

Staffing Assessment Materials and Summary

(Excluding School Staff)

Persons to Complete this Form:

This form is to be completed by the pastor and staff, who may consult others as needed.

Staffing Assessment Meeting

Purpose:

- To review and update available information about our parish staff
- To identify anticipated changes or additions to the parish staff
- To arrive at a group understanding of the status of parish staffing
- To complete the Staffing Summary

Preparation:

The pastor and staff should each receive a blank copy of the Staffing Assessment Materials and Summary at least one week prior to the meeting so there is ample time to gather information and formulate responses to the questions.

Sample Agenda

Welcome/briefly review purpose

Opening prayer

Distribute copies of Staffing Summary to anyone who did not bring their copies

Discussion of each section of the Staffing Summary

Complete the Staffing Summary

Closing prayer

Staffing Summary Form

(Excluding School Staff)

1. Parish Name/City: _____ Church of the Holy Angels, Bainbridge Township, OH _____

2. **List of Pastoral Staff:** Beginning with the pastor/administrator, please list the first and last name of each member of the PASTORAL STAFF working or volunteering for the parish for at least twenty hours in a typical week, EXCLUDING ANY SCHOOL STAFF (e.g., principals, teachers, etc.), ADMINISTRATIVE STAFF, (e.g., secretaries, bookkeepers, etc.) AND MAINTENANCE PERSONNEL (e.g., janitors, housekeepers, etc.). Then, indicate the number of hours they are specified to work per week; whether they receive financial compensation for their work; their ecclesial status and their sex by placing the appropriate number in the space provided. You can reproduce this page to add additional people if necessary.

PASTORAL STAFF MEMBERS					
First and Last Name	Position <small>(e.g., Pastor, Parochial Vicar, DRE, Pastoral Associate, Youth Minister etc.)</small>	# Hours Specified to Work Per Week	Work Status <small>1. Paid 2. Volunteer</small>	Ecclesial Status <small>1. Priest 2. Deacon 3. Lay 4. Religious sister or brother</small>	Sex <small>1. Male 2. Female</small>
1. Rev. Daniel F. Schlegel	Administrator	40	1	1	1
2. Sr. Susan Javorek	Pastoral Associate	40	1	4	2
3. Mrs. Christie Dilisio	Music Director	40	1	3	2
4. Mrs. Cyndy Vogley	Director of Religious Ed	40	1	3	2
5. Mrs. Adrienne Yates	RCIA Director	20	1	3	2
6. Rev. Mr. Stephen Yates, PhD	Deacon		2	2	1
7. Rev. Mr. Jerry Ziemkiewicz	Deacon		2	2	1
8. Miss Libby Peterson	Youth Minister	40	1	3	2
9. Rev. Thomas Dragga	Weekend assistant When available				
10.					

3. Are there any changes you anticipate in the composition of your pastoral staff (as listed in the table above) to better serve parish needs? **Not at present.**

List of Administrative Staff and Maintenance Personnel: Please list the first and last name of any ADMINISTRATIVE STAFF, (e.g., secretaries, bookkeepers, etc.) and MAINTENANCE PERSONNEL (e.g., janitors, housekeepers, etc.) working or volunteering for the parish for at least twenty hours in a typical week EXCLUDING ANY SCHOOL STAFF (e.g., principals, teachers, etc.) Then, indicate the number of hours they are specified to work per week; whether they receive financial compensation for their work; their ecclesial status and their sex by placing the appropriate number in the space provided. You can reproduce this page to add additional people if necessary.

ADMINISTRATIVE STAFF AND MAINTENANCE PERSONNEL					
First and Last Name	Position <small>(e.g., Pastor, Parochial Vicar, DRE, Pastoral Associate, Youth Minister etc.)</small>	# Hours Specified to Work Per Week	Work Status <small>1. Paid 2. Volunteer</small>	Ecclesial Status <small>1. Priest 2. Deacon 3. Lay 4. Religious sister or brother</small>	Sex <small>1. Male 2. Female</small>
1. Mrs. Cathy Lamanna	Administrative Assistant	35-40	1	3	2
2. Mrs. Jeannie Daunch	Religious Education Administration	24	1	3	2
3. Mrs. Dianna Gunn	Support Staff	16-24	1	3	2
4. Mrs. Donna Angelotti	Support Staff	15	1	3	2
5. Mr. Steve Plank	Maintenance Director	40	1	3	1
6. Mr. Jim Occhinzzi	Maintenance Dept.	12	1	3	1
7. Mrs. Karen Kowalewski	Maintenance Dept.	8	1	3	2
8. Mr. Terry Mullally	Maintenance Dept (seasonal)	8	1	3	1
9. Mrs. Lyn Bullock	Business Manager	25-30	1	3	2
10.					

4. Are there any changes you anticipate in the composition of your administrative staff and maintenance personnel staff (as listed in the table above) to better serve parish needs?

Not Presently.

5. For which areas of parish life requiring leadership and service are there presently no staff persons or volunteer leaders? (e.g., youth ministry, ministry to seniors, etc.)

Ministry to Young Adults.

6. For which areas of parish life are you already sharing leadership and service with another parish?

Presently we share our Business Manager with St. Joan of Arc. Our youth ministers sometimes sponsor shared events. We have a shared bereavement group and right to life group.

7. For which areas of parish life could the leadership and service be shared with a neighboring parish?

Shared youth ministry programs. Ministry to young Adults. Men's Fellowship.

Conclusions:

What are the key implications and information gathered from your findings on staffing and how do they relate to the ministries and activities of your parish?

Much of our parish staff is "maxed out" in regards to the amount of responsibilities they have taken on. Most additional programs or ministries would require additional staffing.

We are in need of the following staff/volunteer ministry positions:

We would like to explore sharing the following staff/volunteer ministry positions with one or more parishes:

- **Open to possibility of sharing weekend Mass help**
- **evangelization, stewardship**