



ST. FRANCIS OF ASSISI CATHOLIC CHURCH
4556 TELEGRAPH ROAD | ST. LOUIS, MO 63129

OFFICE OF THE PASTOR
314.487.5736 X106 | ANTHONYYATES@ARCHSTL.ORG

September 20, 2018

Dear Parish Ministry Leader

I am happy to present this *Ministry Leader Manual* to you as a resource of many of the aspects of Parish life that a leader would need to know. Please familiarize yourself with the contents of this manual so that you are well informed to carry out your role. The Manual was created and reviewed by Parish Staff and the Parish Council from a desire to help you be the best Leader possible and to be well informed to make decisions for your Ministry. All of these members are confident that this will be a great benefit to your leadership.

Thank you for saying “Yes” to serve in a leadership role at St. Francis of Assisi Parish. Your desire to serve our Lord in this way is a testament to your love for Him and the Church. Your leadership role is not just another job to do, but is integral to the building up of God’s Kingdom. Since I have been entrusted with the care of this Parish, you serve as an extension of my role as the Pastor. It is imperative that you see your role in collaboration with me so that we can undertake the work of our ministry with the utmost care and attention.

In addition, as leaders of our Parish, you are ambassadors and thus should reflect its mission and values. All leaders should be conducting themselves in a manner that witnesses our belief in and our adherence to the teachings of the Catholic Church. This includes both in our public behavior and your “online” presence through social media, etc. Also, weekly Mass attendance and living a Christian life are some of the things that are expected of us as leaders. If you are not Catholic, you are expected to not speak contrary to the Catholic Faith and to live out your faith tradition.

Each Ministry Leader is expected to read and sign the enclosed *Code of Conduct & Christian Witness Statement*. This will be on file in the Rectory Office.

This *Ministry Leader Manual* is now hereby promulgated for use at St. Francis of Assisi Parish and School and all policies and procedures contained within must be adhered to. Any Leader not in compliance will be consulted with to ensure they understand the importance of their role.

Thank you again for your service to St. Francis of Assisi Parish and School.

May God reward you abundantly for your generosity.

Sincerely in Christ,

Fr. Anthony Yates
Pastor