

# **Saint William Catholic Church**

## **New Ministry/Organization Application Procedure**

Saint William Catholic Church welcomes all who have a call to serve our Parish and Community. We thank you for your desire to serve and look forward to the opportunity to advance the mission of the ministry/organization you have chosen to create or expand at our Parish.

### **Requirements:**

- This procedure is applicable to any new ministry or organization (programs, groups, etc.) seeking approval, recognition, support, and/or facilities usage at Saint William Parish.
- All new ministries/organizations must receive the Pastor's approval through completion of this procedure prior to holding any meetings, activities, etc. at Saint William Parish.
- All Diocese of Austin, National non-parish based and non-diocese/non-parish based ministries/organizations must be listed on the Austin Diocese Compliance List and receive the Pastor's approval prior to conducting any meetings, activities, etc. at Saint William Parish. These approved ministries/organizations must provide proof of their own liability insurance and a list of Diocese approved Safe Environment cleared leaders, facilitators, instructors, etc. to Tommy Sustaita, Volunteer Coordinator.
- All Parish Ministries/Organizations must be self-funded and will be required to establish a Parish Account for the management of their fiscal assets through the Parish Accounting Office. This will enable the required Parish oversight of the use of these funds.

### **Application Process:**

- Applications are accepted twice a year (January and July) and will be reviewed in the order received.
- Obtain a copy of the New Ministry/Organization Application Form from Tommy Sustaita, Volunteer Coordinator.
- Complete the Form. (*Contact the Volunteer Coordinator if you have questions or require assistance.*)
- Submit your completed application, with appropriate documentation, to the Volunteer Coordinator via e-mail or drop your completed application off at the Parish Office.

### **Approval Process:**

- The Saint William Executive Committee will assess the Application for the Volunteer Coordinator after work with the Applicant, as needed, to answer all questions, resolve any issues, and obtain additional support information/documentation, etc is complete.
- The completed Application Package and information along with Committee comments/recommendations will be sent to the Pastor for review and final decision.
- The Applicant representative(s) may meet with the Pastor, and a representative of the Executive Committee or Volunteer Coordinator.
- The Pastor's final decision will be sent in written communication to the Applicant, Saint William Executive Committee, and Volunteer Coordinator.

### **General Requirements/Expectations of all Ministries/Organizations:**

- All ministries/organizations will create/submit a Purpose Statement for their organization.
- All ministries/organizations will be aligned with Saint William's Vision and Mission.

A file with all pertinent information, correspondence, etc. will be maintained for each approved ministry and organization in the Saint William Parish Office.

**Saint William Catholic Church**  
***New Ministry/Organization Application Form***

**Date Submitted:** \_\_\_\_\_

**Ministry/Organization Name:** \_\_\_\_\_

**Person Submitting Form:** \_\_\_\_\_

Please fill out this form completely with as much detail as possible. All sections are required. Attach any pertinent information/documentations as required. If there are questions or concerns, please contact the Volunteer Coordinator at 512-255-4473.

1. What is the complete Name and Mission/Purpose of your Ministry/Organization?  
*\*(Indicate if you are a lay ministry or social organization.) (Note: Your purpose/mission must be in line with the Parish Vision and Mission.)*

---

---

---

*\*Lay Ministry includes that which encompasses the daily life of the Church such as Liturgy, Faith Formation, Prayer, and Sacraments. Organization can be defined as groupings of people which structurally organize events, programs, or activity on or off parish campus.*

2. Is this ministry/organization affiliated with any national/diocese non-parish based ministry or organization? *If no, please continue to complete this Application Form. If yes, please provide specific details in this space, including: Name of the non-parish based ministry or organization; their status with the Austin Diocese; proof of liability insurance (Saint William Catholic Church and the Diocese of Austin will need to be named additional insured to this policy.); Safe Environment status; and primary contact for this ministry/organization in the Central Texas area. Next, please complete the remainder of this Application Form.*

No.  
Proceed to complete this form.

Yes.  
Name of non-parish based ministry or organization and status with the Austin Diocese:

---

---

---

---

---

*A copy of proof of liability insurance is needed to complete this form.*

Safe Environment Status: \_\_\_\_\_

Name and phone number of Primary Contact:

\_\_\_\_\_

Is primary contact a parishioner of Saint William? Yes No

Date Registered: \_\_\_\_\_

3. What specific function within the Saint William Community will this Ministry/Organization address? Four functions of the Church can be defined as:

- Faith Formation
- Prayer and Worship
- Evangelism, Outreach, and Mission
- Fellowship and Service

4. Could this ministry/organization be part of or a supplement to an existing Saint William ministry/organization?

No.

Yes. Which ministry have you contacted for possible co-alignment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List the leaders/main contacts for this Ministry/Organization. Phone, email, and mailing address are required. (*A minimum of 2 contacts are needed.*)

Leader: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Leader: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

6. What are your estimated annual expenses? Please describe.

---

---

---

---

---

---

---

---

7. How will your self-funded ministry/organization generate annual operating funds?  
(Dues, fund raisers, contributions, etc.)

---

---

---

---

---

---

---

---

8. Provide/attach the following information about your proposed meeting details/requirements:

- a. Meeting days: *(i.e. weekly, monthly, quarterly?)*
- b. Meeting times: *(Start & Finish times?)*
- c. Meeting location: *(i.e. SAC, Assembly Room, etc.?)*
- d. Number of participants in normal meetings:
- e. Meeting room requirements? *(i.e. size, special needs, etc.)*
- f. Support/technology needs: *(i.e. AV, TV, Screen, etc.)*
- g. Is childcare required? *(Note: There will be a charge for St. Ann provided childcare. Self-provided childcare must meet Parish Safe Environment Requirements.)*
- h. A sample meeting itinerary/agenda/topics.  
*(Please note that you will be required to provide our Pastor with copies of periodic Meeting minutes or a Quarterly report---TBD).*

9. What spiritual formation do you intend to provide your group?

---

---

---

---

---

10. What is your leadership succession plan? Do you have term limits?

---

---

---

---

---

*Note: Normal time from submission to notification can be up to 90 days or longer if issues need to be addressed at the National or Diocese level, and depending upon the availability of the approving resources, the need for additional information, documentation, etc.*

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_