

## Green Team Program Packet #1

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## Welcome!

Dear Green Team Liaison,

Thank you for your commitment to the Green vision of the Diocese of San Jose and your willingness to act in this very important leadership role. It is always a miracle when we see the Holy Spirit act among our people, calling us to do God's work using the special gifts we all possess. God has given each of us on the Liaison Committee a special sensitivity towards Creation. Let us pray that through learning, reflection, sharing, and action we are able to unlock the full potential of this special gift.

The main purpose of the CGI Liaison Committee is to allow for communication between the Catholic Green Initiative (CGI) Executive Committee and the parishes of San Jose. The CGI Liaison Committee will also allow for collaboration and exchange of ideas and resources between parishes. Our goal is for each parish to have an active and influential Green Team. The Chairperson of the parish Green Team should ideally be the representing Liaison.

This packet was created by the Education Committee. It contains a wide assortment of resources you may choose to use in establishing a Green Team program at your parish. You may use this material in its entirety, edit and add to suit your parish's unique personality, or create your own program.

Thank you again for your dedication and compassion towards Creation and Humanity. In closing, I leave you with Pope Benedict XVI's words, "If you want to cultivate peace, protect Creation."

In Faith,

The Education Committee

# The Catholic Green Initiative

In 2009, the Diocese of San Jose, Santa Clara University, Catholic Charities, and the Sisters of Presentation, under the guidance of Bishop Patrick McGrath, created the Catholic Green Initiative (CGI).

## CGI Mission

Our mission is to bring the message of Catholic Social Teaching with regard to the environment into the daily lives of the Catholic Community in the Diocese of San Jose. Among other things, we want to encourage local Catholics to conserve water and energy, as well as become more educated about conservation and environmentally friendly practices for the home and workplace. We will collaborate on a unified green vision for the diocese.

## The St. Francis Pledge

To launch CGI we choose to link ourselves with the Catholic Coalition on Climate Change (CCCC) by accepting their invitation to sign their St. Francis Pledge. In 2009, Bishop Patrick McGrath signed the pledge on behalf of the entire Diocese of San Jose. Individual parishes were also invited to ask their parishioners to sign the pledge. You may still participate in this activity as an individual, family or parish by going to their website at [www.catholicclimatecovenant.org](http://www.catholicclimatecovenant.org). Resources for implementing the St. Francis Pledge can also be found at the CGI website: [www.dsj.org/green](http://www.dsj.org/green).

The St. Francis Pledge specifically focuses on the issue of climate change, but the work of CGI is broader than that single issue. We are encouraging the people of our diocese to make a commitment to:

- **PRAY** and reflect on our responsibility to care for God's creation and protect the poor and vulnerable
- **LEARN** and educate others about environmental stewardship
- **ASSESS** how we contribute to environmental degradation
- **ACT** to affect positive change
- **ADVOCATE** for the principles of Catholic Social teaching especially with regard to our environment.

## CGI Leadership

Chairperson

Dr. Anthony Strawa [astrawa@sbcglobal.net](mailto:astrawa@sbcglobal.net)

Staff Advisor

Linda Batton [lbattton@dsj.org](mailto:lbattton@dsj.org)

## CGI Sub-Committees

**Education:** The Education Committee of CGI is available to help provide resources and materials to educate our communities on the important issues of caring for our planet and our responsibility to do so as Catholics.

Education Co-Chair                      Susan Lee Olsen                      [suolsen@dsj.org](mailto:suolsen@dsj.org)  
Education Co-Chair                      Lauren Matusich                      [lmatusich@mitty.com](mailto:lmatusich@mitty.com)

**Advocacy:** The Advocacy Committee of the CGI works to advocate for Catholic principles and priorities in environmental issues and decisions, especially as they disproportionately impact those who are poor and vulnerable. The Committee works to identify, promote and inspire all of the parish, school and religious communities of Santa Clara County to recognize, respect and act in ways that reflect our covenant relationship and duty as stewards to care for God's Creation.      Advocacy Chair                      Gerard McGuire                      [gerardmc@aol.com](mailto:gerardmc@aol.com)

**Communications:** The Communications Committee will help promote the CGI proclaim the wonderful work that we do.      Communications Chair - Penny Warne                      [pwarne@dsj.org](mailto:pwarne@dsj.org)

**Resources:** Our mission is to develop projects that will enable parishes and parishioners within the Diocese to become more sustainable. We will accomplish this by assisting in the assessment of current resource usage, presenting specific recommendations for sustainable practices, and assisting in the implementation of sustainable practices.

Resources Chair                      John Miller                      [jmarch@jmarch.com](mailto:jmarch@jmarch.com)

**Water:** The Water Committee's focus is to have people in the Diocese become aware of water related issues.                      Water Chair - Tom Walsh                      [tlsculpt@sbcglobal.net](mailto:tlsculpt@sbcglobal.net)

**Liaisons (forming):** The Liaison Committee will include Green Team liaisons from each parish. We will collaborate on developing goals for the CGI, share best practices, support each other, and provide an avenue for the CGI's recommendations, resources and policy statements to be passed forward into our parishes. We will work along side existing Social Justice Committees.

Liaison Chair (interim)                      Leana Dalton                      [leana\\_dalton@yahoo.com](mailto:leana_dalton@yahoo.com)

**Please note that there is an abundance of information and resources, including minutes from each of the CGI Executive Committee, Sub-Committees and a resource bibliography available on the CGI website: [www.dsj.org/green](http://www.dsj.org/green)**

# Establishing a Parish Green Team

## Organizational First Steps

There are many ways that a Green Team may become established within a parish. The two most common ways are:

- 1) As an off-shoot of the parish's Social Justice Committee
- 2) From individual parishioners interested in Environmental Justice issues

In either case, it is important to reach out to the Pastor of your parish to share your vision for what your Green Team might accomplish. The first step may be to send a letter of introduction, followed by a personal meeting. Please review the examples provided at the end of this packet.

Your team may also want to enlist the help of a **parish staff advisor**. This person would help facilitate meeting space, answer questions, report to the parish council, etc. If you are not already aware of an obvious candidate, speak with your Pastor about a recommendation.

The Chairperson of the Green Team may also serve as the CGI Green Liaison. There could be circumstances where these two duties will need to be divided among two or more individuals. Additionally, the Green Team/Liaison must work collaboratively with the Social Justice Committee/Liaison. In some parishes, the Green Team may be a sub-committee of the Social Justice Committee.

As a CGI Green Liaison, you will be asked to meet with other parish liaisons quarterly. The CGI Liaison Committee Interim Chairperson is Leana Dalton: leana\_dalton@yahoo.com

***How do I know I am right for the job as Green Team Chairperson?*** Listen to your heart! If you already have an interest in Environmental Justice and the ability to devote some time to this initiative, then you are qualified. The "Greenest" individual is not necessarily the best person for the job. There are resources available to you to help you through every step of the way. Once the Chairperson(s), Green Liaison, and Parish Staff Advisor have been identified and the Pastor engaged in the vision, you need to develop a basic program outline (example below). Use this as a roadmap so that you can direct the efforts of your team and have some idea of what you plan to do. Be flexible, though, to allow for your team to have input and ownership over the group as well.

# Building a Team

## Recruiting Members

1. Contact Friends and Family
2. Reach out to individuals you believe might be interested or have something valuable to offer
3. Connect with youth and scout groups at the parish
4. Request volunteers from local colleges or high school
5. Use the bulletin to recruit new members
6. Utilize the parish website to spread the word
7. Create pulpit announcements

## Recruiting Best Practices

The number one reason people state for why they don't volunteer is, "No one asked me to."

Make personal phone calls rather than sending an email. Let the person know why you would like for them to volunteer. Ask for something specific such as attending a meeting or undertaking a certain task.

You might say, "Your garden is so beautiful. I really admire your green thumb. I know you must have a deep appreciation for nature. I would love to have you share that passion with us at the parish Green Team. Do you think you could come to our meeting on Friday?"

### Think about the reasons people volunteer:

Become Actively Involved in the Parish	Make a Contribution to an Important Topic
Make Friends	School Requirement
Gain Professional Skills	Their Friends are Doing It
Re-Enter the Workforce	Family Value/Family Time Together
Status	Intellectual Stimulation
Meet New People	Feel Needed
Give Back	Help Right Injustice
Share Skills/Knowledge	Build Confidence
For Something To Do	HAVE FUN

You might say, "I know you are new to this parish and would like to get to know more people, so I want to ask if you'd like to join the Green Team. We meet monthly and it is a terrific way to get to know other families."

Tailor the volunteer role to suit the individual. Some may not be able to attend meetings, but would be happy to work from home on tasks. Consider asking them to manage an email contact list, the website, or writing weekly articles for the bulletin.

You might say, “I know you can’t make our monthly meeting, but I would hate to lose your talents. Do you think that you could be in charge of putting our meeting minutes on the website?”

Be positive about your own leadership role. Modesty is an important part of our culture, so those in leadership positions often find themselves downplaying their role. It’s common to say, “I’m just doing this because no one else will,” or similar comment. That conveys a negative message about volunteering. Instead, say, “I’m doing this because I know I am helping and I feel appreciated by our parish.” Or “This is a way for me to share my interests and gain new skills.”

## **Volunteer Management**

Be clear about job descriptions and expectations. Let your volunteers know what they will be asked to do, the expected time commitment, and any deadlines that you are working with. Sometimes it may be helpful to create written job descriptions.

Recognize your Volunteers for a job well done. Try to be specific. For example, rather than saying, “Thanks for everything.” Say, “Thank you for sending out all those emails, coming to the meeting on Saturday, and working at our booth.” Match the recognition to the volunteer. If, for example, one of your volunteers is especially shy, a public thank you may embarrass them. A quiet, personal note would be a better fit. Handwritten notes, rather than computer generated messages are best. Here are some inexpensive, effective ways to thank volunteers:

- Give a Rock. Is your volunteer team solid as a rock? This is a nice symbolic gesture of appreciation.
- Use free email greeting cards to thank your volunteers. Try [www.catholicgreetings.org](http://www.catholicgreetings.org) or [www.123greetings.com](http://www.123greetings.com)
- Keep track of and recognize birthdays.
- Acknowledge them in your Parish Bulletin.
- Send a letter to your Pastor, recognizing your volunteer’s extraordinary contribution.

- Leave a voice mail: Call when you know they will be away from home/office and leave a voicemail. Something about hearing an unexpected message of gratitude is very uplifting.

### **Leadership Essentials**

- Feel and Act Empowered
- Lead by Example
- Communicate a Vision
- Set Boundaries
- Utilize Resources

### **How to Run a Meeting**

- Begin with Prayer
  - 1) There are many prayers available for use on the CGI website, [www.dsj.org/green](http://www.dsj.org/green)
  - 2) Use the internet or books to find suitable prayers or write your own
  - 3) If you are uncomfortable leading your group in prayer, ask a fellow team member to do so, recite the Lord's Prayer as a group, or simply bow your heads in a moment of silent prayer
- Create an agenda and send it out before hand
- Ask for suggestions
- You can choose to follow "Roberts Rules of Order"
  - 1) An informal meeting style creates a more casual, relaxed atmosphere
  - 2) A good agenda goes a long way in reducing the need to use Robert's Rules of Order
  - 3) Roberts Rules of Orders can help you run a more smooth meeting if you expect the content to be emotionally charged or if your group has difficulty staying on task
  - 4) Information about Roberts Rules of Orders is available online. You may wish to utilize only a few of the "rules" to create your own meeting etiquette
- Be the "tie-breaker" keeping in mind the group's vision and goals
- Provide a digital copy of the agenda to your secretary to make minute keeping easier
- Post minutes to your group as soon as possible
- Upload minutes to your parish website and email them to others who may be interested: pastor, CGI, Liaison Committee, Staff Advisor, etc.
- Keep them fun!
  1. Provide drinks and snacks when possible. Food makes a meeting feel like a party.
  2. Have Show and Tell. Ask each participant to bring an item to show and tell about. You can ask for items around a theme such as: What makes you happiest? Your family. How do you imagine God?

3. Give each participant a small stack of scratch paper and ask everyone to write a kind note to every other participant. Pass around the notes, or fold them up for people to view later.
4. Pay attention to the environment. Provide plenty of seating. Play music or burn candles to create an inviting atmosphere.
5. Start out with a team building or ice breaker activity.

## Sample Letter to Pastor

January 25, 2010

Dear Father Chris,

*I was so happy that the Diocese of San Jose and St. Martin of Tours has committed themselves to becoming better stewards of God's Creation. When I started to see the "Green Corner" in the weekly bulletin, I contacted Joy to find out how to help.*

*After speaking with Joy and meeting with the Diocese Green Team Education Committee, I offered to chair an Environmental Committee at St. Martin's. The committee would implement Diocese Green projects at our parish, as well as to educate and encourage parishioners to fulfill their St. Francis pledge by providing parish-wide opportunities to make a positive impact on our local environment.*

*I studied Environmental Education at Santa Clara University, where my coursework included a Christ-centered approach to the spirituality of sustainability. After college, I taught 6<sup>th</sup> and 7<sup>th</sup> grade, then married and became a stay at home mother. Now, I volunteer with many organizations, as well as serving on the Board of Directors for a large non-profit group in the South Bay.*

*My family does our best to be "green" but by no means are we perfect! With two small children at home, we definitely consume more products and create more waste than our fair share. But, my personal philosophy is that each small action you take can make a huge impact. People should be able to go at their own pace, doing what they can. As with most things, it is a journey. We will not reach our destination, but through one step at a time.*

*I understand how these issues can be emotionally charged for many people and I feel confident in my ability to have patience and respect for each person's viewpoint. My goal would be to create an atmosphere where everyone can feel welcome and where each contribution, no matter how seemingly insignificant, is recognized. I would feel so proud for St. Martin's to be recognized among the Diocese for being a leader in this call to action. When I saw how this particular project fit so well with my skills and expertise, I felt called to respond.*

*Upon Joy's encouragement, I created the following outline, in which I've briefly sketched my ideas for the committee. Thank you for taking the time to review it, and offer your suggestions and insights. With your approval to move forward, I am happy to recruit committee members and begin planning and implementing projects as you feel would benefit St. Martin's.*

*Thank you so much.*

*In Faith,*

*Leana Dalton*

## Sample Program Outline



### St. Martin of Tours Green Committee Proposal

#### I. Foundations

- a. Discuss Guidelines and Goals with Parish Leadership
  - A. Implement Diocese Green Projects at St. Martin's
  - B. Help St. Martin's Parishioners fulfill their St. Francis Pledge
  - C. Educate Parishioners about Green Practices
  - D. Distribute Information about Diocese and Parish Green Events
- b. Develop Mission Statement: To be filled out by Committee
  - A. Pray:
  - B. Learn:
  - C. Assess:
  - D. Act:
  - E. Advocate:

#### II. Team Building

- a. Parish Advisor: Joy Aspenall
- b. Chair Person: Leana Cardoza Dalton  
Parish Contact Person, Attends Diocese Green Meeting, Chairs Committee Meetings
- c. Co-Chairperson or Vice Chairperson?
- d. Secretary:  
Keeps Meeting Minutes, Photography
- e. Technology  
Website, blog: to be determined
- f. Leana' will ask friends who might be interested
- g. We will invite those that have contributed to the Green Corner in the bulletin
- h. We will include an invitation to join in an upcoming bulletin

#### III. Themes; Diocese-Wide Projects

- a. Winter 2010: Water
- b. Spring 2010: Environmental Footprint
- c. Summer 2010: ?
- d. Fall 2010: ?
- e.

#### IV. Action Ideas

- a. "Blue Gold: World Water Wars" Movie Screening (San Jose Diocese)
  - A. St. Martin's Green Committee to Watch movie on Feb. 24<sup>th</sup>, 7pm
  - B. Committee will then decide who to market and present the movie to the rest of the parish
  - C. Or, if the movie is too controversial, to small groups: The Social Justice Committee and St. Martin's Staff
- b. Plant A Row Campaign
  - A. Parish Gardeners Plant Vegetable and Fruit Gardens in their own backyards
  - B. Extra Produce Donated to Second Harvest Food Bank
  - C. OR, Produce brought to Church for our Own Community Supported Agriculture Program (CSA)
    1. Donated Produce is sorted into small boxes for purchase at Mass times
    2. Provides Home Grown, Local Produce to our Parishioners
    3. More Work, but can be used as a fundraiser
- c. Reduce, Reuse, Recycle at St. Martins
  - A. Brainstorm ideas for greener practices at St. Martins.
- d. The Perfect Meal Dinner Parties
  - A. Modeled after Michael Pollen's Omnivore's Dilemma
  - B. Participants gather together for a meal created with all or mostly items hunted and gathered by the group
  - C. Example: Caught Fish, Grown Vegetables, Fruit Pies, Homemade Cheese, etc.
- e. Super Fund Tour
  - A. Tour Santa Clara County Superfund Sites
- f. Walk/Bike to Church Campaign
  - A. Weather Permitting
  - B. Participants receive "God Gave Me Legs" sticker
- g. September Beach Clean-Up at Capitola Beach
  - A. International Beach Clean-Up Day
  - B. Sat. September 25<sup>th</sup>, 2010, 9am
  - C. Leana has already signed up to be the Capitola Beach Site Captain



**St. Martin of Tours Parish**  
**200 O'Connor Drive**  
**San Jose, CA 95128**

Parish Green Team

Leana Dalton

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*“If you want to  
cultivate peace,  
protect Creation.”*

Pope Benedict XVI

January 1, 2010

**Environmental Studies Internship**

In 2009, the Diocese of San Jose, Santa Clara University, Catholic Charities, and the Sisters of Presentation, under the guidance of Bishop Patrick McGrath, created the Catholic Green Initiative (CGI) to encourage area Catholics to conserve water and energy, to become more educated about conservation efforts and environmentally friendly practices for the home and workplace and to collaborate on a unified green vision for the diocese. St. Martin of Tours is a leading parish in this effort. Our Green Team was established by SCU alumni in November, 2009.

**Description:** The Green Team Intern will ideally bring a strong academic background, with current working knowledge of local and global environmental issues, especially how those issues impact our most vulnerable communities. This is a flexible position which can be tailored to suit your individual interests and goals for professional development.

**Responsibilities:**

- Create bi-weekly newsletter articles for publication in parish and Diocese-wide bulletins
- Contact local environmental non-profit groups and government agencies to develop programs
- Create and deliver presentations to our parish and/or school
- Coordinate environmental educational opportunities with St. Martin of Tours parish school (K-8<sup>th</sup> grade), as appropriate
- Help facilitate parish sponsored activities
- Help implement greener office practices at our facility
- Attend monthly Green Team meetings (7:30pm) and occasional CGI meetings (times vary)

**Qualifications:** Minimum junior college standing. Strong organizational and communication skills required, as well as a professional demeanor. Catholic background not required. One academic quarter commitment is required, beginning summer or fall 2010. St. Martin's is an easy bike ride from campus.

**Benefits:** Learn to establish a program from the grassroots, recruiting volunteers, providing education to the general public, coordinating diverse groups of people, working within a small budget, capitalizing on local resources, and networking with environmental activists and entrepreneurs. This is an unpaid position. Letter of reference provided.

**Application Process:** Please email the following to

[leana\\_dalton@yahoo.com](mailto:leana_dalton@yahoo.com):

- 1) Completed Application Form (attached)
- 2) Resume and Cover Letter describing yourself and your interests
- 3) Sample of Work: please send a paper, presentation, or project that you completed for an Environmental Studies/Science course that represents your skills and/or interests.

You will be contacted for an interview

## **Green Best Practices**

Beyond educating your parish and encouraging them to sign the St. Francis Pledge, your Green Team may be interested in establishing more sustainable practices in everyday parish activities. Here are some projects you may consider, with the approval of your Pastor:

### **Enhanced Recycling and Waste Program**

- Contact your Waste Management Provider and find out what the procedures are for recyclables.
- Are there enough recycling receptacles? Are they clean and readily identifiable? Is it clear what items are accepted? Your team can work to add and upgrade the bins if necessary. It can be a fun project to paint new garbage cans for recycling
- Does the staff understand the recycling procedures? Is it clear who is supposed to sort and dump recyclables? Prepare a policy for distribution at your parish and school.
- Is it possible to compost at your site?
- Contact your facilities manager and administrative staff to coordinate green efforts with them.

### **Encourage Waste-Less Events**

- Parishioners can be asked to bring their own plate, cup and utensils to events, picnic style. This has been done successfully by the ICF at St. Martin of Tours Parish in San Jose.
- Students could be encouraged to bring a lunch without trash. Perhaps the student council can arrange for incentives for this program.

### **Practice Energy and Water Conservation**

- Turn off lights when not in use. Use natural lighting whenever possible, and use the Heater/AC sparingly.
- If toilets are not low-flow already, place a filled plastic water bottle into the bowl.
- Turn the thermostat down on the water heater
- Replace standard light bulbs with CFL's.