

New Ministry/Organization Application Procedure

Saint William Catholic Church welcomes all who have a call to serve our Parish and Community. With over 100 ministries, our parish life is full of volunteer leaders who have answered the call to provide ministry to their parish family. If you believe there is a ministry that is missing from our parish and would like to create a new one, please read our process below.

Who Should Apply:

- This procedure is applicable to any new ministry or organization (programs, groups, etc.) seeking approval, recognition, support, and/or facilities usage at Saint William
- All new ministries/organizations **must** receive the Pastor and Parish Leadership's Team approval through completion of this application prior to holding any meetings, activities, etc.
- 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. 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, Director of Ministry Life.

Who Should NOT Apply:

- 501 (c)3 non-profit organizations not affiliated with the Catholic Church in Central Texas
- A replica of a ministry that already exists

Application Process:

- Obtain and complete the New Ministry/Organization Application Form
- Complete the application
 - *Note: 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.*
- Submit your completed application, with appropriate documentation, to the Director of Ministry Life via e-mail tsustaita@st-william.org
- Applications are accepted twice a year (January and July) and will be reviewed in the order received.

Approval Process:

- The Director of Ministry Life will review the completed application and follow up with the applicant with any questions or clarification.
- The Saint William Parish Leadership Team, which includes the Pastor, will review the application. If further information is needed, the Director of Ministry Life will follow up with the applicant. If no further information is needed, discernment will begin to take place among the leadership team. Please be aware that this can take **up to 90 days**.
- After proper discernment has occurred, the final decision will be given to the Director of Ministry Life who will discuss it with the applicant.

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 applicant in the Saint William Director of Ministry Life's 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
Director of Ministry Life 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.)*

**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 the 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 application.

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. Have you contacted this ministry 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: _____

Saint William Parishioner Y___ N ___

Leader: _____ Position: _____

Phone: _____ Email: _____ Address: _____

Saint William Parishioner Y___ N ___

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

7. How will your ministry/organization generate annual operating funds? (Dues, fundraisers, contributions, etc.)

**Note: Approval of ministry does not mean you are included in Saint William's annual budget. All volunteer led ministries are expected to be self-funded. If fundraising on campus, all fundraising activities must be approved by the Director of Stewardship and Development or Director of Accounting.*

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

- Meeting days: (*i.e. weekly, monthly, quarterly?*)
- Meeting times: (*Start & Finish times?*)
- Meeting location: (*i.e. Parish Hall, PEC, RE room, etc.?*)
- Number of participants in normal meetings:
- Meeting room requirements? (*i.e. size, special needs, etc.*)
- Support/technology needs: (*i.e. AV, TV, Screen, etc.*)
- Is childcare required? (*Note: There will be a charge for St. William provided childcare. Self-provided childcare must meet EIM Requirements.*)
- A sample meeting itinerary/agenda/topics

**Note: You may be required to provide our Parish Leadership Team with copies of periodic meeting minutes or quarterly report*

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 parish or diocesan level,, and depending upon the availability of the approving resources, the need for additional information, documentation, etc.

Reviewed by: _____

Date: _____