

COMMISSION GUIDELINES (March 2021)

The Commissions at Saint Leo provide support to a variety of parish ministries. Each Commission has a statement of purpose listed in The Stewardship Booklet.

The Commission's role is to help assure the implementation of the Five-Year Plan. These groups are well informed on the issues relating to their specific areas of ministry and frequently initiate program changes and new programs relating to them. If anything within the part of the plan pertaining to the specific Commission is no longer relevant, it may be deleted by having the Pastoral Council Representative bring it to the Pastoral Council with the regular monthly report, stating the reason for choosing to delete an item. This keeps the integrity of the plan intact and honors the work that has been done.

COMMUNICATION

- a) Pastoral Council minutes will be sent to each commission chair by the secretary of the Council. The Pastoral Council liaison will be available to answer questions about the Pastoral Council meeting minutes.
- b) Each Spring, there will be a meeting of Commission chairs, staff liaisons and Pastoral Council Representatives for the purpose of integration, evaluating our process, sharing concerns/strengths, as well as building community.
- c) Each Commission's secretary is responsible for providing a copy of the minutes to the Pastoral Associate before noon on the 15th of each month.
- d) The Pastoral Associate is responsible for sharing a compilation of the minutes of each Commission with the Pastoral Council and to commission chairs prior to the monthly Pastoral Council meeting.
- e) The Pastoral Council liaison is responsible to respond to and answer questions regarding the minutes/reports at the next scheduled Pastoral Council meeting.

Each Commission will have a secretary take minutes at each meeting. The minutes & future agenda will be shared with the Commission participants before the next meeting.

SCHEDULE OF ANNUAL COMMISSION TASKS

July – Sept. – Welcome new members, develop strategic plan for next year.

Oct. – Dec. – Work on strategic plan & parish leadership meeting.

Jan. – Feb. – Review staff budget, continue work on strategic plan.

Mar. – Apr. – Staff evaluation (every other year). Begin process for selection of new members & continue plans for parish leadership meeting.

May – June – Final selection of new members and chair (2-yr term) Evaluate strategic plan.

COMMISSION TERMS

1. Members are eligible to serve two 3-year terms. Chair will serve one 2-year term. Chairs are generally chosen by their commissions. Chairs are responsible for drawing up the agenda for each meeting, running each meeting, and making sure that each member has a chance to be heard. They are responsible for keeping their commissions focused on their commission's portion of the parish's five-year plan.
2. Commission's members will submit names for new members at the spring meeting. Each new member will be asked permission to have their names submitted for the Pastoral Council during their tenure.
3. Prospective members will be contacted and asked about their availability to serve.
4. A process of consensus or voting will take place to select new members.
5. New membership will be effective July 1st.
6. The Pastor or Pastoral Associate will notify commission chairs and staff of new Pastoral Council reps for their respective commissions by the end of August.
7. It is the responsibility of the commission chairs to provide all new members with an orientation to the commission including minutes from the past year's meetings and a copy of commission guidelines.
8. Members of the commission who have 3 unexcused absences will be replaced. It will be the responsibility of the chair to notify them of their termination.

CRITERIA FOR NEW MEMBERS

- a) A registered member of the parish for one year. There may be exceptions when a specific skill set is needed, as for example for the Food Connection.
- b) Active in at least one area of parish ministry.
- c) Prayerful and reflective.
- d) Listening and collaborative.
- e) Open to discernment and the process of consensus.
- f) Willingness of 2-3 hour/month time commitment.

ROLE OF THE STAFF PERSON

The staff person will guide and support the "whole" picture of the parish. This person will bring clarity to issues being addressed. The staff person will assist in making recommendations by supplying pertinent information. The staff person will help with "informing" decision making and strategic planning. This position also shares commission business with the entire staff.

STAFF EVALUATIONS

Each commission is asked to do a bi-annual evaluation of their staff liaison. Forms will be distributed in April, completed and returned to the Pastoral Associate at the end of the month.

BUDGET

It is the responsibility of staff to present the budgets to their commissions by February. Submission to the Business Manager should be completed in a timely manner in advance of the preparation of the parish budget.