

# Parish Ministry Directory

An important resource for any Parish Stewardship Committee is to develop a ministries directory to inform parishioners of how they can volunteer their time and talent. Directories work best when they include a short description about each ministry, who is served, and the contact information for who is responsible for the ministry. Include contact information for the parish and any school staff, including the pastor, parochial vicar, deacons, parish office, parish school, religious education, youth ministry, liturgy, pastoral care, and any other ministry contact information that will help people participate.

The directory should be updated regularly and distributed to the parish, in print as well as in an electronic format on the parish website. The directory can be as simple as one-page handout or something that is professionally designed with many pages and photos. Different parishes have different needs. If your parish is bilingual, consider including both languages.

Include the date of each revision, and do so ahead of the annual commitment renewal or Ministry Fair.

**For good examples, contact the following parishes directly or check online for others.**

St. Elizabeth Church, Aiea

St. John A&E Catholic Church, Mililani

# Parish Ministry Fair

The Ministry Fair is a key component of the entire Stewardship Plan. The primary purpose is to raise awareness and encourage engagement by having parish ministries and organizations tell their story at a special time and place. A successful Ministry Fair helps parishioners understand that their gifts are vital to keep the parish thriving.

**Who:** Members of the Stewardship committee, working with those currently involved in parish activities and ministries and staff.

**Where:** On your church grounds, in your parish hall, church lanai, or classrooms.

**Why:** We come together to celebrate all the wonderful ways the parish is a living sign of our faith, to learn about the various ministries, to meet those who are currently involved in parish life and to thank those who are involved in parish activities.

**When:** Select a date and time – preferably before your Annual Renewal Weekend. Since it can be a very big event, holding a Ministry Fair every two or three years should suffice.

**How:** Ministry Fairs may be held on the weekend at all the masses, or several weekends to showcase just a handful of ministries at a time.

**Listed below are suggestions to help when planning your Ministry Fair:**

1. Ministry Fair Team
  - Get the Pastor's approval and his counsel
  - Organize sub-committees needed to assist (Ministry Directory, Liturgy, PR, Hospitality, Refreshments, Set up and Decorating, Clean Up, Entertainment and Activities for Youth)
  - Get a current list of ministries and contact names
  - Contact ministry leaders and invite their participation
2. Planning the layout
  - Dedicate a set of tables or booths for each committee or ministry
  - Have a meeting with the organizational participants and explain the mission of the Fair
3. Communication
  - Before announcing the date, make sure there are no conflicts with other Parish events
  - Communicate the theme and purpose with staff and committees
  - Provide an outline of Ministry Fair activities
4. Promote, Promote, Promote
  - Bulletin and newsletter stories
  - Pulpit announcements, Signs and Posters
  - Special invitations sent to new parish members
  - Lay Witness Talks by parishioners on conversion and service to their parish and community
  - Emails, phone calls, personal invitations
5. Liturgy Committee
  - Incorporate something special into liturgies during that weekend or in preparation, i.e. one rep from each committee/ministry processing in with one symbolic item that exemplifies their ministries, banner, etc., and placing it at the altar or in another designated place
  - Prayers of the faithful...or litany of ministries of the parish
6. Refreshments and Hospitality
  - Schedule a group to serve as greeters.
  - Consider inviting your youth group or representatives from a number of organizations.
  - Plan refreshments (...and consider including entertainment)
7. Children and Youth
  - Consider inviting the Youth Group to spearhead this area of the Fair
  - Organize games and crafts, play activities at a specific area for younger children
  - Offer childcare and involve ministries of youth and children
8. Follow Up
  - Thank you the committees for participating and to all who were involved.
  - Evaluate what worked well? What could be improved? How to get more people to attend?
  - Report the results, successes and appreciation in all parish communication modes.
  - Update the parish database with those new to the ministry, as well as the Ministry Directory
  - Be sure each ministry leader receives the updated contact information and follows up ASAP.