



JPCatholic
Ministry
Handbook

MISSION

A ministry is a group of students who support a particular spiritual practice or devotion and expand the student body's love for the spiritual tradition of the Church. Ministries fulfill this mission through daily prayer, organizing events, and uniting students spiritually. Ministries operate under the guidance of the Student Life Team and support of the student Ministry Coordinator. **All ministries are open to all students** and members are to create a welcoming environment.

CREATING A MINISTRY

To start a new ministry, students request a **Ministry Creation Form** from the Ministry Coordinator and submit completed the form back via email. The Ministry Coordinator will open communication to work with the student to frame and start the ministry. All ministries must have at least five members to begin, including one ministry head.

CHECK-INS

Each ministry head will meet at least twice a quarter (during weeks 2 and 9) with the Ministry Coordinator for a Check-In. The Ministry Coordinator will review the ministry's status, quarterly schedule, commitments, and inquire if the ministry needs support in any way. If a change in leadership occurs or the ministry is considering termination, the head must contact the Ministry Coordinator promptly to discuss the next best steps.

COMMITMENTS

Ministry activities are determined by the head of the ministry and ideally exist in three ways:

1. daily
2. weekly/bi-weekly
3. monthly/quarterly

A daily commitment is a short devotional prayer relating to the ministry's devotion. This prayer is between a few seconds to 5 minutes and can be done independently or in a group.

A weekly or bi-weekly commitment is a public devotional practice such as prayer meetings or mass ministering.

Finally, a monthly or quarterly commitment is an event hosted by the ministry, open to all the student body and/or a funded community-building activity. Ideally, a ministry has at least one funded community-building activity for its members. A community-building activity is primarily social and does not have to be related to the ministry's devotion.

The Ministry Coordinator may help brainstorm how to make commitments meaningful. If a ministry fails to uphold any commitments they undertook, the Ministry Coordinator will assist the ministry and determine how to best move forward.

MARKETING

All ministries are expected to market their ministry and public activities through word-of-mouth and through utilization of the [Student Event/Room Reservation Form](#). This form is found on the JPCatholic website under Student Life > Current Students > Student Forms. This is how advertisements are made for ministries/events and publicized on school TVs, weekly emails, and the Student Life Instagram.

For the benefit of prospective and current students, the JPCatholic website has a photo, brief description, summary, and schedule of each ministry under Student Life > Spiritual Life. Heads can make changes to their ministry's feature on the website. Any updates or changes are to be discussed for the upcoming quarter at the week 9 Check-In.

Additionally, each ministry "owns" a frame on the bookcase outside of the chapel, which is updated with head contact information and quarter schedule by the Ministry Coordinator after the week 2 Check-In.

SUPPORT & FUNDING

Ministry heads may communicate with the Ministry Coordinator about supplies or resources they need. The Ministry Coordinator will communicate these needs with the Director of Human Formation, Taylor Williams. Ministries may be asked to compile a list of needed items so that they may be purchased.

Ministries can request printed prayers. They may select a prayer to send to the Ministry Coordinator and the Ministry Coordinator will format, print, and laminate a small poster/prayer card and deliver to the head.

Ministries are encouraged to request funds for at least one community-building activity per quarter. This can be a meal, outing, or get-together. **To request funds, heads will complete the following process:**

1. Use this template to send an email to Taylor Williams & copy the Ministry Coordinator.

[Name of] Ministry requests \$[amount] for [activity] on [date] for around [number of] people.

Ex: Lectio Divina Ministry requests \$20 for pizza on Sunday, 8/20/23 for around 10 people.

2. You will receive a reply from Taylor shortly after approving your request.
3. Use your own money to buy approved supplies/food & keep your receipt. Note: Take a picture of your receipt in case it gets misplaced.
4. Turn your receipt into Taylor in person or via email.
5. Check your mailbox about a week later to pick up your reimbursement check.