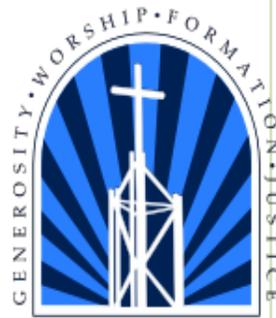


Approved by Parish Pastoral Council June 9, 2016
Adapted to include Parish Finance Council August 2, 2017

Committee/Ministry Handbook

Structure & Governance Overview



ST. JOHN
NEUMANN
CATHOLIC CHURCH

Parish Pastoral Council
Parish Finance Council
St John Neumann

Table of Contents

- Introduction 3
- Overview 4
 - Parish Pastoral Council Structure..... 6
 - Parish Finance Council Structure 7
- Organization and Structure..... 8
 - Responsibilities 8
 - Membership..... 10
 - Meetings 11
- Accountability and Reporting 12
 - Committees 12
 - Ministries 13
- General Guidelines for Committee / Ministry Actions 14
- Committee Interrelationships..... 16
- Committees and Ministries in a nutshell 17
- Appendix 18
 - Committee Descriptions 18
 - Template for Minutes 18
 - Template for Budget Requests 18
 - Template for Annual Performance Measure Reporting 18
 - Excerpts from Second Vatican Council “Decree on the Apostolate of the Laity” 18
 - Archdiocesan Safe Environment Policy and Requirements..... 18

Introduction

We are all baptized as priests, prophets and kings. With our ordained bishops, priests and deacons we share our responsibility to bring Christ into our world. As a parish, we take this responsibility seriously in developing and sustaining structures of lay leadership in collaboration with our pastor.

Reference: Excerpts from [Second Vatican Council "Decree on the Apostolate of the Laity"](#)

MISSION STATEMENT

We call each other to a prayerful sacramental
life of loving Jesus Christ by
serving others through GENEROSITY, WORSHIP,
FORMATION, and JUSTICE.

VISION STATEMENT

We are a unified Catholic community
grounded in Sacred Scripture and centered
in the Eucharist.

We live our faith by:

Keeping our faith relevant in action,
Welcoming and caring for all within the arc
of life in our parish community,
Fostering engaged participation,
Communicating effectively, and
Sustaining our spirit of generosity.

Overview

The Parish Pastoral and Parish Finance Councils “Council(s)” are volunteer advisory bodies to the pastor. Each of these Councils is governed by an established Constitution and/or Bylaws established by the Council and approved by the Archdiocese. The Councils establish Committees to accomplish the parish mission and vision. The Committees are accountable to their, respective, Councils. They are organized to address distinct areas of parish life. Additionally, the Committees align with the departments of the parish.

Parish life is supported by Committees which provide leadership in their assigned area (Committees may change from time to time as the needs of the parish change). As of the latest publishing of this document, the Committees are as follows:

- Parish Pastoral Council (“PPC”)
 - Family and Community Life
 - Pastoral Care
 - Faith Formation
 - Justice and Charity
 - Worship
- Parish Finance Council (“PFC”)
 - Stewardship
 - Facilities

Ministries may be formed under each PPC Committee to actively plan and execute strategies to attain the goals and objectives formulated by the Committee. The programs, services or activities of a Ministry seek to utilize the gifts of the parish community to meet the needs of the members, the parish and the broader community.

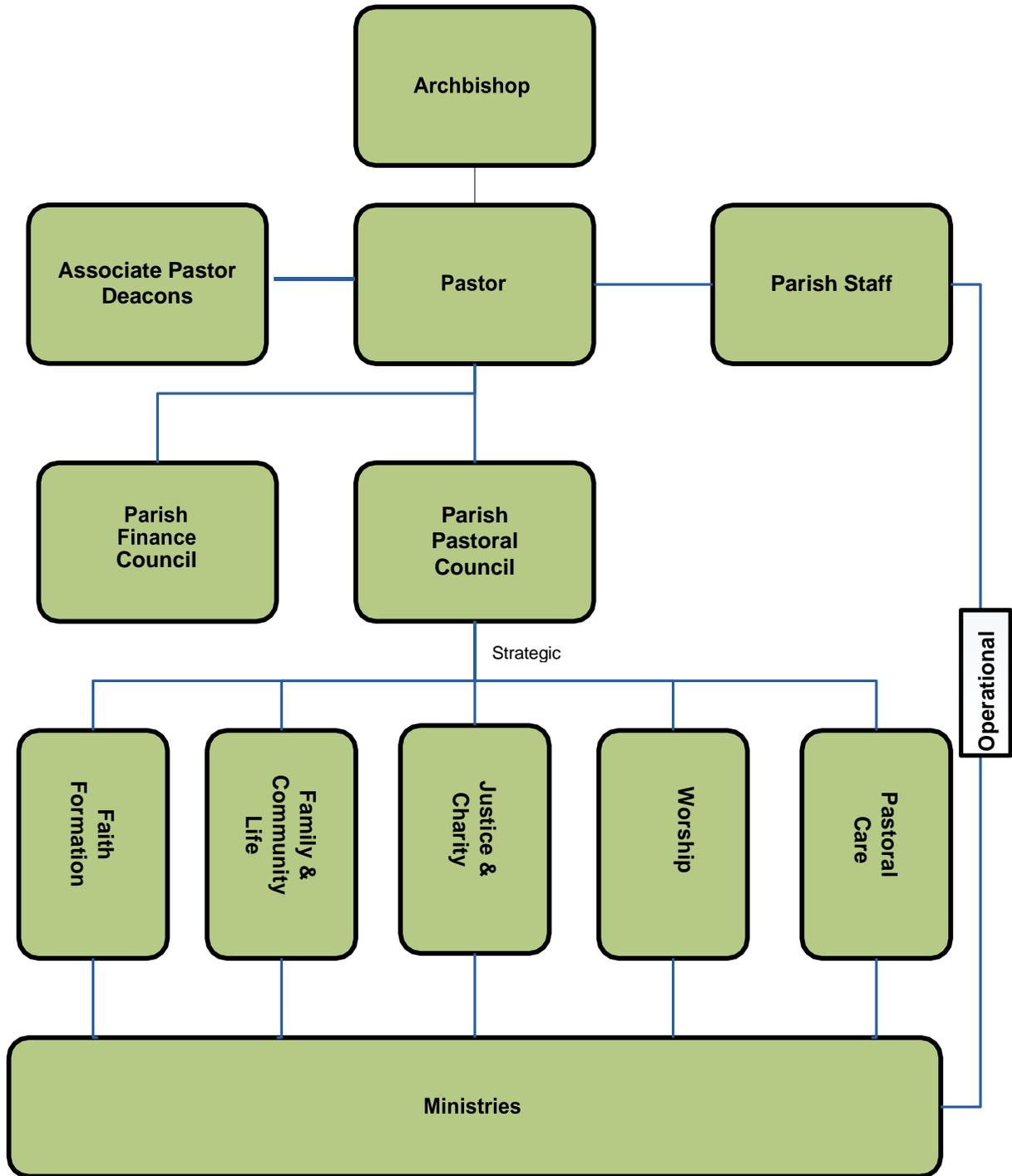
Sub-Committees may be formed under each PFC Committee to perform duties specific to that Committee in alignment with the PFC By-Laws. Working Groups (made up entirely of Council members) may be formed for a short term specific function or project.

Each committee also responds to new initiatives brought by the pastor, the members of the parish or the staff to establish new or expanded ministries. All requests are brought to the appropriate Committee representing that area of parish life. Following review, the Committee brings a recommendation for approval to the relevant Council. Likewise, Ministries may be discontinued upon recommendation of a Committee if they no longer meet a need in the parish.

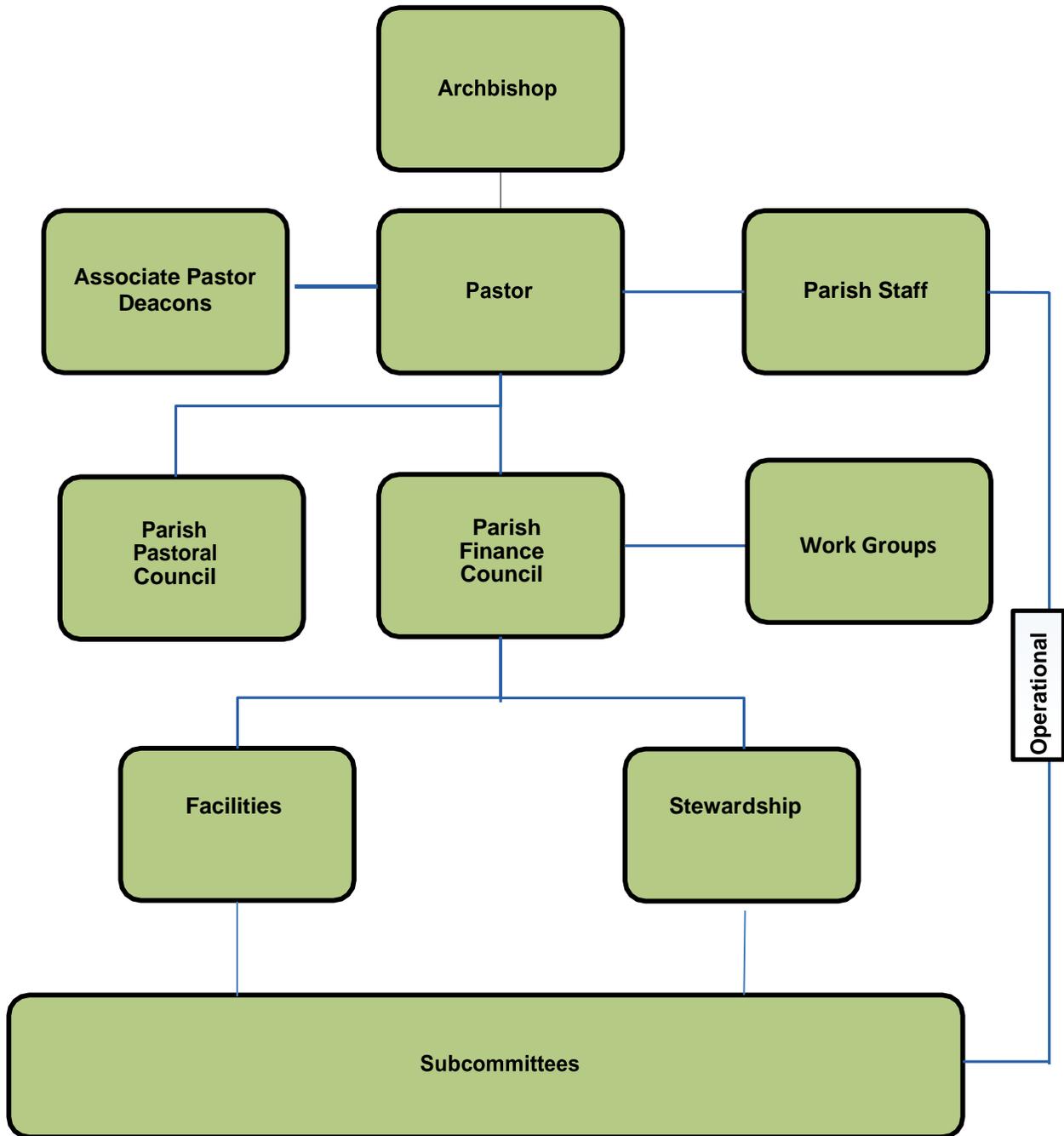
A staff member, assigned by the pastor as a resource to a Committee, has operational responsibility for that area of parish life. Just as a staff person is a resource to the pastor, the staff person assigned to a Committee is an extension of the pastor. The staff person brings professional expertise which aligns with the committee’s area of parish life. The assigned staff member advises and facilitates access to resources available in the church structure to accomplish the Committee goals and objectives. The staff person will also be instrumental in

calling forth members of the parish to offer their God-given gifts to accomplish the mission of the Church. The staff member is accountable to the pastor for the day to day activities of the ministries.

Parish Pastoral Council Structure



Parish Finance Council Structure



Organization and Structure

Responsibilities

Committee Responsibilities

- Identifies goals and objectives to accomplish the Parish Mission and Vision for its respective area of parish life.
- Reviews the Committee goals and objectives to ensure they continue to be aligned with the Parish Mission and Vision Statement and Long Range Plan.
- Establishes, if needed, a set of Ministries under its “umbrella” that provide programs, services and activities to accomplish the goals and objectives of the Committee.
- Committees may establish sub-committees to address specific tasks related to the work of the committee which are time limited or do not fit into a typical ministry role. Such sub-committees are accountable to the committee forming them.
- Provides support and oversight to the Ministries operating within its “umbrella”.
- Provides a communication link between its Ministries and its Council.
- Seeks to collaborate with other Committees when indicated.
- Identifies annual performance measures for each goal and objective.
- Reviews the work of the ministries within their “umbrella” and addresses any issues or requests brought to their attention from their ministries or the broader parish community.
- Establishes or discontinues ministries by recommending such action be approved by the relevant Council.
- Reviews the public information (written, website and other) regarding their Committee and its Ministries for branding compliance, accuracy and comprehensive inclusion.
- Recommends changes to the appropriate department staff who then take the appropriate action.
- Maintains a current list of the ministries within their umbrella.
- Establishes a committee leadership structure

Ministry Responsibilities

- Accomplishes the goals and objectives of a Committee by providing programs, services and activities that meet the needs of the members, the parish and the broader community in their respective area of parish life.
- Sets specific strategies that seek to accomplish the Committee's goal(s) and objective(s).
- Recruits, with staff input, enough members to adequately accomplish their strategies.
- Evaluates each strategy's effectiveness.
- Works with the appropriate staff member to develop job descriptions for their ministry volunteers. The staff member maintains the job description file.
- Seeks a determination from the parish administrative staff which services, projects or programs of their ministry require volunteer compliance with the "Essential Three" items for safe environments prescribed by the archdiocese. Informs its volunteers of the procedure for initial compliance and subsequent updates with the "Essential Three".
- Identify any other training needed by their volunteer members and arrange for each volunteer to receive the training necessary.
- Along with staff maintains a current list of volunteers serving in the Ministry
- Working with parish wide general efforts as well as Ministry specific strategies, Ministries solicit parish volunteers to share their God given gifts to accomplish the purpose of the Ministry.

Membership

Committee Membership

- The membership of a Committee includes a Council member, an assigned staff member and parish members-at-large (which may be representatives of the Ministries under that Committee's umbrella).
- There is not a predetermined required membership size. It should be adequate to accomplish the Committee's needs for information and feedback from its Ministries, communication to its Council and any other identified talents helpful to the Committee.
- Each Committee has a staff resource person assigned as noted above.
- The Committee lead/chairperson should commit to at least a two year term.
- Each Committee must identify a leadership succession plan to ensure that there is a continuing process in place to meet the needs of the parish community.

Ministry Membership

- The membership of a Ministry is comprised of parish members with a common commitment to serve a specific parish need.
- There is not a predetermined required membership size. However, it should be adequate to accomplish the ministries' work.
- The Ministry leads should commit to at least a two year term.
- Each Ministry must identify a leadership succession plan to insure that there is a continuing process in place to meet the needs of the parish community.

Meetings

Committee/Council Meetings

In an effort to promote efficient use of leadership time and talents, committees associated with the Parish Pastoral Council will meet every other month on the “common parish meeting night” determined annually by the Parish Pastoral Council. Committees are required to have at least 4 meetings per year. Likewise the Parish Pastoral Council will meet on alternate months on the “common parish meeting night”.

A “common parish meeting night” enhances the opportunity for Committees to have a joint meeting to discuss collaborative efforts. Additionally it facilitates attendance by Council members and the pastor at Committee meetings and Council meetings without schedule conflicts.

For efficiency and consistency in financial review, the Parish Finance Council will generally meet monthly – at least 8 times per year.

Committees of the Finance Council will meet at least every other month or more often, as needed.

Ministry Meetings

Ministries meet as needed to accomplish their strategies.

Accountability and Reporting

Committees

- Committees are accountable to their respective Council and are not under the direction of any employee of the parish.
- The Committee does not supervise or direct any employee of the parish. Staff personnel matters are handled by the pastor and/or his designee. Staff concerns about individual members of a Committee and/or the work of the Committee are brought to the pastor.
- Committees are responsible for maintaining adequate membership, setting the agenda, providing written minutes according to the guidelines established by their Council, and providing communications to their Council through its Council member.
- Parish Pastoral Council Committees are required to submit approved meeting minutes to the Parish Pastoral Council within two weeks after each meeting. Minutes of the Committee meetings are the primary formal communication vehicle between the committee, the staff, the council and the parish at large. Minutes are shared and published on the website.
- Parish Finance Council Committees will provide oral reports from their meetings as a part of each Parish Finance Council meetings.
- Committees will annually measure their performance toward their goals and objectives using the prescribed method and format set out by the Councils. The annual reports for the Parish Pastoral Council will be sent to the Council by August first of each year.
- Committees annually anticipate their expenses and revenues for the upcoming year and submit that request to its assigned staff person by the first business day of March of each year. The staff person assigned to the Committee formalizes the request to the Parish Business Administrator for consideration. Budgets are set on a fiscal year basis (July through June). Committee budgets include all non-staff expenses expected to be incurred by Ministry activities under their “umbrella” or any Committee expenses incurred for the benefit of the Committee as a whole.
- Access to budgeted funds will be processed per policy directed by the Parish Business Administrator.

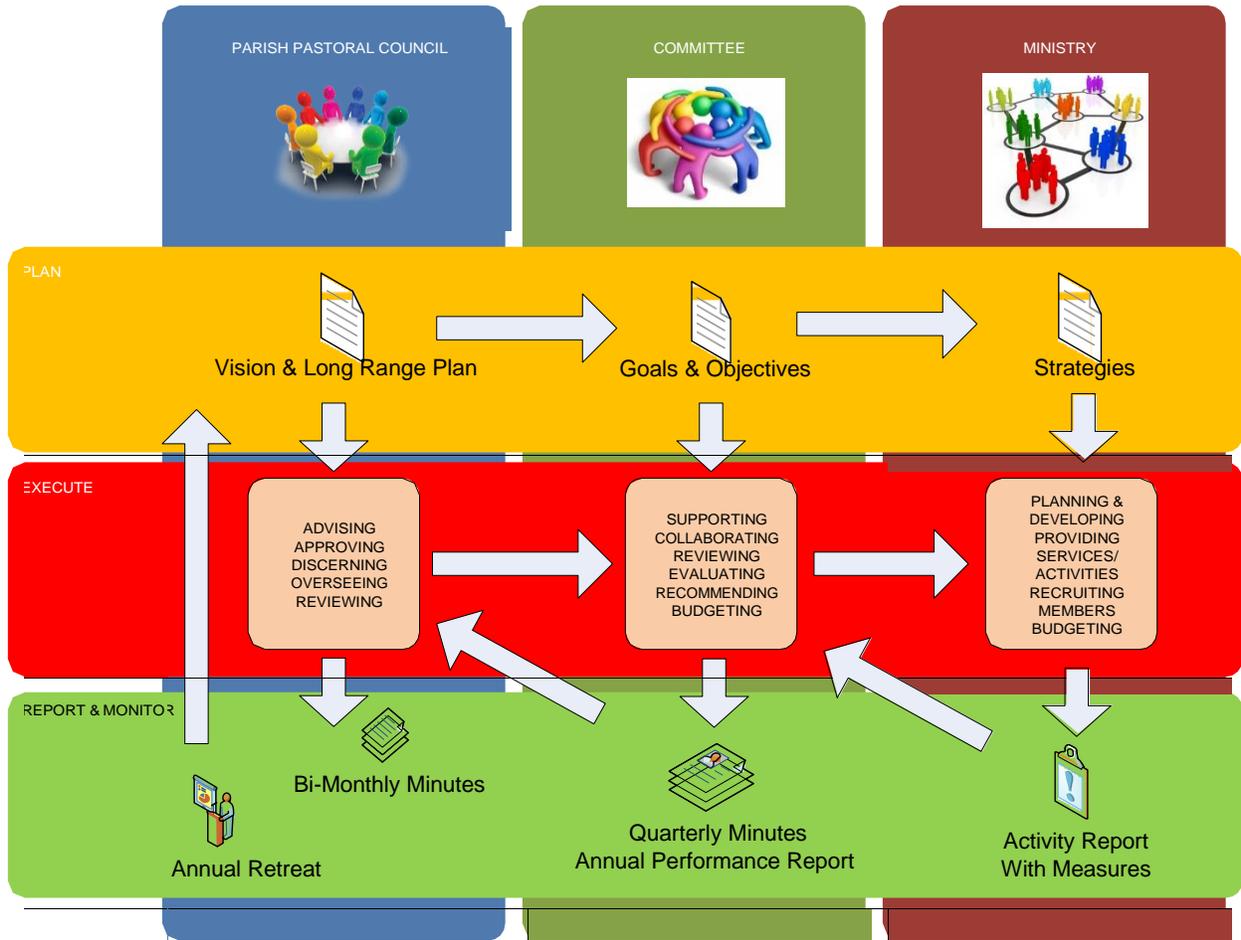
Ministries

- Ministries are responsible to the Committee to which they are assigned.
- Ministries receive operational direction from their assigned staff member.
- The Ministry is responsible for maintaining adequate membership, setting the agenda and communicating with the Committee. Ministries are required to submit activity updates to the Committee on at least a quarterly basis.
- Ministries will annually measure their performance regarding their strategies and how they accomplished the goals and objectives of the Committee. This ministry performance data will be sent to the Committee by the third Monday of July of each year.
- Ministries annually anticipate their funding needs for non-staff expenses and submit that request to its Committee by the second Monday of February of each year.
- Access to budgeted funds will be processed per policy directed by the Parish Business Administrator.

General Guidelines for Committee / Ministry Actions

- Each Committee acts as a whole. No member(s) of a Committee will speak or act on behalf of the Committee without the expressed consensus of the Committee as formally recorded in its minutes.
- The Committee acts in cooperation with their Council and thereby the Committee is not a council unto itself. Through good communications, facilitated by the Committee member on the Council and the assigned staff person, this consultative process guides the pastor in his role as the decision-maker of the parish.
- The Committee, properly operated, does not act in isolation. Likewise, the Committee does not “own” the ministries and programs within its “umbrella”. The Committee deliberates, evaluates and makes recommendations to their Council regarding the ministries and programs within its “umbrella”.
- Proposed Committee actions that are seeking their Council’s approval should be drafted in written form and provided for the members of the Council at least two weeks prior to the Council meeting. While the Council member on the respective Committee may elaborate on the proposal at the meeting, they should not be used by the committee to announce the Committee’s immediate need for Council approval. The intent is to encourage dialogue between the Council and its Committees over a length of time. It is meant to be deliberate and comprehensive so that the needs of the entire parish can be taken into account when responding to the proposal of any Committee. The Committee is therefore ever mindful that it is part of the whole and seeks its unity and communion with the leadership and membership of the whole parish.

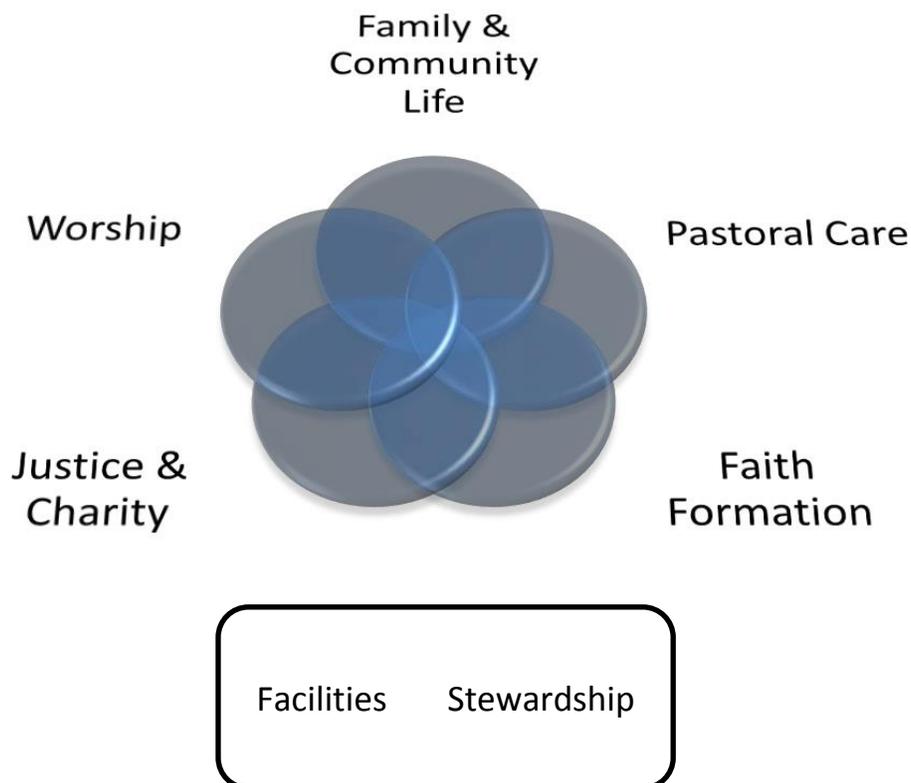
Parish Pastoral Council Workflow



Workflow Relationship between Parish Pastoral Council, Committees and Ministries not including staff interface.

Committee Interrelationships

- Individual Committees are in relationship to one another. Just as the parish staff have “departments” that collaborate with each other to ensure the unified vision and direction of the parish, the Committees collaborate to ensure that same vision and direction.
- Furthermore, in the life of faith, we are not compartmentalized as people. The structure of the parish must be dynamic in its interactions and intentional in cooperative efforts between Committees.
- No one Committee is solely responsible for a particular aspect in the life of the parish. A Committee will take the lead in a distinct area of parish life but must reach beyond its focused intent to consider and include the work of other Committees.
- Parish Finance Council Committees will, likewise, support the entire parish community and work with the Parish Pastoral Council Committees.



Committees and Ministries in a nutshell

SJN Committees in a nutshell	SJN Ministries in a nutshell
<ul style="list-style-type: none"> • Established by the Parish Councils to accomplish parish goals • Committees are collaborative bodies overseeing ministries • Accountable to their Council • Align with a department of the parish • Includes a Council member and an assigned SJN staff member 	<ul style="list-style-type: none"> • Are services, programs, or activities endorsed by a specific Committee • Are reviewed and approved by their Council • Utilize the gifts of the parish community • Meet the needs of SJN members, parish, or the broader community • Are established to accomplish a goal or objective of a Committee

Summary

The structure and organization of St John Neumann is not a confining limit, but rather it allows collaboration, common vision, and dependable entrees into parish life. St John Neumann strives to be a place where involvement depends on not who you know, but rather the talents and gifts you have to offer.

Appendix

[Details of each item in this section are WIP]

- *Committee Descriptions*
- *Template for Minutes*
- *Template for Budget Requests*
- *Template for Annual Performance Measure Reporting*
- *Excerpts from Second Vatican Council “Decree on the Apostolate of the Laity”*
- *Archdiocesan Safe Environment Policy and Requirements*