



2021-2022 MINISTRY LEADER HANDBOOK

Prince of Peace

5100 W. Plano Pkwy
Plano, TX 75093

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Welcome

We are so excited that you are choosing to lead a ministry at Prince of Peace Catholic Community! This handbook is a tool that we hope will help you to take advantage of all that Prince of Peace has to offer to your ministry. It is our desire to support the good work that you are doing for the members of our Parish.

From all of us at Prince of Peace,

THANK YOU!

Ministry Portal

Access all the latest forms, updates, and information for ministry leaders online via our website Ministry Leader Portal.

This password protected site is located at popplano.org/MinistryLeaderPortal
OR by finding "Ministry Leader Portal" on the dropdown "Resource" menu on the website's homepage.

The Portal Password is: `popleader`

My Ministry

Fill out the following information appropriate to your ministry. This information is available to you at the bi-annual Ministry Leader Orientation, or by calling our Parish Office.

MINISTRY NAME: _____

MY STAFF LIAISON: _____

MY MINISTRY CATEGORY (Circle One)

1. Community
2. Outreach
3. Liturgy
4. Adult Faith Formation
5. Children/Youth

MY POPPLANO.ORG WEBPAGE: _____

OFFICE.COM EMAIL: _____

OFFICE.COM PASSWORD: _____

FLOCKNOTE EMAIL: _____

FLOCKNOTE PASSWORD: _____

TOUCHPOINT EMAIL: _____

TOUCHPOINT PASSWORD: _____

Staff Liaisons

Each ministry at Prince of Peace is assigned a staff liaison. Staff liaisons exist to be your staff support system. This individual will help you plan your annual calendar, create forms, collect fees, navigate the confusing world of non-profit finances, and more. We ask that all our staff liaisons be in regular communication with their ministries. All ministries should meet with their liaison at least twice a year.

2022-2023 Staff Liaisons



Tori Gray
Communications
tgray@popplano.org



Michael Muldowney
Adult Faith
mmuldowney@popplano.org



Fr. Michael Forge
Pastor
fr.michaelf@popplano.org



Mary Catherine Marinoni
Outreach & Admin Services
mcmarinoni@popplano.org



Josh Schwartz
Director of Pastoral Min.
j.schwartz7@popplano.org



Erin Ford
Youth & Young Adults
eford@popplano.org



Maritta Zwartynski
Liturgy
marittaz@popplano.org



Lauren Scheller
Adult Ministry
lsbcheller@popplano.org



Greg Humenesky
Business Manager
gbumenesky@popplano.org

Find Your Liaison

Review the list below to find your ministry's assigned staff liaison. If you do not see your ministry listed, please contact us!

Tori Gray

- Coffee and Donuts
- POP Moms
- Intercessory Prayer Ministry

Michael Muldowney

- Pursue
- Sponsor Couples
- Discipleship Committee
- Honor our Heroes
- Thursday Men's Group
- Men's Fellowship (Sunday Mornings)
- Respect Life
- Empty Nesters
- Thursday Morning Men's Bible Study
- Divorce Support and Recovery
- Forge Small Groups

Maritta Zwartynski

- Lector Ministry
- Altar Server Ministry
- Baptism Coordinators
- Funeral Receptions
- Usher Ministry
- Eucharistic Ministers
- Senior Living
- Ministry to the Homebound

Erin Ford

- Exalt
- POP Young Church

Lauren Scheller

- Alpha
- Catholic Book Club
- Empty Nesters
- Eucharistic Adorerers
- Financial Peace University
- Marian Group
- Prayer Shawl Ministry
- Primetimers
- Tuesday Bible Study
- Tuesday Morning Bible Study
- Wednesday Morning Bible Study
- Refine Small Group
- Sister Parish
- Small Faith Group

Greg Humenesky

- Saint Vincent de Paul Ministry
- Finance Council
- Parish Advisory Council

Mary Catherine Marinoni

- Knights of Columbus

Sue Man

- Nursery
- Catechesis of the Good Shepherd
- POP Care
- POP Tots

GUIDELINES FOR COMMUNICATIONS

Standard Communication Channels

At Prince of Peace, we offer the following communication channels to our ministries to help promote their events:

- ✓ Weekly Bulletin
- ✓ Weekly Witness eNewsletter
- ✓ Popplano.org Website (Calendar, and Ministry-specific pages)
- ✓ Pulpit Announcements
- ✓ Atrium Displays
- ✓ Social Media
- ✓ Television Monitor Screens (Cana Center)

In addition, all ministries are given access to a Flocknote Account and Outlook Email whereby they can send internal emails and text messages to those involved in their ministry.

Outlook Email

- Each ministry is given their own email and access to an online version of Outlook.
- This email will be the preferred email listed on Prince of Peace's communications channels which promote the ministry.
- To access your Outlook Email:
 - Get your username and password from your staff liaison
 - Visit Office.com
 - Type in your username and password

My Outlook Email is: _____

My Password is: _____

Flocknote Email

- For internal email communications, we provide a Flocknote account for ministry leaders.
- Flocknote allows for beautiful emails, email tracking, ability to view click-through rates, open rates, and more! Ministry leaders can schedule messages and send text messages using our Flocknote system!
- To access Flocknote:
 - Visit Flocknote.com
 - Type in your Outlook Email
 - Type in your Outlook Password

Major Events

Each year, many of our ministries offer large, “Major Events” to the Parish. These kinds of events include Casino Night, Annual Care Package Drive, and the Wheelchair Drive.

When an event is categorized as a “Major Event” it qualifies for an opportunity to access:

- ✓ Full page and ½ page bulletin ads
- ✓ Special feature in the Weekly Witness or featured email to POP Parishioners
- ✓ Increased visibility on PopPlano.org
- ✓ Priority pulpit announcements
- ✓ Larger Atrium table displays
- ✓ Customized social media campaign
- ✓ Custom graphic design

Major Events must be hosted by a POP Staff member, parish-based ministry, or NPBO that serves at Prince of Peace parish. Events hosted by other Parishes or outside groups are not considered Major Events.

Because our communication resources are limited, ministries must coordinate with the communications director in-person or over Zoom **at least 3 months (15 weeks) prior to their major event** to reserve these special communication features. Only a certain number of spaces in our bulletin, atrium, and email schedule will be held for Major Events during the pre-scheduling window. This space will be given away on a first-come, first-serve basis. As a result, ministries may attempt to reserve space ahead of time only to learn that the space has already been claimed by another ministry. As such, please schedule with our communications director as soon as you confirm your event date. **You may request space up to one calendar year in advance. Please be**

aware that due to 2022-2023 construction on the Church and School, that facility reservations may be impacted.

All other events, announcements, and any Major Event submitted within 3 months of the desired publication date, cannot be guaranteed, and will be treated according to the following guidelines set below.

Weekly Bulletin

Our 8-page bulletin is formatted to include space for up to 18 announcements each week. Announcements are given priority in the following order:

1. Administrative Announcements (Mass changes, office closures)
2. Staff Ministries (Religious education, Youth group)
3. Prince of Peace Parish-based Ministries
4. Non-Parish Based Ministries affiliated at Prince of Peace (Knights of Columbus, Girl Scouts)
5. Community Events (Includes ministries at other Parishes, Catholic speakers, and events)

SUBMISSION GUIDELINES

- The bulletin is specially formatted according to our Parish style guide. You may notice small changes in your submission as we will edit them to comply with our formatting guidelines.
- Each submission should contain a title and maximum of 120 words. Depending on space available, your items may be shortened or condense to meet space requirements.
- All submission will be featured alongside a single image with dimensions of 1920x1080. You are welcome to submit your own image provided it fits these dimensions. We prefer when ministries submit transparent .PNG files for their ministry logos and horizontal photos without text.
- Quarter, half, and full-page ads are dependent upon space available each week and cannot be guaranteed or promised.
- When submitting your request, remember to include the following information:
 - Title, event date, time, location, primary contact information, as well as the dates you desire your submission to be published.
- The deadline for submissions is the Wednesday 10 days prior to publishing.
- All ministry information/parish events/schedules/advertising should be submitted by email to the communications director, Tori Gray, at tgray@popplano.org

- Please keep schedules (and cancellations) up to date with the communications director.

Weekly Witness eNewsletter

These emails are generated out of the Parish Office to all parishioners with active email addresses to provide an update on weekly events at the Parish. This communication is intended for information that affects ALL parishioners.

- The Weekly Witness is specially formatted according to our Parish style guide. You may notice small changes in your submission as we will edit them to comply with our style guide.
- Each submission should contain a title and maximum of 5 sentence description. Depending on space available, your items may be shortened or condensed to meet space requirements.
- All submission will be featured alongside a single image with dimensions of 1920x1080. You are welcome to submit your own image provided it fits these dimensions. We prefer when ministries submit transparent .PNG files for their ministry logos and horizontal photos without text.
- Remember to be specific when sending requests. Remember to include time, location, date, contact information, and other critical details.
- The Weekly Witness eNewsletter is published on Mondays at 9AM. Submission deadline the Wednesday before publication.
- Send all information including desired publication dates to Tori Gray at tgray@popplano.org.

Popplano.org

- Our website has enhanced features including:
 - Events calendar
 - Ministry-specific webpages
 - Registration forms & downloadable documents

Event Calendar

- Only parish-based ministries and approved NPBOs are permitted to appear on our parish event calendar. To request to add your event to our event calendar, please provide a title, date, time, location, primary contact person, and description of your event. Please allow up to 3 business days to post your content. If you are submitting a bulletin event, your event will automatically be added to our calendar.

Ministry-Specific Webpages

- Only parish-based ministries and approved NPBOs may request a ministry-specific page on our website, registration forms, and to collect fees through our website.
- All ministries are responsible for maintaining their ministry-specific webpages. This can be done by emailing updates to Tori Gray or by receiving website credentials to update your ministry's page.
- To schedule a training for how to use our SquareSpace platform, contact Tori Gray at tgray@popplano.org
- All content must follow Church Doctrine and abide by Diocesan media guidelines. Any content deemed to be inappropriate will be removed.
- To add registration forms or collect fees on the website for your event or program, please contact your staff liaison to build your TouchPoint form. Your staff liaison will need to send your custom registration link to Tori Gray.
- For major updates to your page, or to create a new page, you must schedule an in-person or Zoom meeting with Tori Gray.

Pulpit Announcements

Announcements will be read by Father/Deacon at the end of Mass. Announcements are not designed as a recap of the bulletin or eNewsletter. The use of this medium of communication to parishioners is intended to be very limited and brief. This time is designed for “out of the ordinary” information.

- Announcements may be submitted via email to Maritta Zwartynski marittaz@popplano.org the Thursday of the weekend you would like your announcements read. Please include a short, 2-sentence description that you would *like read word for word*.
- Depending on the number of requests for pulpit announcements each week, some announcements may not be read. Announcements will be read in order of priority.
 1. Administrative Announcements (Mass changes, office closures)
 2. Staff Ministries (Religious education, Youth group)
 3. Prince of Peace Parish-based Ministries
 4. Non-Parish Based Ministries affiliated at Prince of Peace (Knights of Columbus, Girl Scouts)
 5. Community Events (Includes ministries at other Parishes, Catholic speakers and events)

Atrium

The Atrium is a wonderful place to advertise your event on the weekends after Masses. A single table can be provided to your group to place information, collect registrations, and speak to parishioners.

- There is a limit to 2 groups/tables per weekend.
- Prince of Peace will provide a singular table. Groups must bring their own tablecloth, decorations, and materials.
- Groups can reserve an Atrium table through their Parish Liaison.
- The Atrium is booked on a first-come, first-serve basis.
- Groups must acquire permission from the pastor before being permitted to book simultaneous weekends.
- No music devices, noise makers, or lighting that would be distracting to Mass attendees are permitted.
- No glitter, confetti, food, or drink is permitted in the Atrium.
- Ministries may come and decorate their table as early as Friday evening at 6PM.
- All ministry tables must be broken down and all promotional material removed from the Atrium by 2PM on Sunday.
- Parish-based groups may collect registrations and donations using TouchPoint or the Parish DipJar. All cash and checks collected must be reported to POP Accounting services and properly handled.
- NPBO wanting to collect fees that do not run through the Church must acquire pastoral approval.
- Groups not affiliated with Prince of Peace can reserve Atrium space with Pastoral approval. Please contact the Church office to learn more.
- Each ministry's Parish Liaison will book either Atrium Table 1, or Atrium Table 2 as a resource in Outlook and add facilities@popplano.org and setuprequest@popplano.org to the event.

Social Media

- Prince of Peace will automatically share all events on our website to our Facebook events page; however, we rely upon you to help us update our Facebook wall with relevant photos.
- To promote your event on our Facebook wall, please send your desired blurb and photos. Please note that we reserve the right to edit our blurb according to what we believe will most engage our social media audience.
- Submit all social media promotional photos to Tori Gray.

Television Monitor Screens

There are 3 monitor screens located in the Cana Center.

- The newly Information screens use a template. To add your event to the monitor, send text of the event title, date, location, and time to the communications director, Tori Gray, tgray@popplano.org. Events featured in our bulletin will automatically be featured on our monitor screens according to our template.
- Monitor screens are for current updates and information. With few exceptions, events will only be promoted for a maximum of 4 weeks.
- Monitor images can be pre-scheduled in advance! Please feel free to send your annual calendar to ensure that all your events are updated on our monitors each week.
- Monitors are updated with new content on Friday mornings and displayed during Coffee and Donuts and the Knights Breakfast.

Graphic Design Assistance

We understand that graphic design can be an important factor in getting your event the attention it deserves. Our communications director has limited availability to assist Prince of Peace's parish-based ministries with graphic design needs. Ministries must contact Tori Gray to schedule a meeting to discuss a timeline.

Ministries desiring graphics for t-shirts, flyers, banners, posters, and more should plan to meet with Tori at least 8 weeks prior to their event date to ensure enough time for graphic design and materials to be ordered before the event.

Marketing Worksheet

To help ministries promote an upcoming event

Part A. BASIC INFORMATION

When promoting any event at Prince of Peace, please provide this general information to the communications director, Tori Gray, at tgray@popplano.org

Title of Event	
Description of Event <i>3-4 sentences that include what will happen, the date, time, cost, location, how to register, etc) Description of Event: (3-4 sentences that include what will happen, the date, time, cost, location, how to register, etc</i>	
Date	
Starting and Ending Time	
Location	
Registration Process <i>Do guests need to pre-register or sign-up in advance? If so, how much does it cost and where do they do it?</i>	
Primary Contact name, email, and cell phone	
Logo/Promotional Image? <i>Does this event have a special logo or promotional image attached to it? If yes, please provide a link to download this image online. We prefer a transparent .png file</i>	

Part B. Building Your Marketing Schedule

The following is a sample marketing to-do list that can help you timeline your marketing plan and maximize our ability to promote your event. Each ministry leader is responsible for communicating their marketing and communications needs to the Communications Director.

Media Type	Length of Run	Assets Needed	Deadline
<i>Bulletin</i>	<i>September 4-5</i>	<i>3 sentences and photo</i>	<i>August 27</i>
Bulletin			
Weekly Witness			
POPplano.org/events			
POPplano.org/Ministry			
Webpage			
Pulpit Announcement			
Atrium Welcome Desk			
Atrium Display after			
Weekend Masses			
Event/Ministry Flyers & Advertisements			
POP Facebook Event			
POP Facebook Post			
Monitor Screens			

EVENTS & MEETINGS

Scheduling Facilities

USE OF BUILDING SPACE

- All space on the property (buildings, parking lots, grounds) must be reserved through the Parish Office scheduling system.
- The church will be locked at 9PM each night.
- All events are subject to room changes as we respectfully share our resources. In the event of a room change, our staff will reach out to the ministry leader and strive to accommodate the bumped ministry with a suitable alternate location.

Use of space at Prince of Peace is assigned on the following priority basis:

1. Any event requested by the Pastor
2. Worship Event and Sacramental Preparation (Mass, Funeral, First Communion, etc)
3. Parish-wide and School-wide events (Fall Festival)
4. Ministry and School events (meetings, gatherings, etc)
5. Groups from outside Prince of Peace

SCHEDULING PROCEDURE

- All ministries must coordinate with their staff liaison to schedule facilities for their events and meetings. Your liaison is responsible for booking your facility space.
- Facilities are scheduled on a first-come, first-serve basis and can be booked out one year in advance.
- You will receive a confirmation email that your event is scheduled and the location. If you do not receive an email confirmation, please contact your staff liaison.
- If your event is cancelled, please notify your staff liaison as soon as possible so that space may be used by others and the event may be removed from our bulletin and other communication mediums.

FACILITY USE GUIDELINES

- Our maintenance department can sometimes help setting up your room with tables and chairs. If you need assistance setting up tables, chairs, etc – you must coordinate with facilities at least 14 days prior to your event. This can be done by emailing facilities@popplano.org and setuprequest@popplano.org
- Each room at the Parish and School have different requirements regarding food and drink. Please contact your staff liaison to learn more.

- We kindly ask that all who use our facility pick up after themselves and wipe off tables and chairs. Please leave the room better than you found it.
 - All trash is to be collected and placed in trash bins.
 - Please notify Payton Self if anything in the room is broken or damaged (Payton Self, p.self4@popplano.org)
 - If you see any hazards, please eliminate them or report to the staff.
 - If feasible, please stack chairs and/or tables on the racks if provided outside of the room.
 - Storage space at the church is very limited. All supplies must be taken home at the end of your event.

AVAILABLE ROOMS AND MEETING SPACE

- ✓ Cana Center
- ✓ Atrium
- ✓ Huddle Rooms 1, 2, 3, and 4
- ✓ Huddle Room "Chill Space"
- ✓ School Classrooms (Kinder – 8th grade)
- ✓ The Cube
- ✓ Children's Learning Center
- ✓ School Gym
- ✓ Kitchen
- ✓ Teacher's Lounge
- ✓ Playground

Guest speakers

SPEAKER APPROVAL

- All guest speakers, regardless of topic, who are scheduled to speak at a ministry event at Prince of Peace must be approved by the host ministry's Staff Liaison.
- If the speaker is a resident of the Diocese of Dallas
 - Must be Safe Environment cleared if they will be working with minors.
 - If they are receiving a stipend for their presentation, the ministry must collect a W9 prior to paying their fee.
- If the speaker lives outside of the Diocese of Dallas
 - The speaker must be in compliance with the Diocesan visiting speaker guidelines. These guidelines are available here: https://www.cathdal.org/Visiting_Speaker_Requirements.pdf
 - Complete a "Visiting Speaker Form" (available at the end of this Handbook)
 - The speaker must provide a Letter of Suitability from pastor (lay) or Bishop/Superior (religious) within 6 weeks of the date of the presentation.
 - If presenting to minors – the speaker will need proof of background check (can be mentioned in letter of suitability). If they don't have one, parish can run a background check on their own.
 - Use Speaker Addendum as contract if they have a fee– attached (used when they are coming from outside the Diocese).
 - Collect W9 to pay if fee is over the threshold for reporting.

WHEN TO RUN A CONTRACT THROUGH THE REVIEW PROCESS.

If the speaker presents their own contract – Policy says it needs review:

- If over \$10k
- If they give you a contract with words like waiver, insurance, liability (see full contract review policy https://www.cathdal.org/Contract_Review_Policy.pdf)

STIPENDS

- Talk to staff liaison before promising speaker stipends. You must either have money in your ministry account or reveal how you will cover the expense in your budget.
- Submit the check request through your staff liaison
- All check requests must be submitted with a completed W9
- Coordinate with your staff liaison to determine which date you can pick up your stipend check

- Please note that checks are only cut *once a week* at Prince of Peace.

FINANCES

Ministry Finances Overview

COLLECTING FEES & DUES

- Parish-based ministries should not have their own bank accounts. Rather, these ministries should have a budget line item at Prince of Peace. (Non-Parish based ministries are permitted to have their own bank accounts)
- When you collect fees, dues, or donations, these funds should be directed to your Prince of Peace account.
- Your staff liaison is responsible for assisting each ministry through the process of setting a budget, collecting fees and dues, reporting income, and communicating how much money is available in the ministry's account at a given time.

DONATIONS AND TAX LETTERS

- Cash or check donations must be submitted to the accounting department for processing. If the donor did *not* receive any services or goods in return, the donation will be processed as a contribution and entered in Touchpoint. If the donor *did* receive services or goods in return, the donation will be processed as a deposit.
- Donations given via Touchpoint will automatically go into our system.
- To ensure that donors to your ministry qualify for tax deductions, you should provide a receipt to the donor for any non-cash donations. If the donor is *not* a member of Prince of Peace, please provide a receipt for cash or check donations as well.
- Receipts must include the name of the donor, amount given, ministry the donation is directed to, address of the donor, and telephone number of the donor.
- Receipt books are available in our supply closet. Contact your liaison to access one.

MINISTRY PURCHASES

- Ministries are encouraged to use our Tax-Exempt form for all ministry-related purchases.
- Please obtain our tax identification number (or for some stores, a tax ID card) to avoid paying sales tax on items purchased for parish use.

REIMBURSEMENT REQUEST

- Please communicate any expected expenses with your staff liaison to receive approval prior to purchasing materials or supplies.
- Personal reimbursements and other checks will be refunded and paid by means of the check request form. Forms are available in our Parish Office and should be filled out and given to your staff liaison. All forms will require an itemized receipt.
- Requests require 2 weeks to process and are mailed out to the individual requesting reimbursement unless otherwise noted in the reimbursement request.
- Contact Helen Stott (h.stott8@popplano.org) or Mary Catherine Marinoni (mcmarinoni@popplano.org) for any questions about accounting or money matters.

DIPJAR

- Our DipJar is an easy way to quickly collect credit card donations of a specific value (for example, \$3 for coffee & donuts)
- The DipJar must be checked out by a ministry in advance.
 - Email Mary Catherine Marinoni (mcmarinoni@popplano.org) request access to the DipJar. Include the date of the event, time, and the amount you would like the DipJar pre-programmed to take.
 - The DipJar will not give your guests receipts. The transaction will only appear on their credit-card statement.
 - Helen Stott and/or your staff liaison can alert you how much your DipJar has earned.
 - DipJar is checked out based on need.

SAFE ENVIRONMENT

Leaders who work with children or vulnerable adults must complete safe environment training each year and confirm that their status is updated annually. Safe Environment guidelines impact many areas of ministry life, including how many adults are required to be present at an event, how ministry leaders are permitted to use internal ministry communications, and more.

Safe Environment Procedure

- If your ministry is working directly with minors or vulnerable adults, you must complete Safe Environment training *and* your ministry must remain in compliance of our Safe Environment guidelines at all times.
- Failure to uphold Safe Environment guidelines will result in the termination of your ministry.
- Safe Environment approval begins with a Screening Form. Contact your Staff Liaison for your Screening Form.
- Kay Elliott will then reach out to you to process your paperwork and answers questions.
- Training for Safe Environment is done online. As part of your training, you will receive an updated copy of Diocesan Safe Environment guidelines.
- Your staff liaison can help you navigate Safe Environment compliance.

FORMS

The following forms are included in this document:

1. Speaker/Performer/Presenter Agreement
2. W9
3. Sales Tax Exempt Form
4. Facilities Template
5. Facility Use Agreement