

# LEADERSHIP SERVICES QUARTERLY

THE MINISTRY OF LEADERSHIP

LSQ is a quarterly publication for all diocesan and parish leaders. Published by the Diocese of Shreveport.

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October 2007

## We are all called to serve, to be Disciples of Christ and Christian Stewards!

Parish leadership is always looking for ways to engage more volunteers, looking for the renewed energy and enthusiasm that new volunteers bring to the table.

Our first task is to IDENTIFY those parishioners that have talents and gifts they are willing to share as well as the availability of time. Oftentimes we find that if we ask someone to step forward and become involved and invested in the ministry that best fits their interest they readily accept our invitation. Several of our parishes already use a version of a talent survey. It usually is a card asking for volunteers and requesting they list the areas of interest. Perhaps a little more nudging will garner better results. I recommend the following form entitled, "We are called...time and talent survey"

The Diocese of Shreveport has been given permission to reprint and use the following survey developed by Holy Spirit Catholic Church in Missouri. What is great about this form is the arrangement, the ease of using the form, and the wide range of ministries. This form can be placed on a web page, downloaded and filled out, mailed in a stewardship mailing, placed in the back of church, reproduced in the bulletin, completed and placed back in the collection basket. This form includes a section on Worship, Family Life, Education/Faith Formation, Community Concerns, Stewardship, Building/Grounds, Communications PR/Marketing and of course Council interests. Of course it can be structured to fit your parish.

At the next Stewardship Sunday in your parish after the homily discussing time, talent and treasure, ask your pastor if you can pass this out and ask that every parishioner take an interest and become involved in the ministry of their interest. (I will be interested in what results you get from the parishioners.)

**RANDY G. TILLER**

*Director of Mission Effectiveness*

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**The Diocese of Shreveport**

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# Mission Effectiveness

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ Date: \_\_\_\_\_ New Member \_\_\_ Existing Member \_\_\_  
 Adult \_\_\_ Teen \_\_\_

## WE ARE CALLED TO SERVE . . . . .

Please check the areas that best suit the talents God has entrusted to you.



Willing To Serve	More Information	<b>WORSHIP:</b>
		<b>Serve on the Worship Council:</b> coordinate, plan and encourage all aspects of liturgy and worship; committed to the enrichment of communal prayer through hearing the Word, sharing the Eucharist, extending hospitality and experiencing music and the arts.
		Altar Server: 5 <sup>th</sup> Grade and up
		Art and Environment: Seasonal decoration, sewing, floral
		Cantor: Lead the singing at Mass
		Eucharistic Minister
		Lector: Proclaim the readings at Mass
		Play an Instrument (Regular or Occasional): List instrument(s)
		Prayer Chain: Praying for those with prayer requests
		Sacristan/Mass coordinator
		Sing in the Choir/Children's choir
		Usher & Greeter
<b>FAMILY LIFE:</b>		
		<b>Serve on the Family Life Council:</b> assist, support and encourage all areas of family life; supportive of the emotional, psychological, and spiritual growth in all aspects of family life.
		Book Club
		Men's Club
		Parish Dinner
		Dinner for 8: A way to get to know fellow parishioners, dinner once a month
		Ladies Group
		Over 50 Group
		Parish Picnic
		Scouting: Boy _____ Girl _____
		Sports
		Welcoming new members into the Parish
		Young Marrieds Group
<b>EDUCATION/FAITH FORMATION:</b>		
		<b>Serve on the Education/Faith Formation Council:</b> oversee, direct, plan and promote the implementation of the spiritual and sacramental formation and enrichment of the entire community
		Adult Faith Formation
		Bible Study/Small Group Faith Sharing
		CFP: Teachers, assistants for Preschool through Jr. High
		Confirmation: Group Leader or Peer Assistant
		High School Youth Group
		Marriage Prep
		RCIA: Interested in becoming Catholic
		RCIA: Sponsor or Team Member
		Summer Gathering: Adult/Children – (Vacation Bible School) – all ages

# Mission Effectiveness

Willing To Serve	More Information	
<b>COMMUNITY CONCERNS:</b>		
		<b>Serve on the Community Concerns Council:</b> serve the needs of the parish and the surrounding community through prayer and programs that develop, encourage and offer assistance to the poor, elderly and underprivileged of the parish and community; also build awareness of social justice issues within the the parish community.
		Befrienders: Trained Listening Companion
		Blood Drive: Donate blood or assist in set up
		Welcome Catholics Back Home
		Food Pantry
		Funeral Dinners and Receptions
		Knights of Columbus
		Social Services: Christmas Tree Donation Project
		People Helping People
		Soup Kitchen
		Visiting the sick, taking communion to the sick
		Peace and Justice issues
<b>STEWARDSHIP:</b>		
		<b>Serve on the Stewardship Council:</b> involved in the establishment, evaluation and implementation of the Parish budget; oversee and advise the Pastor concerning the financial needs of the Parish community.
		Annual Pledge Drive
		Capital Campaign
		Special Fund-Raisers
		Money Counters
<b>BUILDING/GROUNDS:</b>		
		<b>Serve on the Building/Grounds Council:</b> oversee the building complex and surrounding land, set priorities of items that need attention.
		Maintain and Improve Facilities
		Maintain and Improve Grounds: Mowers, Garden Club
<b>COMMUNICATIONS PR/MARKETING:</b>		
		<b>Serve on the Communications PR/Marketing Council:</b> oversee the website, newsletter and all marketing aspects.
		Advertising
		Bulletin/ Bulletin Inserts
		Photographer
		Make Poster/Signs
		Website Committee and Maintenance
		Newsletter
		Help with Parish Mailings
<b>PASTORAL COUNCIL – Interested in serving on Pastoral Council:</b>		
		Coordinates Strategic Planning for all aspects of the parish.

What would you like to see on this list? \_\_\_\_\_

Do you know other members of the parish community with talents that can be shared in a particular area? If so, list their name and talent below and we will contact them.

Name \_\_\_\_\_ Talent \_\_\_\_\_

Name \_\_\_\_\_ Talent \_\_\_\_\_

**Thank you** for taking the time to fill out this form. A member of the Parish will contact you regarding the choices marked.

# From the Business Side...

## 2007-2008 Insurance Renewals: Finally...a Bit of Relief

This year's diocesan property, liability & workers compensation insurance and health insurance renewals were a big success due to the diligence of all diocesan locations and the cooperation of "Mother Nature."

In fiscal year 2006-07 the total number of claims reported in our diocese for property, liability & workers compensation insurance decreased by 30% from the prior year, while total aggregate losses have consistently fallen over the past five years. As a result, our parish locations will experience a reduction in property, liability & workers compensation insurance rates for the 2007-08 fiscal year. This reduction will give many of our parishes with currently stretched budgets some areas of relief.

During the 2006-07 fiscal year, we saw a significant reduction in auto claims (58%) and a slight decrease in workers compensation claims (25%). We can definitely attribute these decreases to prudent risk management at the local parish and diocesan levels, and to the mild storm season we experienced last year. While we did not see a reduction in building claims, we encourage our locations to continue seeking ways to reduce their areas of risk in all areas of property management by keeping trees properly trimmed away from building or roofs, by providing adequate lighting around all areas of the property, and by constantly examining their premises for areas of neglect. Please continue

to minimize risk areas for workers compensation by educating staff members on proper procedures for lifting and transporting large items. Ask employees for recommendations to improve potentially hazardous areas (i.e. walking areas, storage areas, etc.) Finally, continue to obtain drivers licenses, records and documentation of adequate training for all drivers of fleet vehicles, specifically for those drivers who transport children.

As noted earlier, we also experienced a very successful renewal for our diocesan health insurance plan. Again, we saw an overall reduction in claims by 24% from the prior year. Not only was this decrease due to fewer high-cost claims, but it was also attributable to the increased use of in-network doctors and facilities and the increased use of the most cost effective prescriptions (i.e. generic options and mail order). We encourage all participants to continue to increase use of these cost effective options and to continue their personal efforts in individual and family wellness.

### What does all of this mean?

Overall, our Property/Liability/Worker's Comp insurance renewed with a 13% decrease for the 2007-2008 fiscal year. This year locations that experienced no activity in claims or costs will see some decrease in their current year billing. Those locations with claims and cost activity for 2006-2007 will see either slight increases or flat

renewal rates depending on the size and number of claims for the year. We are expecting to bill out the Property/Liability/Worker's Comp insurance for 2007-2008 fiscal year by the end of October. Finally, our health insurance rates were also reduced for the 2007-08 fiscal year by 5%. Please continue to support all staff members in promoting their own personal wellness.

If you have any questions regarding the information noted in this article, please contact the Diocesan Business Office (318-868-4441).

**JILL BRANIFF**

*Diocesan Business Officer*

## Preparedness Planning for Flu Season

The Secretariat for the Liturgy of the United States Conference of Catholic Bishops (USCCB) has issued an informational statement to assist churches in making preparations for flu season including the possibility of an influenza pandemic. A pandemic occurs when a new flu virus emerges for which people have little or no immunity. This virus spreads rapidly causing serious illness. Historically, the largest episodes of influenza occur in the fall and winter.

The USCCB website contains some general guidelines for parishes to consider. These can be found at [www.usccb.org/liturgy/influenza.shtml](http://www.usccb.org/liturgy/influenza.shtml). As with all communicable diseases, good hygiene is emphasized along with encouraging parishioners who are sick to remain at home out of respect for others. Readings for Sunday Mass are available online at [www.usccb.org/nab/index.shtml](http://www.usccb.org/nab/index.shtml) for those who are ill.

The Center for Disease Control also offers many tools to answer basic questions about a pandemic (<http://pandemicflu.gov>). In addition the CDC has prepared a Faith-Based & Community Organizations Pandemic Influenza Preparedness Checklist that provides a useful starting point to discuss preparedness planning in churches and other community organizations (<http://pandemicflu.gov/plan/faithcomchecklist.html>).

**CHRISTINE RIVERS**

*Chancellor*

# Human Resources

## Keeping Up the Good Work with Protecting God's Children

We have passed our audit for last year but that is only good for last year. Now we have to move forward and continue our good work with Protecting God's children. I thought I would give a list of the tasks that are pertinent for all the locations.

- It is important (and required) to do background checks on all employees at your site. Here is the general rule of thumb. Do they receive a check? Then they are to have a background check done. It does not matter their position, be it a custodian, organist, music cantor, bookkeeper or anyone else who receives compensation from your location. It is also imperative (and required) that background checks are done on all those volunteers who work with children or youth. As it says in the Protecting God's Children session, we are to limit access to those who wish to do our children harm. I also encourage that each new volunteer and employee meet with the pastor, principal or DRE so the concern of children's safety from abuse can be communicated and understood.
- The Protecting God's Children session is a three hour class for adults which explains the nature of child sexual abuse and more importantly gives a plan to help prevent child sexual abuse in our parishes and schools. The requirements of attendance are the same as the background checks. Yes, even if you have a custodian. There are no exceptions to this. We are audited on these individuals and have to show that they are trained.

This requirement extends to all volunteers who in anyway have contact with children. It is not the job title that determines this but the activities they perform that matter. You can have an organist play for your church and they would normally not come in contact with children but if they assist with the Christmas play or any other activity where children are involved, then they would need to have the session.

- The next issue we have is the training for children in our touching safety program. This has only been a requirement since fall of 2005. This requires each location to train each child every year on what is proper and improper touching. There are 4 different age level appropriate sessions. The session includes a video and training program. The completion date for all training is November 1<sup>st</sup> of each year. There are many times when students enter our schools and PSR programs throughout the year and this can occur after the November 1<sup>st</sup> deadline. If this be the case the training is still required for these new students. After the training you would need to send in an amended form showing new totals. There have been incidents where parents have felt uncomfortable with this training. If after explaining the program and allowing the parents to view the material and they still do not wish to have their children participate, then they are to receive a copy of the training and sign the opt-out form showing they have received the materials. I would say this is the most important training we can do. If we empower the children to know the difference between right and wrong touching and

# Human Resources

how to react, then it could help protect them from harm not just on diocesan property but anywhere.

- As a school or parish there are certain documents that need to be on file for each volunteer that works with children and every employee. They are:

- The Sexual Abuse of Minors Policy.

This form verifies that the employee or volunteer has received and read the *Diocesan Policy Concerning Sexual Abuse of Minors by Cleric, Employees or Commissioned Volunteers*, questions whether they have ever been involved in the abuse of minors, and asks them to state they understand and agree to the policy as well as agree to conduct themselves in accordance to it.

- The Acknowledgement of Receipt of the Code of Pastoral Conduct. This form is to verify that the employee has received the *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers*, and that they will abide by this conduct.

- Understanding and Preventing Child Sexual Abuse pamphlet. This simple handout is to be in every location in plain site and for anyone to pick up, read and keep. It explains about the diocese's view on child sexual abuse and what is being done. The back page is the resource listing for anyone needing contact information on an issue of child sexual abuse.

These documents keep our locations compliant with the USCCB charter on sexual abuse. There will be a time when the audit will extend to all parishes and schools not only the three or four parishes they audit now.

Our children look to us for our faith, love and protection. We need to look at how we view all these new procedures and requirements. Are they nothing more than extra duties and paperwork or is it a commitment in making a difference in keeping our children safe from abuse? The truth is it has created a safer environment for our children and with our commitment will continue to do so.

**DEACON MICHAEL STRAUB**

*Director of Human Resources  
Safe Environment Coordinator*

# Worship

## SUMMORUM PONTIFICUM

Pope Benedict XVI issued an Apostolic Letter in the form of “Motu Proprio”, Summorum Pontificum, on July 7, 2007. This Apostolic Letter allows for a wider usage of the liturgical books in force in 1962, prior to the liturgical reform of Vatican II. The missal in use in 1962 was the Missale Romanum of Pope Pius V. This 1962 missal is now the extraordinary form, and the post-Vatican II missal of Pope Paul VI is the ordinary form. These two forms together now make up the Liturgy of the one Roman Rite.

The Committee on the Liturgy of the USCCB devoted the May/June 2007 issue of its Newsletter to Summorum Pontificum. The issue contains the text of the motu proprio, the letter from Pope Benedict XVI that accompanied the Apostolic Letter, and a summary from the Committee on the Liturgy in the form of Twenty Questions. The issue can be found online at: [www.nccbuscc.org/liturgy](http://www.nccbuscc.org/liturgy).

The major differences of the Pre-Vatican II liturgy with the post-Vatican II liturgy are that for most of the Mass the priest faces the altar with his back to the people and all prayers are in Latin with only the readings and the homily in the vernacular. The following table characterizes some of the other differences between the extraordinary and ordinary forms of the Missale Romanum. It is reprinted with permission from the Committee on the Liturgy, © USCCB. All rights reserved.

1962 Missal of Pope Pius V	2007 Missal
Extraordinary form	Ordinary Form
includes 1% of Old Testament includes 17% of New Testament	includes 14% of Old Testament includes 71 % of New Testament
Begins with prayers at the foot of the altar prayed privately by priest and server	Begins with a greeting and communal penitential rite
One Eucharistic Prayer: the Roman Canon	Nine Eucharistic Prayers, the first of which is the Roman Canon
Faithful usually receive Holy Communion only under one kind	Allows for wider distribution of Holy Communion under both kinds to the faithful
Last Gospel and Prayers to Saint Michael the Archangel included in closing rites	Closing rites include Prayer after Communion, Blessing and Dismissal
Preserves prayers and rites of 1570 with some changes	Simplifies prayers and rites in the light of contempo- rary research and understanding
Only clerics or “altar boys” perform liturgical ministry	Restores lay liturgical ministries and encourages careful differentiation of roles

There may be no mixture of the 1962 rites with the 2007 rites. If the extraordinary form is used, then the lectionary in use in 1962 must also be followed. Any priest of the Latin Church may celebrate the extraordinary form of the Missale Romanum in a Mass without the people without further permission from his Ordinary. In parishes where there continuously exists a group of the faithful adhering to the former liturgical tradition, the pastor should respond favorably to their request for the extraordinary form, insofar as he is able. Where such a group does not exist, the pastor is under no canonical obligation to provide the extraordinary form of Mass.

**DIANNE RACHAL**  
*Director of Worship*