

## **You Are the Face of the Church: Ten Guidelines for Effective Ministry**

You are the face of the Church to those you serve. While God alone ultimately draws us to Himself, we can help—or inhibit—this process by the way we interact with others. Be mindful of the fact that many will draw conclusions about God’s Church based on His servant: you.

1. *Immerse yourself in a sacramental prayer life.* We’re extremely busy people. Still, daily prayer, frequent celebration of the Holy Eucharist and the Sacrament of Penance, devotion to Mary, the angels and saints, various other spiritual practices—all drawing us in to deeper communion with the Most Holy Trinity—are essential for Church-related volunteers and employees.
2. *Be Enthusiastic.* Never say “I don’t agree with it, but the Church says . . . .” Catholics have a lot to feel good about, and we want people to feel good about being Catholic. An upbeat explanation of Church teaching and Archdiocesan policies go a long way toward helping your efforts.
3. *Appearance counts.* How you dress and carry yourself expresses your general attitude. Clothing, for example, should be modest and neat. *Make certain that your professional appearance reflects the positive influence you hope to be.*
4. *Know Your Material.* Depending on your specific ministry, make sure you pursue the knowledge needed to serve God’s people well in that role. Also, further your education and formation in appropriate ways so that you never stop learning how to do better job for those with whom you minister.
5. *Balancing: It’s No Act.* God gives us bodies, minds, hearts, souls and many other gifts. Pursuing health in all these areas—using the virtue of temperance so that one doesn’t dominate the others—is part of answering our universal call to holiness. *Strive to live a truly balanced life.*
6. *Remember that you’re never completely off-duty.* What sorts of entertainment do you pursue? Where do you spend your free time and what activities occur there? You have chosen Church-related work as part of your identity, so your whole life remains focused on living virtuously.
7. *Relationships are the essence of ministry.* Fostering suitable relationships with supervisors and staff—along with all those entrusted to your care—is crucially important in carrying out your ministry responsibly. *Maintain appropriate relationship boundaries.*
8. *Avoid conflicts of interest.* Ministry gives you access to people and a chance to influence them positively by God’s grace. Keeping business-related matters as

well as all potentially conflicting pursuits appropriately separate from ministry activities lends additional credibility and integrity to all of your hard work.

9. Safety first. Policies regarding consent to medical treatment, parental permission, transportation to and from events etc. exist to protect all members of Christ's body from foreseeable harm. *Avoid being negligent in any way for the safety and well-being of those you serve.*
  
10. *Show a team attitude.* The wisdom of a group often enhances an individual's idea. Working collaboratively tends to bring out the best in us all. Be aware that ministry entails interacting productively with others such that our mission of drawing people to Christ through the Catholic Church is carried out faithfully and effectively.

By adhering to these basic guidelines and the courses of action that they imply, you'll continue representing the face of our Church well to the benefit of many. May God continue to bless you in your ministry and in all ways.