# Ministry Charter

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

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

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

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

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| **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 |

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| **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 |

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

For Parish use only

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