Spred – Training Supplement

Spred Chairperson has been approved by Pastor. Pastor has signed Chairperson card and Spred Agency has it on file. Julie Hess has met with Parish Chairperson and Parish Chairperson has attended training or is scheduled to do so.

**What are the next steps to get the ministry set up in your Parish?**

**Find out how your parish works internally.**

who schedules the space and manages the parish calendar

who is the bulletin editor, website administrator

meet with your business manager

meet with your Director of Religious Education

meet with your Pastor

The key is to network within your parish community to be sure that all in leadership and management roles knows who you are and knows about the Spred ministry.

Who makes the decisions in the Parish? Does everything have to first get approved by the Pastor or does the Business Manager oversee the parish operations. Is there someone else with management authority (Operations Manager, Facilities Manager, Parish Administrative Assistant, etc.)

Are the Finance Council and Parish Council active? Do they meet regularly? Can you attend to introduce yourself and the Spred ministry?

Your goal is to share the good news of the Spred Ministry with as many as possible who will have decision making in your ability to obtain funding and space.

**Educate yourself on the Archdiocese of Chicago’s Best Practices for Internal Controls regarding Auxiliary Bank Accounts and Reconciliations.**

[www.archchicago.org](http://www.archchicago.org) , Departments, Financial Services, Parish Organizations/Auxiliary Groups Practices and Procedures.

Spred Ministry is allowed under Archdiocese Best Practices for Internal Controls to have its own checking account.

The approval of such an account however rests ultimately with the Pastor.

The Parish Federal Tax Identification Number (FEIN) is used to set up the account and the Pastor must be a signer on the account. The bank is approved by the Pastor and is usually at the same location as the other Parish accounts.

The catechist that is the signatory on the account is different from the catechist reconciling the bank account monthly and preparing the reports to send to the Business Manager and Pastor.

Auxiliary treasurers are responsible for submitting an annual budget and monthly reports to the Business Manager and Pastor (in some Parishes this may also include other groups (i.e. Finance Council, Parish Council)

**Knights of Columbus**

Introduce yourself to your local Knights of Columbus Grand Knight. The KOC supports organizations that help those with intellectual/developmental disabilities.

Ask them for seed money to start your program

Offer to volunteer for the Tootsie Roll Drive (the more they raise the more they can donate to your Spred group)

Knights of Columbus donations for Spred cannot be used for parish operating expenses. And must be carried over to future year(s) if the full donation is not used by Spred. This is mandated by the Knights of Columbus 501c3 charter (funds donated for those with intellectual/developmental disabilities must be spent for that purpose only).

 **Parish Staff**

Get to know your parish staff they will be most useful as you build and grow your Spred ministry. They can make or break or your progress.