

Date _____



July 1, 20____ - June 30, 20____

MINISTRY/ORGANIZATION ANNUAL REVIEW AND BUDGET

Parish and diocesan-based ministries and organizations approved by and in good standing with the Good Shepherd Catholic Parish must participate in the Annual Review process each fiscal year (July 1 – June 30). Required forms and a budget, if necessary, must be received by no later than April 30. Submit completed packets to the Ministry Coordinating Committee (MCC) via email (mcc@gscparish.org) or hand to a parish receptionist.

1. Name of Ministry/Organization/Group _____

2. Next scheduled Election of Officers _____ (month/year) Date of planned installation _____

All those new to leadership in any parish-based ministry need to submit a short biography to the MCC. Final approval must be granted by our Pastor/Administration Team before installation occurs. Affiliate-based ministries are simply asked to inform the MCC of leadership changes.

3. Provide the following contact information for ALL ministry leaders and/or officers. PLEASE READ AND INITIAL THE PRIVACY CLAUSE BELOW (or primary leader can obtain verbal consent and note it by recording “your initials/their initials” in the appropriate box).

Personal information shared on this form is for parish use and may be shared with staff, committee chairpersons, and members of GSCP Advisory Councils. The primary leader will be the contact person listed in the parish directory and on our website, unless a proxy is given. ALL ministry leaders will automatically be added to the parish Flocknote account and begin receiving the weekly GSCP E-Newsletter and emails/texts for ministry leaders.

Privacy Clause	Leader's Name	Office/Position	Cell Number	Email Address / If no email, give mailing address
TC or TC/PC	Terrie Cole	President	559 790-3000	no email - 345 W 1 st Street, Visalia, 93277

4. Briefly state the ministry/organization Mission Statement.

5. Submit separate Facility Request forms for meetings and events planned for each 6 months (one for July to December and one for January to June).
6. Submit completed or partially completed Event Planning Request forms for all events planned (on and off site). Most will need to be completed 2 months before the event; longer for dances and events with speakers.
7. Submit an Annual Budget, if necessary, for the upcoming fiscal year (July 1 – June 30) using the attached template. For assistance, please refer to the “Budget Considerations” form or ask your MCC representative.
8. Is a current copy of Bylaws/Guidelines on file with the Parish? ___ Yes ___ No
 Is the process for election of officers clearly stated in the Bylaws / Guidelines? ___ Yes ___ No
9. Annually, If required, provide (2) signed copies of the Usage Agreement and submit verification of your Certificate of Insurance to the Diocese of Fresno and GSCP by your renewal date.

