

# **St John Vianney Parish**

## **Ministry Coordinating Commission Guidelines**

### **Purpose**

The coordinating commission implements the Parish Pastoral Council's priorities and goals for all areas of ministry—Community, Word, Worship, and Service—to accomplish the parish's stated mission. All commission work leads to building a faith community, proclaiming the Word of God, calling people to prayer, and motivating people to serve others.

- Assist PPC with writing of action strategies for the parish's objectives, and implement action plans
- Organize activities related to the four areas of ministry: community, word, worship, and service
- Maintain effective communication about parish activities
- Identify emerging needs
- Engage parishioners in ministry and service opportunities, providing skills training as needed
- With PPC, ensure fidelity to the parish mission, vision, values, and pastoral plan

### **Accountability**

The ministry coordinating commission is accountable to the Parish Pastoral Council. The commission makes decisions in its areas of responsibility following the principle of subsidiary, which means making decisions at the most appropriate level in the parish structure.

### **Functions**

The basic functions of the Parish Pastoral Council's Ministry Coordinating Commission are to

1. Identify needs of the parish in keeping with the parish mission.
2. Establish priorities among needs and communicate these needs to the Parish Pastoral Council, discerning with them which needs can be realistically addressed and where inter-parish collaboration might be effective.
3. Help the Parish Pastoral Council formulate long-range and short-term goals and objectives.
4. Research and investigate options to implement goals.
5. Submit program proposals to the Parish Pastoral Council for support.
6. Develop and recommend policy in their areas of responsibility to the Council.
7. Communicate with the pastor and pastoral staff about the implementation.
8. Maintain communication with the parish concerning programs, encouraging active support and involvement.
9. Maintain communication with Diocesan offices and agencies for guidelines and resources.
10. Provide on-going formation of commission members in its areas of responsibility through workshops, study, spiritual formation, etc.
11. Determine budget priorities in the areas of the commission's responsibility and make recommendations to the Parish Pastoral Council through the Parish Finance Council.
12. Periodically evaluate existing programs and activities.

In any case where any commission member interprets an action of the commission to be outside the limits of its responsibilities, that member shall present such interpretation to the Parish Pastoral Council liaison or a council officer, no later than the next Parish Pastoral Council meeting, and ask for reconsideration by the council. Pending reconsideration, the effect of the commission action shall be suspended.

### **Membership**

1. All commission members must be baptized, practicing Catholics and registered members of the parish. All members participate equally in decision-making. (The pastor, with the approval of the Council, may appoint a non-Catholic or non-parishioner to serve as an adviser to a commission for a limited time. An adviser gives input to the commission but does not participate in the decision-making task of the commission. Commission members need to be recruited actively and continuously

by the commission itself and its committees.)

13. The term for commission members shall be one year. Annual membership lists shall be submitted to the Parish Pastoral Council secretary.
14. Any commission member may resign by filing a written resignation with the commission chairperson.
15. Members are to participate in commission meetings and to share in the commission's work. Missing two consecutive meetings without a good reason, physical or mental incapacity, or failure to perform duties is cause for removal. The member will have an opportunity at a meeting to respond to a proposal for removal, which will be carried out if the commission agrees by consensus or by affirmative vote of three-fourths of the commission.
16. A vacancy shall be filled by appointment by the commission chairperson. The Parish Pastoral Council secretary shall be notified of the change.
17. Each new member is to be adequately prepared for membership on the commission by being provided with opportunities for spiritual growth, appropriate theological foundation and the skills and information required for membership on the commission.
18. A young person at least 14 years of age but not yet 18 may be recruited annually to serve as a representative of the parish youth to the commission.

### **Officers**

The officers of each commission shall be a chairperson, a vice-chairperson and a secretary. Officers are selected annually by and from the commission based on their competence, leadership and knowledge of the commission's responsibilities. Offices are filled in the following order: chairperson, vice-chairperson, and secretary. Ex Officio members of the commission are ineligible to serve as commission officers.

#### **The commission chairperson**

1. Is aware of the tasks and responsibilities of the commission and communicates these to the commission, Parish Pastoral Council and parish community.
2. Organizes/coordinates the activities of the commission. Develops and maintains an annual commission calendar consistent with the Parish Pastoral Council calendar.
3. Prepares the meeting agenda and submits it to commission members at least three days before the meeting.
4. Provides formation/education for commission members in its areas of responsibility, utilizing the parish staff and offerings on the district and Diocesan levels.
5. Conducts meetings by assisting the commission members to work together effectively and arrive at appropriate decisions through consensus.
6. Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish guidelines and Diocesan structures and goals within the commission's areas of responsibility.
7. Monitors implementation of all commission decisions.
8. Establishes a budget based on commission objectives and communicates budget information to the Finance Council and administration.
9. Forms ad hoc committees when necessary and appoints their chairpersons, makes appointments of committee chairpersons, assigns individuals specific tasks, delegates responsibilities, and encourages cooperation both in and out of meetings.
10. Maintains commission membership roster and notifies the Parish Pastoral Council secretary of any changes.
11. Is an ex officio member of all committees of the commission.
12. Oversees recruitment and orientation of new commission members.
13. Assists the next chairperson in understanding the commission's history, responsibilities and resources. Transfers all commission materials to the new chairperson.
14. Performs duties consistent with the office as the Parish Pastoral Council or commission may direct.

#### **The commission vice-chairperson**

1. Conducts meetings in the absence of the chairperson and is familiar with the parish structures,

commission guidelines and activities, and consensus decision-making so as to provide continuity for the group.

2. Becomes chairperson in case of a vacancy.
3. Performs special tasks consistent with the office as assigned by the chairperson or the commission.

#### **The commission secretary**

1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the commission members, Parish Pastoral Council, other commissions and the parish.
2. Takes attendance at meetings and records absences.
3. Maintains the official list of all commission members and their terms, the list of all ad hoc and committee chairpersons and members and keeps these lists current with regard to addresses, phone numbers and e-mail.
4. Handles correspondence for the group, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
5. Performs duties consistent with the office as the chairperson or commission may direct.

#### **Meetings**

1. Regular commission meetings are held monthly. Each meeting consists of prayer, formation/learning, decision-making, and planning. An agenda is prepared before the meeting by the chairperson, after appropriate consultation with other commission members, based on an understanding of the on-going needs and concerns of the parish within the scope of the commission's responsibilities. A written agenda is presented to commission members at least three days before each meeting.
2. Special meetings may be called by the chairperson, Parish Pastoral Council chairperson, pastor, or a quorum of the commission. A quorum consists of a majority of the members. Notice of such meetings is given to all commission members within a reasonable time prior to the meeting, indicating its time, place and purpose. No business other than that stated as the purpose is conducted at that meeting.
3. Advance notice of the time and place of commission meetings is published in the parish bulletin, and all members of the parish are entitled and welcome to attend as observers. The commission chairperson may open any meeting to discussion by parish members on such subjects and under such rules as the chairperson may announce.

#### **Manner of Decision-Making**

The commission's manner of decision-making is communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus.

#### **Committees**

The commission chairperson shall form committees as needed. Each committee shall have a chairperson or representative who speaks for the committee at commission meetings. The initial task of each committee is to delineate its responsibilities for review by the commission and Parish Pastoral Council. Upon approval, the committee must develop its own goals. Guidelines and operating procedures should be established if they are significantly different from the commission guidelines.

#### **Revisions to Guidelines**

The Parish Pastoral Council may revise these Commission Guidelines by consensus or a two-thirds vote of the Parish Pastoral Council.