

# **All Saints Catholic Church**

## **Commission Member Position Description**



**Effective Date:** July 1, 2010

### **Overview**

The primary role of a parish Commission is to collaboratively define and support its unique Goals in support of Parish Mission. Commissions have general authority to propose policies and procedures specific to the ministries they represent.

### **Commission Components**

1. Each Commission of All Saints Parish will include 6 parish members at large plus an assigned staff member. The staff member is not eligible to serve as chair of the Commission.
2. Each Commission will choose a member to serve as Chair. The Chair is responsible for facilitating the Commission meetings. This is a one year term.
3. Each Commission shall choose a member to serve on the Parish Pastoral Council. This is a one year term, with a maximum of 4 years. This member must have at least one year experience on the Commission. The staff member is not eligible for this position.
4. Commission members will be parishioners, 18 years or older. Parishioner younger than 18 may participate as part of a mentor/ mentee arrangement under one of the six Commission members.

### **Principal Accountabilities**

- 1. Create goals for their respective Commission that focuses on the Parish Mission.**
  - a. Communicate the goals to the parish
  - b. Evaluate and periodically update the goals, as required
  - c. Evaluate ministry outcomes in response to the goals and Parish Guiding Documents (Core Values, Overarching Goals, Leadership Structure)
- 2. Establish annual planning policies, priorities and objectives through a collaborative process with staff, ministry leaders and participants.**
  - a. Encourage all Commission members to participate in planning process
  - b. Together with other Commission leaders, develop a proposed parish annual plan, including objectives, strategies and expected outcomes
- 3. Evaluate the effectiveness of existing ministries and recommend changes when needed.**
  - a. Evaluate the need for new ministries and implement as resources allow
  - b. Review and evaluate existing ministries to determine if they continue to support the Mission and needs of the parish
  - c. Include these ministry reviews and revisions into the annual planning process
- 4. Develop and implement communication guidelines within the Commission, which give all members information needed to participate in discussion of ideas.**
  - a. Implement communication guidelines that disseminate key information to all Commission stakeholders

- b. Support guidelines and practices that encourage strong collaboration between all Commissions in achieving the parish goals
- c. Establish a collaborative relationship with Commission staff member

**5. Participate fully in the work of the Commission**

- a. Participate in monthly Commission leadership meetings
- b. Participate in parish-wide leadership events
- c. Participate on short-term task groups as appropriate to available time, individual talents and personal interest
- d. Participate in leadership development activities (leadership skills training, annual PPC retreat, etc.) as appropriate
- e. Identify and cultivate future Commission leaders and participate in annual selection process
- f. Regularly evaluate performance of Commission leadership and adjust orientation, guidelines, and operating practices as required to nourish a healthy and effective team environment

**Membership Qualifications**

- 1. Registered member of the parish, 18 years and older, who regularly worships with the parish community
- 2. Active participant in parish ministry and/or parish leadership
- 3. Commitment to understand and collaboratively facilitate achievement of parish mission and overarching goals for the common good of the parish
- 4. Ability and desire to participate in respectful dialogue that supports consensus decision-making
- 5. Ability to observe confidentiality when required

**Time Commitment**

- 1. Serve a three-year term, with a maximum of two terms
- 2. Prepare for and regularly attend Commission meetings as scheduled (minimum of 9 meetings)
- 3. Attend special joint leadership meetings such as:
  - Fall leadership orientation meeting
  - Annual Parish Leadership Evaluation meeting
  - Annual ministry planning process (as assigned)
  - Other leadership development and spiritual growth opportunities
- 4. Participate on interim task groups, as appropriate

Note: Preparation and attendance at regularly scheduled meetings plus additional participation in task groups will require 6 - 10 hours/month.

**Resources Available**

- 1. Parish leadership manual
- 2. Parish Leadership Development Team and leadership formation activities/support
- 3. Access to parish information appropriate to leadership accountabilities
- 4. Collaborative relationship with parish staff