

**San Pedro Spiritual Development Center
Diocese of Orlando**

Commissioned Lay Ecclesial Ministry Program

3rd Year Project Guidelines

Every CLEM student, in order to be commissioned in May of third year, is required to satisfactorily complete a 3rd Year Project. A student whose project is not successfully completed by the final due date is not eligible for commissioning.

Goals of the 3rd Year Ministry Project

- To demonstrate ability to research and implement a ministry activity that considers and integrates needs, knowledge, leadership, and collaboration.
- To provide a reality-based application of the three years of study.
- To assess organizational, planning, analyzing, public relations, and presentation skills.
- To measure ability to articulate theological, ministerial, and personal knowledge in the context of a focused real-life situation
- To gain experience in self-assessment and to draw practical, concrete conclusions applicable to broader ministerial situations and issues

Who is Involved with Student in 3rd Year Project

- Ministry mentor, supervisor, pastor, and/or other relevant parish leadership work to identify and determine ministry needs and focus of project.
- **Team** of project collaborators to assist in the development and execution of the project. which may include volunteers and some or all of the above persons
- Program class facilitators and office staff members are available to offer guidance and encouragement.
- The CLEM Program Director (s) plays a crucial role in instructing, guiding, evaluating, and approving each stage of the project.

How to determine 3rd Year Project Focus

- The student begins by analyzing several areas of needs:
 - ✓ Is there a concern, an issue, a new development needed in your ministry or parish?
 - ✓ If this ministry were to really grow and be more effective, name three main areas that need planning and improvement. Prayerfully discern which need to focus the project on and make an appointment with mentor, pastor and/or ministry leaders to discuss the need(s) you discovered in the above process.
 - ✓ The project, if successfully completed, should enhance the ministry and add significantly to parish life.
 - ✓ Needs may be identified within the parish community or organization served by the student. Example, a new product or service, booklet, manual, process, prayer guide, training procedure, that if completed should benefit this ministry.

How to determine 3rd Year Project Focus cont'd

- Ordinarily the setting is within the student's current ministry where knowledge and skills can be directly applied. However, the supervisor or pastor may request the student pursue a need beyond their own ministry.
- Ideally, the parish or organization cooperates with the student by providing the necessary time and resources so the project can be completed within the allotted time frame

Project Sections and Due Dates

Project sections will be drafted one at a time and sent by e-mail attachment to both the Program Coordinator and the Director (s) of the program for review and feedback. Students work at their own pace, incorporating the Director's suggestions as well as making any corrections if needed, prior to submitting the final product. The project may include whatever graphics or printed materials are necessary to complete the information.

PROJECT SECTIONS

DUE

▪ Overview of 3 rd Yr Project Form	Second Friday of the month of June
▪ Needs	September CLEM Weekend
▪ Theological Foundations	October CLEM Weekend
▪ Methods & Procedures	November CLEM Weekend
▪ Evaluations	December CLEM Weekend
▪ Presentation of Ministry Project in Parish	-----
▪ Learnings for Ministry with FINAL PROJECT (includes bibliography and brief appendix of supporting documents)	April CLEM Weekend

**THE FINAL PROJECT IS DUE NO LATER
THAN **APRIL CLEM WEEKEND****

REQUESTS FOR TIME **EXTENSIONS MUST BE SUBMITTED IN WRITING
BY **JANUARY CLEM WEEKEND****

(MAXIMUM** - ADDITIONAL TWO WEEKS)**

TO BE COMMISSIONED, A STUDENT MUST COMPLETE THE PROJECT SATISFACTORILY

PROJECT SECTIONS

- **OVERVIEW OF PROJECT**

This form provides the Director with a synopsis of what your project will look like in order to provide appropriate feedback and approval of project. It also serves as a point of reference for you in developing each section of your project.

- **NEEDS SECTION**

Using the Overview of Project Form and feedback provided by the Director, the student proceeds to further develop the Needs Section using the guidelines below:

- **What Need is your Project addressing in the Parish?**

Further describe the purpose of your project. How did you know this need existed? How did you decide on this need(s)? Is your pastor/supervisor supportive of this project's goal(s)? How does your project fit into helping the parish/organization carry out its mission statement? Who will directly and indirectly benefit from this project...describe those benefits?

- **Who/what helped you determine this Need? (List title, their role within the parish/outside the parish; provide studies, surveys, etc...):**

- ❖ Meet with anyone else in the parish, other parishes, the diocese or other organizations related to the area of ministry in which you wish to work and obtain input regarding the need you are addressing. Be clear as to the kind of information you are requesting. Document these meetings and the input you have received.
- ❖ Give details about your parish (its location, size, facilities, cultural diversity (types of people who are members and their demographics), parish staff, brief history, mission statement, ministries available, financial picture, (e.g., affluent, poor...etc...) **that are pertinent to the project & need you are addressing.** (Do not simply copy your parish's entire web-site!!!)

- **THEOLOGICAL FOUNDATIONS SECTION**

The purpose of this section is to articulate **WHY** this is an appropriate project for lay ministry in the church. **How is this project rooted in the ministry of Jesus as proclaimed in the Gospels and continued in the ministry of the Church?**

What are the underlying theological concepts which relate to your particular project?

Once you have identified these you may use any biblical and doctrinal resources, or class readings and notes to develop a broader understanding of the theological concepts.

Example: A student doing a project on developing an Aids Ministry in a parish might need a theological understanding of suffering, church, ministry to the sick, the paschal mystery, hope, death and dying.

- **METHODS & PROCEDURES SECTION**

- **Goal of project (What you are trying to ultimately attain):**

- ❖ Using your **Goal(s)** as described on the **Overview of Project** and having completed the needs and theological foundations sections, narrate a one-page summary of the project as you plan it will unfold at time of presentation.
- **Objectives of 3rd Year Project:** (Steps you will take to reach your goal. Be specific).
 - ❖ Then move on to identify the specific **objectives, methods** (example, **consulting, research, educational, group process**, as defined below), **time frame, and procedures** you will follow in developing your project. Describe each objective and the method(s) to be used, target completion dates, and the procedures you will follow in accomplishing it.
- **Methods to be used in developing the Project:**
 - ❖ The primary (though not only) methods you might use to accomplish your objectives are:
 1. **Consulting Method:**

Talking with parish staff members, diocesan agencies, team members, others for the purpose of defining terms, negotiating strategies, budgets, procedures, responsibilities, etc.
 2. **Research Method:**

Surveys, phone calls, questionnaires, interviews, collecting materials, reading, synthesizing, analyzing, sorting information necessary to understand a principal, thought, idea, concept. Research is usually necessary in order to develop support information for one's ideas or choice of direction. Everyone will do research, especially in the Needs and Theological sections. The purposes of this method can vary from the need to collect factual, actual data, to creating a personal profile of individuals, to recruiting evaluations or new members, etc.
 3. **Educational Method:**

Seminars, workshops, classes, conferences, where material is presented by someone with expertise and a specific group is engaged in learning, for a specific reason.
 4. **Group Process Method:**

Team-building techniques, small discussion groups, town meetings, creative events, etc. where the main purpose is to get a group of people dialoguing, responding, arriving at goals, sharing thoughts, faith, ideas, talents, etc.

• **METHODS & PROCEDURES SECTION cont'd**

Look at each of your objectives and the methods you wish to employ for each one, setting target completion dates, and describing the procedures you will use to achieve it.

Place target completion dates on your calendar and check it regularly to keep you on track. The date represents when the task should be finished. BE REALISTIC. It always takes more time than you think to accomplish a task, especially if others are involved.

Be prepared to re-examine, add to procedures according to new ideas and situations. Not every objective will require the same methods or procedures. Be creative in determining what procedures to use and who should accomplish the task. **This is where your team is critical.**

❖ **Name your team who has agreed to work with you closely with this project**

❖ **What will be your role in the accomplishment of this project (/ all that apply)**

- | | |
|--|---|
| <input type="checkbox"/> Overseeing others' work | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Leading a team to complete the goal | <input type="checkbox"/> Sending out mailings |
| <input type="checkbox"/> Making public presentations | <input type="checkbox"/> Creating and analyzing surveys |
| <input type="checkbox"/> Organizing a workshop | <input type="checkbox"/> Contacting pastor and staff |
| <input type="checkbox"/> Lining up speakers | <input type="checkbox"/> Mediating Conflict |
| <input type="checkbox"/> Collecting resources | <input type="checkbox"/> Researching information |
| <input type="checkbox"/> Creating charts and graphics | <input type="checkbox"/> Other (list) _____ |
| | _____ |
| | _____ |

• **EVALUATIONS**

Your best methods and procedures may not result in achieving the objectives you have set. This is a part of life. You are expected to put forth your best effort to meet parish or organizational needs. Even though your project goals may not be met, the CLEM Program goal for a 3rd Year Project experience may still be met.

Choose an Evaluation Method Tool for your entire project. Then choose specific evaluation tools for objectives. You may decide to use: Evaluation Forms, Personal Interviews, Questionnaires Comparisons, Surveys, Statistical Analysis, among others.

After selecting, constructing, and using the evaluation tool(s), gather the information and analyze the results. Draw your conclusions on the results of the evaluation(s). **Include copies of all forms and evaluation tools used in the appendix**

• **LEARNINGS FOR MINISTRY SECTION** (must be included with Final Project)

Review everything you did to try to accomplish your goals and objectives. Review the feedback given on all drafts, the results of your evaluation(s) and all feelings, observations, and experiences in doing this project. Use the following themes to help you write, as they apply to your project. Rename them and add others as you need but be sure to include all these areas:

- Learned about Myself as a Person and as a Lay Minister
- Learned about Determining and Meeting Parish/Organization Needs
- Learned about Working With Others in Parish/Organization
- Learned about Being a Lay Minister
- Recommendations for Further Study and Development
- What difficulties or obstacles did you need to overcome to complete the project?

The bibliography should include all resources cited and used in research. The appendix should be limited to one copy of the most important supporting documents.

Binders used for the final project presented should be lightweight and individual **mica sheets per page are not necessary**.

Once the project is evaluated, approved, and the student's binder is documented, the binder is returned to student. A CD/DVD/USB version of your completed project must be submitted to the Office of Commissioned Lay Ecclesial Ministry, including the Learnings Section.

Suggestions as You Begin your 3rd Year Project

< Do not rush through your Overview of Project Goals & Objectives Form. This process is one of the most important parts of your project. This is where your project takes shape and a preliminary evaluation is possible. If you have

areas of your overview that are not well thought out and discussed with your pastor/supervisor and project team, it might reflect the need for further discernment, discussion and planning. Give special attention to this piece....it will help you down the road. A good overview speeds up preparation of the other sections.

- < The theological section is VERY important. If you are unsure on how to approach this, get with someone who can help you brainstorm it: Pastor, Supervisor, DRE, class facilitator, mentor, or Program Director.
- < This is not a project you do alone. It is expected that you will work closely with others in the design, execution, and evaluation of this project, even though you will have the primary leadership role.
- < Be careful about "how big" you make your project.
- < Remember.....you only have a few months. Be realistic about what can be accomplished.
- < Don't get hung up on a topic title. Your title should reflect what it is you actually want to accomplish.
- < The resources you select should be directly relevant to your project goals. Be selective. What you identify should be used.
- < Know that everyone works differently and no two projects should look the same. Creativity is welcomed, but that too needs to be kept within the defined guidelines so as not to overburden you with additional work.

