

How do new Service Team Members get approved and listed on the Directory?

How do I update Arch/Bishop, Spiritual Advisor, or Service Team information?



# New Service Team Member

```
graph TD; A[New Service Team Member] --> B["New Service Team Bio form  
Updated 12.18.2020"]; B --> C["Need Spiritual Advisor's approval  
date on form"]; C --> D["Completed and sent to Office: electronically or hard copy"]; D --> E["New ST member, ST Coordinator, Webmaster are notified by the Office"];
```

New Service Team Bio form  
Updated 12.18.2020

Need Spiritual Advisor's approval  
date on form

Completed and sent to Office: electronically or hard copy

New ST member, ST Coordinator, Webmaster are notified by the Office

# Brand New Service Team Member

The screenshot shows a web browser window displaying the Magnificat Intranet. The address bar shows the URL [magnificat-ministry.net/newintranet/](http://magnificat-ministry.net/newintranet/). The navigation menu includes: HANDBOOK, DIRECTORY, FINANCE, GARDEN TOOLS, SPEAKERS, MATERIALS, and a language dropdown set to English. The 'DIRECTORY' menu is expanded, showing: TEAMS, US CHAPTERS, INTERNATIONAL CHAPTERS, DIRECTORY UPDATE FORM, and NEW SERVICE TEAM MEMBER FORM. A blue arrow points to the 'NEW SERVICE TEAM MEMBER FORM' option with the text 'Choose this form'. The main content area features a 'HOME' section with 'Intranet Welcome!' and a photo of a building. On the right, there are links for CONFERENCES, LOGOS • GRAPHICS, and RETURN TO PUBLIC SITE, along with buttons for STORE LOGIN and CREATE STORE ACCOUNT. The Windows taskbar at the bottom shows the search bar and system tray with the date 12/23/2020 and time 10:39 AM.

Click on **“Directory”**  
**or** on the appropriate form in the drop down.

# Your Chapter has a Brand New Service Team Member...



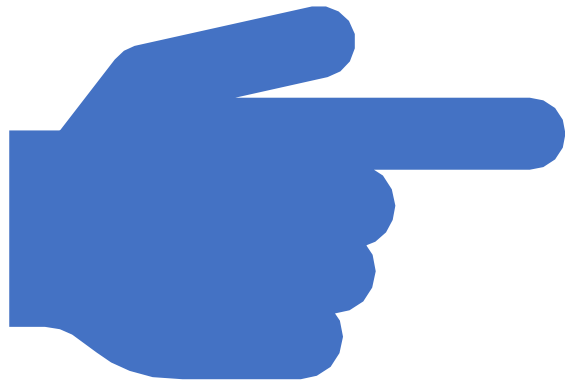
- Coordinator: print out the **New Service Team Member Bio Form** on the Intranet:

<https://magnificat-ministry.net/newintranet/directory/new-service-team-member-form/>

- Send the completed form (electronically or hard copy) to the Magnificat Office

**Or**

# Or go to the Intranet



And use the Online New Service  
Team Member Bio Form:

[https://magnificat-  
ministry.net/newintranet/directo  
ry/new-service-team-member-  
form/](https://magnificat-ministry.net/newintranet/directory/new-service-team-member-form/)

Chapter provides date  
Spiritual Advisor was  
consulted:  
Date: \_\_\_\_\_



CST/Office use only  
Approved: \_\_\_\_\_  
Conditional approval \_\_\_\_\_  
Date: \_\_\_\_\_

# NEW Service Team Member Bio Form

(to be completed by **New Service Team Member** and is subject to **CST approval**)

(PLEASE TYPE or PRINT CLEARLY)

Date: \_\_\_\_\_

(Circle ONE)

**Arch/Diocese of:** \_\_\_\_\_

**Chapter Name:** \_\_\_\_\_

**Chapter Location** (City and State/Province): \_\_\_\_\_

Sr. / Miss / Ms. / Mrs. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

COUNTRY (outside USA): \_\_\_\_\_

*(include international area codes, where applicable)*

Home Tel (area code + number): \_\_\_\_\_

Cell Tel (area code + number): \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternate E-mail: \_\_\_\_\_

**I am a Catholic in good/ standing with the church:** Yes No (circle one)

**I have read the Magnificat Constitution, Guidelines and Meal sections of the Handbook:** Yes No

**Marital Status:** Single Married Widowed Divorced (circle one)

**Name of Spouse:** \_\_\_\_\_ **Number of Children:** \_\_\_\_\_

1. Name of church parish: \_\_\_\_\_

2. How long have you resided in this church parish? \_\_\_\_\_

3. List parish organizations to which you belong: \_\_\_\_\_

4. Have you been renewed in faith through the Catholic Charismatic Renewal? YES NO

5. Have you completed a "Life in the Spirit" seminar? YES NO

6. Are you presently a member of a Renewal prayer group? YES NO

7. List any activities or positions held in the Renewal: \_\_\_\_\_

8. If you answered 'NO' to question 4, 5 &/or 6: Are you open to the Charismatic Renewal? YES NO

9. Are you open to operating in the Gifts of the Holy Spirit? YES NO

10. Are you bilingual? Yes No If yes, list languages: \_\_\_\_\_

(Please sign or type your name on this line to verify your information.)

(Position on Service Team)

**Please return form to:**

Magnificat® Headquarters 1629 Metairie Road—Suite 3 Metairie, Louisiana 70005-3926 USA  
Tel: (504) 828-MARY /6279/

E-mail: [magnificatcst@aol.com](mailto:magnificatcst@aol.com)

Website: [www.magnificat-ministry.org](http://www.magnificat-ministry.org)



Rv 12-17-2020

Intranet  
Directory  
New Service  
Team Member  
(hard copy)

# Online version

The screenshot shows a web browser window with the URL [magnificat-ministry.net/newintranet/directory/new-service-team-member-form/](http://magnificat-ministry.net/newintranet/directory/new-service-team-member-form/). The page title is "New Service Team Member Form".

**NEW SERVICE TEAM MEMBER FORM**

**Anytime** a member joins a Service Team, **the New Service Team Member Bio** Form must be completed and submitted either hard copy or using the online copy below.

[Click here for the hard copy of New Service Team Member Form](#)

or complete and submit the online New Service Team Member Form below

**Date Spiritual Advisor was consulted \***

Month/Date/Year

**Today's Date \***

Month/Date/Year

**Title of Archdiocese/Diocese \***

Archdiocese  Diocese

Check the box that applies

**CONFERENCES**  
**LOGOS • GRAPHICS**  
**RETURN TO PUBLIC SITE**

**STORE LOGIN**  
**CREATE STORE ACCOUNT**

Now available in the Magnificat Store:  
[New Business Cards](#)  
[Promo Materials](#)  
[Materiales Españoles](#)

**Just need date approval was given by the Sp Adv**

The browser's taskbar shows the time as 8:34 AM on 12/23/2020. The Windows search bar is visible at the bottom left.

# The Office:



- Will forward the New Service Team Member Bio Form to the CST for approval
- CST will contact Regional Rep for input prior to decision being made
- CST will decide to:
  - Approve immediately
  - Approve conditionally
  - Ask for certain conditions to be met before approval

**Sample Service Team Approval Letter that is sent to  
New Service Team Members and others**

Dear (Name),

The Magnificat CST office has received your New Service Team Member Bio Form. Thank you so much for answering God's call to serve His people through Magnificat as \_(position, Chapter)\_

The status of your Service Team position is below:

You have been approved.

You have been conditionally approved. Please email the Office to let them know when the following item(s) has/have been resolved.

Read the Handbook (within 6 months)

Attend a Life in the Spirit (LIS) (within 12 months)

We expect **all** Service Team members to accomplish the following within 3 months.

- Meet with Reg Rep/Reg Service Team Members – by phone or Zoom
- Review training modules with Reg Team members
  - New Service Team Member (all Service Team additions)
  - Meal Guidelines (all Service Team additions)
  - Spiritual Advisor's Role (all Service Team additions, Sp. Adv.)

You will be able to access the Intranet (private side of the website) through the public pages by using the following password: \_\_\_\_\_ on the *Intranet Login*.

Yours in Christ,  
Mary Wilson, CST Secretary

cc Regional Rep, CST, New Service Team member, ST Coordinator

Directory Update Form

```
graph TD; A[Directory Update Form] --> B[Existing Service Team Members]; B --> C[Directory Update Form – completed and submitted online only]; C --> D[ST member, ST Coordinator are notified by the Office];
```

Existing Service Team Members

Directory Update Form – completed and submitted online only

ST member, ST Coordinator are notified by the Office

# Directory Update Form

Directory Update Form - Magnificat

magnificat-ministry.net/newintranet/directory/directory-update-form/

Apps New Tab Log into Facebook [...] Amazon.com: Onlin... National Service Co... Google EWTN Multimedia -... Constant Contact C... WeTransfer

Directory > Directory Update Form

## DIRECTORY UPDATE FORM

1) When an active Service Team member changes their Service Team position or needs to update contact information, complete the online **Directory Update Form**, and submit to the office.

2) If the Chapter's Spiritual Advisor or the Arch/Bishop change, please have a Service Team member update the contact information using the **Directory Update Form**.

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**Date \***

Month/Date/Year

**Archdiocese/Diocese \***


Archdiocese  Diocese

Check box that applies

**Archdiocese/Diocese Location \***

CONFERENCES  
LOGOS • GRAPHICS  
RETURN TO PUBLIC SITE


**STORE LOGIN**  
CREATE STORE ACCOUNT

Search 

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Now available in the Magnificat Store:

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[Promo Materials](#)  
[Materiales Españoles](#)



Type here to search

8:37 AM  
12/23/2020

# New Archbishop/Bishop and/or New Spiritual Advisor

**Any time there is a new Archbishop or Bishop assigned to your diocese or has any contact information changes (name, address, city, state, zip, phone numbers or email address changes), the **Directory Update Form** needs to be completed online and submitted to the Magnificat Office.**

The **Directory Update** is used when a New **Spiritual Advisor** has been appointed and approved by the local ordinary. The Archbishop/Bishop's permission must accompany completed form. **We cannot move forward without the Bishop's approval.**

# Directory Update Form

New Archbishop/Bishop **and/or** New Spiritual Advisor

New Archbishop/Bishop

Chapter completes  
and submits  
Directory Update  
form to the Office

New Spiritual Advisor

Complete and submit Directory Update  
form along with copy of Bishop's  
correspondence or email/note confirming  
Bishop's verbal confirmation  
(see sample letter – slide 14)

Office will update Ministry Database and Intranet to reflect changes

Chapter information

**Sample letter**

Date

Archbishop/Bishop of (local diocese name)

Dear Archbishop/Bishop \_\_\_\_\_,

After prayer and discernment, we, (name of Chapter), are requesting your written approval of our recommendation, (list name(s) of suggested Spiritual Advisor), to serve as the Spiritual Advisor for our Magnificat Chapter. Please indicate your approved selection below and return this form electronically (email) or hard copy to (address above).

If you should have any further questions, please contact me at (phone and /or email).

We so appreciate your benevolent support and encouragement. You remain in our prayers.

Yours in Christ,

(Local Service Team Coordinator)

(Contact information)

Approved Spiritual Advisor: \_\_\_\_\_

Archbishop/bishop signature: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosure: Magnificat brochure

# This line must be completed for a new Spiritual Advisor on the electronic **Directory Update form**

**Chapter Name**

**Chapter Location \***

City and State/Province/Country

**Full Name (person for whom information is being updated) \***

First Middle Last

Add Religious Title, as appropriate ex: Sr. Ann M Jones

**Date Spiritual Advisor approved by Bishop**

**Indicate Area(s) being updated \***

Position  Contact Info

Check box that applies

**Position:**

Coordinator

Asst. Coordinator

**OUR SOCIAL MEDIA**

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Join us on Instagram

**Must be completed for new Spiritual Advisor**

This email is sent to **New Spiritual Advisor** from the Office. The **Spiritual Advisors' Role** power point is included.

SUBJECT: Magnificat - Welcome - Chapter - Spiritual Advisor

Dear \_\_\_\_\_,

Thank you so much for answering God's call to serve His people through Magnificat as the Spiritual Advisor.

The Magnificat CST office has received your Directory Update form. The appropriate changes will be made to the Directory and mailing lists.

We ask that you please review Spiritual Advisor's Role Module to give you a more complete understanding of your role. Here is the direct link or the Coordinator can locate it for you.

Yours in Christ,

Mary Wilson, CST secretary

cc Regional Rep, CST, Coordinator

Rev: 3.1.2021

Office **must** have the following to process any changes for:

➤ **New Service Team Member**

- **New Service Team Member Bio Form**
  - pre-approved by Spiritual Advisor and must be approved by CST

➤ **Changes in Service Team Positions or Contact Info**

- **Directory Update Form**

➤ **New Spiritual Advisor**

- **Directory Update Form**
  - **Confirmation of Arch/Bishop's approval**
    - Copy of Bishop's correspondence
- OR**
- Email/note confirming Bishop's verbal confirmation

➤ **New Arch/Bishop**

- **Directory Update Form**



Then...

- Office notifies the Webmaster to issue Intranet credentials (new Service Team member)
- Chapter Directory updates are made to reflect the changes.
- *Service Team Approval Letter* (new members only) will be sent electronically to:
  - CC: CST, Reg Rep, Chapter Coordinator, New Service Team Member
  - Reg Rep and Chapter Coordinator notifies rest of their respective Team

# The New Service Team Member:



Will meet with  
Regional Rep and  
one or more  
Regional Service  
Team Members



Complete any  
conditional  
requirements  
in the time  
frame as  
indicated in the  
Approval Letter

