Office of Ministry Records, 1982-1995

Descriptive Summary
Creator: Office of Ministry, Office of the Archbishop
Abstract: The Office of Ministry Records includes administrative records, meeting minutes, correspondence, parish assessments, and manuals for the Ministry Formation Program.
Extent: 4 linear feet (5 boxes)
Language of Materials: English
Record Group Number: RG 03 C 19

Historical Note
The Office of Ministry was formed in 1985 with Sister Carol Weber, SSND serving as its director. The purpose of this office was to recruit, train, and support non-ordained laypersons with the call to serve in ministry. The office created the Ministry Formation Program, a three-year program designed to teach the participants how to identify their gifts and use them in their call to ministry. Due to budget cuts, the Office of Ministry was closed in 1993 and many of its services were consolidated into the Office of Laity and Family Life.

Scope and Content
Series 1: Administration Materials contains administrative files detailing the formation, operation, and closure of the Office of Ministry, dated between 1983 and 1995. Included in these files are copies of the Office's constitution and by-laws, as well as early drafts of these documents; materials related to the establishment of the Office of Ministry; correspondence between Archbishop John L. May and Sister Carol Weber, SSND; correspondence between Sr. Weber and Bishops Edward O'Donnell, J. Terry Steib, and Paul Zipfel; materials concerning the closure of the Office of Ministry and the transition of responsibilities to other offices in the diocese.

Series 2: Manuals contains resources created by the Office of Ministry that were designed to be used with the programs it oversaw, dated between 1982 and 1992. Included are coordinator handbooks for adult faith development programs; the Lay Personnel Policies handbook; drafts of the Ministry Handbook; the participant books and team manuals for all five phases of the Office's Ministry Formation Program; practicum resources for Ministry Formation Program candidates and supervisors.

Series 3: Archbishop's Files contains materials from Archbishop May's office concerning the Office of Ministry, dated 1982-1993. Included in these files are correspondence between the Archbishop and the Office of Ministry; meeting minutes and correspondence regarding the development of the Office; Ministry Needs Assessments completed by different parishes in the St. Louis area; reports from the Office of Ministry; information on grants, training programs and accreditation for the Office of Ministry; articles from the St. Louis Review on the Office of Ministry from its creation to closure.

Restrictions
Records are closed to the public for 25 years after date of creation. The Archives reserves the right to restrict any materials.

Administrative Information
Provenance: Office of Ministry, Office of the Archbishop

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20 Archbishop May Drive, St. Louis MO 63119-5738
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Accession: 2016-042, 2019-024, and 2019-036
Processing Note: Aaron Seidel, 2020

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Folder   **Record Number**   ADMN/P1/000240   Series **1**

    Administrative - Policies and Procedures - Background Information to Accompany VHS/VCR Ministry   Container **A4236**
Formation 1990

Folder   **Record Number**   ADMN/C1/000077   Series **1**

    Administrative - Corporate Constitution, Charter, By-Laws - Constitution, By-Laws, Early Drafts   Container **A4236**
1988-1991

Folder   **Record Number**   FNCL/2717   Series **1**

    Financial - Budget Planning - Copy Budget and Startup Allotments 1986-1988   Container **A4236**

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    Administrative - Files - Copyright Information 1988-2004   Container **A4236**

Folder   **Record Number**   HIST/143988   Series **1**

    Historical - Publications - Ecclesial Formation for Reflective Ministry Dissertation by Sister Carol Weber,   Container **A4236**
SSND 1995

Folder   **Record Number**   PERS/202   Series **1**

    Personnel - Evaluations - Evaluations 1990-1992   Container **A4236**

Folder   **Record Number**   ADMN/P1/000241   Series **1**

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    Administrative - Files - Job Descriptions 1986-1992   Container **A4236**

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    Administrative - Correspondence - Permanent - Closing and Transitioning 1993   Container **A4236**

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    Administrative - Correspondence - Permanent - Correspondence with Archbishop May 1986-1992   Container **A4236**

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    Administrative - Correspondence - Permanent - Correspondence with Bishop O'Donnell 1989-1993   Container **A4236**

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    Administrative - Correspondence - Permanent - Correspondence with Bishop O'Donnell 1985-1988   Container **A4236**

Folder   **Record Number**   ADMN/C2/P/002133   Series **1**

    Administrative - Correspondence - Permanent - Correspondence with Bishop O'Donnell 1983-1984   Container **A4236**

Folder   **Record Number**   ADMN/C2/P/002134   Series **1**

    Administrative - Correspondence - Permanent - Correspondence with Bishop Steib 1983-1993   Container **A4236**

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    Administrative - Correspondence - Permanent - Correspondence with Bishop Zipfel 1989-1993   Container **A4236**

Folder   **Record Number**   ADMN/P2/P/004689   Series **1**
    Administrative - Publications - Permanent - Formation and Overview 1988-1991   Container **A4236**

Folder   **Record Number**   ADMN/C2/P/002136   Series **1**
    Administrative - Correspondence - Permanent - Handbook Joint Committees Correspondence 1987-1989   Container **A4236**

Folder   **Record Number**   ADMN/F1/004648   Series **1**
    Administrative - Files - Staff/Board/Planning, Association of Parish Ministries, Finances/Scholarships 1987-1992   Container **A4236**

Folder   **Record Number**   ADMN/F1/004649   Series **1**
    Administrative - Files - Sister Carol Weber, SSND- Certification for Pastoral Ministries 1991   Container **A4236**

Folder   **Record Number**   ADMN/P2/P/004690   Series **2**
    Administrative - Publications - Permanent - Adult Faith Development Programs, Coordinator Materials, 1 of 2 1990-1992   Container **A4236**

Folder   **Record Number**   ADMN/P2/P/004691   Series **2**
    Administrative - Publications - Permanent - Adult Faith Development Programs, Coordinator Materials, 2 of 2 1990-1992   Container **A4236**

Folder   **Record Number**   ADMN/P2/P/004692   Series **2**
    Administrative - Publications - Permanent - Compensation Manual for Administration 1987   Container **A4236**

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    Administrative - Files - Handbook Draft and Materials 1991-1993   Container **A4236**

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    Administrative - Publications - Permanent - Lay Personnel Policies - Sr. Barbara Garland, SC 1982   Container **A4236**

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    Administrative - Publications - Permanent - Ministry Formation Program - Phase I, Ministry Discernment Team Manual 1990   Container **A4236**

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    Administrative - Publications - Permanent - Ministry Formation Program - Phase I, Ministry Discernment Participant Book, 1 of 2, 1990-1992   Container **A4236**

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    Administrative - Publications - Permanent - Ministry Formation Program - Phase I, Ministry Discernment Participant Book, 2 of 2, 1990-1992   Container **A4236**

Folder   **Record Number**   ADMN/P2/P/004697   Series **2**
    Administrative - Publications - Permanent - Ministry Formation Program - Phase II, Growth in Christian Spirituality Team Manual 1991   Container **A4236**

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Administrative - Publications - Permanent - Ministry Formation Program - Phase II, Growth in Christian Spirituality Participant Book, 1 of 2, 1991

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Administrative - Publications - Permanent - Ministry Formation Program - Phase II, Growth in Christian Spirituality Participant Book, 2 of 2, 1991

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Administrative - Publications - Permanent - Ministry Formation Program - Phase II, Growth in Christian Spirituality Supplements and Extras 1987-1988

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Administrative - Publications - Permanent - Ministry Formation Program - Phase III, Vatican II/Church Community/Parish Team Manual 1991

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Administrative - Publications - Permanent - Ministry Formation Program - Phase III, Vatican II/Church Community/Parish Participant Book, 1 of 2, 1991

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Administrative - Publications - Permanent - Ministry Formation Program - Phase III, Vatican II/Church Community/Parish Participant Book, 2 of 2, 1991

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Administrative - Publications - Permanent - Ministry Formation Program - Phase IV, Ministry Skills/Supports/Resources Team Manual 1992

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Administrative - Publications - Permanent - Ministry Formation Program - Phase IV, Ministry Skills/Supports/Resources Participant Book 1992

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Administrative - Publications - Permanent - Ministry Formation Program - Phase V, Ministry Leadership Development Team Manual 1992

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Administrative - Publications - Permanent - Ministry Formation Program - Phase V, Ministry Leadership Development Participant Book, 1 of 2, 1992

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Administrative - Publications - Permanent - Ministry Formation Program - Phase V, Ministry Leadership Development Participant Book, 2 of 2, 1992

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Administrative - Publications - Permanent - Ministry Handbook - Draft Copy 1988

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Administrative - Publications - Permanent - Parish Self Study and Development 1991

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Historical - Publications - Personnel Guidelines for Church Ministry - Archdiocese of St. Paul and Minneapolis, 1 of 2, 1987

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Historical - Publications - Personnel Guidelines for Church Ministry - Archdiocese of St. Paul and Minneapolis, 2 of 2, 1987

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Administrative - Publications - Permanent - Personnel Guidelines for Parishes and Agencies, Draft 1989

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Administrative - Publications - Permanent - Practicum Materials, Supervisor On-Site 1990-1991

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Financial - Budget Planning - ADA Grants 1988-1992

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Administrative - Minutes - Ad Hoc Committee (pre-planning committee) Minutes 1984-1986

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Administrative - Minutes - Ad Hoc Committee - Deanery Meeting Minutes and Correspondence 1985-1986

Container **A307**

Folder	Record Number	ADMN/F1/004651	Series **3**

Administrative - Files - Advisory Board Members, Goals 1986-1993

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Executive - Archbishop and Bishop - Correspondence - Advisory Board Correspondence 1986-1991

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Administrative - Minutes - Association of Pastoral Ministers, Parish Ministries Support Group, Meeting Minutes 1986-1988

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Executive - Archbishop and Bishop - Correspondence - Association of Pastoral Ministers, Correspondence 1985-1993

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Executive - Archbishop and Bishop - Correspondence - Correspondence, Applications, and Requests 1986-1993

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     Personnel - Salary Information - Curia Salary Survey 1988-1989   Container **A307**

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     Financial - Budget Planning - Grant Information 1987-1990   Container **A307**

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     Executive - Archbishop and Bishop - Correspondence - Handbook Committee Minutes and Correspondence 1988-1989   Container **A307**

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     Administrative - Reports - Exception - Ministry Needs Assessment Committee, Minutes, and Correspondence 1987-1989   Container **A307**

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     Administrative - Reports - Exception - Ministry Needs Assessment, Computer Procedures 1990-1993   Container **A307**

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     Administrative - Reports - Exception - Ministry Needs Assessment, Correspondence 1990-1991   Container **A307**

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     Administrative - Reports - Exception - Ministry Needs Assessment, Grant Materials 1990   Container **A307**

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     Administrative - Publications - Permanent - Ministry Needs Assessment Information Booklet, Undated   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment, Most Precious Blood 1991   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment, Our Lady of the Pillar 1992   Container **A307**

Folder   **Record Number**   ADMN/R1/E/000680   Series **3**
      Administrative - Reports - Exception - Ministry Needs Assessment, Sample 1990-1991   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment, St. Alban Roe 1992   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment, St. Aloysius 1990   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment, St. Anselm 1992   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment, St. Catherine Laboure 1991   Container **A307**

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      Administrative - Reports - Exception - Ministry Needs Assessment Tools and Surveys 1988-1990   Container **A308**

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      Administrative - Reports - Exception - Ministry Needs Assessment User Guide 1989-1990   Container **A308**

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      Administrative - Reports - Exception - Office of Ministry Report February 28, 1986   Container **A308**

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      Administrative - Reports - Exception - Office of Ministry Report January 28, 1986   Container **A308**

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      Administrative - Programs - Pallotti Center Programs 1986-1991   Container **A308**

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      Administrative - Minutes - Pastoral Committee and Discussion Group Meeting Minutes 1987   Container **A308**

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      Personnel - Salary Information - Salary Guides 1988-1993   Container **A308**

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    Administrative - Files - Spiritual Directors, Personnel List 1986-1993   Container **A308**

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