

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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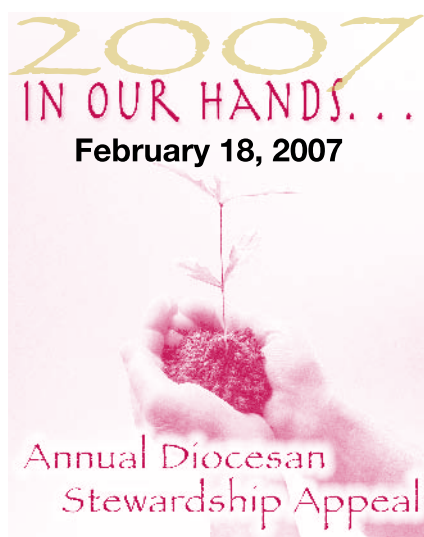
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January 2007

Using the Annual Diocesan Stewardship Appeal to Promote an Attitude of Stewardship in your Parish



The donors in the Diocese of Shreveport who support our Annual Diocesan Stewardship Appeal are some of the most generous in the nation. This is a fact proven year after year, as our tiny diocese has an average gift to our Appeal that is in the top ten of all Dioceses nationwide. Considering the relatively low average income in the 16 civil parishes that comprise our diocese, it is truly a testament to the generosity of our people.

However, there are always those in our parishes that are difficult to persuade to support a diocesan stewardship campaign, and their attitudes of insularity can be contagious among your parishioners. These are the people that you frequently hear saying, "If I'm going to give money to the church, it's going to be to my parish. What has the diocese ever done for me?" Or similarly, "What do I get out of the Diocesan Stewardship Appeal?" (See brochure entitled "Catholic Center Ministries" that was mailed out to parishes in December for more information on ministries in our diocese.)

While these feelings are definitely human and understandable, comments such as these shine a light on the lack of Stewardship education that we still

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THE DIOCESE OF SHREVEPORT

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Stewardship

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have in our parishes. I would like to encourage all of us in leadership positions to take this year to really share a message of stewardship when discussing the Appeal.

It is good to highlight ministries and programs that benefit from our Appeal dollars, and people do enjoy knowing where their money goes. However, our goal should be to rise above wondering what payoff a donor will get by sharing their treasure with the Diocese.

The true nature of stewardship is giving without expecting anything in return. A true Christian Steward is satisfied with the knowledge that monies contributed to the Annual Diocesan Stewardship Appeal go to further the mission of Christ in our diocese. However, we can't expect our donors to reach this level of stewardship without proper education.

In the past, we have spoken readily of what the donor "gets back" from their Appeal. In fact, it was very recently called the "Annual Diocesan Service Appeal" which furthered the notion that our supporters were essentially paying for diocesan services. I believe this has damaged the progression of a true stewardship message among our faithful. It is true, that there are some tangibles that a donor to the Appeal can expect to receive from their gift: the Catholic Connection and Greco classes in particular. However, even those who don't give a gift to our Appeal benefit from these ministries. Therefore, they truly are just that: ministries of our Diocese, not services that the donor is paying for.

If every one of us in a leadership position could make an effort this year to express to our congregations that the Annual Diocesan Stewardship Appeal is an opportunity to share what God has given us to further the mission of Christ in our area, we would be a step further down the road to true Christian Stewardship. If we could have a good response to "What do I get out of the Appeal?" we could make a dent in the education of the Catholics in this area. Please join with me in spreading the message that gifts to our Annual Appeal are a response to being a disciple of Christ; that stewardship is giving without expecting anything in return; and that the sense of satisfaction from being a part of ministry that is larger than your individual parish is all the "payoff" they need.

KATIE H. SMITH

Director of Stewardship and Diocesan Development

Our Appeal supports. . .

- **Charitable endeavors, such as St. Vincent de Paul, Prison ministries, Pro-life ministry and assistance to poor parishes.**
- **Retirement stipends and medical care for our aging priests.**
- **Programs of evangelization and outreach, such as Hispanic Ministry.**
- ***The Catholic Connection***
- **Religious education for laity and children, including Greco Institute and support to parish Catechists and Liturgists.**
- **Continuing education and enrichment for our Priests and Deacons.**
- **Support for the ministry of Vocations, including tuition for our seminarians.**
- **Support for the Protecting God's Children Program, to ensure that we do everything possible to protect the future of our Church.**

Extranet Services

Diocese of Shreveport's Expanded Online Services Diocesan Extranet Web Site FTP Access

The Diocese of Shreveport has added two features to their online services infrastructure – an Extranet Web site and FTP services. Both services are intended to provide a secure and inexpensive medium to share information that utilizes resources many parishes and schools already own and use on a daily basis. Because both services will be password protected, transmitting more sensitive data or data not intended for the open Internet can be shared with the diocesan office.

If you are wondering what an Extranet web site is, well it is a web site with a very narrow focus and intended for a narrow audience. In this case, the site is intended to be a structured body of information intended to assist Diocesan Parishes and Schools with administrative tasks – business or human resource related documents, manuals, Parish Report, and stewardship program information. The site is already operational and only requires a password for access. Please know that this site is dynamic. It is my hope that it will grow and expand as all our needs change.

The second phase of implementation involved providing a way to transmit different types of documents in their native formats (Word or Excel documents, etc.) without converting them to .pdf format. To that end FTP services have been setup to allow parishes and schools to upload and download documents to and from the diocesan offices. This access is also password protected allowing us to transmit sensitive information over the web. A folder will be setup on the diocesan server for each parish and school allow-

ing access to their respective folder. In other words, no other parish or school will be able to access your information without the username and password.

To request login access to these services, contact Patricia Pillors (ppillors@dioshpt.org) in the Information Systems Department of the Diocese of Shreveport.

PATRICIA PILLORS

*Director of Information
Systems Management*

Web Mail Contact Extranet

DIOCESE OF SHREVEPORT
Serving the Faithful of North Louisiana

Home Diocesan Offices Administration Catholic Connection Church Parishes Calendar of Events Links

Diocesan News

Slattery Library Online

▶ Diocesan Liturgical Conference, February 17, 2007. [Download flyer](#)

▶ Spanish Internet Link [More ▶](#)

▶ Journey available in .pdf [More ▶](#)

▶ Sacramental Guidelines available in .pdf [More ▶](#)

▶ Virtus Online upcoming training dates [More ▶](#)

Leadership Services quarterly [Download ▶](#)

Stewardship [Click Here ▶](#)

Election of Diocesan Administrator

The Reverend Monsignor Earl V. Provenza has been elected administrator of the Diocese of Shreveport by the College of Consultors today, Friday, December 22, 2006. We wish him our congratulations.

Pope Accepts Resignation of Bishop Friend

The Holy Father accepted the resignation of Bishop William B. Friend from the pastoral care of the Diocese of Shreveport effective Wednesday, December 20, 2006. Bishop Friend has served as the only Bishop of Shreveport since the establishment of the diocese in 1986.

We Applaud Our Bishop

We truly appreciate Bishop Friend's good work. Through his twenty-eight years as bishop he has always made strong decisions and provided sound support and guidance for members of the Catholic Church in northern Louisiana. We feel that he surely deserves great applause for the work he has done in establishing opportunities for excellent adult education throughout the Shreveport Diocese. [More ▶](#)

Highlights

Statement from the Catholic Bishops of Louisiana

[Human Cloning](#)

Mission Statement

[Diocesan Mission Statement](#)

[Pastoral Plan 2000-2005 .pdf](#)

Safe Environment Program

[Protecting God's Children - training sessions](#)

[Protecting God's Children - brochure available online and PDF](#)

[Compliance](#)

[Resource and Contacts](#)

VIRTUS Online

[Code of Pastoral Conduct](#)

[Online version](#)

[PDF version](#)

[Diocesan Policy Concerning Sexual Abuse of Minors](#)

[PDF version](#)

Mission Effectiveness

Review of Parish Councils Guidelines

As we begin to think in terms of year-end and new beginnings in the church and the liturgical calendar it is also a great time to look at new beginnings and year endings in our respective parishes also. Therefore I want to take a few minutes to review pastoral and finance council guidelines regarding membership, elections, and appointments.

Several of our parishes hold elections in November for Pastoral Council members and seat them effectively with the first meeting of the new year. Others of our parishes elect their pastoral council members in April or May and seat them at the June or July meeting. We are all aware that our parish fiscal year is from July 1 through June 30. In retrospect we will note that most of our appointments and changes offered through the Bishop's office are tied to this fiscal year. In the matter of the Parish Finance Council all appointments for council membership and trustee appointments are on a fiscal year basis.

Whether parishes would be better served to elect Pastoral Council Members on the same fiscal year basis than on a calendar year is of course a decision the pastor of the particular parish makes. I can offer that one of the goals of the office of Mission

Effectiveness is to develop an orientation program for new pastoral and finance council members. This orientation would involve a broad overview of the council ministry, a review of diocesan guidelines, a discussion of consensus or majority decision making, as well as a presentation on Servant Leadership, guidelines for conducting a successful meeting and other topics that may be requested or developed through the collaboration of the pastors and the Office of Mission Effectiveness.

Therefore by clustering the parish elections around the end of the fiscal year or the calendar year several orientation sessions could be established by deanery or within individual parishes. We now have several parishes with quasi-parishes and this could be coordinated with the elections or appointments to Community Councils.

Each parish office should have available to their leadership, "Journey with the Spirit", a pastoral council handbook for parishes; as well as Diocesan Guidelines for Parish Finance Councils. These publications as well as a publication regarding Community Councils are in the process of either being updated or compiled for publication on the website for

the Diocese to be downloaded and printed in house by the respective parishes as needed.

These publications cover the authority and relationship of the respective councils, the governance of the councils, the membership, officer status and duties and responsibilities of the members as well as the officers, committee structure, and meeting protocol. Of course these are not "rules" set forth by the diocese except in the matter of appointments for finance council members and trustees; but rather "guidelines" that have been developed through research, study and comparisons with other successful dioceses and offered as a suggestion.

According to the inventory at the Chancery, about half of our parishes have By-laws and/or a Constitution in effect to govern the parish pastoral councils. Most of the parishes with by-laws generally follow the guidelines. Some parishes lean more heavily to parish wide elections for council members while others rely on pastoral appointees to fill the seats on the council. Some of the larger more urban parishes seem to go with a combination of elected and appointed in order to better achieve a true reflection of the parishioners served.

Mission Effectiveness

Eight to twelve members are recommended for pastoral council since it is intended to be a visioning body rather than a coordinating committee of ministries, although some pastoral councils are both. Three-year terms of office are recommended. Normally officers are limited to a chairperson, vice-chair person (often not a chair elect), and a secretary (often there is an official council secretary while a staff member or someone else may be asked to serve as a recoding secretary.) Some parishes use the terms facilitator and vice-facilitator to more accurately define the role of the officers.

Please consult your individual parish by-laws or the Guidelines issued by the Diocese in determining method of elections, timing of elections, qualifications and the responsibilities of the council members. Be sure they are aware of the commitment of time and talent that is involved with being a member of the Parish Pastoral Council.

The 1983 Code of Canon Law specifically Canons 511-514 speak about a Diocesan Pastoral Council with Canon 536 suggesting a pastoral council be established in each parish if the Bishop so judges after listening to the Presbyteral council. However Canon 537 specifically calls for each parish to have a finance council, which is regulated by

universal law as well as by norms issued by the diocesan bishop.

Membership on the finance council should be limited to 5 members with two of them serving as trustees. The pastor of each parish recommends the members and the nominations are submitted to the bishop for appointment. Appointments are usually for five years as a council member and three years as a trustee. By both canon law and civil law parishes are required to have two legally appointed trustees to conduct the financial business of the parish such as contracts, financing, investments, trusts and fundraising. These appointments are made based on a fiscal year calendar. (July 1-June 30)

Both councils are in place to consult, discuss, and make recommendations to the pastor that best reflect the community and best business practices. The pastor is obligated to “listen” to the councils. He is not obligated to accept and implement recommendations made by either of the councils. The pastor must view all recommendations from a perspective of the entire parish in relationship to the stated mission of the parish, the diocese and the universal church. “As the shepherd of the flock, his decisions are dependent on the best complete care for his sheep.” The pastor is the Secretary-Treasurer

of the legal corporation of the parish, and thereby it is his duty and responsibility to serve the best financial interest of the parish.

This is a capsule of the parish councils. Handbooks and Guidelines are published by the Diocese to assist parishioners as they become engaged in this ministry. These are available through the Office of Mission Effectiveness, the Chancery and the Bishop’s Office.

RANDY G. TILLER

*Director,
Mission Effectiveness*

DR. RICHARD GAILLARDETZ

will speak at the

2007 Diocesan

Liturgical

Conference

Saturday, February 17, 2007

10 a.m.-2:30 p.m.

Catholic Center

Shreveport, La.

*Co-Workers in
the Vineyard
of the Lord*

The USCCB document on

Lay Ministry

Human Resources

Volunteers in the New Year. . . . Employee or Volunteer

It is an important task for employers to comply with the wage and hour requirements of the Fair Labor Standards Act (FLSA). When we fail to pay overtime to employees who are entitled, social justice is overlooked. Financial consequences to the parish can be expensive as well. When a worker volunteers to help in the parish, the parish needs to know if the worker is acting as an employee (and thus protected by the FLSA) or is a true volunteer.

When an employee wishes to volunteer the parish (employer) decides if the employee is acting as a volunteer. The Department of Labor (DOL) has issued a series of opinion letters in this matter. The DOL recognizes “the generosity and public benefit of volunteering” and is working to eliminate obstacles to “bona fide volunteer efforts for charitable and public purposes.” It is important to know the kind of work being performed, how often it occurs and how much payment (if any) is involved. For example, if a school janitor volunteers to coach the baseball team, the school can pay him only a small or “nominal” stipend before the amount is considered a salary (which would make the school liable for overtime and minimum wage). Whether the amount is nominal depends on the amount of money it would require to hire someone full-time (generally, a payment of 20 percent or less of what a full-time coach would be paid is acceptable). Also, the payment should not depend on the amount of time spent volunteering, the number of students who participate or whether the team wins or loses.

For parishioners who volunteer at events sponsored by the parish or school, the events should occur outside the regular workday and involve tasks they are not normally paid to do. A parish should not refuse to pay an employee for volunteering to do a job he or she normally performs, just because it occurs at a church charity activity, particularly if this takes place when the employee would normally be at work.

The Department of Labor has offered some advice to help clarify the volunteer status when certain criteria are satisfied. In short:

- Designation of “volunteer” status is not done unilaterally by the employer to avoid minimum wages or overtime requirements;
- The volunteer time must be for a civic, charitable, or humanitarian purpose without any promise, expectation or receipt of compensation by the employee (though a nominal fee may be provided);
- The act of volunteering truly must be voluntary, without any direct or implied coercion from the employer;
- The employee’s volunteer activities must not be similar to the services he/she performs as part of his/her regular employment; and
- The volunteering must be performed outside the employee’s normal work hours.

The family that works together. . .

When families volunteer together, churches and schools get more hands for important projects, and family involvement often means more dedicated and reliable attendance. And when a family volunteers as a whole, it can provide a wonderful example, fostering a sense of church, community responsibility and perhaps even motivating other families to contribute their time and gifts toward helping their church and civil community.

When families work together they receive a great deal in return. Volunteering can bring family members closer together, creating new bonds through experiences shared outside normal daily routines. Parents, children and other relatives who volunteer together also learn more about each other while working along side one another at events and projects. This also allows families to meet one another and build lasting relationships. New friendships can develop, and interests could be awakened that can build “church” for the long term.

At a basic level, to volunteer as a family is a strong and wonderful way to apply and experience shared values and beliefs in the Church while making a positive impact in their parish, school, community and family.

DEACON MICHAEL STRAUB
Human Resources

Chancery

Greetings from Lori Mainiero

(from behind a different desk)...

As I write this introduction of myself, I am reminded of the wonderful individuals with whom I've had the pleasure to work in various capacities. I began my employment at the Catholic Center in the Office of the Superintendent of Schools just over ten years ago, where I was blessed to work closely with our school principals and teachers. In 2004, an opportunity presented itself in the Office of Business Affairs, and I moved to the other end of the building. The challenge of addressing issues from a different angle was as enjoyable as it was enlightening, and the familiarity of names and faces in our diocese helped to encourage a smooth transition. Each phone call, email, and personal visit from those of you in our parishes and schools brightened my day, and I hope that my communication with you on all those "technical" things like auto insurance and taxable income provided you a smile as well.

Now, with an open heart and mind, I am heeding the call to the Chancery suite, where I will serve as administrative assistant to the Offices of Moderator of the Curia, Chancellor, and Mission Effectiveness. In her twenty years at the Catholic Center, Beverly Cressman served these offices with grace and style. I look forward to honoring the relationships she fostered with parish personnel and councils. My personal mission remains the same: to help anyone who asks, in whatever way I can. As I merge into this new position, please do not hesitate to call me with questions. I likely will not know the answer immediately, but I promise to help you find it.

Peace and blessings,

LORI MAINIERO

Administrative Assistant

Business

Good day to you all from Terri Strange...

As I move into the Office of Business Affairs here at the Catholic Center, I can only smile in wonder at our great God and His amazing love for us. The opportunity to use my accounting experience opens the door for me to serve our schools, parishes, councils and clergy in a new way.

My past experience includes 10+ years of accounting, management and administrative "multi-tasking". I bring my abilities to the table with a sincere desire to honor the gifts God has given and to grow both professionally and spiritually. Thank you for opening your hearts and allowing me to be part of this wonderful team of friends and family. Never hesitate to call...I promise to always do my best to assist you in any way possible.

I wish you His peace,

TERRI STRANGE

Secretary/Accounting Clerk