



Pontiac Area Vicariate Service Operations Committee Charter

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:

1. Maintain profiles and metrics for all service operations
2. Report service operations metrics quarterly to the VPC
3. Recommend annual service operations budgets to the VPC
4. Recommend annual service operations modifications/updates to the VPC

Membership:

Dale Youngpeter – VPC & Committee Chairperson
John Schmidt / Janet Dinsmore – VPC
Jerry Dywasuk / Steve Lawless – VPC
Mark Joyce – VPC (Service Operations Vice Chair for Pastoral Care)
Nancy Mason Bordley - ACTS
Barbara Williams - CCRT
Rakhi Roy - Genesis
Chris Kozlowski - Youth Ministries
Paul Borucki - Vision 2000
Alex Jablonowski – Pastoral Care

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Pontiac Area Vicariate Service Operations Committee Charter

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 a strong foundation in Theology and information on the Who, What and How of Parish Ministry.

Meeting Frequency:

Course Preparation: Ad Hoc Meeting - Monthly (September to June)

Course Execution: Twice per year – (2009-10) September 19, 2009 and April ??, 2010

Metrics - Period 09/01/06 to 07/30/09:

Number of lay ministers trained: Approximately 157 (Parish Services maintains a database)

Number of Training Sessions to Date : 6

Number of Sessions per year: 2

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

Candidates per Parish: Varies widely

Candidates per ministry: Liturgical / Pastoral Care / Parish Leadership (Prefer equal split)

Candidate feedback survey's: Reviewed and Implemented by Ad Hoc Committee

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

Budget – 07/01/09 to 06/30/10:

\$7,000 from PAV (Parish Services Fee, Stipends for Ad Hoc Committee Meetings and Training Course Facilitator Fees)

Staff

Nancy Mason Bordley - Director

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Service Operation / Ministry Profile – Additional Information

Service: A Call to Serve (ACTS)

Needs from the PAV:

Continued Budget Allocation similar to 2009/2010 Budget.

PAV Marketing Assistance Plan to boost awareness (promote and get the word out) and maximize session attendance (2010-11 PAV Objective?).

PMA to provide two members to the Ad Hoc Committee to replace Sr. Mary Ann Dixon, OP and Santiago Fernandez.

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 three 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 three 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.

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:

The Ad Hoc Committee reviews all feedback. Outstanding ratings have been received on past Candidate Feedback. Negative Feedback has led to many program improvements.

Course Syllabus and Candidate Journal: Supplied by Parish Services (Contract Company run by Nancy Mason Bordley). The hope is to have them published by a Publishing Company.

Religious Education Training is not included due to the availability of AoD training.

Candidate Journals are available in English and Spanish.

Most past Candidates were from St. John Fisher, St. Irenaeus, St. Benedict and St. Joseph. 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.

ACTS Facilitators:

Nancy Mason Bordley - Also serves as Director of Worship / Pastoral Care for St. John Fisher
Nancy Clancy, John Griffith, Kathy Hasty and Father Jerry Brzezinski

Budget Structure

Parish Services provided a yearly written Services Proposal to Father Jerry Brzezinski.

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. 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 08/01/08 to 07/30/09:

186	Clients (Total Adults and Children)	100	Calls per week
1036	Total Need Requests	157	Other Requests
186	Food Requests	122	Evictions Prevented
72	New Housing - Security Deposit Support	189	Rent
129	Help with Utility Payments	219	Clothing
208	Household Goods and Furniture	30	Job Information
82	Identification Documents	12	Automobile Repair
24	Eyeglasses (Gift of Sight) Discontinued	8	Prescription Expense
58	Personal Grooming Products (New)	10	Tax Assistance

Budget – 07/01/09 to 06/30/10:

\$30,500 (\$10,000 PAV, \$20,500 AoD grant)

Staff

Barbara Williams – Director

Suzanne Kimmerly – Assistant Director



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 2009/2010 Budget.

PAV Marketing Assistance Plan to boost awareness of Charity work done and promote charitable giving (2010-11 PAV Objective?).

Need help to research Grants and other sources of funding (find out what other vicariates do to increase funding).

Details on CCRT:

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

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

CCRT is the only Emergency Needs provider in the building.

Catholic Social Services is now located on Franklin Street in Pontiac.

Client visits are by appointment only (one week wait, but handle emergencies 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).

College Interns work directly with clients (for their college program experiences).

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 provides monthly contributions of \$900 per month. Other money is received from Partners and Grants.

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

St. Vincent DePaul's of Troy no longer provides free services.

Lenscrafters eliminated the 2 free pairs of eyeglasses per month program (now charge \$50/pair).

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Service Operation / Ministry Profile – Additional Information (continued)

Service: Catholic Community Response Team (CCRT)

CCRT Course Additional Information:

CCRT started operation in 2004.

All phone calls are logged.

All appointments and client information are logged into a Michigan State Housing Development Authority website program called ServicePoint (1600 per year). The amount of information entered on the specific clients needs met is limited by the available data entry resources (need more data entry volunteers).

All donated money by individuals, goes directly toward client needs.

CCRT tries to fill 100% of the food requests.

Pat Schimpke has volunteered for over 4 years.

Budget Structure

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

Approximately \$2000 per month (in addition to food and household goods) is provided to clients per month (\$1000 CCRT Budget and \$1000 per month 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 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 08/01/08 to 07/30/09:

6	Events per year
6	Staff participation
12	Youth Minister Meetings
7	Parishes served
3	Parishes that have completed “Called To Serve” (AoD facilitated Youth Protection) program.

Budget – 07/01/09 to 06/30/10:

\$2,500 from PAV

Staff

Chris Kozlowski – Chair (St. Mary’s of the Hills)

Kathy Galbraith – Budget / Finances (St. Irenaeus)

Ann Meyers – Area Representative for information from AoD (Sacred Heart)

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 2009/2010 Budget.

PAV Marketing Assistance Plan to boost awareness to all PAV Parishes (promote and get the word out) and maximize Event attendance (2010-11 PAV 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, Dances, Trips 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 held at 11:00 am. May need to move the meeting to night time to get more Adult Minister participation.

The yearly calendar planning is held at the May Youth Ministers Meeting. For 2010/2011 Budget, need to figure out what financial resources are needed and how to share.

Sacred Heart, St. Irenaeus, St. Andrew, Christ the Redeemer, St. Joseph and St. Mary's of the Hills are current active. St. Benedicts has been active in the past.

St. Lawrence (Utica – Out of PAV) is an active participant. St. Lawrence hosts a yearly Lock-in.

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Service Operation / Ministry Profile – Additional Information (continued)

Service: Youth Ministries

Youth Ministries Additional Information:

Youth Ministry Trailer status – Trailer has been purchased from the PAV budget. There was four main Parish Youth Ministry Groups that had a significant need for the trailer. A trailer is mainly required to secure equipment on Jobsites, during each of the Parish week long Summer Service Work Projects and to haul camping equipment and participant goods on trips. One of these Parishes, St. Irenaeus, also purchased their own Youth Ministry Trailer. St. Mary's of the Hills has agreed to be the title holder, provide the insurance on the trailer (whenever it is stationed) and provide storage space when not in use.

Budget Structure

Youth Ministries subscribe to the “Youth Ministry Access” Website. Subscription Fee is due in January.

Budget subsidizes Speakers (Youth / Parent Relationships) expenses. Also, try to coordinate speaker expenses with other Vicariates.

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

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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 08/01/08 to 07/30/09:

2	Diocesan Events per year (A Conference and a Symposium)
4	Retreats per year (Fusion/SJF) [plan is to provide 2-3 more]
20-30	Standard “events” per month [hosted by various young adults]
11	Young Adult (Fusion) Masses per year (none in July)
7	PAV Parishes actively involved [through Fusion]
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 – 07/01/09 to 06/30/10:

\$25,000 (\$10,000 PAV – 2009/2010)

Staff

Rakhi Roy – Director



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 2009/2010 Budget.

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

PAV Marketing Assistance Plan to boost awareness at a Parish Level (2010-11 PAV 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 Fusion.

Genesis Ministries provides services to Fusion.

Genesis Ministries maintains a calendar on their website.

The Fusion 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 (Fusion 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.

Catholic Parishes, Schools,
Agencies and Institutions
Parishes
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Pontiac Catholic Community:
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St. Vincent de Paul
Sacred Heart of the Hills,
Auburn Hills
St. Andrew, Rochester
St. Benedict, Waterford
St. Irenaeus, Rochester Hills
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Lake Orion
Sanctuary at Bellbrook
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Catholic Social Services
Fusion Ministry
Genesis Young Adults
Guest House



Pontiac Area Vicariate Service Operations Committee Charter

Service Operation / Ministry Profile – Additional Information (continued)

Service: Genesis Ministries

Genesis Ministries Additional Information:

Fusion 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 Fusion Leader.

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

Rakhi Roy'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 07/01/08 to 06/30/09:

\$ 87,507	Campaign's Actual Income 2008-09
\$ 6,581	Campaign's Actual Expenses 2008-09
\$ 80,926	Campaign's Actual Cash Flow 2008-09

Budget – 07/01/09 to 06/30/10:

\$645,062 from PAV parishes/schools sent directly to the AOD from PAV

Staff

Paul Borucki – PAV Business Manager
 Judy Gordon – Administrative Assistant



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 2009/2010 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.

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Pontiac Area Vicariate Service Operations Committee Charter

To Be Completed in 2010

Service Operation / Ministry Profile

Service: Pastoral Care Ministries

Mission: Develop a vicariate-wide approach to pastoral care 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

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

?	People Helped ?
?	Hospitals Served ?
?	Parishes Served ?

Budget – 07/01/09 to 06/30/10:

\$2000 from PAV (additional \$15,617 for Crittenton Hospital Chaplaincy from PAV)

Staff

Alex Jablonowski – Chairman

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Pontiac Area Vicariate Service Operations Committee Charter

To Be Completed in 2010

Service Operation / Ministry Profile – Additional Information

Service: Pastoral Care Ministries

Needs from the PAV:

Continued Budget Allocation similar to 2009/2010 Budget.

Details on Pastoral Care Ministries:

?

Budget Structure

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

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