

A Checklist for New Ministers:

Questions to Ask Yourself As You Get Started

For ALL parish formation ministry leaders:

- ☐ **Do you have a written job description with clear responsibilities and “chain of command”?**
Have you discussed it with your supervisor?
- ☐ **Have you and your supervisor discussed goals/expectations for the coming year?**
- ☐ **Are you aware of the processes around how facilities, funds, and supplies are allocated?** *(I.e., do you know how to book a room, how money gets budgeted and spent, which supplies are shared across groups and which are not, etc.)*
- ☐ **What are processes around communications and social media?** *(Who manages the website, what is the social media strategy, what is the bulletin deadline, what are the parameters for pulpit announcements, etc.)*
- ☐ **Do you know how to operate all equipment related to A/V, heating/cooling, copy/print, etc.?**
- ☐ **What are the procedures around keys, locking up, safety, and security?**
- ☐ **How does program registration and payment get set up, and who manages the accompanying paperwork/records? How much turnaround time does that person need in order to do that work effectively?**
- ☐ **Who is your parish VIRTUS Screening Coordinator? Who manages Worthy of the Call Training? Who will be completing the annual OCYP Family Life Catechesis audit paperwork?**
- ☐ **Are you familiar with all policies and procedures of the Office of Child & Youth Protection, including reporting of suspected abuse and the screening/training requirements for:**
 - Employees?
 - Volunteers?
 - Drivers?
 - Teens age 14-17? *(Worthy of the Call)*
- ☐ **Are you familiar with the policies, procedures, and resources provided by the Office of Risk Management, especially those regarding:**
 - Permission/waiver/release forms *(including media/photo/video release)?*
 - Insurance for private vehicles and/or use of rental vehicles?
 - Distinguishing between “camps” and “programs” *(and the MD state requirements for the former)?*
 - Security and safety best practices?
- ☐ **Are you familiar with Archdiocesan policies (managed by the Chancery), especially those regarding:**
 - Sacraments and sacramental recordkeeping?
 - Records retention?
 - Human resources *(including policies regarding compensation, leave, harassment, etc.)?*

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For paid employees:

- ☐ Have you talked with your supervisor about expectations around office hours/hours worked and how your schedule will be communicated to others?
- ☐ What is your supervisor's preferred mode of communication? How frequently will you meet one-on-one?
- ☐ Have you met all of your coworkers? Do you know how frequently you meet as a staff team and/or as smaller subgroups?
- ☐ What is your relationship to other employees, especially those working in administrative support and business management roles?
- ☐ Do you know how to access your employee payroll portal, and are you familiar with all of the benefits available to you? (*EAP, insurance, 403b, etc.*)
- ☐ Do you understand your exempt OR non-exempt status and its implications?
- ☐ Do you understand your parish's sick/vacation/personal/parental leave policies and the process for utilizing leave?
- ☐ Do you know the process for expenditures/reimbursements?
- ☐ Have you discussed the process for annual budgeting and calendaring/facility use?
- ☐ How much is set aside in the budget for your professional development annually? What is the process for utilizing those funds?
- ☐ What is my plan for growing in areas of professional development/formation (*spiritual, human, intellectual, and pastoral*) in this coming year?
- ☐ What is my plan for engaging with local peers and Archdiocesan support in the coming year?