



**JPCatholic Ministry
Handbook**

Ministries



MISSION

The mission of ministries at JPCatholic is to increase the faith, devotion, and participation of the student body in prayer, the sacraments, and corporal and spiritual works of mercy. Ministry leaders are expected to work with the Campus Life Team and to communicate regularly with the ministry coordinator, Malachi Robbins.

SCHEDULING ACTIVITIES

Ministry activities are managed by the leader of the ministry and exist in at least four required forms: daily, weekly, every two weeks, and monthly/quarterly. Daily activities are short devotional prayers (between 30 seconds and a few minutes) and can be done independently or in a group. A description of the daily activities must be sent to the ministry coordinator at the time of the creation of the ministry or when changes are made to the daily activities. Weekly activities are devotional practices that relate to the ministry and generally take between 15-45 minutes to complete. "Every two weeks" activities are meetings that either encourage members to live out their ministry, plan for monthly/quarterly events, and analyze the effectiveness of the current marketing. Monthly/quarterly activities should generally be large, public, and marketed events. Members of the ministry must participate in all these activities unless given an excusal by the ministry leader.

A brief outline of the ministry activities for the quarter must be sent to the ministry coordinator at the beginning of that quarter. In addition, the monthly/quarterly activities and their location, time, and meeting date, must be sent to the ministry coordinator two weeks in advance. If any activities are sent after the deadline, they will not be published via the newsletter. These activities will be approved or denied by the ministry coordinator. Our hope is that the monthly/quarterly ministry activities do not overlap with other events on campus to ensure our JPCatholic community thrives as one.

Teaming up with other ministries or clubs to strengthen community is highly encouraged. If a ministry does not hold a "every two weeks" or monthly/quarterly event, it may result in a meeting with the ministry coordinator or, in more serious cases, a change in the leadership of the ministry. If the leader of the ministry plans to leave the ministry's leadership position, the leader must message the ministry coordinator.

MARKETING

All ministries are expected to increase public devotion by marketing their ministry and public activities through word-of-mouth and marketing materials. Ministry leaders and members can create their own marketing materials or put in a request to have a poster made by Student Life. If you choose to have your poster created by Student Life, you must give two weeks in advance notice for the event. **No posters are allowed to be taped/hung up on the walls of the school!** If you have posters, please use the respective corkboards in the Student Life Center and/or the Academic Building. You may also leave posters around tables across the school. General ministry posters can be left up, but marketing materials for monthly/quarterly activities must be cleaned up by the ministry once your activity has ended.

It is encouraged to post ministry activities through digital means on your own social media and through Student Life's social media (the Student Life Facebook and Instagram page). You must submit marketing materials to Student Life 72 hours in advance to promote your activities through Student Life's social media.

FUNDING

All ministries must take attendance of the members present and the headcount estimate (members and participants) for each activity. After each activity, you must send the attendance sheet to the ministry coordinator. If attendance is consistently strong, the ministry may seek funding for food, drinks, equipment, and resources. You will send the ministry coordinator a form with the requested items and price estimate. It will then be sent to the Director of Student Life and will either be approved or denied. The ministry coordinator will occasionally attend meetings to confirm accurate attendance. All items purchased through funding may only be used for ministry activities. At the beginning and end of each quarter, your ministry will do an inventory of items purchased through funding.

CREATING A MINISTRY

To start a new ministry, the ministry leader must fill out the ministry creation form and send it to the ministry coordinator. All ministries must have at least five members to begin. This includes one ministry leader. Each ministry will be overseen by the ministry coordinator, a Student Life Director, or the school chaplain.

Households



WHAT IS A HOUSEHOLD?

Households are Christ-centered covenant-driven communities of 3 or more students of the same sex who **impact culture for Christ**. Each student is called to grow in virtue to strengthen themselves, the household community, and their community at large by deepening their love for Christ through action and truth.

REQUIREMENTS

1. Have a name and a written covenant that express the unique spirituality of the household.
2. Determine a list of daily, weekly, and monthly/quarterly commitments. A weekday Household Mass is mandatory.
3. Have a process of formation and initiation.
4. Update list of household members for the Director of Student Life every Quarter.
5. Elect a Head of Household (or have 2 people be "co-heads").

FORMING A NEW HOUSEHOLD

Students are encouraged to create their own households if they want to be in a household but cannot find a household on campus they want to join. Below are the requirements to create a new household.

1. Pray about whether you should truly start a new household and what kind of household you want to start.
2. Discuss the Household Process with the Director of Student Life in order to know the "ins and outs" of households.
3. Find at least 2 other people of the same sex who want to join your household. Inform them of all of the basic commitments and, if they agree to join, move to step 4.
4. Make a covenant for your household. Hold a meeting with your new brothers or sisters and discuss what you want your covenant to include. This covenant will be the foundation of everything you do as a household.
5. Present Covenant to a Director of Student Life. They will approve your household or ask you make changes before approval can occur. Once approved, you have begun a household at John Paul the Great Catholic University!

MINISTRY/HOUSEHOLD ATTENDANCE SHEET



**JOHN PAUL
THE GREAT**
CATHOLIC UNIVERSITY

Ministry/Household:

Activity:

Headcount Estimate:
(members and participants)

Member's First and Last Name:

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.