SaintHelen

ADULT DISCIPLE MINISTRY LEADER HANDBOOK

SaintHelen

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"WELCOME ONE ANOTHER, THEN, AS CHRIST WELCOMED YOU, FOR THE GLORY OF GOD."
~ ROMANS 15:7

1. WELCOME AND MISSION

Dear Ministry Leader,
Thank you for responding to the call to walk with others on their journey of faith. Your "yes" to serving our parish community reflects a generous spirit and a deep love for Christ. We are truly grateful.
This handbook is designed to support you in your ministry. Inside, you'll find helpful guidance, practical tools, and important information to help you lead with both confidence and compassion.

Parish Mission Statement:
Saint Helen is a Roman Catholic Community committed to:

Worshipping God
Serving Others
Making Disciples

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"AS EACH ONE HAS RECEIVED A GIFT, USE IT TO SERVE ONE ANOTHER AS GOOD STEWARDS OF GOD'S VARIED GRACE."
~ 1 PETER 4:10

2. ROLE OF THE ADULT DISCIPLESHIP COORDINATORS

The Adult Discipleship Coordinators is here to walk alongside you as you accompany others in their faith journey. This role exists to support, encourage, and equip you—so that your ministry can flourish and remain rooted in the mission of our parish.
Rather than directing, the Coordinators serve as partners—offering resources, guidance, and a listening ear to help you carry out your ministry with joy, clarity, and connection.

What You Can Expect from the Coordinators:

- Support and Encouragement
- Someone who listens, prays with and for you, and celebrates the fruits of your ministry.
- Clear Communication and Coordination
- Help navigating logistics, sharing updates with parish staff, and keeping everyone connected.
- Practical Assistance
- Guidance with scheduling, budgeting, publicity, technology, and other administrative needs—so you can focus on people and prayer.
- Formation and Vision
- Occasional gatherings, training, and one-on-one conversations that deepen our shared understanding of discipleship and how it can thrive in our parish.

Above all, the Adult Discipleship Coordinators are here to serve you—so that together we can serve others more faithfully in Christ's name.

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"AND IT HAPPENED THAT WHILE THEY WERE CONVERSING AND DEBATING, JESUS HIMSELF DREW NEAR AND WALKING WITH THEM."
~ LUKE 24:15

3. SPIRITUAL LEADERSHIP AND ACCOMPANIMENT

Your Role as a Ministry Leader

As a leader in Adult Discipleship, you have been entrusted with a beautiful responsibility: to accompany others in their walk with Christ. This role is not about having all the answers, but about being present, prayerful, and open to the Holy Spirit.

Ways to Lead:

- **Witness to Faith**: Let your life reflect your personal relationship with Jesus.
- **Foster Community**: Create a space where each person feels seen, welcomed, and valued.
- **Encourage Growth**: Invite members to take next steps in their faith—this might include praying together, attending Mass or Adoration as a group, serving others, or simply being present to one another on the journey.

Best Practices:

- **Prayer**: Begin and end gatherings in prayer; encourage members to bring their own prayer life into the group.
- **Scripture**: Share and reflect on Scripture regularly as a source of strength and direction.
- **Sacraments**: Encourage a deeper connection to the sacraments, especially the Eucharist and Reconciliation.

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"BUT EVERYTHING MUST BE DONE PROPERLY AND IN ORDER."
~ 1 CORINTHIANS 14:40

4. ADMINISTRATIVE RESPONSIBILITIES

Your Role as a Ministry Leader

Budget Coordination

- **Planning**: Submit estimated expenses either annually or at least two weeks before any purchases using THIS FORM
- **Approval**: All budget requests will be reviewed by the Adult Discipleship (AD) Coordinators and Parish Business Manager.
- **Reimbursement**: If ministry members make purchases, please collect and submit receipts to the AD Coordinator.
- **Stewardship:** As a parish, we aim to use resources wisely. At times, alternate suggestions may be offered for more cost-effective options.

Supplies and Resources

- **Available Supplies**: The parish keeps basic supplies (e.g., name tags, pens, markers) available for ministries.
- **Requests**: Please request additional items at least two weeks in advance using the form at THIS LINK
- **Inventory:** Try to keep track of your group's materials. Any unused items can be returned to the AD Coordinators.

Facility Use

- **Scheduling**: Reserve rooms through the AD Coordinators with the form at THIS LINK.

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"WHATEVER YOU DO, DO FROM THE HEART, AS FOR THE LORD AND NOT FOR OTHERS, KNOWING THAT YOU WILL RECEIVE FROM THE LORD THE DUE PAYMENT OF THE INHERITANCE; BE SLAVES OF THE LORD CHRIST."
~ COLOSSAINS 3:23-24

4. ADMINISTRATIVE RESPONSIBILITIES~ CONTINUED

- **Setup and Cleanup:** Please prepare spaces before gatherings and leave them tidy afterward.
- **Cancellations:** Notify the AD Coordinators as soon as possible if an event or meeting is canceled.

Technology and Printing

- **Computer Access**: Coordinate with parish staff if you need access to parish computers or software.
- **Database**: See the appendix for information on parish database usage.
- **Workroom Printer**: A computer and printer are available in the workroom for ministry use. Video Tutorial Link
  - Please print in black and white when possible to help reduce costs.
  - If printing in color, select "auto-select" for printing

Spreading the Word

- **Publicity Requests**: The parish email blast is reviewed weekly by the staff. Submit announcements using THIS FORM. Submission will be shared with the AD Coordinators to ensure the space is reserved and to approve the request.
- **Flyers:** Share flyer drafts with the AD Coordinators. If using Canva, send an editable link. All flyers will be reviewed for branding and approved by the pastor before distribution.
- **Outside Publicity**: For promotions beyond the parish (e.g., diocesan events), coordinate with the AD Coordinators.

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"FOR AS IN ONE BODY WE HAVE MANY PARTS, AND ALL THE PARTS DO NOT HAVE THE SAME FUNCTION, SO WE, THOUGH MANY, ARE ONE BODY IN CHRIST AND INDIVIDUALLY PARTS OF ONE ANOTHER."
~ ROMANS 12:4-5

5. COLLABORATION WITH PASTOR AND PARISH STAFF

Communication: The AD Coordinators share ministry updates weekly with the pastor and parish staff to keep everyone connected and informed.

Meetings: Attend scheduled leader meetings for ongoing support, updates, and formation.

Ongoing Support: If questions or concerns arise, don't hesitate to reach out to the AD Coordinators—we are here to walk with you.

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"WE GIVE THANKS TO GOD ALWAYS FOR ALL OF YOU, REMEMBERING YOU IN OUR PRAYERS, UNCEASINGLY CALLING TO MIND YOUR WORK OF FAITH AND LABOR OF LOVE."

~ 1 THESSALONIANS 1:2-3

6. GRATITUDE AND RECOGNITION

Your ministry is a gift to our parish and to the individuals you accompany. We invite you to regularly:

- **Recognize Your Team:** A kind word, a handwritten note, or a moment of thanks at a meeting goes a long way in building up the Body of Christ.
- **Pause in Prayer:** Take time to reflect on how God is working in and through your ministry. Let gratitude shape your leadership and deepen your sense of purpose..

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"FOR GOD IS NOT A GOD OF CONFUSION BUT OF PEACE."
~ 1 CORINTHIANS 14:33

APPENDIX A
POLICIES AND PROCEDURES

SAFE ENVIRONMENT POLICY

CODE OF CONDUCT

HARRASSMENT POLICY

WHISTLEBLOWER POLICY

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"FOR GOD IS NOT UNJUST SO AS TO OVERLOOK YOUR WORK AND THE LOVE YOU HAVE DEMONSTRATED FOR HIS NAME BY HAVING SERVED AND CONTINUING TO SERVE THE HOLY ONES."
~ HEBREWS 6:10

APPENDIX B
DATABASE GUIDELINES

Dear Ministry Lead,

Thank you for your generous "yes" to walking alongside others in faith through your ministry leadership. We are deeply grateful for the time, care, and prayer you offer our community. To support your efforts and strengthen communication within your ministry, we are pleased to provide you with limited access to our parish database, TouchPoint.

With this access, you will be able to:

- View a list of members in your specific ministry.
- See basic contact information (e.g., phone, email, address).
- Send group emails through the system.
- Record attendance at ministry gatherings or events.

A Shared Commitment to Hospitality & Privacy

Your role is not only administrative — it is spiritual. By serving as a ministry lead, you are entrusted with the task of creating a warm, welcoming, and safe space where others can encounter Christ. With that sacred responsibility comes the need to respect and safeguard each individual's privacy.

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"LOVE DOES NO WRONG TO A NEIGHBOR; THEREFORE, LOVE IS THE FULFILLMENT OF THE LAW."
~ ROMANS 13:10

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DATABASE GUIDELINES
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TUTORIAL VIDEO FOR USING THE PARISH DATABASE

We ask you to observe the following:

1. Use for Ministry Purposes Only

The database access is intended only for your ministry work. Please do not use member information for personal reasons, external invitations, or anything outside of your designated role.

2. Do Not Share Contact Information Without Permission

- While you may see family members or additional details when you click into a person's profile, please do not share anyone's phone number, email, or address with others — even within the parish — unless you have the individual's direct permission.
- If someone asks for another member's contact information, kindly say: "Let me reach out to them and see if they're open to connecting."

3. Be a Good Steward of Information

- Avoid printing rosters or leaving open screens unattended.
- If printing is necessary (e.g., sign-in sheets), dispose of or store them securely. There is a shredding console in the office workroom.
- Never post member names or contact information publicly (e.g., social media or flyers).

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"I GIVE THANKS TO MY GOD AT EVERY REMEMBRANCE OF YOU, PRAYING ALWAYS WITH JOY IN MY EVERY PRAYER FOR ALL OF YOU, BECAUSE OF YOUR PARTNERSHIP FOR THE GOSPEL FROM THE FIRST DAY UNTIL NOW."

~ PHILIPPIANS 1:3-5

4. Communicate Through TouchPoint When Possible

Please use the email feature within TouchPoint to contact your ministry group. It maintains privacy and ensures communication is logged in the system.

In Summary

You are being trusted with access not only to a system but to people's lives and stories. Our hope is that with these tools, you can foster deeper hospitality and a sense of belonging in your ministry. At the same time, we affirm our parish's commitment to safeguarding all members' privacy and dignity.

If you ever have a question or are unsure about a situation, please don't hesitate to ask. We are here to support you!

With deep gratitude,
Maria Auricchio and Carolyn Colonna
Adult Discipleship Co-Coordinators
Saint Helen

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EMPOWERED BY THE SPIRIT
UNITED IN MISSION
GRATEFUL FOR YOU