



Catholic Parishes, Schools,
Agencies and Institutions

Parishes

Christ the Redeemer, Orion Twp
Sacred Heart of the Hills,

Auburn Hills

St. Andrew, Rochester
St. Benedict, Waterford
St. Damian of Molokai, Pontiac
St. Irenaeus, Rochester Hills
St. John Fisher, Auburn Hills
St. Joseph, Lake Orion
St. Mary of the Hills, Roch Hills
St. Paul Albanian, Roch Hills

Schools

Holy Family Elementary,
Rochester/ Rochester Hills
Marist Academy, Lower Level
Waterford
St. Joseph School, Lake Orion
Marist Academy Middle School,
Pontiac
Notre Dame Preparatory,
Pontiac

Catholic Cemeteries

Guardian Angels
Mt. Hope

Religious Communities

Oxford Dominican Sisters
St. Benedict Monastery

Chaplaincies

Crittendon Hospital
Oakland County Jail
Oakland County Juveniles
POH Medical Center
St. Joseph Mercy Oakland

Nursing Homes

Lake Orion
Sanctuary at Bellbrook
Oakland County Medical Care
Facility
Lourdes Campus

Oakland County

Catholic Community
Response Team
Catholic Social Services
Genesis Young Adults
Campus Ministry
Agape Community
Guest House
St. Mary's Retreat House

Pontiac Area Vicariate Service Operations Committee Charter

PAV Service Operations Committee

Name: PAV Service Operations Committee

Mission: Provide stewardship oversight of the Vicariate's operational services to assure the appropriate continued support of the Vicariate and continued benefit to the constituents.

Meeting Frequency:

As required

Deliverables/Decisions:

- a. Objective 5.27.1: Create a Communications Assistance plan for each operation;
- b. Objective 5.27.2b: Create and operationalize required service metrics for each operation;
- c. Objective 6.2: Create and Execute a 2010-11 CCRT Operations Support Plan;
- d. Objective 7.4.1: Create and Execute a 2010-11 Youth Ministries Operations and Support Plan;
- e. Objective 7.5.1: Create and Execute a 2010-11 Genesis Ministries Support Plan;
- f. Objective 9.4: Create and Execute a 2010-11 ACTS Operations and Support Plan;
- g. Objective 10.5: Execute PAV Vision 2000 Phase II Plan.

Membership:

Dale Youngpeter – VPC & Committee Chairperson
Jan Dinsmoore – VPC
Jerry Dywasuk – VPC
Mark Joyce – VPC (Pastoral Care Liaison)
Nancy Mason Bordley - ACTS
Barbara Williams - CCRT
Charleen (Charlie) Debouever - Genesis
Kathy Galbraith - Youth Ministries
Paul Borucki - Vision 2000
TBD – Pastoral Care

PAV Service Operations Committee Rev 7a.ppt

January 04, 2011



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Service Operation / Ministry Profile

Service: A Call to Serve (ACTS)

Mission: Provide lay minister training for voluntary service, throughout the vicariate. The training is to provide the initial strong foundation in Theology and information on the Who, What and How of Parish Ministry.

Meeting Frequency:

Course Preparation Ad Hoc Meeting – Dissolved after the course was published

Course Execution: Twice per year March 12, 2011 (Agape – OU – Lisa Brown) and Spring, 2011 (St. Benedict?)

Metrics - Period 09/01/06 to 10/09/10:

Number of lay ministers trained: Approximately 202 (Parish Services maintains a database)

Number of Training Sessions to Date : 8

Number of Sessions per year: 2

Candidates per session: Typically 25 to 30 (Ideal Size is 30 to 40)

Budget – 07/01/10 to 06/30/11:

\$6,500 from PAV (Training Course Facilitator Fees, Supplies and Parish Services Fee)

Staff

Nancy Mason Bordley – Director

Email: <parishserv@aol.com> Phone : (248) 373-6457 (St. John Fisher)

ACTS Facilitators:

Nancy Mason Bordley (also serves as Director of Formation / Spirituality / Pastoral Care for St. John Fisher),

Nancy Clancy, John Griffith, Kathy Hasty and Father Jerry Brzezinski. Need more facilitators, especially Spanish speaking, to carry on the future courses.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information

Service: A Call to Serve (ACTS)

Needs from the PAV:

Continued Budget Allocation similar to 2010/2011 Budget.

PAV Communications Assistance Plan to boost awareness (promote and get the word out) and maximize session attendance (2010-11 Objective). Promotional Committee (VPC / PMA).

PAV decision on future ACTS direction, seems not to be fully supported by PMA / Parishes / Pastors as the “Initial Lay Minister Training Course” (low attendance).

Details on ACTS Course:

All Course Sessions cover the same content (Initial Session was in September 2006).

Training Session is 6 hours in length (Most successful format has been a Saturday presentation from 9am to 3pm).

A Session requires a staff of four facilitators (a staff is required for each 40 Candidates).

Course Summary (Three Parts to the Training):

Who is Called to Ministry – All individuals are called by our Baptism (Experience own sense of call).

What is the Call to Ministry – Scripture Passages and Church Teachings (Vatican II).

How – Choose of one of four Acts to Serve of Parish Life (The other Acts to Serve may be taken at future sessions, free of charge).

- 1) Liturgical Ministry – Eucharistic Minister, Lecturer, Usher, etc.
- 2) Pastoral Care – Eucharist to Homebound, Visits to Sick and Nursing Homes, etc.
- 3) Parish Leadership – Hands on how to facilitate and lead a meeting.
- 4) Catechetical Leadership – AoD no longer provides Religious Education training

After the ACTS Course:

The Parish Pastor is notified to Commission the Candidate to Parish Service.

A Candidate Report is sent to the PAV on all who completed the Session.



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Service Operation / Ministry Profile – Additional Information (continued)

Service: A Call to Serve (ACTS)

ACTS Course Additional Information:

ACTS Courses have been held at Christ the Redeemer, St. Andrew, St. Benedict, St. Mary of the Hills, two at St. Irenaeus and two at St. John Fisher.

The ACTS Committee reviews all feedback. Outstanding ratings have been received on past Candidate Feedback. Negative Feedback has lead to many program improvements. Course Syllabus and Candidate Journal: Supplied by Parish Services (Contract Company run by Nancy Mason Bordley). The journal and leader's guide are professionally published. Candidate Journals are published in an English version. The Spanish version needs a Mexican descendant review (originally translated to Spanish by person of Venezuelan descent). Leader's Guide is only published in an English version.

Cost per student: \$0 to \$10.00 (amount dependant on Parish Fee passed onto Participant)

Most past Candidates were from St. John Fisher, St. Irenaeus, St. Benedict, Christ the Redeemer, St. Mary of the Hills, St. Joseph and St. Andrews.

Host Parish supplies the meals to the Candidates and Facilitators.

Candidates from outside the PAV pay \$30 (typically 2 to 3 Candidates) – of that \$10 goes for the Journal and \$20 goes to the Host Parish to offset their expenses.

Advertisement: Brochures have been sent to Judy Gordon and Parishes to be uploaded to Websites. Articles have been sent to Parish Bulletin Coordinators and Formal Invitations were sent to the Directors of Religious Education to personally hand out. Also, endorsements for past Parish Candidates have been included in the literature.

Budget Structure

Parish Services provides in March a written Services Proposal to Father Stan Ulman.

PAV Business Manager, Paul Borucki, receives all incoming income and issues all checks.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile

Service: Catholic Community Response Team (CCRT)

Mission: Provide direct referral and support services to those in crisis with urgent, unmet needs and increased advocacy for social justice. Also, provide a bridge between those in crisis and volunteers wanting to live out their faith through the works of charity and justice.

Meeting Frequency:

“Standard” work day operation
 Yearly presentation to AoD

Metrics - Period 11/01/09 to 10/31/10:

Requests / Fully Met

3331 / 3047
 1507 / 1431
 622 / 587
 409 / 381
 122 / 109
 219 / 147

Total Needs
 Food Orders
 Clothing
 Furniture/Household Goods
 Identification Documents
 Rent Assist

Requests / Fully Met

131 / 87
 10 / 8
 12 / 12
 50 / 48
 11 / 11
 378 / 347

Utility Support
 Medical Needs
 Eyeglasses
 Job Information
 Transportation
 Information

Budget – 07/01/10 to 06/30/11:

\$29,000 (\$8,500 PAV, \$24,500 AoD grant – includes additional \$4000 for Service to Criminal Justice System)

2011/2012 AoD Grant Request is in the signature (Parish and VPC) submission process.

Staff

Barbara Williams – Director – Email: <ccrt@cssoc.org> Phone: (248) 334-3595 ext. 3332

Suzanne Kimmerly – Assistant Director

TBD – Staff Assistant (to manage the increased client requests)



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information

Service: Catholic Community Response Team (CCRT)

Needs from the PAV:

Increased Budget Allocation from 2010/2011 Budget.

PAV Communications Assistance Plan to boost awareness of Charity work done and promote charitable giving (2010-11 Objective) and the “Drive for 1000 people to each donate \$10”.

Needs help to research Grants, other sources of funding and an Excel file of past supporters.

Would there be PAV support for one annual Vicariate wide fundraiser for client funding?

Details on CCRT:

CCRT started operation in 2004.

CCRT operates 10:00 am to 3:00 pm Monday through Friday (24 Hour Answering Machine).

CCRT is located in the Catholic Social Services facility at 53 Franklin Street in Pontiac.

CCRT is the only Emergency Needs provider in the building.

Client visits are by appointment only (normally a week wait, emergencies handled immediately).

Facilities (Rooms, Phone, Internet and Copy Services) are rented from Catholic Social Services (\$4000 per year).

Some Volunteers work directly with the clients (Also, do data entry / pick-up the food donations).

Some College Interns work directly with clients (for their college programs and State Grants).

Ladies of Charity (St. Hugo of the Hills) provides once a week food donations (once per month per person) and up to nine Clothing / Household Goods per week to be picked-up by CCRT.

Servant's Entrance contributions average \$900 per month. Money is also received from other Partners and Grants.

Team Charity has terminated operations (previously contributed \$9,000 per year).

St. Thomas Moore Church (Troy) St. Vincent DePaul's Group provides support.

St. Stephen's Episcopal Church provides support and personal grooming packages.

LensCrafters reinstated the 2 free pairs of eyeglasses per month program.

2010 Christmas support by St. Joseph, St. Mary of the Hills, St. Irenaeus and St. John Fisher.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information (continued)

Service: Catholic Community Response Team (CCRT)

CCRT Additional Information:

The clients are generally poverty entrenched (the poorest of the poor).

All phone calls are logged (approximately 800 phone requests per month).

All appointments and client information are logged into a Michigan State Housing Development Authority website program called ServicePoint (over 4000 requests received in 2009, up 97%). The amount of information entered on the specific clients needs met is limited by the available data entry resources (need more data entry and phone answering volunteers).

CCRT continues the AoD services to persons and families involved with the Criminal Justice System, including the needs for 400 individuals re-entering from incarceration each year.

CCRT has started a new Pontiac School Reading Tutorial Program (13 Volunteers are trained).

Collecting used unsold Catholic School Uniforms and re-distributing them to Pontiac children.

All donated money by individuals, goes directly toward client needs and not for any overhead.

CCRT tries to fill 100% of the food requests.

PAV Parishes support CCRT in three ways: 1) with an annual subsidy, 2) by providing tithing support, and 3) by encouraging community support.

Sacred Heart of the Hills is currently not participating in a Parish Subsidy.

Community support is almost three times the amount of the funds from the parishes.

The volunteers are mostly from St. Andrew, St. Mary of the Hills and St. John Fisher parishes.

Core volunteers provided 1500 hours of service and some have volunteered for over 6 years.

Youth Group, Parish Group and Catholic School involvement in over 500 hours of service.

Budget Structure

Two people are each paid for 15/19 Hours per week (both work on Tuesday).

Approximately \$3000 per month (in addition to food and household goods) is provided to clients per month (CCRT Budget and other outside donations).

PAV Business Manager, Paul Borucki, receives all incoming income, issues all checks (via Check Requests) and completes all tax forms.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile

Service: Youth Ministries

Mission: Bring together the Grade 9 to 12 Youth Ministries of our Vicariate and unify them as a team. Also, share the vision and mission of our area church, with our young people.

Meeting Frequency:

Monthly Youth Ministers Meeting

Metrics - Period 11/01/09 to 10/31/10:

6	Events per year
7	Staff participation
12	Youth Minister Meetings
9	Parishes served

Budget – 07/01/10 to 06/30/11:

\$2,500 from PAV

Staff

Kathy Galbraith – Chair and Area Representative for information from AoD

Email: <kathygalbraith@sbcglobal.net> Phone: (248) 693-0440 ext. 246 (St. Joseph)

Chris Kozlowski – Budget / Finances (St. Mary's of the Hills)

Melanie Avila – Communications / Emails (St. Irenaeus)



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information

Service: Youth Ministries

Needs from the PAV:

Continued Budget Allocation similar to 2010/2011 Budget.

PAV Communications Assistance Plan to boost awareness to all PAV Parishes (promote and get the word out) and maximize Event attendance (2010-11 Objective).

Create and Maintain a Youth Ministries Calendar / Schedule on a Website.

Have PAV Business Manager explain Financial Planning Process and Uses.

Details on Youth Ministries:

The Youth Ministries Group was formed in 2006.

The Youth Ministries is not intended to provide collaboration in weekly Parish Youth Ministry Meetings, but collaboration on Events (St. Andrew - Haunted House), Dances, Trips (Cedar Point) and Service Projects (attract larger number of youths than could be done by a single Parish).

Parish Youth Ministers have to coordinate fewer major events each year.

Monthly Youth Ministers Meeting are generally held on the second Thursday of the month at 11:00 am, with some months meeting at night time to allow more Adult Minister participation.

The goal is to provide detailed meeting minutes to keep all Adult Ministers informed.

The meetings greatest benefit is the shared support and time to discuss issues.

St. Irenaeus, St. Andrew, Christ the Redeemer, St. Joseph, St. Mary's of the Hills, St. John Fisher and St. Benedict Youth Ministries are currently participating.

St. Damian Youth Ministry communicates with the Youth ministry group

Sacred Heart Youth Ministry's Adult Minister position is open.

Youth from any parish are free to attend whatever parish groups they desire.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information (continued)

Service: Youth Ministries

Youth Ministries Additional Information:

The yearly calendar planning is held at the May Youth Ministers Meeting.

Youth attend for Social, Spiritual, Self Esteem and Service needs.

It is Service that transforms the hearts of today's youths.

Catechesis training typically ends after the 8th grade, Youth Ministries then takes over.

Events are typically held on the regular meeting night of the host. The various parish Youth Ministries meet on various nights of the week.

Youth Ministry Trailer – The trailer (purchased from the PAV budget) has been put to frequent use in securing the equipment on the jobsites, during each of the Parish week long Summer Service Work Projects and to haul camping equipment and participant goods on trips. St. Mary's of the Hills is the trailer title holder, provides the insurance and storage space when not in use.

Budget Structure

Youth Ministries subscribe to the "Youth Ministry Access" Website for planning information.

The Subscription Fee of \$225 per parish is due in January. The seven active parishes have requested parish subscriptions (\$1575 fee).

Budget subsidizes Speakers (Youth / Parent Relationships) expenses. Also, looking at leadership training and providing partial scholarships to certain events.

For the 2010/2011 Budget, financial resource needs are required by end of February.

PAV Business Manager, Paul Borucki, receives all incoming income and issues all checks.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile

Service: Genesis Ministries

Mission: Support and participate in the Oakland County Wide Genesis Ministries, i.e. to reach single and married young adults between 18 – 35 years old, in the 59 parishes in Oakland county of the AoD by collaborating with existing programs at campus and parish levels and provide a foundation for future growth to address young adults' unique and spiritual and social needs.

Meeting Frequency:

“Standard” work day operation.

Leadership Board (Vicariate Pastoral Leaders and Vicariate Leadership) meets quarterly.
 AoD Young Adult Ministries Regional Directors meet monthly.

Metrics - Period 11/01/09 to 10/31/10:

2	Diocesan Events per year (A Conference and a Symposium)
4	Retreats per year (Agape/SJF) [plan is to provide 2-3 more]
20-30	Standard “events” per month [hosted by various young adults]
11	Young Adult (Agape) Masses per year (none in July)
7	PAV Parishes actively involved [through Agape]
7	Active Young Adult “groups” [in Oakland County]
350	Young Adults Served through email and ministry contact
2000	Young Adults / Leader E-mail Addresses throughout Oakland County

Budget – 07/01/10 to 06/30/11:

\$18,000 (\$9,750 PAV and \$8,250 other Vicariates)

Staff

Charleen (Charlie) Debouever – Director – Email: <genesis-min@ameritech.net> Phone:



Catholic Parishes, Schools,
Agencies and Institutions

Parishes

[Christ the Redeemer, Orion Twp](#)
[Sacred Heart of the Hills,](#)

[Auburn Hills](#)

[St. Andrew, Rochester](#)

[St. Benedict, Waterford](#)

[St. Damian of Molokai, Pontiac](#)

[St. Irenaeus, Rochester Hills](#)

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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information

Service: Genesis Ministries

Needs from the PAV:

Desire increased Budget Allocation from 2010/2011 Budget.

Retreats need additional PAV financial support for non-OU Young Adults (OU pays \$85 of the \$125 fee for their students).

PAV Communications Assistance Plan to boost awareness at a Parish Level (2010-11 Objective).

Participation of Pontiac Churches – Language and Culture creates issues and barriers.

Details on Genesis Ministries:

Primary Genesis Ministries Focus is to grow Community.

The PAV Young Adult Ministries Group in Genesis Ministries is called Agape (formerly Fusion).

Genesis Ministries provides services to Agape.

Genesis Ministries maintains a calendar on their website.

The Agape calendar is hosted on OUCampusMinistry.com

Monthly Newsletters are sent to each PAV Parish. Do these get published in the Parish Bulletins? These will now be also sent to the PAV members.

Weekly E-mails are sent to the active members.

Have a site on Facebook and Myspace.

Retreats are used to identify new leaders. OU conducts 2 retreats per year and 2 retreats are held at the Colombiere Center.

Genesis Ministries was started in 2003 (Agape was already in existence).

Joined the Charis Ministries (Jesuit Priests in Chicago). Detroit and Chicago are in the same Jesuit Province. Hope to have future joint retreats and events.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information (continued)

Service: Genesis Ministries

Genesis Ministries Additional Information:

Agape Coffee and Conversation – 2nd and 4th Tuesdays at Caribou Coffee (Rochester Hills).
Student feedback survey's are received from the Retreats and Symposiums.

St. Mary's of the Hills has a Bible Study Group run by the Agape Leader.

St. Joseph is starting a Young Adult Group (Single and in early 20's) that is part of Agape.

Babysitting personnel have received youth protection training (Protecting Gods Children).

Budget Structure

Genesis Ministries is supported by the AoD and the five Vicariates it serves.

Director's salary is paid by AoD.

Expense for eleven Young Adult Masses - \$2750/year.

Would like to restart the Catholic Scholarship Program (Awards \$750 if the Catholic Program is completed).

PAV Business Manager, Paul Borucki, receives all incoming income and issues all checks.



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile

Service: Vision 2000 Campaign for Catholic Schools

Mission: Prepare, supervise and manage finances of the Vision 2000 Campaign.

Meeting Frequency:

<u>Who</u>	<u>When</u>	<u>What</u>
Vicar	Monthly	Monthly Report for Campaign
Vicariate Finance Committee	Quarterly	Quarterly Reports for Campaign
Vicariate Pastoral Council	Yearly	Annual Report for Campaign

Metrics - Period 07/01/10 to 09/30/10:

\$ 900	Campaign's Actual Income to date	(2009-10 Actual Income is \$ 64,165)
\$ 739	Campaign's Actual Expenses to date	(2009-10 Actual Expenses is \$ 4,241)
\$ 161	Campaign's Actual Cash Flow to date	(2009-10 Actual Cash Flow is \$ 59,924)

Budget – 07/01/10 to 06/30/11:

\$824,140 from PAV parishes/schools sent directly to the AOD from PAV

Staff

Paul Borucki – PAV Business Manager – Email: <pborucki@ameritech.net> Phone:

Judy Gordon – Administrative Assistant



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information

Service: Vision 2000 Campaign for Catholic Schools

Needs from the PAV:

Continued Budget Allocation similar to 2010/2011 Budget.

Details on Vision 2000:

\$20 million Bond for the Catholic Schools ends in 2020.

Phase I – only \$10 million of the \$20 million total was pledged.

Phase II – to pay off the remaining \$10 million of the Bond Debt. Payments are collected monthly and saved to an individual account, for each Parish.

Christ the Redeemer and St. Joseph (Lake Orion) only make Phase I payments (direct payments to Vision 2000).

St. Paul Albanian does not participate in either Phase I or Phase II.

The Yearly Bond payment is due in August.

AoD pays any yearly bond short fall (AoD has agreed to pay up to \$2 million of the bond debt).

Budget Structure

PAV Business Manager, Paul Borucki, receives all incoming Phase II income and issues all checks.

Administrative Assistant, Judy Gordon handles all Donor detail records.



Catholic Parishes, Schools, Agencies and Institutions

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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile - To Be Completed in 2011

Service: Pastoral Care Ministries

Mission: Operate a sustainable vicariate-wide approach to pastoral care (Anointing of the sick / Viaticum / Visits) in light of declining availability of ordained ministers and to develop better communications among Parishes.

Meeting Frequency:

<u>Who</u>	<u>When</u>	<u>What</u>
Vicar	Monthly	Monthly Report
Vicariate Finance Committee	Quarterly	Quarterly Reports
Vicariate Pastoral Council	Yearly	Annual Report
Parish Ministers / Hospitals	Yearly	Annual Report

Metrics - Period 01/01/10 to 01/01/10:

?	People Helped ?	?	Parish Opportunities?
?	Hospitals Served ?	?	Chaplain Visits (Sacraments)?
?	Parishes Served ?	?	Unscheduled Requests?

Budget – 07/01/10 to 06/30/11:

\$2000 from PAV

Staff

TBD – Director
 Dianne Bubnar – PAV Pastoral Care Committee Chair



Catholic Parishes, Schools,
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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information - To Be Completed in 2011

Service: Pastoral Care Ministries

Needs from the PAV:

Budget Allocation for Operation.

PAV Communications Assistance Plan to boost awareness at a Parish Level (2010-11 Objective).

Details on Pastoral Care Ministries:

Pastoral Care Objectives, Plans and Goals are complete, but the Vicariate Priests have yet to officially visit this item. The Priests are generally supportive, due to their ministry duties and the opportunities provided.

There is a plan to rollout the PAV Pastoral Care Ministry Program to the other Vicariates.

The following are the Suggested Metrics and Update Schedule:

Chaplain's visits and provided sacraments/services

(Example data - 34 visits with 5 Anointing of the Sick)

Count the Anointing of the Sick parish services per quarter and the estimated attendance

Validate/update & publish the schedule quarterly (In Newsletter and on PAV Website -

<http://www.pontiacarevicariate.org/pastoralcare/schedule.htm>)

Conduct Yearly Health Care provider orientation

Conduct Yearly Pamphlet Reviews. Current Pamphlet is available at:

<http://www.pontiacarevicariate.org/pastoralcare/PAVpastoral%20carebrochure.pdf>

Yearly Parish map/contact info refresh (needs update to St. Damien Parish in Pontiac – Note: a map of Hospitals and Parish Borders is on the Pamphlet). Also see:

http://www.pontiacarevicariate.org/pastoralcare/pc_directory.htm

2010/2011 PAV Goals and Objectivities (Includes Pastoral Care)

<http://www.pontiacarevicariate.org/vpc/documents/201011/PAV%20Goals%20and%20Objectives%20for%202010-2011%20rev%2008-11-2010.pdf>



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Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information - To Be Completed in 2011

Service: Pastoral Care Ministries

Details on Pastoral Care Ministries (Suggested Metrics and Updates Continued):

Number of Emergency / Unscheduled Anointing of the Sick requests

Note: See the PAV Website <http://www.pontiacarevicariate.org/> and Click on "Anointing of the Sick" on the Left hand side for additional information on PAV Anointing of the Sick Pastoral Care (the following items are available):

- [Frequently Asked Questions](#)
- [Currently Scheduled Anointings](#)
- [Pastoral Letter on Ministry to the Sick - September 2009](#)
- [Pastoral Care Brochure \(pdf\)](#)
- [How to obtain the Sacrament of the Anointing of the Sick](#)
- [Patient Information Card](#)
- [Additional Online Resources](#)

01-03-2011 Pastoral Care Hand-off Presentation to the VPC - Mary Martin/Kathy Hasty

- Pastoral Care of the Sick Implementation Committee Hand-off Notebook
- Pastoral Care of the Sick Implementation Committee Final Report and Recommendations 3.docx
- Pastoral Care of the Sick Implementation Committee Charter.docx
- 01-11 Pastoral Care of the Sick- VPC.ppt
- 09-10 Pastoral Care of the Sick Committee Tasks1.xls
- 08-10 Chaplain visit findings.xls
- 09-10 letter to chaplains on letterhead.doc
- 10-30-10 invite for Pastoral Care Day of Reflection.doc
- 10-30-10 Evaluation Forms1.doc



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Service Operation / Ministry Profile – Additional Information - To Be Completed in 2011

Service: Pastoral Care Ministries

Details on Pastoral Care Ministries (Continued):

Additional Pastoral Care Objectives / Past Presentations are as follows (Note: There may be other information available):

May 18, 2009 VPC Meeting Notes (Alex Jablonowski Report):

<http://www.pontiacarevicariate.org/vpc/VPCMinutes/200809/2008-09%20VPC%20minutes%2005-18.pdf>

09-07-2010 PAV Pastoral Care Presentation to the VPC by Mary Martin.

<http://pontiacarevicariate.org/vpc/VPCMinutes/201011/09-07-10%20Pastoral%20Care%20of%20the%20Sick-%20VPC.pdf>

Pastoral Care of the Sick Articles from the PAV/VPC Website:

<http://www.pontiacarevicariate.org/vpc/vpchome.htm>

Pastoral Care of the Sick Survey of professionals - October 2006

Pastoral Care of the Sick Implementation Committee Objectives - Dec 2006

Pastoral Care of the Sick Individual Survey results - February 2008

Pastoral Care Objectives from the PAV/VPC:

<http://www.pontiacarevicariate.org/vpc/VPCMinutes/200910/PAV%20Service%20Operations%20Committee%20Rev%206d%20Jan%2005%202010.pdf>

2008-9 PAV Pastoral Care Ad Hoc Committee.ppt – See Slides 20 to 29

Pastoral Care Plan Processes.xlsx – See Slides 30 to 45

Budget Structure

PAV Business Manager, Paul Borucki, receives all incoming income and issues all checks.