

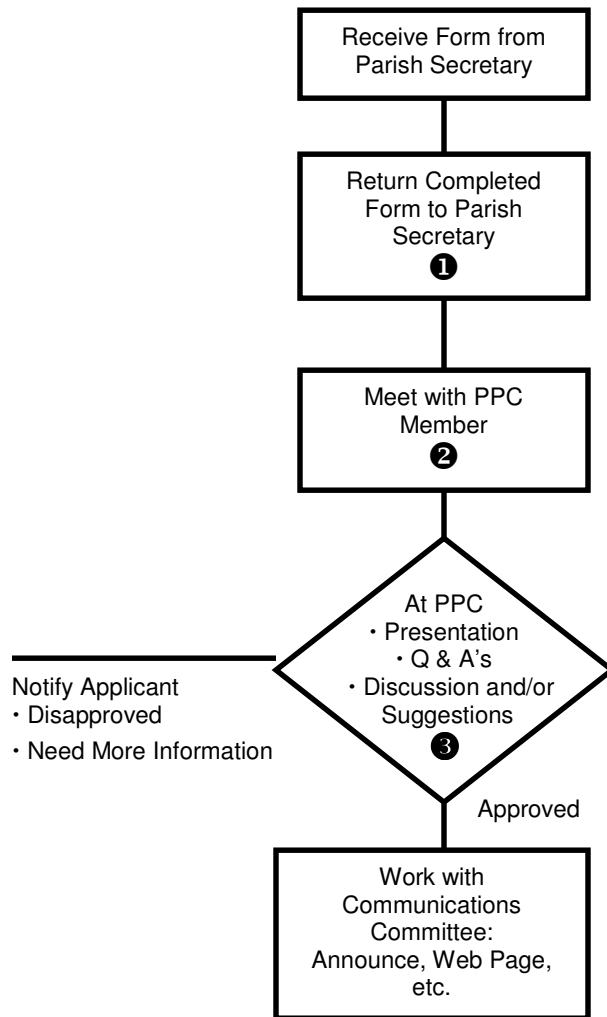
St. Francis by the Sea Catholic Church
45 Beach City Road, Hilton Head Island, SC 29926
Web address: www.stfrancishhi.org
Parish e-mail: office@stfrancishhi.org
843-681-6350
Fax 843-689-5502

SUBMITTAL INSTRUCTIONS: NEW MINISTRY REQUEST FORM

1. Request form from Parish Secretary
2. Complete the form describing purpose and scope of the proposed ministry
3. Return the completed form to Parish Secretary for consideration

Note: request will be reviewed by the Pastor and the Parish Pastoral Council (PPC). The person submitting the request will be notified as to whether the request has been approved or disapproved. If not approved, an explanation as to the reason(s) will be given.

APPLICATION PROCESS FOR NEW MINISTRIES



- ① Copies to pastor and to Parish Pastoral Council
- ② The appropriate Parish Pastoral Council member; ministry committee prepare for meeting with PPC
- ③ Sample Questions: Any special skills or certifications needed e.g. VIRTUS, etc., resources needed from parish, purpose, anticipated activities and number of members, etc.

NEW MINISTRY REQUEST

DATE: _____

NAME: _____

PHONE: _____

Dear Father:

I respectfully request that St. Francis by the Sea consider beginning a ministry to fill the following need:

(Please furnish a brief description)
