



May 8, 2025

Re: Request for Ministry Room Needs and 2025–2026 Parish Handbook

Dear Ministry Leader,

This is our annual communication to all ministry leaders to help us assess your ministry's needs regarding meeting space and updates for the upcoming *Parish Ministry Handbook*.

Enclosed you will find the following:

1. Parish Handbook Review

- Attached is your ministry's current page in the handbook.
- If there are **no changes**, simply send us a quick notice via email at church@sthelenvero.org confirming that.
- If you would like to make **revisions**, feel free to mark them on the attached copy and return it to the Church office.

2. Parish Ministry Communication Form

- This form will help us understand how best to share ministry information with your members and the wider parish community.
- Please review and provide feedback, as well as any additional suggestions for parish support.

3. Reservation of Parish Meeting Space Form

- Use this form to reserve your ministry's meeting space for the 2025–2026 year.
- If your group stops meeting or any details change (day/time, contact person, etc.), please notify the office promptly.

 **Important:** Please return the completed forms no later than **June 2, 2025**.

This packet was sent to you as the person currently listed as responsible for this ministry. If that has changed, kindly forward the packet to your successor.

The Church office staff is here to assist with your ministry needs—please don't hesitate to reach out with any questions, suggestions, or concerns.

Yours in Christ,

Parish Office Staff

St. Helen Catholic Church