



# Composite Summary Form

(Revised March 2007)

Parish/City: St. Joan of Arc - Chagrin Falls, Ohio

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As a result of our review of our 2003 Composite Summary, our current situation and the assessments we completed, we present the following: (Note: List at least five points for each section.)

## Vibrancy:

The best resources and greatest examples of vibrancy in our parish are:

1. Education programs: school, PSR, RCIA
2. Home Visitation Ministry
3. Celebration of Liturgy
4. Elizabeth Ministry/Moms, Pops, & Tots
5. Just Us Youth Ministry Program

## Areas of Challenge:

Areas where we would most like to enhance the life and vitality of our parish:

1. Develop clear sense of stewardship and how to actualize it
2. Create a deeper sense of welcome in the parish
3. Develop Adult Education and Faith Formation
4. Develop Outreach to Young Adults (18 to 39)
5. Outreach to Seniors
6. Revitalize preparation programs for all sacraments

## Collaboration with Other Parishes:

Areas we identified as most appropriate for collaboration with other parishes:

*(This list can include areas of vibrancy to share, areas of challenge, and areas where collaboration could better serve more people and reduce the overall staffing burden.)*

1. Build parishioner enthusiasm for Christian service & church ministry
2. Collaborate on adult education/faith formation
3. Pursue spiritual life opportunities (e.g. retreats, missions)
4. Sustain Just Us Youth Ministry Program
5. Collaborate on social concerns & outreach to the poor and needy
6. Start a men's group or join an existing one in another parish.

# Ministry Assessment Materials and Summary

Often few parish leaders will have a clear understanding of the present status of all parish ministries. A master summary provides an important baseline before plans for the future with other parishes are addressed. The **Worksheets** included in this section are designed to help in creating a master summary.

## Persons to Complete this Form:

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

**Sources of Information** – Each person should complete a set of ministry worksheets prior to the meeting.

## Ministry Assessment Meeting

### Purpose:

- To identify existing ministries in the parish and determine their level of vibrancy
- To identify new needs or areas that need enhancement
- To arrive at a group understanding of the status of parish ministries
- To complete the Ministry 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 ministry worksheets to anyone who did not bring their copies

Presentation of the data on ministry issues. Compare each entry and come to consensus on individual ministries

Complete the Ministry Summary

Discuss further input needed to complete the Composite Summary

Closing Prayer

# Ministry Worksheets

In Section A of this chart check all ministries that are available at your parish.

In Section B, please check the answer which best represents the current state of this ministry area in your parish.

In Section C, please check whether you are already collaborating with another parish on this ministry area, or if you would be open to discuss collaboration with another parish.

<b>Liturgical</b>	<b>SECTION A</b>	<b>SECTION B</b>			<b>SECTION C</b>	
	Have this ministry	Already Vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Liturgy Planning	X	X			X	
Lectors	X	X				
Lector Training	X				X	
Eucharistic Ministers	X	X				
Eucharistic Minister Training	X					
Servers	X	X				
Server Training	X					
Choir	X	X				
Instrumental Music	X	X				
Greeters/Ushers & Training	X		X			
Days of Reflection for Liturgical Ministers					X	
Art & Environment Committee	X	X				
Baptism Preparation	X		X			
First Reconciliation Preparation	X					
First Communion and Eucharist Preparation	X					
Confirmation Preparation	X					
Family based sacramental preparation						
Parish Based Sacramental Preparation	X					
Couple to Couple Marriage Preparation	X				X	
Natural Family Planning				X		
Pre-Cana						
Funeral Planning	X					
Funeral Luncheons	X	X				
Bereavement Ministry					X	
Liturgy of the Word for Children						
Other Concert Ministry					X	

<b>Spiritual Formation</b>	<b>SECTION A</b>	<b>SECTION B</b>			<b>SECTION C</b>	
	Have this ministry	Already Vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Prayer Groups				X	X	
Days of Recollection for Parish				X	X	
Parish Retreat or Mission				X	X	
Reflection on Work Life						
Eucharistic Adoration	X		X		X	
Spiritual Development Commission				X	X	
Christ Renews His Parish						
Renew						
Cursillo						
Marriage Encounter						
Ministry of Praise	X	X				
Prayer Line Chain	X			X	X	
Small Christian Communities						
Other						

<b>Evangelization</b>	<b>SECTION A</b>	<b>SECTION B</b>			<b>SECTION C</b>	
	Have This ministry	Already vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Reaching out to inactive /alienated Catholics				X	X	
Re-remembering Church						
Welcoming and Hospitality Activities				X	X	
Evangelization Commission				X		
Interfaith Prayer Services/Activities					X	X
Alpha						
Other						

Education	SECTION A	SECTION B			SECTION C	
	Have This ministry	Already vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Education Commission	X		X			
Day School	X	X			X	
PSR	X		X			
Adult Education Programs					X	
Young Adult Programs				X		
Family Based Programs	X	X				
RCIA	X	X			X	
Children's Catechumenate						
Library	X		X			
Summer Bible School	X	X				
Catholic Life Teen						
Scripture Study					X	X
Christian Family Movement						
Generations of Faith					X	
Good Shepherd						
Other						

Participating	SECTION A	SECTION B			SECTION C	
	Have This ministry	Already Vibrant	Needs to be enhanced	Want to get started	Open to discuss collaboration	Already collaborating
Vocation Committee				X	X	
Stewardship Committee				X		
Women's Guild	X		X		X	
Men's Club						
Altar & Rosary						
Holy Name						
Couples Club						
Senior Social Club				X		X
Boosters						
Brownies & Girl Scouts						
Cub Scouts & Boy Scouts	X	X				
Secular Franciscans						
Knights of Columbus						
Coffee & Donuts	X		X			
Youth Ministry	X	X	X		X	X
12 Step Programs						
CYO Sports	X	X				X
Other PTO	X	X				
Elizabeth Ministry	X	X				
Shawl Ministry	X	X				
Parish Picnic	X	X				

<b>Social Justice / Social Concerns</b>	<b>SECTION A</b>	<b>SECTION B</b>			<b>SECTION C</b>	
	<b>Have This ministry</b>	<b>Already vibrant</b>	<b>Needs to be enhanced</b>	<b>Want to get started</b>	<b>Open to discuss collaboration</b>	<b>Already collaborating</b>
Social Justice Commission				X	X	
Educational Programs				X	X	
St. Vincent DePaul				X	X	
Ministry to The Homebound	X	X				
Ministry to Nursing Homes	X	X			X	
Pro-Life	X		X		X	X
Prison/Jail Ministry						
Support for Divorce/Separated	X		X		X	
Outreach/Programs for Disabled				X	X	
Food Pantry					X	X
Ministry to Senior Adults				X	X	
Habitat for Humanity			X		X	
Stephen Ministry						
Project Rachel						
Legion of Mary						
Hot Meal Program						X
Parish Nurse Program						
Wellness Program						
Church in the City Partnership						
Ecumenical Partnership	X		X		X	X
Other Bereavement	X	X	X			X

# Ministry Summary Form

(Please refer to Ministry Worksheets to complete these grids)

Please reflect on those areas of ministry which you have identified on your Ministry Worksheets as being already vibrant. List the top eight. Then identify any of these vibrant ministries that are already being shared or that could be shared with another parish by placing a check mark in the appropriate box

<b>VIBRANT AND EFFECTIVE MINISTRIES</b>		
Name of Ministry	Could be Shared (√)	Already being Shared (√)
1. Youth Ministry		X
2. Worship/Liturgy	X	X
3. RCIA	X	
4. Ministry homebound/NH	X	
5. CYO		X
6. Elizabeth Ministry (childbearing yr)	X	
7. Family Based Rel. Ed. Program	X	
8. PTO		

Please reflect on those areas of ministry which you have identified on your Ministry Worksheets as needing improvement or development. List the top eight. Then identify *whether these ministry priorities could be accomplished best within your own parish or with one or more other parishes.*

<b>MINISTRIES NEEDING IMPROVEMENT OR DEVELOPMENT</b>		
Name of Ministry	Meet Priority within the Parish (√)	Meet Priority with One or More Parishes (√)
1. Social Justice/Concerns	X	X
2. Adult Faith Formation	X	X
3. Stewardship	X	
4. Evangelization (inactive Catholics)	X	X
5. Welcoming/Hospitality	X	
6. Spirituality	X	X
7. Senior Group	X	X
8. Young Adult Ministry (18-39)	X	X

4. **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. Karen Zamiska	Parish Secretary	40	1	3	2
2. Cindy Matejcik	Parish Secretary	10	1	3	2
3. Cathie Mokrohaisky	Parish Secretary	20	1	3	2
4. Celeste Fischer	Rel. Ed. Sec'y	15	1	3	2
5. Lyn Bullock	Business Administ	16	1	3	2
6. Warren Gilbert	Maintenance	40	1	3	1
7. Clem Mokrohaisky	Maintenance	40	1	3	1
8. Daniel Pecchio	Maintenance	40	1	3	1
9.					
10.					

5. 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?

No

6. 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.)

Stewardship; community life; evangelization; vocations committee; social concerns; spiritual concerns

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

Adult Education  
Sacramental opportunity (penance)  
Bible study  
Respect Life

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

Seniors Group  
Home Visitation  
Social concerns and outreach  
Adult Education  
Concert Ministry  
Bereavement

### **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?**

- 1) Paid staff positions in the core areas of pastoral, administrative and maintenance staff are appropriately filled and adequate to meet ongoing parish needs.
- 2) Pastoral staff personnel could assume additional roles as discerned and needed.

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

- 1) No need of additional staff ministry positions
- 2) Volunteer leadership is needed in the following areas.  
Parish staff will be assigned to work with these leaders.  
Stewardship, community life, social concerns, spirituality.

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

We are open to discussing this concept but judge it to be premature to identify specific positions.

# 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: St. Joan of Arc - Chagrin Falls, Ohio
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.

<b>PASTORAL STAFF MEMBERS</b>					
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. David Walkowiak	Pastor	40	1	1	1
2. Thomas Pajk	Associate	40	1	1	1
3. Jeff Dunlop	Deacon	--	2	2	1
4. Dennis Guritza	Deacon	--	2	2	1
5. Judith Bucco, SND	DRE	40	1	4	2
6. Ann Marie Kanusek, SND	Pastoral Associate	40	1	4	2
7. Thomas Scott	Dir. Lit/Music	40	1	3	1
8. Alison Scolaro	Yth. Min. Coordinator	40	1	3	2
9.					
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?

NO