# Ministry Charter

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Ministry Name** | **My Ministry** | Record Num |  |
| **Home Parish** |  | Today’s date |  |
| **Pastor** |  |  |  |

|  |  |
| --- | --- |
| **2. Ministry Purpose***Describe WHAT you want to achieve.* |  |

|  |  |
| --- | --- |
| **3. Key activities***Describe WHAT you do. Specific value-adding actions for the community.* |  |

|  |  |
| --- | --- |
| **4. Requirements***Describe WHAT specific needs and expectations you have for the parish, the pastor and other community members.* |  |

|  |  |
| --- | --- |
| **5. Membership***Describe how do you engage and retain people* |  |
| **6. Leadership***Enlist key roles, names and contact info* | President | *Name* |
|  | *000-000-0000* | *president@exampleministry.org* |
| Secretary | *Name* |
|  | *000-000-0000* | *secretary@exampleministry.org* |
| Treasurer | *Name* |
|  | *000-000-0000* | *treasurer@exampleministry.org* |
| Other | *Name* |
|  | *000-000-0000* | *membership@exampleministry.org* |
| **7. Meetings***Check the option that best describes the frequency of meetings.* | * Daily
 | * Weekly
 | * Bi-Weekly
 |
| * Monthly
 | * Seasonal
 | * Occasional
 |

*Continues at the next page 🡪*

*🡨 Comes from the previous page*

|  |  |
| --- | --- |
| **8. Parish Life***Check the options that align to the purpose and key activities of your ministry with the mission of the Church. Check all that apply.* | * **Word**. Our focus is to study and learn from the Word of the Lord.
* **Worship**. We center in praise, prayer, and devotion.
* **Community**. We promote everyday interaction and appreciation.
* **Service**. We work on Mercy and Social Justice.
* **Leadership**. We serve through aligning priorities, and also empowering and coaching others.
* **Stewardship**. We make sure we use God’s resources properly.
 |
| **9. Beneficiaries***Check the groups of people where your ministry focuses. Select one element of each block.* | * **Ad Intra.** In the Church.
* **Ad Extra.** In the World.
* **Ad Communio.**  Bridges the Church with the World.
 | * **Individuals** (1)
* **Small Groups** (2-12)
* **Mid-Sized Groups** (10-100)
* **Large Groups** (+100)
 |
| * **Children.** Under 11 years old.
* **Teens.** 11 to 17 years old.
* **Young Adults**. 18 to 35 years old.
* **Adults**. 36 to 65 years old.
* **Older Adults.**  Over 65 years old.
* **Indistinct.** Everyone.
 | * **European**
* **African**
* **Asian**
* **Hispanic**
* **Indistinct.** Everyone
 |

|  |  |
| --- | --- |
| Submitted by*Name and signature* |  |
| email |  |
| phone |  |

For Parish use only

|  |  |
| --- | --- |
| Designated contact |  |
| Pastoral objective*If applicable* |  |
| Acceptance signature |  |