and encouragement for its task. This frees the Commission to consider other aspects of formation that need attention.

#### Commission Co-Chairs Selection

Each year during the May Leadership Night, new co-chairs will be discerned in each Commission for a one-year commitment which can be renewed.

#### Role of the Co-Chairs

**Agenda** - Develop the Commission agenda with each other and the staff resource before each Leadership Night. Do not try to do too much during the one-hour meeting. Usually, three or four items on the agenda are enough.

**Buddy System** - Begin each meeting by identifying who is missing and asking members to be their buddies who update them on the evening meeting.

**Focus the Meeting** - Keep the meeting on track and reporting to a minimum. Some reports could be sent to members prior to the meeting with focused questions for meeting discussion.

**Linking** - Ask Commission members if there are any concerns or issues that need to be on the agenda from their monthly linking with leaders from ministries or organizations.

Network - Provide a phone chain or e-mail link with all members so all are contacted before the meeting to share the agenda and are contacted afterwards if important issues surfaced from the Pastoral Council meeting.

Decisions - Use the CDI (page process of decision making so that Commission members know that whenever they make a decision, whom do they need to consult beforehand and whom to inform afterwards, along with the reasons for the decision.

Participation - Invite each member to share his/her wisdom versus letting a couple of people dominate the conversations.

Evaluate - Spend time with the staff resource person after each Commission meeting informally evaluating the meeting and seeing what could be done to make the next meeting better.

The Role of Staff Resource to Commissions

Develop the Commission agenda with the co-chairs before each Leadership Night

Help the co-chairs lead effective meetings by encouraging them to:

Set up a buddy system at the beginning of the meeting to identify which Commission members will contact the missing members soon after the meeting.

Not try to do too much during the one-hour meeting.

Keep the meeting on track and reporting to a minimum.

Make sure that the meetings have successful and positive outcomes.

Each Commission member has a few groups or ministries heads to contact each month as a way of keeping in contact with all that is going on in the area of ministry.

Dealing with conflicts when they arise in the group, coaching the co-chairs in how to best do this.

Provide a phone chain or e-mail link with all members so all are contacted before the meeting to share the agenda and contacted afterwards if important issues surfaced from the Pastoral Council meeting.

Use the CDI process (see pg 34) of decision making so that Commission members know that whenever they make a decision whom to consult beforehand and whom to inform afterwards, along with the reasons for the decision.

Participate as a full-fledged member of the Commission.

Identify resource materials and people as requested or needed and provide parish or diocesan procedures when necessary.

Select members of the Parish staff are responsible for drafting budgets (typically by March of each year).

Ministries which fall under the umbrella of each commission must submit budget request to the staff liaison listed below by February for the next fiscal year.

Administration-Business Manager

Social Responsibility-Pastoral Services Director

Community Life-Community Life Coordinator

Spiritual Growth-Adult Formation Director

Education-Childrens Formation Director

Worship-Worship Director

Spend time with the co-chairs after each Commission meeting evaluating the meeting and seeing what could be done to make the next meeting better.

Discuss with the other staff resource persons once or twice a month the Leadership Night experience and how to improve their role on the Commission.

Suggestions for Commission Meetings

Each Commission is meant to be a linking, visioning group, rather than the "doers" or implementers of projects and programs. Its role is to tie all the ministries and groups together, providing a unified vision and common direction. Some suggested ways of operating include:

The co-chairs and staff resource person make up an agenda for the meeting and send it to all the members beforehand, either by letter, phone, or e-mail.

When the meeting begins, anyone who is not present is assigned a "buddy" who will talk with the missing member within 48 hours to explain what happened at the meeting.

The major work of the Commission is to set goals and map out action plans throughout the year to achieve these goals. What comes next on the agenda, therefore, is to look at the action plan for the current month and then work at accomplishing this task. Setting up these action plans takes place once a year when new goals are written, and a timeline is set up for the coming year. At this point on the agenda, Commission members also look at what has been accomplished thus far and celebrate their achievements.

Over the course of the month, each person on the Commission has one or more groups in that area of ministry to contact to see how it is doing and whether there are any concerns or issues to bring to the Commission. At the Commission meeting there is a quick "check-in" about the groups contacted. This is not a time to give reports but to see if there are needs or crises to handle. The rule of thumb is, "Keep verbal reports to a minimum. If possible, find other ways to distribute information and give reports."

This "check-in" from the ministries and programs may uncover an area that needs some assessment. From this information, the Commission might invite the leader of the ministry to come talk about options and possibilities for expanding the membership in this organization.

The role of the Commission is to be the initiator of projects which others implement. After identifying what needs to be accomplished and identifying which group or ministry might be the ones to do it, or perhaps setting up a new committee to accomplish the task, the Commission then hands over to others the implementation of the task, along with a timeline and evaluation process to make sure it gets done.

Five minutes before the end of the hour, the person who will be making the two-minute verbal report to the gathering of all the Commissions outlines what will be contained in the report.

# Format for Commission Agenda

Date:

Commission:

Members in Attendance (Also name those who are absent and who will be their buddy):

Review of last month's Action Steps:

Work on this month's Action Steps for reaching the goal:

Check-in regarding groups and ministries contacted during the month.

Identify concerns related to groups or ministries people linked with during the month.

Issues that need to be brought to the Council by the Commission:

Evaluation of the meeting and writing up highlights to go to the Council and verbal report:

## Linking Checklist

- ✓ For the monthly\* connection with the chairperson, leader or coordinator of a ministry, group, or organization.
- ✓ Know in depth the role and purpose of the ministry with which you are to link.
- ✓ Either in person or through a phone call, get to know the person and continually grow in the relationship.
- ✓ Affirm the ministry's role and purpose, that is, what is the group trying to accomplish.
- ✓ Ask how the ministry is doing, what is going well.
- ✓ Inquire into whether there are any difficulties, issues or needs that the ministry might have in which the Commission might offer help, assistance or insight.
- ✓ Explain the CDI (Consult-Decide-Inform) process for decision making and discuss ways that this could be used in the ministry, group or organization.

\*If the ministry is a seasonal event, determine appropriate time for linking.

# St. Aloysius Parish

## Information Form for Potential Commission Members

Thank you for your willingness to serve as a member of one of our six Commissions! The information given below will be used by the Commissions during the discernment process to select new members. If you have any questions, please ask a current Commission or Council member!

Deadline for Return:

Commission (for which you are accepting nomination):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Education             | <input type="checkbox"/> Spiritual Growth |
| <input type="checkbox"/> Community Life | <input type="checkbox"/> Social Responsibility | <input type="checkbox"/> Worship          |

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail (please print clearly): \_\_\_\_\_

Occupation: \_\_\_\_\_

Family Members (spouse, children): \_\_\_\_\_

\_\_\_\_\_

Number of years in the parish: \_\_\_\_\_

### Criteria for membership to the Commission

- Each member of the Commission will serve for a three-year term with one third of the membership being selected each year.
- Be a leader of the parish who represents the parish mission and core values.
- Be a person who observes what is happening in the parish and engages with parishioners.
- Be able to plan and vision while leaving the implementation to others.
- Come prepared for Commission meetings, prayerfully reflecting on what will be discussed and decided, keeping in touch with other Commission members and staying informed during the month.
- Be willing to work with others in partnership and mutual interaction within the Commission.
- Be willing to speak up and share one's wisdom whenever necessary and appropriate both on and off the Commission.
- Be willing to connect (link) each month with one or more ministries or groups associated with the Commission.
- Be actively involved in a ministry or group.



- Be able and willing to attend the monthly Leadership Night held on to the 3rd Tuesday of the month from 6:30 pm to 8:00 pm for a three-year term. (Two or more absences per year will lead to finding a replacement for the rest of the person's term of office.)
- Be 16 years of age or older and a registered member of the parish.

Do you meet each of the above criteria?

- Yes
- No

Current ministries: (and length of time in the ministries):

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Past ministries:

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Religious Experiences/Leadership and Training/Continuing Education:

(Please list 1-3 religious formation or educational experiences you have had, particularly those you believe will be a source of enrichment for your service as a Commission member — such as, retreats, Small Christian Community, RCIA, adult religious education, ministry formation, workshops.)

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Other Experiences:

(Please list 1 – 2 other experiences or training, e.g., civic, professional, volunteer, educational, which you believe will enrich your service as a Commission member).

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In a very real sense, you have been called forth to consider a leadership role in our parish and you have responded. The Lord gives each of us gifts to use in the building of God's kingdom. Please share briefly why you would like to serve in this ministry and any special strengths/gifts/background which you believe you will bring to this ministry.

Return to: St. Aloysius Parish Office — in person or by mail, fax (344-6847), or as an email attachment to Angela Falgoust at [afalgoust@staloyusparish.com](mailto:afalgoust@staloyusparish.com). The form is on the parish website: [www.aloyusbr.org](http://www.aloyusbr.org).

# Discernment Process for Selecting New Commission Members

## Focus on Gifts

Current Commission members are to be as objective as possible. Using the information form, as well as any experience of a particular person's gifts, the Commission is to discern which persons they believe are called to serve at this time.

## Discernment Process

"Discernment" is a process involving prayer, careful consideration, and as much objectivity as is possible. The purpose of discernment is always to try to determine God's will in a particular matter. It requires listening to one another and coming to an agreement which we can all "own."

The following is a suggested process for selecting new members. This process has been explained to all nominees.

Begin the meeting with prayer, asking for God's direction.

Silently, before any discussion, each member of the Commission carefully reviews the information sheet on each nominee, noting the gifts of each nominee.

Review nominees, focusing on strengths. First, consider what gifts are needed by your Commission at this time. Then, discuss the gifts of each nominee, one by one. Every committee member is expected to give feedback during the discussion.

Each Commission member individually (privately) "prioritizes" the nominees, assigning a "4" for first choice, a "B" for second choice, etc. (If you have 3 nominees, assign a 3 for first choice; if 6, assign a 6, etc.)

Group "totals" are tabulated for each nominee.

(Ex: Bill Smith is given a "4" by one member, a "3" by another, etc., and his total is 12.)

After determining the top nominees, make sure each Commission member is satisfied regarding the results as these are the Commission members. If not, if there is serious concern, you need more prayer & discussion.

Important note: In selecting the new members, the Commission is stating that each of these new people have the gifts to serve on the Commission.

## Special Problems

Generally, there are several nominees for each opening on Commission. Even so, occasionally, special problems develop. The purpose of the nomination/screening process is to discern God's will. If you are objective, and are truly trying to discern what is best, and then trust in God to work through you to come to agreement.

## Commission Discernment Process for Selecting Council Member (if needed) and Commission Co-Chairpersons

The following is a description of how each Commission selects a Council member (if an opening) and the two Commission co-chairpersons who will lead the Commission for the upcoming year. This takes place during the May Leadership Night. Two new people are discerned each year, but it is possible that one of the previous co-chairs could serve for a second year in this position.

Establish a prayerful atmosphere with a short prayer service in which participants ask themselves, "What are we being called to as we discern our Council members and our chairpersons?" Every effort is made to have all the current members of the Commission present for this discernment process.

The same basic process is used for both Council members and the two co-chairs, with Council member(s) selected first.

Each individual who is not the staff resource person or Council member is asked to reflect personally on the reasons he or she would be a good Council member or co-chairperson and to think of all the talents he or she has to offer. Each person is also asked to name any reasons that might get in the way or prevent the person from serving in that role.

Everyone is then asked to share with the entire group all the reasons and qualities that would make the person a good co-chairperson. Once everyone has had a chance to share the positive aspects, then they are invited to share anything getting in the way.

Once everyone has had a chance to share, each person is to write down on an index card the names of two people whom he or she feels would be a good Council member / cochairperson. These names are collected and written down for all to see.

Those listed are then asked if they would be willing to keep their names on the list as potential Council member / co-chairpersons for the coming year. People are encouraged to keep their names on the list and are affirmed for their positive qualities.

For those names remaining on the list, everyone is asked to write on an index card his or her first and second choice for Council member / co-chairperson.

The index cards are collected, and the names are written down, giving four points to all the first choices and two points to the second choices.

For Council, the person with the most points becomes the new Council member. For Commission Co-Chairs, the two people with the most points become the two new co-chairs for the coming year.

All present give their acceptance and affirmation of the choice. The process is concluded with a brief prayer of thanksgiving.

# Servant Leadership Night Schedule

Parish Hall, 3rd Tuesday of each month (August - May)

6:15 p.m. – Social

6:30 p.m. – Prayer

6:35 p.m. – Opening Remarks

6:40 p.m. - Commission Meetings

7:00 p.m. – Collaboration

7:20 p.m. – Two (2) Minute Reports

7:50 p.m. - Pastoral Council/PSC Large Conference Room

An agenda should be prepared by the co-chairs and staff resource person prior to the meeting. The co-chairpersons send an email with the agenda and a meeting reminder one week prior to the meeting.

## Pastoral Council Agenda Items Consideration

Is this a big matter that the Council has to handle, or can it be funneled to one of the Commissions or subgroups?

In funneling it to a Commission, does the Council need to hold it accountable, or empower it to make the decision, or gather information for the Council to act on it at a later date, that is, consult the group?

Whether the Council funnels it or not, does it need to set a policy or give an overall direction for the parish on this issue?

Or is this a big enough issue that it has to go to the parishioners with a discernment process so the Council can gain people's wisdom on this important matter by means of a survey, town hall meeting or some other method?

## The Shared Wisdom Model of Interaction

The Pastoral Council and Commissions commit themselves to operate out of a Shared Wisdom model of interaction. This means that during their deliberations, they pay attention to the following aspects of the model.

Shared wisdom means that:

- Each person has a piece of the wisdom
- Nobody has it all and we have different pieces
- We're not trying to convert others to our own views

The implications are:

- The wisdom needs to be shared
- The wisdom needs to be heard
- We need to nourish a holy climate
- We must be willing to let go of the need to control, to win, or to be right.
- But instead, we need to risk the unfamiliar

### The Shared Wisdom Method

- Gather the data. Those affected by your decision have the right to share their wisdom with you before you make the decision.
- Reflect prayerfully on the data. Both analysis and synthesis take place in each person's understanding of the data.
- Share the wisdom that results from the reflection. Hear the wisdom of the Spirit coming through the wisdom being shared within the group.

REFERENCE: MCKINNEY, OSB, MARY BENET, *SHARING WISDOM: A PROCESS FOR GROUP DECISION MAKING*, ALLEN TX: ARBOR PUBLISHING, 1986.

### Consensus

Most of the important decisions arrived at by the Council and Commissions will be by consensus. In consensus:

- Each person has an equal opportunity to participate and influence the outcome.
- Going with the "sense of the group" does not necessarily mean total agreement, unanimity, or complete satisfaction for all.
- The decision arrived at is acceptable to all in the group and all agree to support the decision and support the group in choosing it. All consent to the final outcome (e.g., can you live with that?) There must be a willingness to live positively with the decision.

### Necessary Conditions and Assumptions

- Both feelings and thinking are treated as important. The best results flow from a fusion of information, logic, and emotion.
- Each member's voice and viewpoints are important and encouraged, so all concerns are heard.
- Group members are committed to both listening and speaking, hearing and being heard.

- Time is available to consider options, opinions and consequences and does not become a coercive element.
- Group members are aware of the process and are willing to challenge attitudes and attend to the process as they continue to learn and practice decision making skills.
- There is a level of trust that allows honesty, directness, candor and the sharing of all necessary information.
- All consent to how the decision will be made.
- There is time for sharing information, listening, speaking, responding, reflection and silence.

#### Guidelines

- All agree to voice views and express - silence blocks.
- Consensus will be blocked only on matters of conscience, not feelings or thoughts.
- A facilitator is helpful in guiding the agenda, clarifying and rephrasing, equalizing participation, summarizing, etc.

#### Rules for Consensus

- Avoid arguing.
- Listen to others before pressing your own point.
- Don't assume someone will "win" and someone will "lose."
- Don't change your opinion just to avoid conflict.
- Avoid voting or bargaining.
- Seek out differences of opinions to explore options.
- Allow enough time for full discussion.
- Don't come to a swift decision at the end of the allotted timetable and come back to it if it's an important matter.
- Commitment of a group to a best or good decision -- not just a decision.
- Own the decision as guided by the Holy Spirit — and don't look back!

#### Decision-Making on the Council, Commissions, and Staff

How the Pastoral Council of Ministries and Commissions will arrive at decisions is critically important. Many Councils arrive at decisions by voting, a process in which the majority rules. Such a method is appropriate only for issues that are not divisive or will not cause hard feelings, especially for those losing the vote. Voting usually fosters a competitive approach to making decisions.

Consensus decision-making is the more appropriate mode for Christian communities. While a more involved process, it ensures decisions that are agreed upon by the whole body and not just a majority of its members.

All important decisions by the Pastoral Council and Commissions shall be made by consensus of the members present at the meeting. Consensus is the process of arriving at a decision through thought, discussion and sharing of one's wisdom and insight. All members participate in the process, giving their wisdom.

#### Shared Wisdom Process

The Pastoral Council, Commissions, and Parish Staff should also utilize the shared wisdom process of decision-making.

Refer to link below to access the process:

[https://www.google.com/url?q=https://www.btadvisorybodies.catholic.edu.au/var/file/content/41/resource\\_modelsofdecision-making\\_sharedwisdom.pdf&sa=D&source=docs&ust=1714525184828620&usg=AOvVaw1j82B5E3MmaqWgK-i3kGng](https://www.google.com/url?q=https://www.btadvisorybodies.catholic.edu.au/var/file/content/41/resource_modelsofdecision-making_sharedwisdom.pdf&sa=D&source=docs&ust=1714525184828620&usg=AOvVaw1j82B5E3MmaqWgK-i3kGng)



## Annual Evaluation and Goalsetting Process

The Council will determine implementation.

A process of evaluation and goal setting will take place at a Leadership Night or a special gathering of staff, Council and Commission members. This session is a time for evaluating the past year, as well as setting goals and actions for the coming year. A sample process for the evaluation and goal setting is as follows:

With all the Commission, staff and Council members gathered, construct a history line of the last year, having people add events that have happened over the year. This is done as a joint exercise.

Each person is then given an index card and asked to write down three things that worked over the last year, whether or not they were included on the history line, and the reasons that each one of these events worked. On a second index card, each person writes down two things that could be done better in the coming year.

People then count off so as to form random groups of five or six persons each. Each group prepares a list of all the things that work, along with the reasons, and another list of all that could be done better. The two lists are shared with the entire assembly as a way of evaluating what worked and what improvements are needed for the coming year. This leads to goalsetting.

Each Commission then meets on its own, looking over the lists of what did or did not work to see which events were related to their ministry. They also consult the goals they had been working on over the last year to see if they still provide interest and energy for the Commission. Are the stated goals, in other words, still worth working on for the coming year? If so, then these are affirmed or rewritten in order to give the goals new energy and vitality. If not, then one or two new goals are constructed by the Commission as a way of focusing energies for the coming year.

Once the goals are determined, then each goal is taken in turn and action plans are drawn up for that goal. It may be possible to deal with only one goal during the meeting and others saved for a future meeting. Taking one goal as a focus, the members individually think up as many concrete ways as possible for reaching that goal. A list is made of all these ideas. The Commission members then determine which actions they want to commit themselves to over the next year.

Using the "Parish Action Plans" worksheet as a tool, Commission members take all the actions they have chosen and determine which actions they want to work on over coming months, adding in who needs to be consulted and the victory to celebrate at the end of each month's Leadership Meeting.

Commission:

Planning Date:

Summary of the Goal:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Months                                 |  |  |  |  |  |
| Action Plans<br>Who?<br>What?<br>When? |  |  |  |  |  |
| Whom to Consult?                       |  |  |  |  |  |
| Whom to Inform?                        |  |  |  |  |  |
| What Victory<br>Looks like!            |  |  |  |  |  |

## Invitation to Leadership

Preparation: Each Commission creates a list of parishioners to invite to an informational meeting

Beginning: The Invitation to Leadership meeting begins with a welcome and thank you for coming, followed by a short prayer based on the Shared Wisdom model.

Explanation: perspective members are given a handout explaining the parish Commission structure that includes all the subgroups, ministries and organizations. A brief overview of Commissions is presented.

Getting Reactions: One or more Commission members indicate what they have been working on over the last year.

Discernment: a handout about time requirements, expectations and qualities for Commission members are distributed. A current member of the Commission gives a short motivational talk on what the experience has been like and what is involved. Perspective members are asked to prayerfully consider if they are able to serve.

# Appendix One

Ministries of the Commissions

## Administration Commission

Purpose: The primary purpose of the Administration Commission is to assume responsibility for the functional, material, and operational needs of St. Aloysius Parish.

Staff Resource: Matt Zylicz

## Aloysius Alive Newspaper

Staff Resource: Tyler Waggenpack

Our Aloysius Alive newspaper is published to our parishioners four to six times annually. Volunteers assist by composing articles, layout, and proofing.

## Facilities & Maintenance Committee

Staff Resource: Ronnie Haliburton

Join our team of professionals in any of the construction trades, facilities and property management, real estate, interior design, and risk management to help us develop and monitor our master site plan and our long range deferred maintenance plan, security, and disaster preparedness plans. Our team provides valuable input during the design phase of our construction projects. This ministry includes Handy Helpers, the ministry that organizes spring and fall clean-up days. Contact Ronnie Haliburton at [rhaliburton@staloyusparish.com](mailto:rhaliburton@staloyusparish.com) or (225) 343-6657.

## Office Volunteers and Office Mailings

Staff Resource: Matt Zylicz

Can you give some of your time occasionally to help our parish staff? We sometimes need the assistance of volunteers for preparing certificates and bulk mailings, photocopying, shredding, and organizing supplies in our storage closets and cabinets. Contact Matt Zylicz at [mzylicz@staloyusparish.com](mailto:mzylicz@staloyusparish.com) or (225) 343-6657.

## Communications Committee

Staff Resource: Tyler Waggenpack

Individuals with experience or expertise in social media, graphic design, online or print publications, videography and photography are encouraged to share their talents in this ministry. The group is available for projects as needed and meets throughout the year to help the parish best connect with the community and its parishioners through the parish social media pages, website, bulletin, Aloysius Alive, etc.

## Fundraising: Parish Fair, Auction and Golf Classic

Staff Resource: Matt Zylicz

Our Co-Chairs every year need more than 500 volunteers to help organize and staff the Parish Fair, Silent & Live Auction, and Golf Classic. There are many leadership roles involved with each event.

## Parish History Committee

Staff Resource: Matt Zylicz

Our parish was founded in 1955 and has an amazing history rich with many unique features in need of preservation for posterity. We seek memories and memorabilia of our senior and lifelong members to document and record for the benefit of our newer and younger families, and future members. And history is in the making every day at Aloysius! We envision adding our history of facts, figures, and people to our website.

### Parish Library Committee

Staff Resource: Matt Zylicz

Volunteers assist with planning and organizing the St. Aloysius Parish Library and offer suggestions for new acquisitions.

### Total Stewardship Committees

Staff Resource: Matt Zylicz

Members of our total stewardship committee plan and coordinate the timing, vision, and programs of the three phases of stewardship. The Committee members are the chairs of the three stewardship committees.

### Stewardship through Ministry

Staff Resource: Matt Zylicz

We need volunteers who enjoy writing, speaking, or can work with “Jot Form.” Volunteers in this ministry prepare and present the Stewardship through Ministry weekend that provides parishioners with the opportunity to use their God given gifts and talents to serve one another and to build the kingdom.

### Stewardship through Offering

Staff Resource: Matt Zylicz

We need volunteers who enjoy writing and speaking to work in this ministry. Volunteers prepare and present the Stewardship through Offering weekend that provides parishioners with the opportunity to offer in thanksgiving to God our financial gifts, in recognition that all we have comes from God and is to be used for the common good of all.

### Stewardship through Prayer

Staff Resource: Mark Christian

Volunteer opportunities for this ministry include writing articles for Aloysius Alive and the bulletin, preparing a mail-out to parishioners, and preparing and giving a presentation on prayer to the congregation during Mass. Stewardship through Prayer weekend provides parishioners with the opportunity to make a commitment to grow closer to God through personal prayer, community worship and spiritual formation.

## Education Commission

Purpose: The Education Commission is responsible for those ministries that form us in the knowledge and practice of our faith so that we may become more fully that community of faith envisioned in our parish mission statement.

Staff Resource: Tricia Greely

## Children's Church

Staff Resource: Tricia Greely

This ministry provides a Sunday celebration of God's word appropriate for young children (ages Pre-K through Second Grade) during the 11 AM Sunday Masses from fall to spring.

## Confirmation Small Group Leaders

Staff Resource: MacDougall Womack

Parents of Confirmation candidates and other adults: do you enjoy working with teens in a goal-oriented and well-supported environment? Facilitators lead a small group of six to eight teens during our Confirmation program, including four home sessions, an orientation, closing service, and one-day retreat. Begins in mid-August and ends in early November. Contact MacDougall Womack at [mwomack@staloyusparish.com](mailto:mwomack@staloyusparish.com) or (225) 343-6657.

## First Communion/First Reconciliation Catechists

Staff Resource: Tricia Greely

First Reconciliation /Eucharist Catechists: Catechists lead small groups during the First Reconciliation/ Eucharist Candidate Retreats. Parish will provide training and lesson plan. For more information, please contact Tricia Greely at [tgreely@staloyusparish.com](mailto:tgreely@staloyusparish.com) or at (225) 343-6657.

## High School Parent Volunteers

Staff Resource: MacDougall Womack

Parents, we need your help to maintain a vibrant High School Youth Group! Volunteer to help based on your availability—serving food, sending desserts, chaperoning a trip, or joining us more regularly to help with leading regular meetings and special events. We work around your schedule! Contact MacDougall Womack at [mwomack@staloyusparish.com](mailto:mwomack@staloyusparish.com) or (225) 343-6657.

## High School Youth Group

Staff Resource: MacDougall Womack

Teens, are you looking for a fun atmosphere where you can be yourself without fear of judgement? Get involved with High School Youth Group! Regular meetings, called "Life Nights," are hosted on Sunday evenings from 6:30-8:30 p.m. and feature games, praise & worship music, small groups, skits, and more! Youth Group also participates in summer mission trips, overnight retreats, and special events such as Disney World. Sign up for free

Youth Group reminder texts by sending “aloysius” to 84576. There are no fees or ads. Contact MacDougall Womack at [mwomack@staloysiusparish.com](mailto:mwomack@staloysiusparish.com) or (225) 343-6657.

## Infant Baptism Preparation

Staff Resource: Tricia Greely

Volunteers assist parents seeking Baptism for their children by conducting baptismal seminars and assisting with rites preceding Baptism as well as the Baptismal Celebration two or three times per year.

## Junior High Parent Volunteers

Staff Resource: MacDougall Womack

We need help from parents of junior high teens to support Youth Group by ordering food and helping with logistics. Enjoy a close view of the fun and faith growth by periodically chaperoning meetings and helping with fun events such as our food drive, one-day lock-in, trip to the New Orleans Pelicans, and more! Everyone is on a team, and your commitment can be flexible based on your schedule. Contact MacDougall Womack at [mwomack@staloysiusparish.com](mailto:mwomack@staloysiusparish.com) or (225) 343-6657.

## Junior High Youth Group

Staff Resource: MacDougall Womack

Seventh and eighth grade teens love our junior high program for the fun, chance to make new friends, and first taste of independence. Junior high meetings are hosted once a month on Sunday mornings from 10:30 am to 12:30 pm. Meetings include icebreaker games, music, speakers, skits, inflatables, water slides, and more. Special events include a lock-in, food drive, trip to see the New Orleans Pelicans, and more! Contact MacDougall Womack at [mwomack@staloysiusparish.com](mailto:mwomack@staloysiusparish.com) or (225) 343-6657.

## Music Makers Ministry

Staff Resource: Tricia Greely Come join our weekly gatherings to encourage music and fellowship among mothers and their young children on Fridays at 9:30 AM in Gonzaga Hall Atrium.

## Parish School of Religion Catechists

Staff Resource: Tricia Greely and MacDougall Womack

PSR is Catholic education for children and teens who are not enrolled in a Catholic school. Participation is required for First Reconciliation, First Eucharist, and Confirmation. Students are grouped together by grade level, and classes are on Sundays each week from September to November and resume in January and February.

Elementary PSR includes grades 1-6 and meets on Sunday mornings. Contact Tricia Greely at [tgreely@staloysiusparish.com](mailto:tgreely@staloysiusparish.com) or (225) 343-6657. 7th & 8th grade PSR meet on Sunday evenings. Contact MacDougall Womack at [mwomack@staloysiusparish.com](mailto:mwomack@staloysiusparish.com) or (225) 343-6657.

9th and 10th grade PSR meet on Sunday evenings in conjunction with the High School Youth Group. Contact MacDougall Womack at [mwomack@staloysiusparish.com](mailto:mwomack@staloysiusparish.com) or (225) 343-6657.



## Pray and Play Group

Staff Resource: Tricia Greely

Mothers and their young children have monthly gatherings to encourage fellowship, prayer, and fun. Leaders organize and/or host one monthly event per year.

## SAS Athletics

Volunteers assist the Athletic Director through multiple volunteer activities. Opportunities include coaching, field preparation, concessions, gate collection and site management.

## Scouting

Staff Resource: MacDougall Womack

Fun for all our Boys and Girls. Scouting provides an educational, spiritual and adventurous outlet for the kids and their leaders.

## Speaker Series Ministry

Staff Resource: Tricia Greely

Organizers of this ministry invite speakers to St. Aloysius Parish to enhance the spiritual life of the family. They help to coordinate speaker dates and food and other arrangements for the program. Speakers will offer practical faith centered ways to help children and their parents grow in their Catholic faith and to make effective faith-based decisions in today's modern world.

## Vacation Bible School

Staff Resource: Tricia Greely

This ministry is a five-day summer program for children Kindergarten through fifth grade. If you are willing to teach or to assist with crafts, story time, games, or refreshments, we need your help! Junior volunteers from sixth through twelfth grades are needed to assist the adult volunteers.

## Youth Group Adult Core Team

Staff Resource: MacDougall Womack

This amazing team of adults, from college sophomores to parents, works with teens and aids our high school and junior high youth groups. It's a very rare ministry which utilizes a wide range of different talents and can be customized to your schedule. You will find great friends and a supportive community, especially if you are having doubts about God and religion. Meets most often on Sunday evenings once or twice a month. Contact MacDougall Womack at [mwomack@staloyusparish.com](mailto:mwomack@staloyusparish.com) or (225) 343-6657.

## Youth Leadership Team

Staff Resource: MacDougall Womack

Teen leaders help plan and lead events for high school and junior high youth groups. You will meet new friends, learn leadership skills, and grow in your faith. Teens may apply in April each year and participate in an interview

with the Adult Core Team. Training includes a two-day event in June at St. Aloysius and an off-campus weekend retreat in July. Contact MacDougall Womack at [mwomack@staloyusiusparish.com](mailto:mwomack@staloyusiusparish.com) or (225) 343-6657.

## Community Life Commission

Purpose: The purpose of the Community Life Commission is to create and foster a spirit of community, to reinforce and strengthen family bonds, and to identify needs so as to better meet the community life needs of the members of St. Aloysius Parish.

Staff Resource:

### Advent at Aloysius

A fun, festive fellowship evening and educational experience for all parishioners to celebrate the Advent season. Tree lighting, creating Advent wreaths, food and music are just a few of the activities planned.

### Coffee & Donuts

Come join us for the weekly Coffee and Donuts following 9:00 a.m. Mass on Sundays. Volunteers pick up milk and juice, make the coffee and set it all out for our visitors. This ministry is great for a family to volunteer together.

### Holy Smoke

A fellowship event for the whole family. BBQ competition, live music, food and fun. Hosting Committee St. Aloysius Parish provides a reception celebration for several annual benchmark events like Confirmation, Easter Vigil, etc. A volunteer in this ministry provides support, along with the ministry chair, to set up these events.

### Knights of Columbus

Knights of Columbus is composed of Catholic men who work together to support their Church, their community and each other.

### Mardi Gras Float and Viewing Party

Join some of your fellow St. Aloysius Parishioners for a great time riding in the Baton Rouge Southdowns Mardi Gras Parade. When it passes in front of our church, riders can throw beads and cups to their friends. Participation includes creating and preparing the float, and costumes to ride. There is a \$100 fee to ride with a \$25 deposit.

### Men's Club

The Men's Club ministry provides food and fellowship for male parishioners throughout the year. Their gatherings include good food and guest speakers. When called upon, the Men's Club provides volunteer services to the parish and its ministries.

### Senior Ministry

Four times a year St. Aloysius parish hosts fellowship events for our senior parish members to gather. Luncheons are held with a guest speaker in the fall and spring along with morning retreats for Advent and Lent. If you are interested in volunteering to help plan events, contact (225) 343-6657.

## Welcoming Committee

A ministry that welcomes newcomers to the St. Aloysius Parish family. Newcomers' welcome brunches are held periodically during the year. Other gestures are made to newly registered households to assist them in experiencing a sense of belonging to our larger parish family. This Committee matches families with other Aloysius families to assist them with parish information, hospitality and guidance as needed, especially in the first year of membership in the Parish.

## Spiritual Growth Commission

Purpose: The purpose of the Spiritual Growth Commission is to promote formation and growth of communal and personal spirituality.

Staff Resource: Mark Christian

## Prayer and Devotions

St. Aloysius offers several traditional opportunities for parishioners to pray with and for each other.

## Divine Mercy Committee

Staff Resource: Mark Christian

This committee meets twice a year to plan and coordinate parish and school activities using the prayers and writings of St. Faustina. Groups and individuals pray the Divine Mercy Novena in the parish and school, culminating with Divine Mercy on Sunday after Easter.

## Prayer Line Committee

Staff Resource: Deacon Chauvin Wilkinson

Committee members serve as intercessors who respond to any prayer requests asked of the parish. Requests are received by calling the parish office or emailing [prayerline@staloyiusparish.com](mailto:prayerline@staloyiusparish.com).

## Rosary Committee

Staff Resource: Mark Christian

The members coordinate and plan various group Rosary meetings and dispense information to individuals praying the Rosary: Members meet on the Second Tuesday of each Month for prayer and fellowship in the Parish Chapel.

## Small Christian Communities

Parishioners are invited to join a variety of different study groups that meet at various times during the week to do Bible study, discussions on the Sunday Readings or other church-sponsored books of interest to the members of each group.

## Adult Come Lord Jesus

Staff Resource: Mark Christian

These groups meet weekly to discuss the upcoming scripture readings. Aside from the Bible, groups follow materials developed by Fr. Bertrand "Come, Lord Jesus."

## Small Group Bible Study/Book Study

Staff Resource: Mark Christian

Parish wide studies are offered at least twice each year, once in the fall and once in the spring. Small groups meet weekly, on and off campus, in-person and online, guided by facilitators using materials from the Ascension Press Great Adventure Bible Study series, Little Rock Bible Study, and others.

## Walking With Purpose

Staff Resource: Mark Christian

Walking With Purpose is a women's study and fellowship group that encourages spiritual growth in community. Gatherings meet at various times on a weekly basis each fall and spring. The nation-wide program was launched twenty years ago by Lisa Brenninkmeyer to provide Catholic women the opportunity "to quench their thirst for conversion, transformation, and community."

## Formation

St. Aloysius offers opportunities for individuals to actively acknowledge and discern each person's call from God and to assist others on their faith journey as Catholic Christians.

## RCIA Catechist Team

Staff Resource: Mark Christian

This team facilitates discussions during either the Sunday sessions during the 9:00 a.m. Mass and one hour after Mass or on Wednesday evenings. Contact Mark Christian at [mchristian@stalloysiusparish.com](mailto:mchristian@stalloysiusparish.com) or (225) 343-6657.

## RCIA Sponsor Team

Staff Resource: Mark Christian

This team meets with and educates parishioners who are willing to meet one-on-one with RCIA Candidates after the 9:00 a.m. Mass to discuss their faith and to assist candidates in joining other parish activities. Contact Mark Christian at [mchristian@stalloysiusparish.com](mailto:mchristian@stalloysiusparish.com) or (225) 343-6657.

## Vocations Committee

Staff Resource: Fr. Randy Cuevas

These members plan and facilitate Parish and school activities to promote awareness and prayer for all vocations: Priesthood, Religious Life, Consecrated Single Life and Marriage. Contact Fr. Randy at [rcuevas@stalloysiusparish.com](mailto:rcuevas@stalloysiusparish.com) or (225) 343-6657.

## Special Events Support Ministry

Staff Resource: Mark Christian

Volunteers willing to help publicize, provide hospitality and logistical support for special adult spiritual growth events, as needed, e.g Advent & Lenten Retreat Days, Annual Parish Mission, speaker events, etc. Contact Mark Christian at [mchristian@stalloysiusparish.com](mailto:mchristian@stalloysiusparish.com) or (225) 343-6657.

## Social Responsibility Commission

Purpose: The primary purposes of the Social Responsibility Commission are to provide a focus on areas of community outreach, advocacy, service, and social needs.

Staff Resource: Angela Falgoust

### Bereavement

Staff Resource: Angela Falgoust

This ministry provides support and food to families during their time of loss. The chair of the bereavement committee is notified when services are requested. At times we assist with visitation prior to the funeral mass and provide food based on requests from the family. Committee members will be notified via email and can sign up to assist or provide a food item.

### Communion Ministry to the Homebound

Staff Resource: Deacon Chauvin Wilkinson

After the appropriate formation, lay ministers administer communion and deliver the weekly bulletin to up to six homebound St. Aloysius parishioners who reside within the church parish. Quarterly rotation schedules are prepared providing weekly visits to those in need. Contact Deacon Chauvin Wilkinson at [cwilkinson@staloyusparish.com](mailto:cwilkinson@staloyusparish.com) or (225) 343-6657.

### Communion Ministry to Long-Term Care Facilities

Staff Resource: Deacon Chauvin Wilkinson

After the appropriate formation, lay ministers are scheduled to provide the Eucharist to residents of long-term care facilities once a month, according to a rotating schedule. Contact Deacon Chauvin Wilkinson at [cwilkinson@staloyusparish.com](mailto:cwilkinson@staloyusparish.com) or (225) 343-6657.

### Dignity of Life Ministry

Staff Resource: Angela Falgoust

This ministry provides education resources to share the beautiful teachings of the Church on the dignity of human life from conception until natural death and encourages parishioners to participate in local and parish pro-life events. It strives to promote opportunities to help build a Culture of Life, including speaker events covering related topics.

### Food Bank

Staff Resource: Angela Falgoust

Help us support the Baton Rouge Food Bank! Volunteers collect food that is generously donated by parishioners as they come into Church. The volunteers, who are assigned 1-2 times a year, deliver the food to the Baton Rouge Food Bank.

## Gentle Hands

Staff Resource: Angela Falgoust

A peer ministry to families who have suffered the death of a child through miscarriage, stillbirth, early infant loss or other tragedies. Organizational meetings to determine ways to offer support and to plan healing events for families suffering the loss of a child are held periodically during the year. A remembrance service is held once a year.

## Giving Tree

Staff Resource: Angela Falgoust

A ministry that provides gifts and basic personal items to people in need, twice a year – at Christmas and again in July. This ministry identifies needs, makes ornaments, collects, wraps, and distributes gifts. A planning meeting is held annually in October. The majority of the time given to this ministry is in early December. Commitment varies with a volunteer's availability.

## Good Samaritans

Staff Resource: Angela Falgoust

This ministry provides meals to families in crisis situations. Responsibilities include organizing and implementing the preparation and delivery of meals to families needing prepared meals for a limited time period.

## Habitat for Humanity

Staff Resource: Angela Falgoust

St. Aloysius is part of the Catholic Coalition Build. This group of eight parishes builds one or two homes a year with Habitat for Humanity. Volunteers are needed for the building and for the Habitat Re-Store.

## Interfaith Federation of Greater Baton Rouge

Staff Resource: Angela Falgoust

The Federation is made up of member congregations from various Christian denominations as well as other faith traditions. Volunteers participate in programs which include serving noon meals two times a year at the Holy Grill soup kitchen in north Baton Rouge as well as other programs and events scheduled throughout the year.

## JustFaith

Staff Resource: Angela Falgoust

A ministry that promotes and supports small faith group processes, utilizing scripture, the Church's historical witness, theological inquiry and church social teachings. Team members choose from a variety of topics offered by the Just Faith National Office and facilitated by team members. One planning meeting during the summer months.

## LSU Lunch Bunch

Staff Resource: Angela Falgoust

Local Church parishes, including St. Aloysius, rotate serving a weekly free student lunch at Christ the King Student Center when LSU is in session, once each semester. You may volunteer to cook lasagna, bake desserts, or serve the meal.

### Personal Loss Support Groups

Staff Resource: Angela Falgoust

A ministry of peer support groups for those who have suffered through separation, divorce, loss of a loved one, or family crises (i.e., Alzheimer's disease). Contact Angela Falgoust at [afalgoust@staloyusparish.com](mailto:afalgoust@staloyusparish.com) or (225) 343-6657 or (225) 278-7321.

### Prayer Shawl Ministry

Staff Resource: Angela Falgoust

A ministry that creates physical gifts of prayer to others in need of comfort through knitting, crocheting, sewing, or quilting items such as shawls and hats for cancer patients and others. No experience is necessary and is easy to learn. Materials and instructions are provided. Optional semi-monthly gatherings are held the first and third Thursday of each month for fellowship, pattern, and idea sharing.

### Prison Ministry at Angola State Prison-Kairos

Staff Resource: Angela Falgoust

A ministry that provides spiritual growth opportunities and support through weekend retreats for incarcerated men at Angola State Prison through Kairos prison ministry program. Opportunities include participating in training and the Angola retreats, baking cookies or preparing letters and children's art Agape.

### Prison Ministry at Dixon Correctional Facility

Staff Resource: Angela Falgoust

You can make a difference to individuals incarcerated at Dixon Correctional by providing spiritual growth opportunities and support. Volunteers visit the prisoners on Friday evenings at the correctional facility for approximately two hours at least once a month. The visit includes a Eucharistic service and discussion group.

### Society of St. Vincent de Paul

Staff Resource: Angela Falgoust

A ministry that provides assistance to the needy within the geographical boundaries of St. Aloysius Parish. Attending monthly SVdP meeting and serving on a team to visit those requesting assistance. Team members make home visits once every 5 weeks on a rotation basis. Each rotation generally involves a 4–6-hour commitment. A parish wide annual "Fill Up the Truck(s)!" drive is coordinated through the ministry on behalf of SVdP and many ministry members participate in this event on a voluntary basis.

### St. Vincent de Paul Ladies Prayer and Scriptural Sharing

Staff Resource: Angela Falgoust

A ministry that provides for the spiritual needs of the women at the St. Vincent de Paul Day Shelter. Ministry volunteers meet with the ladies at the facility located at 1623 Convention Street, Baton Rouge, La. 70802, for a spiritual hour of reading the Word, meditating and praying together. Volunteers are organized into teams of two. One team plans and facilitates the hour and visits each Friday from 10am-11am. Time commitment is no more than once a month.

## Stephen Ministry

Staff Resource: Angela Falgoust

A lay ministry that supplements pastoral care. The program teaches lay persons to provide one-on-one care to individuals facing a variety of crises or life challenges, such as hospitalization, chronic illness, job loss, grief, divorce, cancer, financial difficulties or other life struggles. Persons interested in this ministry receive training once a week for approximately three months.

## Thanksgiving Baskets

Staff Resource: Angela Falgoust

This ministry provides meals to families on Thanksgiving Day and is a great family ministry. You can volunteer to buy, organize and deliver a Thanksgiving Basket to a needy family. The parishioner sets up a day and time to deliver the food items in the Thanksgiving basket to the family in need.

## Walking with Moms in Need

Staff Resource: Angela Falgoust

A ministry through which St. Aloysius parishioners "walk in the shoes" of local pregnant and parenting women in need. This ministry will inventory what pregnancy resources are available in our local area, identify gaps, and make and implement plans to better serve pregnant women in our local community.

## Worship Commission

Purpose: The purpose of the Worship Commission is to lead the community to "full, conscious, and active participation" in the liturgy of the Church.

Staff Resource: Ken Thevenet

## Altar Servers

Staff Resource: Ken Thevenet

These are the children and youth (5th grade and older) who assist the priest and deacon at weekend and Holy Day Masses, and the adults who do the same at weekday Masses. Training sessions for new altar servers are held in the Fall and Spring. Servers are assigned Masses on a rotating basis.

## Art and Environment Committee

Staff Resource: Ken Thevenet



A ministry prepares the seasonal décor of the church building. Members are responsible for setting up liturgical items, decorations, floral arrangements & banners in the church for the major feasts and seasons of the liturgical year. Planning meetings and workdays will be scheduled at various times in preparation for Advent & Christmas, Lent, Holy Week, the Triduum, and Easter

### Festival Ringers, A Hand Bell Choir

Staff Resource: Ken Thevenet

Our fun and challenging Hand Bell Choir, open to teens and adults, adds festivity and variety to the music of the liturgy. The group prepares and provides music for Masses scheduled regularly. If you have experience playing an instrument, consider joining the Festival Ringers. Rehearsals are held each Monday from 6:00-7:00 p.m. in the Convent Music Room.

### Readers

Staff Resource: Ken Thevenet

Those serving in this ministry proclaim the Word of God at Sunday Mass and other liturgical celebrations. After initial training, responsibilities for this ministry include the individual preparation and study of the scripture readings for Mass. Weekday Mass Readers usually serve one day out of the week; Sunday Mass Readers serve every 4 to 6 weeks depending on the Mass time.

### Parish Choir

Staff Resource: Ken Thevenet

A diverse group of singers and instrumentalists provides liturgical music from many traditions, and in a variety of styles at the 9:00 a.m. and 11:00 a.m. Sunday Masses. We welcome high school, adult and senior singers and instrumentalists. Members of this group will join with other parish musicians to sing for the major feast days and solemnities in the church year. Rehearsals are held each Wednesday from 7:00-8:30 p.m. in the Convent Choir Room. Contact Ken Thevenet at [kthevenet@staloyusparish.com](mailto:kthevenet@staloyusparish.com) or (225) 343-6657.

### Sacristans

Staff Resource: Ken Thevenet

This ministry prepares the altar and church for the celebration of the liturgy. Volunteers are assigned to a team that serves each week for one month in the year. Sacristan's responsibilities include the caring of altar linens (washing and ironing purificators, corporals, and altar cloths), and light cleaning and straightening of the church building.

### St. Aloysius Children's Choir

Staff Resource: Ken Thevenet

A choir for students in third through eighth grade who love to sing provides music for the 11:00 a.m. Mass, one Sunday of the month. Singers who attend all schools are welcome to participate in this choir. Weekly rehearsals are held during the school year on Wednesdays from 3:00 p.m. until 4:30 p.m. in the Convent Choir Room. Contact: Ken Thevenet at [kthevenet@staloyusparish.com](mailto:kthevenet@staloyusparish.com) or (225) 343-6657.

### Sunday Evening Music Ministry

These musicians provide liturgical music for the 5:30 p.m. Sunday Mass. Rehearsals are held at 4:30 p.m. on Sunday in the Convent Choir Room and as needed during the week.

### Ushers/Ministers of Hospitality

Staff Resource: Ken Thevenet

Open to middle school age youth, as well as both men and women, the Ushers Ministry creates a welcoming atmosphere for people who gather at St. Aloysius for worship. Responsibilities include welcoming people upon their arrival at the doors of the Church, assisting them with seating and receiving the offerings of those who attend our Sunday Masses. Each Usher will serve at a particular Mass time according to the volunteer's availability.

## Appointed Ministries

Many ministries require an appointment by the Pastor, School Principal, or CCC Director (either because of limited vacancies or because of the special skills, expertise, training, and other qualifications for the ministry), in which you're invited to express interest. Please express your interest in serving in any of the ministries listed below, and we'll remember your interest as soon as a vacancy or need arises. The designated and listed contact below may be in touch with you if more information is needed. Some of these ministries may require consent to a confidential background check.

### Administration

#### Capital Campaign Committee

Staff Resource: Fr. Randy Cuevas

Consisting of multi-level leadership roles and taskings, the committee is constituted by the Pastor on an ad hoc basis to organize and implement all components of major fund-raising campaigns until they successfully generate the financial resources required to accomplish their goals. To express interest in lending expertise to these efforts, contact the Pastor at [rcuevas@staloyusparish.com](mailto:rcuevas@staloyusparish.com) or 225-343-6657.

#### Contracts Review Committee

Staff Resource: Fr. Randy Cuevas

The Pastor is the only representative authorized to sign contracts which legally bind the parish. Most contracts are routinely renewed for recurring services, but occasionally the pastor seeks additional "sets of eyes" with professional legal expertise to review (on an entirely non-attribution basis) contracts before he signs them,

especially major contracts. To express interest in lending expertise to assist, contact Matt Zylicz at [mzylicz@staloyusparish.com](mailto:mzylicz@staloyusparish.com) or 225-343-6657.

#### Finance Council

Staff Resource: Fr. Randy Cuevas

The members of the Finance Council are appointed by the Pastor and meet monthly. They monitor and review monthly financial reports, income and expenses, and annual budgets of the Church, School, and Childcare Center. The Council advises the pastor on long-term and short-term financial planning, our Stewardship of Offering program, the Parish Fair, Endowment Fund, capital campaign and other fund-raising initiatives. Help the Pastor and staff prepare, review, and monitor parish, school, and childcare center budgets, financial planning, Stewardship of Offering program, Parish Fair, Endowment Fund, and capital campaigns.

#### Information Technology Committee

Staff Resource: Matt Zylicz

the IT Committee is a ministry that supports and advises the Pastor, Pastoral Council, and parish staff regarding our IT infrastructure needs to both improve effective communication with parishioners and insure we have AV capabilities for parish functions. The Committee is made up of industry professionals who are appointed by the Pastor.

#### Lay Directors (formerly known as Trustees)

Staff Resource: Fr. Randy Cuevas

Every Church parish in our parish in our Diocese of Baton Rouge is legally incorporated with a Board of Directors. The corporate board consists of three officers and two members-at-large. The president of every Church parish corporation is the bishop. The vice-president of every Church parish corporation is the Vicar General of the Diocese of Baton Rouge, The Secretary-Treasurer of every Church parish corporation is the Pastor of the Church parish. Two parishioners, recommended by the Pastor, are appointed by the bishop to serve renewable two-year terms as lay directors, or members-at-large, of the Church parish corporation. Diocesan policy authorizes the Pastor to transact the routine business of the parish, and as the only legal representative of the Church parish, to sign all contracts on behalf of the Church parish. The same policies require a corporate resolution signed by the Board of Directors authorizing extraordinary (major) financial and legal transactions, e.g. purchase or sale of real estate. In addition, the two Lay Directors of the Church parish review and sign the annual comprehensive financial report to the Diocese of Baton Rouge. Additional functions of the Lay Directors are the prerogative of the Pastor.

#### Master Plan Committee

Staff Resource: Fr. Randy Cuevas

The physical plant of our Church, School, and Childcare Center is currently situated on 12 acres of real estate. Members of this committee devise, revise, and implement, on an on-going basis, the concrete strategies for accurately monitoring the constantly evolving “pulse” of our entire parish family-at-large, the trend of its growing (or declining) needs for facilities, and where to locate those facilities. This includes long-term planning and development. To express interest in lending expertise to assist, contact the Pastor at [rcuevas@staloyusparish.com](mailto:rcuevas@staloyusparish.com) or 225-343-6657, ext. 11.

St. Matthew's Guild-Offertory Counting  
Staff Resource: Matt Zylicz

If you are reliable and attentive to detail, we invite you to join one of the five teams of money counters who serve once every five weeks. A professional background or experience in accounting and/or comfort handling currency is a bonus. Contact Matt Zylicz at [mzylicz@staloyusparish.com](mailto:mzylicz@staloyusparish.com) or (225) 343-6657.

## Education

Child Care Center (CCC) Parent Council  
Staff Resource: Caitlin Boudreaux

The Council is constituted by parents appointed by the CCC Director, usually the Co-Chairs the CCC has appointed to lead the five committees (Facilities, Parental Involvement, Spiritual/Education, Communications, and Fish Fry) which support and assist the CCC Director with the needs of our CCC which the Director identifies. To be eligible for appointment as a Committee Co-Chair, parents should sign up for one of the five committees listed above. Descriptions of these may be found within this directory under Education Commission ministries.

SAS Advisory Committee  
Staff Resource: Erin Candilora

A ministry that provides assistance to the school principal in the overall operations of St. Aloysius School. Members are appointed by the principal, with the endorsement of the Pastor, and are advisory to the principal. Contact: Erin Candilora, Principal at [ecandilora@aloyus.org](mailto:ecandilora@aloyus.org) or (225) 383-3871.

SAS Come, Lord Jesus  
Parents are invited to express interest and the principal appoints facilitators to work with a small group of eighth grade students on personal prayer and spirituality.

School (SAS) Finance Committee  
Staff Resource: Erin Candilora

The principal appoints Members of the SAS Finance Committee, with the endorsement of the Pastor, and are advisory to the principal concerning the school budget, and other financial matters, as needed. Contact Erin Candilora at [ecandilora@aloyus.org](mailto:ecandilora@aloyus.org) or (225) 383-3871.

## Social Responsibility

Counseling Referral Program  
Staff Resource: Angela Falgoust

Board certified social workers participate in this ministry for parishioners who need professional guidance but cannot afford to receive it on their own. Cost to the parishioner is subsidized on a sliding scale. Confidential referrals are made by our clergy and other ministry leaders who are made aware of the need. Contact Angela Falgoust at <mailto:afalgoust@staloyusparish.com> or (225) 343-6657 or (225) 278-7321.

## Spiritual Growth

Adult Formation Advisory Committee

Staff Resource: Mark Christian

The members of the Adult Formation Advisory Committee are appointed by the Pastor and are tasked to assist him develop and implement thematic plans to address the ongoing adult faith formation needs of the parish, and in researching and recommending the best human resources and tools to implement those plans which include parish-wide annual Missions, Retreats, and other series focused on spirituality and biblical studies. They meet monthly with the parish Director of Adult Formation.

Engaged Sponsor Couples

Staff Resource: Mark Christian

The Pastor appoints couples to assist in Marriage Preparation. Couples meet one-on-one with Engaged couples for several sessions and coordinate with the Parish Priests.

## Worship

Cantors

Staff Resource: Ken Thevenet

These specially trained singers animate the singing of the assembly for Masses and other liturgical celebrations. Responsibilities include chanting the responsorial psalm, teaching new music, singing solo parts, and occasionally making announcements. Their main role is to model for the assembly the ways that we actively participate in the liturgy. If you have experience as a cantor or would like to discern service in this important ministry, contact Ken Thevenet at [kthevenet@staloyusparish.com](mailto:kthevenet@staloyusparish.com) or (225) 343-6657.

Extra-Ordinary Ministers of Holy Communion

Sometimes called "Eucharistic Ministers" this lay ministry assists the priest and deacon (the "Ordinary Ministers") in the distribution of Holy Communion during Mass. After initial training and a period of prayerful discernment, these ministers may serve one day a week for weekday Masses, and approximately every two to three weeks for Sunday Masses

Funeral Coordinators

Staff Resource: Ken Thevenet

Similar to Mass Coordinators, Funeral Coordinators assist in the setup of the rituals and the coordination of liturgical ministers at parish funerals. After training and a time of discernment, you will be appointed to a team of ministers who are responsible on a rotating basis for serving funerals during the week and on Saturdays. Contact Ken Thevenet at [kthevenet@staloyusparish.com](mailto:kthevenet@staloyusparish.com) or (225) 343-6657.

Organist, Pianist, and Instrumentalist

Staff Resource: Ken Thevenet

If you are a gifted musician, we would like for you to share your talent with our parish. St. Aloysius Church is blessed to have a 32-rank mechanical action, Casavant pipe organ. We also have several grand pianos and use piano accompaniment with many of our choirs. We incorporate a wide variety of musical instruments (woodwinds, strings, brass, guitar and percussion) in our liturgies. Please contact Ken Thevenet at <mailto:kthevenet@staloyusparish.com> or (225) 343-6657 to discover ways that you may serve in the Music Ministry of St. Aloysius Parish.

#### Sunday Mass Coordinators

Staff Resource: Ken Thevenet

These ministers assist in the coordination of Ushers, Servers, Eucharistic Ministers, Readers, as well as the facilities at each Sunday Mass. Their responsibilities include: the setup for rites, organization of rituals and ministers, monitoring sound, lights, air conditioning, fire alarms, etc. during Sunday Mass. Special training and a process of discernment will be provided for each Mass Coordinator. A volunteer will serve approximately one Mass a month.

#### Wedding Coordinators

Staff Resource: Ken Thevenet

Wedding Coordinators are appointed to assist couples and the presiding clergy in the celebration of parish weddings. They conduct rehearsals, set up for the wedding liturgy, organize the processions, and coordinate all liturgical ministers in a wedding. After special training and a process of discernment, you will be appointed to a team of ministers who serve seasonally on a rotating basis. Contact Ken Thevenet at [kthevenet@staloyusparish.com](mailto:kthevenet@staloyusparish.com) or (225) 343-6657.