

PMT ASSEMBLY REPRESENTATIVES

ROLE: to act as a liaison between the groups within their assemblies and the PMT.

HOW TO FULFILL ROLE

- With the other assembly representative **contact your Staff Mentor** in order to determine how best to collaborate in order to serve the PMT.
- With the other representative **decide how the tasks will be shared.**
- With the other assembly representative, **establish a relationship** with each organization in your assembly.
 - Contact the current head of each organization/ministry.
 - Discover from the current leader the best way for you to learn about the organization/ministry (e.g. attend a meeting or an activity, perform a typical service with a member of that group, talk with a member or two to learn why he/she is involved, etc.)
 - Ask how you can be of service to them as a representative of the PMT.
 - Determine the best way to receive a written report for the PMT and how often to expect it. Offer to contact them at previously determined intervals to ask if they wish to make a written report.
- As liaison with the groups in your assembly it is important for you
 - **to actively listen** to the goals, dreams, hopes, struggles and successes of each group; to understand their purpose so as to be able to communicate it,
 - **to share** with them your role as their assembly representative, i.e. to communicate their activities and hopes to the PMT and to share the significant hopes and plans of the PMT with the assembly groups, as they pertain to them,
 - to make sure that they are aware of the **parish mission statement** and understand the **organizational chart**,
 - to affirm them in their role and to help them to realize how important their service is to the entire parish.

11/26/07

Our Lady of Lourdes Parish Management Team History – How we got where we are



1. ISPD – The Institute of School & Parish Development
 - a. 2003 Initiated by Fr. Rudy with Parish Council
 - b. Parish Convocation – participation by hundreds
 - c. Top Challenges Identified

2. LRAP – Long Range Advancement Plan areas
 - a. Administration and Finance
 - b. Communication
 - c. Education
 - d. Family Life
 - e. Involvement of People
 - f. Liturgy

3. Journey Forward
 - a. Action teams for each area
 - b. Admin & Finance work on structure
 - c. Future with Fewer Priests
 - d. Constitution and By-Laws

4. Parish Management Team
 - a. Structure in line with LRAP
 - b. Communication as key
 - c. Staff Mentors

OUR LADY OF LOURDES PARISH

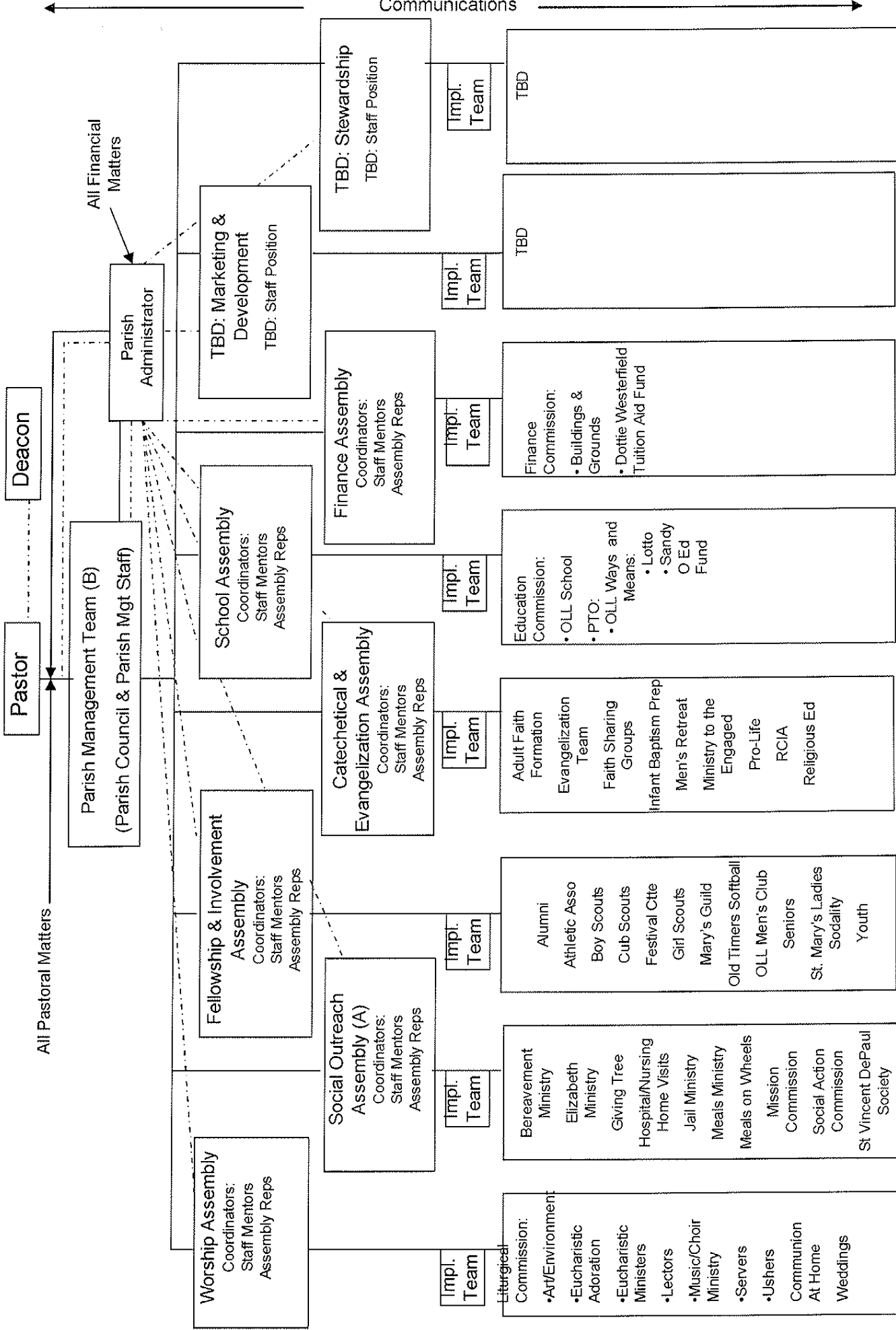
Long-Range Advancement Plan

Top 7 Challenges

- Challenge A-1: How can we create methods or processes to increase attendance and the level of time, talent and treasure or find alternate sources of revenue?
- Challenge A-3: How can we position our school to survive and compete in the current environment of declining enrollment?
How can we retain quality teachers as a result of this?
- Challenge B-1: How can we achieve and maintain academic excellence while keeping tuition affordable?
- Challenge B-3: How can we attract, evaluate, and retain more qualified teachers, faculty, staff and administrators?
- Challenge C-4: How can we improve communication between parents, parishioners, faculty, and administration?
- Challenge D-4: How can we welcome and involve people from all parts of the parish population – married, single, divorced, elderly, youth, parents with young children, couples without children, etc.?
- Challenge E-2: How can we make our liturgy more welcoming, dynamic and spiritually life giving thus increasing attendance and participation?

Assembly	PMT Representative	Organization/Ministry	Contact	Phone
Education	Amy Osterfeld	Education Commission		
	Marcia Kluesener	OLL School		
	Karen Rusche (Staff)	PTO		
		OLL Ways and Means		
		Lotto		
		Sandy Oberjohann Education Fund		
Catechetical & Evangelization	David Plagge	Adult Faith Formation		
	Amanda Boehmer	Christ Renews His Parish		
	Carol Greulich (Staff)	Evangelization		
		Faith Sharing Groups		
		Infant Baptism Prep		
		Men's Retreat		
		Ministry To The Engaged		
		Pro Life		
		RCIA		
		Religious Ed program		
Worship	Bonnie Perrino-Badinghaus	Liturgical Commission		
	Mary Niehaus	Art/Environment		
	Carol Clark (Staff)	Eucharistic Adoration		
		Eucharistic Ministers		
		Lectors		
		Music / Choir Ministry		
		servers		
		Ushers		
		Weddings		
			Communion at Home	
Fellowship & Involvement	Conrad Norby	Alumni		
	Mark Telles	Athletic Association		
	Sue Broerman (Staff)	Boy Scouts		
		Festival Committee		
		Girl Scouts		
		Mary's Guild		
		Old Timers Softball		
		OLL Men's Club		
		Seniors		
		St. Mary's Ladies sodality		
		Youth		
Finance	Jim Zeller	Building and Grounds		
		Dottie Westerfield Tuition Aid Fund		
		Finance		
Social Outreach Ministries	Mike Brunsman	Bereavement Ministry		
	Amy Fassold	Elizabeth Ministry		
	Sr. Maria Hill (Staff)	Giving Tree		
		Hospital/Nursing Home Visits		
		Jail Ministry		
		Meals Ministry		
		Meals on Wheels		
		Mission Commission		
		Social Action Commission		
		St. Vincent De Paul Society		

Communications



Communications

Our Lady of Lourdes Parish

(A) Family Life & Youth PAT functions as support to Social Outreach Assembly

(B) Communications Support Team works with PMT on projects as requested/approved

Initial approved by PMT May 22, 2006/Updated Sept. 25, 2006 with PMT approval

Our Lady of Lourdes Parish Management Team

