



# CHRIST CHURCH CATHEDRAL MINISTRY LEADER'S GUIDE

## **Thank you!**

Your life of ministry and faith at Christ Church Cathedral is greatly appreciated. This Ministry Manual for Leaders is for your use in coordinating and sustaining your important works. All resources discussed in this manual can be found online at [www.cccindy.org](http://www.cccindy.org) under the 'Resources' tab. If you have any questions please be in contact with **Canon Vicar Shannon MacVean-Brown** at **(317) 636-4577 ext. 102** or e-mail [ShannonM@cccindy.org](mailto:ShannonM@cccindy.org).

## **This Leader's Guide includes:**

- Important Dates for 2016-17
- Guides and Documents
- Requirements for each ministry
- Resources and where to find them
- Staff Directory

## **Important Dates for 2016-2017**

<b>8/24/16</b>	Ministry Leader Gathering
<b>9/11/16</b>	Ministry Fair
<b>9/30/16</b>	Ministry orientation and training - Date to be determined by each ministry.
<b>10/1/16</b>	Membership update & Safeguarding check, sent to Rev. Shannon via e-mail
<b>November</b>	Ministry Leader Gathering
<b>11/20/16</b>	Ministry Report due to Meghan McConnell via e-mail
<b>1/1/16</b>	Membership update & Safeguarding check, sent to Rev. Shannon via e-mail
<b>1/31/16</b>	Ministry orientation and training - Date to be determined by each ministry.
<b>February</b>	Ministry Leader Gathering - Yearly budget review
<b>4/1/16</b>	Membership update & Safeguarding check, sent to Rev. Shannon via e-mail
<b>May</b>	Ministry Leader Gathering
<b>6/1/16</b>	Budget request must be sent to Parish Administrator for funding needs
<b>7/1/16</b>	Membership update & Safeguarding check, sent to Rev. Shannon via e-mail

## Guides and Documents

This Leader's Guide will give guidance to each ministry of CCC for how they organize their work.

The Ministry Guide is a publication that includes a brief description, contact information for the ministry/committee leader, meeting schedule and expectations of serving frequency. This Guide will be updated and be made available to the parish twice a year. Please review and update your ministry description to be listed within the Guide.

The Guiding Documents are more detailed documents that outline what the ministry is and how it carries out its mission. It also includes a list of support given to participants and benefits they may expect.

## Ministry Requirements

### **Purpose and Mission statement**

Every ministry has a mission. The mission statement takes into account the vision and mission of Christ Church Cathedral. A brief description of each group will be found in the Ministry Guide, which will be available on the CCC website. Each group should annually review their mission and guiding documents and transmit any revisions to the Canon Vicar and Junior Warden.

### **Orientation and Training for Ministry**

Orientation and training for the ministry needs to be offered at least twice a year, providing information about activities, contribution to parish life, what groups are served, and any community partnerships. Any specific roles and job descriptions should be detailed in the Guiding Documents.

### **Quarterly Leadership Meetings**

The Canon Vicar and Junior Warden facilitate quarterly leadership development gatherings. The schedule is established at the annual Leadership meeting in May. Leaders must attend at least two of the four leader meetings in a year.

### **Recruitment and Leadership**

Members will actively seek new members for their ministry, develop leadership and plan for continuity and changes in leadership. The leader will be in contact with the Communications and Evangelism Specialist for prospective members. A Ministry Fair will be held in the fall to help promote ministries.

### **Safeguarding Policy**

If the ministry is involved with children and youth in any way, all ministry members must complete online safeguarding training and abide by safeguarding rules. Leaders will direct all new members of their groups to the Ministry Coordinator for an electronic link to the training, for free. Training takes about eight hours to complete.

The Ministry Leader is in charge of maintaining records of members who need and have completed their safeguarding training. A record of safeguarding completion will be maintained by the Ministry Coordinator, Veronica Godinez.

## **Membership**

Please keep and quarterly update a roster of members of your group. Share contact information with the Ministry Coordinator, Veronica Godinez. This information will be included in our database for records and for assembly of the Annual Report.

## **Meetings and Reporting**

The meeting schedule will be outlined in the Ministry Guide. If there are changes in the schedule, the change will be communicated with Meghan McConnell. If this group takes minutes, it is the responsibility of the group to record and distribute to members.

The group will provide an annual report by November 20th to the Communications and Evangelism Specialist at MeghanM@cccindy.org.

## **Resources and Where to Find Them**

### **Sharing Documents**

All efforts will be made to provide electronic sharing of documents. Each ministry will be assisted in setting up a Google drive to assist in sharing documents and communication. Contact Meghan McConnell for assistance in setting up a shared folder.

In the event that hard copies are required, the copier in the children's library may be used. Please see Facilities personnel to gain access to the room.

### **Events, Announcements, Calendar Items**

To share announcements with the congregation, complete the Communications Form found at [www.cccindy.org/resources/Ministry-Manual](http://www.cccindy.org/resources/Ministry-Manual). If you have any questions please contact Meghan McConnell.

Please give 6 weeks notice for promotional materials (ie. Fliers, posters, etc.), 1 month for inclusion in the monthly email newsletter, and 2 weeks for inclusion in the weekly Good Word. All Events, announcements, promotion, and calendar items are subject to approval and editing.

### **Meeting Time and Space Reservation**

Requests for meeting times and space reservation will be made by completing the Room Request Form found on the Christ Church Cathedral website under 'Resources' tab. All requests are subject to approval. Before submitting a request, please refer to the CCC calendar on the church website, and be mindful of previously scheduled events. For questions please contact Veronica Godinez.

### **Special Events and Fundraisers**

When scheduling a special event or fundraiser, please complete the Calendar and Room Request Form available on the Christ Church Cathedral website under the Resources tab, making note that it is a special event or fundraiser. All requests are subject to approval.

Before beginning active planning, and submitting a proposal, please refer to the CCC calendar on the church website and be mindful of previously scheduled events. Previously scheduled events, the size, scope and timeline of the proposal will impact the possibility of approval. If planning to serve alcohol, please refer to the CCC alcohol policy.

## Budget

The Parish Administrator will give a yearly budget to the ministry leader and leaders of ministries with a budget will receive monthly reports from the Parish Administrator. If the group would like to have input in the creation of their budget, please send an email to request a meeting with the Parish Administrator, Thomas Craig at and Canon Vicar Shannon MacVean-Brown by June 1st. The budgeting process begins the first week of July.

## Requesting Funds, Ministry Grants

Request for funds, or ministry grant proposals will be made by completing the Request for Funds Form available from Meghan McConnell and submitting it electronically or to the Junior Warden. Please allow a month for a response from the Vestry.

## Reimbursement and Financial Aid

To receive a reimbursement, please submit the Reimbursement Form through the Financial Assistant. Reimbursements are subject to approval. Before making purchases, please coordinate with your ministry team.

To apply for scholarships for Mission Trips, conferences, trainings and other fee based events, individuals may complete the Scholarship Form available from the Canon Vicar Shannon MacVean-Brown. Please allow a month for the request to be considered.

## Staff Directory:

(317) 636-4577

	ext.	E-mail
<b>The Ver. Rev. Stephen Carlsen</b> , Dean & Rector	101	StephenC@cccindy.org
<b>The Rev. Canon Shannon MacVean-Brown</b> , Vicar	102	ShannonM@cccindy.org
<b>The Rev. Canon Zoila Manzanara-Cole</b>	103	ZoilaM@cccindy.org
<b>The Rev. Lee Curits</b> , Urban Missioner	104	LeeC@cccindy.org
<b>Floyd Acoff</b> , Facilities Superintendent	105	FloydA@cccindy.org
<b>Evelyn Johnson</b> , Financial Assistant	106	EvelynJ@cccindy.org
<b>Carl Michaelis</b> , Hospitality Coordinator	107	CarlM@cccindy.org
<b>Meghan McConnell</b> , Communications and Evangelism	108	MeghanM@cccindy.org
<b>Thomas Craig</b> , Parish Administrator	110	ThomasC@cccindy.org
<b>Canon Dr. Michael Boney</b> , Music Director	111	MichaelB@cccindy.org
<b>Anne Tordai</b> , Children's Formation	112	AnneT@cccindy.org
<b>Fred Andrews</b> , Sexton and Human Needs	115	FredA@cccindy.org
<b>Veronica Godinez</b> , Hispanic Ministry	117	VeronicaG@cccindy.org
<b>Matthew Middleton</b> , Assistant Music Director	118	MatthewM@cccindy.org

## Address:

125 Monument Circle  
Indianapolis, IN 46204