



Infant Jesus of Prague Parish

1131 Douglas Avenue • Flossmoor, Illinois 60422
P 708-799-5400 • F 708-799-5462 • ijpparish.org

Tool Kit: Information for IJP Ministry Leaders

IJP Parish Office: 708-799-5400

Father Mike Nacius - Pastor ... mnacius@ijpparish.org

Fr. Edmond Aristil – Associate Pastor ... earistil@ijpparish.org

Pat Garrity - Administrative Assistant ... pgarrity@ijpparish.org

Donna Kay - Business Manager ... dkay@ijpparish.org

Mike Chapman - Plant Manager ... mchapman@ijpparish.org

Pat Kahl - Director of Religious Education ... pkahl@ijpparish.org

Trish Ladner - Youth Minister ... tladner@ijpparish.org

Jeanne DiLuia - RE Administrative Assistant ... re@ijpparish.org

IJP Parish School: 708-799-5200

Natalie Formica - Principal ... nformica@ijpschool.org

Peggy Dull - Administrative Assistant ... pdull@ijpschool.org

Debbie Bohne - Technology Coordinator ... dbohne@ijpschool.org; news@ijpschool.org

Approval of any project or event

- Discuss purpose, goals and plans with Father Mike; if the school is involved discuss with Natalie Formica; if Religious Education is involved discuss with Pat Kahl.
- Calendar events & facilities with Pat Garrity.
- Inform administrative assistants about basic details as so much gets filtered through them. They are an invaluable source of information and assistance.
- Consult with Mike Chapman about your set up and equipment needs for an event at least a week in advance.
- Donna Kay can help you figure out any financial considerations you may have. A discussion with her &/or Father Mike/ Fr. Edmond should occur before you are committed to any expenditures.

Recruitment of participation

- Prepare an announcement with all pertinent information (needs, contact person & how to reach such person, dates, etc.) for the Campanile. DEADLINE: Articles are due Friday 8 days prior to the weekend you want it published. It can be emailed or turned into Pat Garrity (pgarrity@ijpparish.org)
- In general if you are requesting parishioners to save a date on their calendar or participate in some form outside of their time at weekly mass (such as purchasing an item to be donated) you should start Campanile announcements four weeks

prior to said date; if participation is required only in the time frame of a weekend mass then two weeks priors should be sufficient.

- Announcements for Sunday masses must be written and approved by the Thursday of the same weekend. And normally should only be used for two weekends. Email announcements to pgarrity@ijpparish.org.
- IJP School emails information to all families every Friday. If you want to utilize this form of communication and ministry please send request to Debbie Bohne by the Wednesday prior.
- RE emails families as needed. Please give R.E. a couple of days notice to get the information distributed.
- Various parish ministry groups can be a great resource to help get participation in a project. Some of these ministries may be Religious Education, Teens Growing In Faith, IJP School, Very Important Persons, Parish Pastoral Council, Choir, IJP Athletic Board, to name only a few. While you cannot expect them to do the “heavy lifting” of your project they may be very willing and wanting to contribute in lesser ways. Contact the leadership of a ministry to request assistance on how to best work with a given ministry and how to best communicate with their participants. A list of the contact person for most ministries can be found on the IJP website at <http://www.ijpparish.org/ministries.htm>.

If you are in need of further understanding on how to get a project started, organized, and completed ask a person who has previously developed and lead a project, event, or ministry at IJP. Experienced people have the best knowledge on how to be successful. If you are not aware of an individual to get personal advice from please contact the Parish Pastoral Council at or through the office at 708-799-5400.