



OUR LADY
OF GOOD COUNSEL
CATHOLIC CHURCH



MINISTRY LEAD **TRAINING GUIDE**



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INTRODUCTION

Introduction

Welcome to the OLGC Parish Ministry team! We are beyond blessed to welcome you and your charisms and gifts into our family, and we look forward to all that the Holy Spirit will accomplish through you.

The purpose of this **Ministry Lead Training Guide** is to help inform and educate you on the beautiful process OLGC Parish has in place to walk alongside you and all of our Ministry Leaders. The intent of this document is to increase clarity, reduce burden, and unite our ministry family with one common mission. Ultimately, if we do this well, we hope it will lessen the administrative work and allow for more time with Jesus, to better understand and align with His will as we serve our Parish and community.

This document is organized using a 4-part process with the following goals:

- **Part 1:** Explain the structure of our Parish ministries
- **Part 2:** Explain the approval and budget process
- **Part 3:** Explain the event preparation process for any new or recurring events, programs, fundraisers, meetings, etc.
- **Part 4:** Explain the event execution process

Once you finish reading the training guide, we encourage you to meet with your Department Leader for further discussion and to go through any questions or clarifications you might need.

As we strive to offer every person in our community a life-changing encounter with Jesus, may we remember what Archbishop Vigneron shares about our call to give **witness** in “Unleash the Gospel” (Marker 9.3):

Many Catholics tend to think our goal is essentially to be good and make it to heaven. In fact, our goal is to extend the kingdom of God on earth by making the world a place where Christ is known and loved, so that as many people as possible are brought with us to eternal life.

May this be our constant prayer as we serve. God bless you!

PARISH MINISTRY STRUCTURE

Part 1: Parish Ministry Structure

“Therefore, my beloved brothers, be firm, steadfast, always fully devoted to the work of the Lord, knowing that in the Lord your labor is not in vain.” 1 Corinthians 15:58

All of our OLGCC Parish Ministries fall into one of the following departments. If there is a change in your ministry leadership, please promptly notify your department leader so we can update our contact list and train the new leader.

Catholic Youth Organization (CYO) Athletics

Department Leader: Jon Schneider, schneiderj@olgccparish.net, 734-453-3053 ext. 524

Discipleship Formation

Department Leader: Amy Wyss, wyssa@olgccparish.net, 734-453-0326 ext. 234

Engagement

Interim Department Leader: Msgr. Todd Lajiness, lajinessst@olgccparish.net

Evangelical Charity

Department Leader: Michelle Piccolo, piccolom@olgccparish.net, 734-453-0326 ext. 227

Facilities & Operations

Department Leader: Dave Elsey, elseyd@olgccparish.net, 734-453-0326 ext. 252

Family Ministries

Department Leader: Jennifer Adam, adamj@olgccparish.net, 734-453-0326 ext. 238

Finance, HR, Parish Team, & Commissions

Department Leader: Diane Jouppi, jouppid@olgccparish.net, 734-453-0326 ext. 233

Parish School

Principal: Karen Ervin, ervink@olgccparish.net, 734-453-3053

Worship

Department Leader: Tom Oram, oramt@olgccparish.net, 734-453-0326 ext. 236

APPROVAL & BUDGET PROCESS

Part 2: Approval & Budget Process

“For where your treasure is, there also will your heart be.” Matthew 6:21

All events, programs, fundraisers, meetings, etc. (and any related costs) for the upcoming fiscal year, which runs from July 1-June 30, should be prayerfully discerned and presented to your Department Leader for their approval during the month of **MARCH** and before **APRIL 1ST**. The discussion should cover the following for each event, program, fundraiser, meeting, etc.:

- Purpose or goal
- Date, time, and location - refer to olgcp parish.net/calendar for space availability
- Need for special room setup, media promotions, audio/visual, and child care
- Cost - if you are unsure of your annual budget (if any), please connect with your Department Leader

PLEASE NOTE: Any events proposed after the April 1st deadline may not be approved due to cost and space constraints.

Once your proposed events, programs, fundraisers, meetings, etc. (and any related costs) have been approved by your Department Leader, you can proceed to the next part of the training guide.

EVENT PREPARATION PROCESS

Part 3: Event Preparation Process

He is before all things, and in him all things hold together. He is the head of the body, the church. He is the beginning, the firstborn from the dead, that in all things he himself might be preeminent.” Colossians 1:17-18

For **EACH** approved event, program, fundraiser, meeting, etc, please complete an Event Prep Form found at: olgcp parish.net/eventprep by **APRIL 1ST**. Depending on your needs, this form will allow you to request:

Event Space

Space is available at the following locations: Church, Parish House, and Parish School. To minimize the chance of a conflict, please refer to olgcp parish.net/calendar to check for space availability before submitting your request.

Special room setup

- For Social Hall or St. John Paul II Room(s) - you will find Microsoft Excel Room Setup templates embedded in the Event Prep Form. Download the template, arrange tables according to your needs, and email the completed file to Dave Eley at elseyd@olgcp parish.net at least **3 business days before** your event.
- For All Other Rooms - please email Dave Eley at elseyd@olgcp parish.net to discuss a special room setup at least **3 business days before** your event.

Media Promotions

By default of requesting the creation of promotions, a custom graphic sized for a 16:9 screen resolution will be designed and emailed back to the ministry lead and department head for approval at least one month before the event date. Following their approval, the graphic will be shared with Msgr. Todd for a final blessing. Finally, the graphic will automatically be promoted through the following communication channels:

- Bulletin advertisement (managed by Kylie Cooper)
- Weekly Flocknote e-alert advertisement (managed by Kylie Cooper)
- Facebook event listing (managed by John Stockwell)
- Website event listing (managed by John Stockwell)
- **Pulpit announcements** - this is a special request and must be submitted to Kathy Keith for approval at keithk@olgcp parish.net.

EVENT PREPARATION PROCESS

For additional promotion methods, such as: bulletin story/testimony, additional custom graphic sizes, print literature (i.e. postcards, flyers, bookmarks), wayfinding or signage, giveaways, video creation or recording, event photography, etc. please detail these requests in the “Comments” section at the end of your Event Prep Form submission. Kylie Cooper and John Stockwell will review your requests and follow up via email or phone call to finalize a communication plan.

Registration Forms

We have a tool called “ParishSoft Forms” which allows us to develop all types of forms (i.e. event registrations, contact forms, surveys, fundraising forms, etc.). If you would like to request a form, please detail all questions and information needed (i.e. name, phone, email, ticket cost, age, parish, etc.). The completed form will be emailed to the ministry lead for approval at least one month before the event date. If promotions were also requested above, these two items will be sent for approval at the same time.

Audio/Visual Support

If audio/visual support is requested for things like presentations, microphones, videos, etc., please check “yes” on the Event Prep Form and contact Ben DeHetre at dehetreb@olgcp parish.net at least **one business week before** your event to discuss your audio/visual needs in detail.

Child Care

If you would like to request Child Care, please check “yes” on the Event Prep Form and contact Lindsey Rothschild, OLGC’s Child Care Coordinator at rothschildl@olgcp parish.net. Please understand that all child care requests are not guaranteed to be approved.

PLEASE NOTE: Any events submitted after the April 1st calendar planning deadline may not be approved due to cost and space constraints. The April 1st deadline allows time for your planned activities to be incorporated into the annual budget as well as added to our Parish Master Calendar in preparation for the annual Calendar Planning Meeting which takes place in May each year. At this meeting, the Parish Team reviews the entire fiscal year calendar in detail and resolves any conflicts.

EVENT EXECUTION PROCESS

Part 4: Event Execution Process

“I have the strength for everything through him who empowers me.” Philippians 4:13

You have done all you can to properly prepare, and now it is time to execute. See below for a list of tips and guidelines to help you lead a successful event.

Execution

- **Audio/Visual Equipment** - Training guides will be available near equipment for basic settings. Otherwise, please do not adjust or move audio/visual equipment or settings. As mentioned earlier, AV needs should be emailed to Ben DeHetre at dehetreb@olgcp parish.net at least one business week before the event.
- **Decoration** - For access to OLGc’s collection of decorations, please contact Julie Kavulich at kavulichj@olgcp parish.net.
- **HVAC** - Room temperature is managed by a centralized control system and programmed according to the parish calendar. Most rooms have a thermostat that gives you a few degrees of control for comfort.
- **Internet** - For the Church campus, please use: Public Wifi: GCChurch-Public, Password: pray4us2d. For the Parish House or School, please email Christian Plonka at plonkac@olgcp parish.net for network information prior to your event.
- **Room Access** - For permanent or temporary key fobs and keys to buildings or rooms, please contact Dave Elsey at elsey d@olgcp parish.net for arrangements.
- **Safety** - Never block doors, emergency exits, or hallways with carts, furniture, or other equipment.
- **Storage** - If temporary or permanent storage is needed for your event or ministry, please contact Dave Elsey at elsey d@olgcp parish.net to make arrangements.

Closeout

- Cleanup all decorations, program materials, and temporary signage. If you utilize decorations from OLGc, please return them to their designated space.

EVENT EXECUTION PROCESS

- Turn off all projectors and sound systems as needed (reference training guides for support). Turn off marked power switches only.
- If food is served, please wipe down all table tops and clean serving ware and return to storage. Marked cleaning kits can be found in the St. John Paul II Rooms storage closet and in the Social Hall Kitchen near the entrance area sink.
- Return all carts and other equipment to their original locations. Do not use carts as permanent or temporary storage.
- If applicable, close and lock concession stand doors and roll down windows.
- Turn off lights.
- If doors are locked upon entry, please lock them when you leave.
- Rarely, OLGC facilities staff will need assistance with room setups in the event of a tight turnaround between your event and the next scheduled event. If assistance is needed, Dave Elsey will contact you.
- Following your event, report any building maintenance or custodial issues to Dave Elsey at elseyd@olgcp parish.net and report any problems with audio-visual equipment to Ben DeHetre at dehetreb@olgcp parish.net.

Need Help?

- OLGC has custodial staff on site at Church most days as early as 6:30 am and as late as 10:30 pm. School custodial staff are present Monday through Friday until 10:30 pm. In case of a building problem or other need, please attempt to locate the custodian or call 734-892-9073.
- In the event the custodian can't be reached, please call Dave Elsey, Director of Facilities & Operations, at 313-618-6171.
- In the event of a fire or medical emergency, please call 911 and provide the following address for your location. Then, notify Dave Elsey at 313-618-6171.
 - Church – 47650 North Territorial Rd.
 - School – 1151 William St.
 - Junior High Building – 1162 Penniman Ave. (corner of Penniman & Arthur)
 - Parish House – 1160 Penniman Ave.



QUESTIONS?

Questions?

“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17

Do you have any unanswered questions or changes to your Event Prep request? Our Parish Team is here to help you. You can contact the appropriate team member below:

Audio/Visual Requests

- Team Lead: Ben DeHetre
- Contact: dehetreb@olgcparrish.net or 734-452-6414

Child Care Requests

- Team Lead: Lindsey Rothschild
- Contact: rothschildl@olgcparrish.net or 734-453-0326 ext. 275

Digital Media Requests (Website, Facebook, Video, Event Photography)

- Team Lead: John Stockwell
- Contact: stockwellj@olgcparrish.net or 734-453-0326 ext. 277

Event Space Requests

- Team Lead: Jenny Keyes and Robin Padula
- Contact: helpdesk@olgcparrish.net or 734-453-0326 ext. 229

Fundraising Requests

- Team Lead: Jenny Keyes and Robin Padula
- Contact: helpdesk@olgcparrish.net or 734-453-0326 ext. 229

Hospitality Requests (Doorkeepers of Blessed Solanus Casey)

- Team Lead: Kris Yankee
- Contact: doorkeepers@olgcparrish.net

Promotion & Creative Requests (Graphics, Branding, Bulletin, E-Alert, Forms)

- Team Lead: Kylie Cooper
- Contact: cooperk@olgcparrish.net or 734-453-0326 ext. 235

Pulpit Announcement Requests

- Team Lead: Kathy Keith
- Contact: keithk@olgcparrish.net or 734-453-0326 ext. 248

Room Setup & Facilities Requests

- Team Lead: Dave Elsey
- Contact: elseyd@olgcparrish.net or 734-453-0326 ext. 252