

**St. Ignatius of Loyola  
Catholic Community**

**COVENANT BOOK:  
A LIVING DOCUMENT**

**For members of the  
Pastoral Council and Commissions**

**Revised May 4, 2021**



*Office of the Pastor*

Dear Commission Members:

Enclosed are the guidelines of a covenant for the organizational governing of our parish and its structure. As parish members and stewards of all entrusted to us from God, we are responsible and accountable with ensuring that our parish is about the work of God. We are called to be the stewards of the gifts shared by our parish members; i.e., to ensure their time, talent and treasure are utilized in a manner appropriate to carrying out the mission of the church as expressed in the St. Ignatius Loyola Parish Mission Statement.

The word covenant is a fitting title for this book; not only because it is spiritual, but also because it fits the stewardship conscript of sharing our gifts not out of want, but out of a need to give back to God what was first given to us by God. When the Covenant Book was first established, it was noted that periodically the guidelines will need to be changed as the needs of the parish change. Therefore, it is important to keep in mind that, while the book contains the principles for the operation of our Pastoral Council of Ministries, there may be times when an exception to a policy will be required. In such circumstances, with consultation from the Council, the Pastor will initiate such changes. To avoid such a situation, it is imperative that a committee be given the task of reviewing this document on an annual basis. While this document does not contain the guidelines/procedures for the final Covenant, the contents of this document should be incorporated into their organizational structures.

I want to thank the Pastoral Council and Commissions of the Fiscal Year 2019-2021 for all they have done to rework this Covenant Book to keep it relevant for our parish today. We have called this revision Covenant 3.0 since the work has continued upon the basic principles as outlined in the book, Keeping the Covenant: Taking Parish to the Next Level by Rev. Thomas P Sweetser, S.J.

In conclusion, it is important that as members of the parish, we never lose sight of the fact that we are “but instruments of the Lord,” entrusted with and sharing His gifts for the good of His people within the boundaries of St. Ignatius Loyola Parish and beyond.

To His honor and glory,

*Very Rev. Norbert Maduzia, Jr., E.V.*

(Very Rev.) Norbert J. Maduzia, Jr., E.V., D. Min.  
Pastor

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## JESUS, OUR GUIDE

Inspired by the Holy Spirit and led by the Word of God, we look to Scripture to guide us as we begin our service to the community.

*"I have told you this so that my joy may be in you and your joy may be complete. This is my commandment: love one another as I love you. No one has greater love than this, to lay down one's life for one's friends. You are my friends if you do what I command you. I no longer call you slaves, because a slave does not know what his master is doing. I have called you friends, because I have told you everything I have heard from my Father. It was not you who chose me, but I who chose you and appointed you to go and bear fruit that will remain, so that whatever you ask the Father in my name he may give you. This I command you: love one another."*

*John 15:11-17*

## WELCOME TO LEADERSHIP'S GREAT COVENANT

Welcome to Leadership at St. Ignatius of Loyola Parish and thank you for taking the opportunity to serve God's people and live out our motto as a "People for Others". This book, the Covenant Book, provides the foundational guidelines for leadership in our parish. The following pages will provide you with details regarding the expectations of those in leadership as well as the structure under which the parish leadership should operate. The structure of our leadership is derived from the book, "Keeping the Covenant: Taking Parish to the Next Level" by Rev. Thomas P. Sweetser, S. J. We are currently in our third version that has been compiled since the institution of the first parish covenant book.

This Covenant Book should be a living document that may change and evolve with the growth of the parish and the faith of God's people through the guidance of the Holy Spirit. While the book can be reviewed at any time under the discretion of the Pastoral Council, it should be fully reviewed in its entirety once every 3 years to stay in line with the membership's rotation. An individual commission may review and update their section by request of the owning commission's Co-Chairs at any time. If any edits or minor updates are made, that should be noted as an update to the current version. For example, the first update to the current publication will be version 3.1. If no update is needed to a single part of the Covenant Book during the regular review, then that should be notated as to continue to preserve the history of the document. Reviews should take no longer than 6 months and should be approved by the Pastoral Council and passed up to the Pastor for final approval and official publication.

As the reviewers and authors of the official 3.0 version of the Covenant Book, we want to again thank you for being the Light of Christ to all in our parish community through your example and leadership. We highly encourage you to pick up a copy of Fr. Sweetser's book to understand the full concepts that helped develop our Covenant Book and critical leadership structure. By reading and signing this book, it seals your commitment to the parish by helping to guide and orchestrate programs, activities, and decisions for the community. May you keep this covenant close to your heart and let it guide you as you serve the people of St. Ignatius of Loyola Catholic Community and the surrounding communities.

Blessings,

2020-2021 Pastoral Council

# MISSION STATEMENT FOR ST. IGNATIUS OF LOYOLA CATHOLIC COMMUNITY

St. Ignatius of Loyola Catholic Church **WELCOMES** all  
to prayerfully **CELEBRATE** the mysteries of the liturgy,  
build **FAMILY** through fellowship,  
and **SERVE** Christ as a people for others.

# MISSION STATEMENT OF THE PASTORAL COUNCIL, COMMISSIONS AND FORMATION COMISSION

We are a faith-filled and fully representative body,  
guided by the Holy Spirit and the Gospel,  
that works in conjunction with the Pastor and parish staff  
to discern the needs of the Parish.

By setting goals and priorities, and acting by consensus,  
we guide the Parish in building a Christ-centered Christian  
community, for the honor and glory of God.

# LEADERSHIP STRUCTURE

The Pastoral Council coordinates the five Commissions whose functions are outlined in this covenant booklet. All parish organizations and activities are included within one of these groups.

The five Commissions are: **Administration, Community Life, Formation, Outreach, and Worship.** The Pastoral Council is made up of twelve members; two representatives from each of the five Commissions, except for Administration, which will have three members (including a Stewardship representative) and an At-Large member appointed by the Pastor, along with the Pastor and the Parish Administrator as ex officio members. The term of office on the Pastoral Council and Commissions will be three years.

Members of the Pastoral Council and Commissions freely accept the call to serve as our faith community leaders. They share this privilege and responsibility with the Pastor and Staff of this parish community. Through their Baptismal call, they share the obligation to live the Gospel message and accept the challenge of making this a priority for themselves and the larger parish community.

## GENERAL LEADERSHIP

### CRITERIA OF MEMBERSHIP:

- Be in full communion with the Catholic Church.
- Be a registered member of the parish.
- Be an active member of a ministry or program with at least one year of service.
- Be twenty-one years of age or older. (with the exception of youth representatives)
- Accept and live up to the mission of Commissions and the Parish.
- Attend Commission meetings regularly, with no more than two absences per year.
- Possess the qualities essential for a leadership position.
- Spouses may not serve on the same commission.

### MEETINGS

Leadership will usually meet on the first Tuesday of each month. July of each year will be a vacation month with no scheduled meetings. The Pastoral Council will not meet in August, however Commissions are required to meet.

## **Meeting Requirements:**

- All commission members are responsible for submitting ministry updates and agenda items via email to the Co-Chairs prior to the meeting, as directed by their Co-Chair.
- Commission members must notify Co-Chairs via email or in advance of meeting if they are not able to attend. Failure to do so constitutes an unexcused absence.

## **Sample of Meeting:**

- An agenda with supporting resource material shall be prepared by the Pastoral Council Co-Chairs distributed to all commission by email at least two days prior to the meeting.
- All Members are responsible for submitting ministry updates and agenda items to their respective Co-Chairs prior to the meeting.
- The commissions will have a reserved meeting room prior to the leadership meeting. Everyone should arrive on time, actively participate and expect that the meeting will end on time.
- Sample Agenda:
  - 7:00 p.m. – 8:30 p.m. time frame
  - Opening Prayer
  - Welcome from Pastoral Council Co-Chairs
  - Pastor's Comments
  - Parish Director of Operations Update
  - Commissions Meetings (7:20-8:10)
  - Return to General Session for Commissions Reports (8:15-8:25)
  - Leadership and Closing Prayer
  - Pastoral Council Meeting (8:30-9:30)

## **DISCERNMENT**

### **Annual Discernment and Selection to the Commissions:**

1. Leadership will call a discernment meeting in January for all parishioners who are considering an open position on the Commissions.
2. A request for new members will occur at least two months prior to the open discernment meeting by a posting in the bulletin and personal referral requests. An open invitation will be sent to all members of each ministry.
3. Prior to the January discernment meeting, all interested parishioners will be provided with the respective Commission Covenant Booklet.
4. At the January discernment meeting the Co-Chairs will begin by asking each candidate to give a brief personal history, how long they have been in the Parish, what it is about the Parish that they approve of and/or disapprove of, and what they would be able to offer if selected to serve on the commission. All commission members will then have an opportunity to interview the candidates. Candidates are also given a chance to ask questions to clarify their understanding of the commission.

5. Selection of new members will be conducted through a voting process. All current members present in the room will be allowed to vote for their selected candidate(s). The candidate does not have a vote and is not present during the voting. Based on the number of open positions on the commission, the candidates with the highest number of votes will be invited to serve on the commission.
6. The Co-Chairs will introduce and welcome the new members and say a few words to convey the Parish's appreciation to all for their time and willingness to participate.
7. Once the Commissions complete their discernment process, the roles and responsibilities are then discerned. If there's an opening position, each Commission is responsible for discerning up to two Co-Chairs, one recording secretary, two representatives to the Pastoral Council and one representative to the Stewardship Committee.

## CRITERIA FOR MEMBERSHIP TO THE PASTORAL COUNCIL

### **Members:**

- Must be in full communion with the Catholic Church
- Must be a registered member of the Parish
- Must be a member of one of the five parish Commissions unless appointed At-Large
- Must agree to live up to and accept the Mission Statements of the Council and the Parish
- Must commit to serve for a three-year term and to attend council meetings regularly with no more than two unexcused absences per year
- Must be twenty-one years of age or older
- Current members whose term is expiring are not eligible to serve on the council for a minimum of one year
- Pastoral Council Co-Chairs and all other representatives of the Council should preferably serve one year on their respective Commissions before they are eligible for membership in the Council
- Spouses may not serve together on Pastoral Council.
- Spouses of Parish staff may not serve on Pastoral Council.

### **Membership:**

- Each member of the Council will serve a three-year term with one-third of the membership being discerned each year.
- Each year of service will run from January discernment through the January of the next year.
- There will be two Co-Chairpersons representing different Commissions. If possible, Co-Chairpersons should be from different leadership years of service.
- A Recording Secretary will be appointed by the Pastor to the Pastoral Council and will serve as non-voting member. Term of service is at direction of the Pastor.

**Selection:**

Please see the guidelines from the corresponding Commission Section in this Covenant Book.

**Meeting Dates:**

The Council will usually meet on the first Tuesday of each month. July and August of each year will be a vacation month with no scheduled meetings.

**Co-Chairpersons:**

The Pastoral Council will be led by two Co-Chairpersons. At the January or February meeting, following the January discernment, a two-year Co-Chair will be discerned by a consensus of all members of the Pastoral Council in attendance. To be properly representative of the Commissions, and whenever practical, the Co-Chairpersons selected should be from different Commissions.

**Purpose:**

The Council will implement the Council Mission Statement by encouraging the Commissions to develop yearly themes through long-range planning and by establishing goals and action steps as a whole, while coordinating and holding accountable the five parish Commissions, and working with the Pastor and Parish Staff in handling crises.

**Action Committee:**

A committee comprised of the two Co-Chairpersons, the Pastor, and/or the Parish Administrator, is to meet a week or two before the Leadership Night to establish an agenda for the Pastoral Council meeting. The Co-Chairpersons initiate a communication chain of the council members so that each person is contacted before the meeting with a reminder and the agenda.

**Communication:**

- Normally, Pastoral Council meetings will not be open meetings.
- The minutes of the Council meetings will be prepared by a permanent Recording Secretary or through an alphabetical rotation of the membership. A summary of the minutes, which includes a brief report from each Commission, will be available by means of an insert to the bulletin.
- Members will have the responsibility to communicate to and with their Commissions. The Pastor and/or the Parish Administrator will be responsible for communicating with the staff.

# ROLES OF LEADERSHIP

## THE ROLE OF THE PASTOR

*"So I exhort the presbyters among you, as a fellow presbyter and witness to the sufferings of Christ and one who has a share in the glory to be revealed. Tend the flock of God in your midst, overseeing not by constraint but willingly, as God would have it not for shameful profit but eagerly. Do not lord it over those assigned to you, but be examples to the flock. And when the chief Shepherd is revealed, you will receive the unfading crown of glory".*

*1 Peter 5:1-4*

### **The Pastor is:**

- Spiritual Father
- Presider/Sanctifier
- Shepherd
- Healer
- One who consults
- Teacher
- Servant Leader
- Open minded
- Delegator
- One who sets atmosphere/goals
- Evangelizer
- Steward
- An objective listener

### **The Pastor is not:**

- Superior
- One who dominates
- Master
- Indecisive
- Only decision maker
- Permanent
- Solely responsible
- Autonomous

## THE ROLE OF THE PASTORAL COUNCIL

*"I, then, a prisoner for the Lord, urge you to live in a manner worthy of the call you have received, with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace: one body and one Spirit, as you were also called to the one hope of your call; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.*

*Ephesians 4:1-6*

### **The Pastoral Council is:**

- Prayerful
- Sets policy/goals/evaluates
- Visioning/planning
- To discern
- Problem solvers
- Promote new ideas
- Model by example
- To encourage
- To work well with others
- Consults/approves
- Convenes meetings
- Crisis management
- Approachable
- Supportive
- To serve

### **The Pastoral Council is not:**

- Elitists
- Insiders
- Rubber stamp
- Obstructionists
- Competitive
- Special interest

## THE ROLE OF THE COMMISSIONS

*"For by the grace given to me I tell everyone among you not to think of himself more highly than one ought to think, but to think soberly, each according to the measure of faith that God has apportioned. For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body of Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them: if prophecy, in proportion to the faith; if ministry, in ministering; if one is a teacher, in teaching; if one exhorts, in exhortation; if one contributes, in generosity; if one is over others, with diligence; if one does acts of mercy, with cheerfulness."*

*Romans 12:3-8*

### **The Commissions are:**

- Advocates
- Problem solvers
- Coordinators
- Linked to ministries
- Flexible
- Communicators

### **The Commissions do not:**

- Give up too quickly
- Act independently
- Take on too much
- Act like a clique
- Promote individual agendas

## THE ROLE OF THE STAFF

*"Jesus summoned the disciples and said to them, 'You know that those who are recognized as rulers over the Gentiles lord it over them, and their great ones make their authority over them felt. But it shall not be so among you. Rather, whoever wishes to be great among you will be your servant; whoever wishes to be first among you will be the slave of all. For the Son of Man did not come to be served but to serve and to give his life as a ransom for many.'"*

*Mark 10:42-45*

### **The Staff is:**

- Faith/Gospel centered
- Administration
- To serve
- To provide overviews
- Professional
- A resource
- To enable others
- To empower
- To perform
- An information source
- To share techniques
- To stay in touch
- Collegial

### **The staff is not:**

- Permanent
- The only expert
- Overly assertive
- Autonomous
- Boss
- Serving special interests
- Voting or a part of the consensus

## ADMINISTRATION COMMISSION

### **Purpose:**

The Administration Commission is an advisory body whose focus is on the administrative functions of the Parish. They concentrate on the financial health and the physical condition of the Parish, as well as methods for communication with parishioners.

### **Roles and Responsibilities:**

The Administration Commission works through the committees and ministries under it, to make sure both the short-term and long-term needs of the Parish are addressed. The Administration Commission acts as:

- an advisor, reviewing plans and making recommendations as needed.
- a resource, offering assistance on specific issues or areas of concern.
- a conduit of information between parishioners, staff and leadership.

### **Membership:**

The Administration Commission will have a total of nine members and be composed of one representative or more from the following Committees and Ministries and one staff person:

- A. Communications Committee
- B. Stewardship Committee (Should be Co-Chair)
- C. Money Counters
- D. Office Volunteers
- E. Maintenance

The total membership should be 9 members including the Business Director and the other 8 members should be made up from the above groups if possible.

Several of these Committees are new and need to be formed or are in the process of being formed and others are envisioned as having some additional duties. These are:

**Communications Committee:** Analyze existing communication vehicles and methods to determine if they are kept updated and are utilized effectively to disseminate information. Assess new methods of communication and make recommendations.

**Disaster Recovery Committee:** Review and revise disaster recovery plans, on a quarterly basis to ensure preparedness for all types of disasters. Communicate the plan to all staff members, parishioners in leadership positions and others as determined by the Disaster Recovery Committee.

**Maintenance Committee:** Develop and update on a semi-annual basis a preventative maintenance schedule for all parish facilities. Develop and update on a semi-annual basis a replacement schedule for all major systems, equipment and facilities on campus (for example, roofs of buildings). Plan and oversee a Parish Workday at least twice a year. Assess Parking Lot Ministry needs for holiday Masses as well as large special events held on campus and assist in implementing.

#### **Selection to Commission:**

Each Committee and Ministry will select at least one member represent to them on the Commission and they will serve a three-year term\*.

#### **Selection of Pastoral Council Members:**

The Stewardship Committee appointee to the Administration Commission will automatically serve as one of the three Pastoral Council representatives. The other Pastoral Council representatives (Pastoral Council Rep #1 and Pastoral Council Rep #2) will be chosen by the Administration Commission from among its members (excluding the Finance Council Representative and the Parish Administrator).

#### **Chairing Meetings:**

The two Pastoral Council Representatives (Pastoral Council Rep #1 and Pastoral Council Rep #2) will function as the Chair and Co-Chair of the Administration Commission meetings. Pastoral Council Rep #1 will be the Chair and Pastoral Council Rep #2 the Co-Chair. The Chair will set the Agenda, run the meetings and keep the minutes. If the Chair is absent, the Co-Chair will assume these duties. If a member is unable to attend an Administration Commission meeting, they are to notify the Chair as soon as possible and find a substitute from their Committee/Ministry. Since there are only four meetings a year, all members are requested to make this commitment to attend all meetings. If a member is unable or unwilling to make this commitment, they should find a replacement from their Committee/Ministry.

#### **Communication:**

The Chair will email meeting reminders one week in advance of each meeting. Each Committee/Ministry is asked to share progress reports as appropriate. Each Ministry is encouraged to bring up any problems or concerns it is experiencing so that assistance/advise can be offered. The Chair will email the minutes of each meeting to all members and to the Pastoral Council within one week after the meeting. Because the Pastoral Council meets monthly, Pastoral Council Rep #2 will be responsible for soliciting updates from each Administration Commission member in the "off months" in advance of the Pastoral Council meeting. If Pastoral Council Rep #2 cannot attend a Pastoral Council meeting, Pastoral Council Rep #1 will be the backup for these duties.

## **Miscellaneous:**

- Chairs or Co-Chairs of Committees and Ministries will be comprised of parishioners and not staff members. Only parishioners will run the Committees and Ministries. Staff members may only serve in advisory capacity. Attendance by staff members will be at their discretion.
- A person should represent only one Committee/Ministry on the Administration Commission if possible.
- The Administration Commission meetings are open to any parishioner and staff member that wishes to attend.
- Each Committee/Ministry should have a Chair and Co-Chair.
- New members to each Committee will be appointed. Members of each Committee, Administration Commission members and the Parish Administrator may nominate qualified candidates. Candidates will meet with the Committee, who will determine their suitability. Those deemed suitable will be appointed to the Committee.
- If an Administration Commission member is unable to serve their full term, their replacement will only serve out the remainder of the term.
- If Pastoral Council Rep #1 or Pastoral Council Rep #2 is unable to fulfill their term on the Pastoral Council, an additional meeting of the Administration Commission will be called and a replacement will be chosen to serve the remainder of the term.
- Proposed changes to the Administration Commission section of this Covenant Book are to be approved by the Administration Commission prior to submission to the Pastoral Council for approval.

## COMMUNITY LIFE COMMISSION

### **Mission**

The mission of the Community Life Commission is to provide a welcoming, hospitable atmosphere throughout the parish community. We foster interaction and communication among parish organizations, encourage broad-base parishioner involvement, and opportunities for community building. We accomplish this through active engagement with Community Life ministries to promote inclusion and further build our parish community fulfilling our parish mission of being "A People for Others".

### **Purpose**

The purpose of the Community Life Commission is:

1. Plan Community events, striving for at least one a month. These may be events currently run singularly by the various Ministries/Organizations (St. Joseph's Altar, Wine Tasting, etc.) or events that will require the help of all of the ministries/organizations to plan and carry out (Fall Festival, Mardi Gras, International Food Festival, etc.).
2. Develop ideas for better inclusion and community involvement.
3. Improve communication with ministries related to the community and social nature of the Parish.
4. Share best practices, things that work and don't work in various ministries and events.
5. Become the pulse of the Parish – bring to light any issues in the Parish that may need to be addressed by the Community Life Commission or Pastoral Council.
6. Identify, discuss and bring up new ministries/ministry needs to the Pastoral Council.
7. Respond to requests of the Pastoral Council and/or Church leadership and its members for information.
8. Hold one another (ministries) accountable for following Parish guidelines, getting more involved, increasing membership, etc.
9. Attend monthly Parish Leadership Night and any adhoc meetings (when necessary).

**The Community Life Commission consists of members from the following ministries:**

#### Children/Youth:

- American Heritage Girls
- Boy Scouts
- Columbian Squires
- Cub Scouts
- Squirettes of Mary

Cultural Diversity:

- Filipino Ministry
- Hispanic Traditions Ministry
- Mardi Gras
- St Joseph Altar Guild
- Vietnamese Ministry

Social Activities:

- Adult Singles (MAS)
- Bereavement Meal Ministry
- Craft Guild
- Donut Social
- Fall Festival
- Senior Friends

Women Groups:

- Ladies Auxiliary
- Ministry of Mothers (MOM)
- Women's Club

Service:

- Knights of Columbus
- Legion of Mary

**Criteria for membership to the Commission:**

1. Be in full communion with the Catholic Church.
2. Be a registered member of the Parish.
3. Have been an active participant for at least the past year in a Community Life ministry.
4. Be twenty-one years of age or older.
5. Live up to and accept the Mission Statements of the Pastoral Council/Commissions and the Parish.
6. Attend Community Life Commission meetings regularly.
7. Possess the qualities essential for a leadership position.
8. Immediate Family members (i.e. Spouse) may not serve on the same commission.
9. Communicate regularly with the organizations and ministries

**Membership:**

The Community Life Commission will be comprised of 9 members and 1 staff liaison. The Commission Membership should represent multiple Community Life Ministries. Only the commission membership will be allowed to vote.

The Community Life Commission will be led by two Co-Chairs. The Co-Chairs will lead Community Life meetings including setting an agenda and assure the meeting minutes have been documented.

The Pastor will assign a Staff Resource person to the Commission and he/she will act as both a liaison to the staff as well as a professional resource to the commission.

A member of the Commission may not serve consecutive terms, although a person may serve an extra year beyond a three-year term by way of an exception with the prior approval of the Pastoral Council.

**Meetings:**

1. The Community Life Commission will meet typically the first (1<sup>st</sup>) Tuesday of each month at 7:00 pm. aligning with Parish Leadership Night.
2. Each month the Co-Chairs will be responsible for coordinating to develop and issue an agenda no later than the Friday before the Tuesday meeting.
3. Ordinarily, Community Life Commission meetings will be open meetings. During the meetings, an assigned recorder will take all notes, summarize each meeting and send draft minutes to Community Life Commission members within 48 hours of the meeting being adjourned. Finalized minutes will be submitted to the Pastoral Council.
4. Commission members are expected to be in contact with their respective ministries and advise the Co-Chairs of any matters needing to be brought before the Commission for discussion.

**Selection to the Commission:**

Discernment of new members to fill the Community Life Commission administrative positions will be held in January. Any vacancies occur during the year will be filled at that time. Interested new members of Community Life ministries must be active in their ministry and pledge their willingness to serve the Parish for the associated position's term. A new member candidate, not already a member of the commission, should attend commission meetings for three months prior to discerning for a position.

**Selection of Co-Chairpersons:**

Two members will be Commission Co-Chairs who will lead the monthly meetings. The Co-Chairs will serve alternating two-year terms. During the November meeting, Commission members will discern one Co-Chair to replace a departing Co-Chair. The Co-Chairs should not be members of the Pastoral Council.

**Selection for the Pastoral Council:**

Two members will be discerned as members of the Pastoral Council and they will attend monthly Pastoral Council meetings. These two representatives will serve alternating three-year terms. Normally only one Pastoral Council representative will need to be discerned in a given year unless a representative leave before completing a full three-year term.

**Selection of Stewardship Representative:**

One member will be discerned as a Stewardship Representative. He/she will commit to attend the monthly Stewardship Committee meetings and participate fully in stewardship activities. The Stewardship representative will serve a one-year term.

**Community Life Commission Structure:**

1. Two members of the Community Life Commission will be members of the Pastoral Council.
2. Two members of the Community Life Commission will be Co-Chairs and will lead the monthly Commission meetings.
3. A Recorder will be assigned at each meeting and be responsible for taking notes and communicating minutes of the meeting to the members of the Commission and Pastoral Council.
4. The staff resource person will have the responsibility of communicating information between the Commission and the staff.
5. The Stewardship Representative will be responsible for communicating information between the Commission and Stewardship Committee.
6. Each commission member will be assigned Community Life Ministries to be the focal point with that ministry, understanding the health of the ministry and be a conduit to the commission for issues or concerns.

**New Member Discernment Process:**

1. No later than the September meeting, current administrative members will be asked to confirm their ability to complete their terms. Current Commission members will then be asked about their willingness to serve in administrative positions coming open. This process will determine the open positions that need to be filled by 'new' members.
2. All Community Life ministries will be requested to make personal referrals for the open positions.
3. Invitations will be issued to prospective new members and candidates who indicate a positive response will be invited to begin attending monthly Community Life meetings. New member candidates will be provided a copy of the Covenant Book, Time and Commitment Criteria and

Responsibility Statements. Candidates will be asked if they have any questions prior to discernment. Open positions will be reiterated to current members and candidates alike leading up to the January discernment.

4. At the January discernment meeting a Co-Chair will preside. The discernment process will begin with a spiritual reflection about God's Call and the need to seek God's Will. The interested candidates will be introduced and then asked to respond to one or more questions.
5. The Community Life Commission members present will be given an opportunity to question the candidates.
6. Commission members will then prayerfully discern the candidates and each member will submit a ballot with one candidate's name for each position. The candidate receiving the most ballots for each position will be selected. Candidates will not participate in the balloting.
7. The presiding Co-Chair will welcome the new members and convey the Parish's appreciation to all the candidates for their time and willingness to participate.

## FORMATION COMMISSION

### **Formation and Evangelization (FAE)**

"The Church is the salt of the earth, she is the light of the world. She is called to make present in society the leaven of the Kingdom of God and she does this primarily with her witness, the witness of brotherly love, of solidarity and of sharing with others." – Pope Francis

St. Ignatius of Loyola Catholic Church (SILCC) provides witness and shares the faith through a range of formation ministries and programs. The purpose of these programs and ministries are to encourage the lifelong faith formation of our parishioners. In order to ensure the vital role of evangelization and catechesis is purposeful and consistent, SILCC has a full staff leadership overseeing the day to day of the primary groups of the faith community: early childhood, elementary, junior high, high school, young adults, and adults. In order to better represent the community in its needs, these primary groups also have dedicated community representatives that discern to Advisory Boards and the Formation Commission. The document that follows gives guidance and direction as to the composition and structure of the boards and commission.

### **Commission Mission**

- Discern the formation needs of parishioners and communicate those needs to the formation staff.
- Discern long term and short-term goals for the commission.
- Foster a greater awareness of FAE ministries and programs available within and outside the Parish.
- Encourage participation in the formation ministries and programs.
- Help staff by providing feedback and support for any programs or ministries.
- Provide support for ministries, including monitoring leadership support to avoid burn out.

## **Formation Commission Purpose**

The purpose of the Formation Commission is to act as representatives of the larger faith community. The Formation Commission's core focus is to ensure consistency throughout all levels and aspects of parish formation and evangelization (FAE). The spirit of the group should be to constantly support Formation staff and faithfully provide opportunities for further community involvement in the FAE activities.

The Formation Commission consists of representatives from the following:

- 2 - Early Childhood
- 2 - Elementary
- 2 - Youth Ministries
  - 1 - JH
  - 1 - HS
- 3 - Adult
  - 1 - Adult Formation
  - 1 - Evangelization Ministries
  - 1 - Young Adult
- 1 - Member At Large
- 1 - Youth Liaison
- 1 - Staff Liaison

Total Members: 12

## **Formation Commission Meeting Minutes:**

Finalized minute recordings from each meeting should be submitted to the [FormationCommission@silcc.org](mailto:FormationCommission@silcc.org), [FormationStaff@silcc.org](mailto:FormationStaff@silcc.org) and [minutes@silcc.org](mailto:minutes@silcc.org) .

## Advisory Boards

### Purpose

The predominant role of the Advisory Board is to assist the Director with discussion and discernment of community needs. Directors are responsible for providing direction for the Advisory Board including but not limited to goal assistance, special programs, program changes, and discussing represented community issues or concerns.

Advisory Boards should be composed of 4 or more members of the church parish. These members should be a mix of catechists, ministry leaders, parents, and volunteers. Advisory Boards are required to meet a minimum of 4 times a year, roughly once a quarter, but are encouraged to meet as needed. Directors are allowed to use discretion in the diversity and max members of their Advisory Boards. The advisory boards should be discerned as follows:

Early Childhood - New parent board created at the beginning of each school year. Representatives to the commission may be parents, teachers, or nursery volunteers who are current parishioners within the early childhood program. Monthly parent board meeting and staff meetings fulfill the advisory board meeting commitment. Director to use discretion in any additional meetings needed with commission representatives.

Elementary - composed of parents, catechists, and volunteers

Youth Ministries - composed of parents, catechists, and volunteers. Needs to be a mix of JH and HS representatives. These may be members of core teams, outreach planners, catechist, and special event volunteers. Both programs must be represented at the commission level.

Adult Formation - Composed of catechists, program participants, and volunteers. Representatives to the commission should include a participant from Young Adults and the Ministries group.

Ministries - Group leaders of ministries listed below are required to meet only twice a year with the director of Adult Formation, the adult formation commission representative, and the adult ministries commission representative. The purpose of the meetings should be to share the focus for the year, work on common goals, and make sure ministries have proper support. This is also a time to share information about all formation ministries.

Young Adult: Core team should provide at least one representative to the adult advisory board and subsequently a representative to the formation commission.

Youth: Youth representative will be assigned from the HS program

**Advisory Board Meeting Minutes:**

Finalized minute recordings from each meeting should be submitted to the [FormationCommission@silcc.org](mailto:FormationCommission@silcc.org)

**Discernment Process**

1. Initial discernment to Advisory Boards should be staff driven. Staff should be open to recommendations and focus on recruiting interested parents, catechists, and volunteers.
2. Once boards are established; existing members can make recommendations and discern new members as a group.
3. A commitment of two to three years will be required of all members of Advisory Boards.
4. Advisory Board members would discern amongst themselves members to the Formation Commission. See above for the number of representatives from each board. Commission representatives should report back any commission findings and pertinent discussions to their respective Advisory boards.
5. The Formation Board will discern the following:
  - 2 co-chairs
  - 1 recording secretary
  - 2 representatives to the Pastoral Council
  - 1 representative to the Stewardship Committee

Only one representative may be discerned as both a co-chair and a Pastoral Council representative.

**Pastoral Council**

The members of the Formation Board would discern members to represent Formation on the Pastoral Council at the January meeting. Pastoral Council members will be required to make a three-year commitment. After the initial year, one member will roll off each year and a replacement member will be discerned from current members of the Formation Board.

## **Stewardship Committee**

One member from the Commission must be discerned to join stewardship. The commitment for this is a minimum of one year.

Below is a comprehensive list of programs and ministries that fall under Formation and Evangelization.

### **PROGRAMS**

St. Ignatius Early Childhood Center  
Nursery Mentor  
Early Childhood Faith Formation  
Elementary Faith Formation  
Children's Liturgy of the Word  
Youth Ministry  
Youth Faith Formation JHS and HS  
Young Adult Ministry  
Rite of Christian Initiation-Youth and Adult  
Adult Confirmation  
Infant Baptism Preparation  
Marriage Preparation  
Adult Formation

### **MINISTRIES**

Grace Disability Ministry  
Couples for Marriage Prep  
Teams of Our Lady (TOOL)  
Familia  
ACTS  
Couples for Christ  
Parish Vocation Committee  
Serra International  
Marian Servants of the Incarnate Wisdom  
Seasons of Hope  
Journey of Hope  
Parish Library  
Offerings and Retreats

## OUTREACH COMMISSION

**Purpose/Mission:** The mission of the Outreach Commission is to ensure that our parish community is living our parish mission to be "a People for Others" by actively fulfilling our Lord's callings in Matthew 25:35-46.

*We are sent to feed the hungry, clothe the naked, care for the sick, welcome the stranger, give drink to the thirsty, and visit the imprisoned.*

The role of the Outreach Commission is to channel our Parish's spiritual energy and love into direct service and advocacy for the forgotten, the vulnerable and the maligned. We coordinate and provide resources to our many existing outreach ministries and ensure their effectiveness and growth. We also seek and develop new ministries, service projects and formation opportunities within our Parish as well as our broader community to make us better stewards and better witnesses of God's grace.

**The Outreach Commission currently supports the following ministries and programs:**

- Adult and Family Mission
- Blood Drive
- Christmas Angels
- Gabriel Project
- Grace Ministry
- Guatemala School Mission
- HOPE Homeless Center
- JobCompass
- Kids Hope USA
- Prayer Shawls and Mat Makers
- Respect Life, including the following:
  - Correctional Ministry
  - Courage and EnCourage
  - Foster and Adoption
  - Human Trafficking Awareness
  - Pro-Life Activities and Projects
  - Social Justice
- Sandwich Makers
- Second Family
- Sending Out Servants
- Street Saints Mentoring

**The Outreach Commission provides the following services:**

- Disaster Readiness
- Information and Referrals
- Financial Assistance
- Financial Education
- Rejoice Counseling Apostolate

**The Outreach Commission also supports the projects/events:**

- Easter Brunch
- Garage Sale
- Northwest Assistant Ministries (NAM)
  - Food Drive
  - Turkey Drive
- Operation Rice Bowl
- Refugee Resettlement Project

**Organizational Structure:**

- The commission will consist of nine members who will each serve a three-year term with three members dropping off annually and three new members being discerned each year.
- The Pastor will assign the Outreach Director as a non-voting staff resource person to the Outreach Commission, who will act as both a liaison to the staff as well as a professional resource to the commission.
- Within the commission there will be two Co-Chairs, two Pastoral Council representatives, one Secretary, and one Stewardship committee representative.

**Communication:**

- This is an open meeting and visitors are allowed at any time. In order to be placed on the agenda, visitors must contact the Co-Chairs prior to the meeting.
- At the conclusion of the meeting, the Secretary shall prepare and submit a draft of meeting minutes to the Commission for additions and/or corrections. Final version of the minutes shall be submitted to [minutes@silcc.org](mailto:minutes@silcc.org) within five days of the meeting or as requested.
- The Outreach Director will seek to inform and guide the Commission to stay true its objectives.

## WORSHIP COMMISSION

### **Mission**

We provide a spiritually engaging worship experience for parishioners and visitors participating in liturgical and devotional celebrations at St. Ignatius of Loyola Catholic Church. We endeavor to create a worship environment and experience that enables individuals to grow deeper in and celebrate their relationship with God and the Catholic Church. We accomplish this through Liturgical ministries formed around a common ministerial framework, through active solicitation of input **and participation** from our parish community and related organizations and through our commitment to fulfilling our parish mission of being "A People for Others".

### **Purpose**

The Worship Commission guides and supports the worship ministries and liturgical practices that bring the parish community together in worship. The Commission:

- Provides oversight and coordination of the parish worship ministries.
- Fosters dialogue and cooperation among all worship ministries.
- Ensures that there is active and committed leadership for each worship ministry and that each ministry develops leadership succession plans.
- Listens to and addresses the needs and concerns of individual worship ministries.
- Ensures that individual ministries provide ongoing opportunities for the spiritual enrichment and growth of their members.
- Ensures that all active liturgical ministers are properly trained for their roles.
- Solicits input from parishioners for consideration in ministry plans and activities, and responds in a timely manner to parishioners who submit suggestions.
- Evaluates parish liturgies and makes recommendations for changes, within accepted norms, to promote community worship and improve procedures.
- Reviews proposals for policy or major procedure changes affecting liturgical ministries.
- Ensures that the parish follows the rubrics of the liturgy and the norms of the Church in all worship services.

## **St. Ignatius Worship Ministries:**

Altar Servers*	Art and Environment
Eucharistic Adoration	Eucharistic Visitors
Extraordinary Ministers of Holy Communion*	Gift Presenters
Hospitality Ministers*	Incense Ministry*
Infant Baptism Assistants	Instituted Acolytes*
Lectors*	Music Ministry*
Prayer Groups	Sacristans
Wedding Coordinators	Worship Coordinators*

\* Ministry with an active liturgical role in the Sunday Eucharistic celebration.

## **Structure:**

The Worship Commission is composed of nine members each serving a three-year term. The terms are staggered so that three members roll off each year and three new members join. Members may not serve consecutive terms. However, a member may serve an extra year in case of need and with approval of the Pastoral Council. Former members may offer themselves for service again after being off the Commission for at least one year.

In addition, the Pastoral Associate for Worship is the staff liaison to the Worship Commission and acts as a permanent non-voting member. The Pastoral Associate, with approval of the Pastor, may delegate the staff liaison role to another member of the Worship staff.

## **Commission Roles**

Co-Chairs: Two members of the Commission are discerned by the other Commission members as Co-Chairs. The Co-Chairs jointly lead the Commission and are responsible for coordinating its activities. Co-Chairs should be chosen so that both do not roll off the Commission at the same time. In order to accomplish this, it is recommended that one new Co-Chair be selected each year from among the second-year members for a two-year term.

Pastoral Council Representatives: Two members of the Commission are discerned as members of the Pastoral Council, and they attend the monthly Pastoral Council meetings. These two representatives serve alternating three-year Parish Council terms. Pastoral Council Reps may not also serve as Worship Commission Co-Chairs. [Note: if Pastoral Council representatives are selected from second or third year Worship Commission members, they will serve on the Pastoral Council beyond their three year commission term. It's therefore possible for the Worship Commission to have no active members on the Pastoral Council in a given year. In this circumstance, special arrangements should be made to ensure communication between the Worship Commission and Parish Council Representatives.]

Stewardship Representative: One member is discerned as a Stewardship Representative. The Stewardship Rep attends the monthly Stewardship Committee meetings and participates in stewardship activities. The Stewardship Representative serves a one-year term.

Recorder: One member is selected as the Recorder to take notes and prepare the minutes for each monthly meeting.

### **Meetings:**

- The Worship Commission meets on the 1<sup>st</sup> Tuesday of each month at 7:00 pm. Commission meetings are normally not scheduled in January, which is reserved for discernment meetings, or July.
- Co-Chairs are responsible for coordinating with the Parish Office Liaison to develop a monthly agenda. This should be distributed to all Worship Commission members no later than the Friday before the Tuesday meeting.
- Worship Commission meetings are open meetings.
- Each Worship Commission member is assigned as a ministry liaison to one or more liturgical ministries. The ministry liaisons are responsible communicating with their ministries at least monthly and reporting on ministry activities and needs at the Worship Commission meetings.
- The Recorder is responsible for taking notes and summarizing each meeting. The Recorder should send draft minutes to Worship Commission members within 48 hours of meeting adjournment for review and feedback. Minutes should be finalized within one week and distributed to Worship Commission members. A copy of the final minutes should also be sent to [minutes@silcc.org](mailto:minutes@silcc.org).

### **New Member Discernment Process:**

- All Commissions hold an annual discernment meeting in early January. The Worship Commission will normally have three open positions for discernment.
- One of the Worship Commission Co-Chairs facilitates the discernment process for the Worship Commission.
- All Worship Commission members, including those completing their term of service, participate in the discernment meeting.
- The discernment process begins with a spiritual reflection about God's call and the need to seek God's will. The interested candidates are then introduced and asked to respond to one or more questions.
- Commission members will then prayerfully discern the candidates and each member will submit one ballot for each position. Only voting members of the Worship Commission participate in the balloting. The candidates receiving the most ballots will be selected for the available open positions.

- While the parish will invite parishioners to participate in the annual discernment process, the Worship Commission should also develop a prospective new member list well ahead of the discernment meeting. Recommendations can come from Worship Commission members, liturgical ministry Co-Chairs, parish staff, or other parishioners. Prospective new members should be invited to attend a Commission meeting in November or December and should be provided with a general overview of the Commission process and expected commitment.
- The Worship Commission may also discern additional members to fill vacant unexpired terms at any time.

### **Liturgy Committee**

The Liturgy Committee is sponsored by the Worship Commission to provide a forum for communication and sharing among liturgical ministry Co-Chairs and to assist in the planning and coordination of upcoming services. The Liturgy Committee is particularly active in preparing for special liturgies such as Christmas, Ash Wednesday, and the Easter Triduum. The Liturgy Committee may also make minor procedural changes to accommodate the needs of specific upcoming liturgies. However, major procedural changes, especially if they are permanent or affect multiple ministries, should be reviewed and approved by the Worship Commission.

Membership: Co-Chairs of worship ministries with an active liturgical role in the Sunday Eucharistic celebration are members of the Liturgy Committee. Each ministry should select one Co-Chair as the primary representative. At least one Co-Chair should attend each Liturgy Committee meeting. However, both Co-Chairs may attend if they choose. The Worship staff are also members of the Liturgy Committee and attend all meetings.

Meetings: The Liturgy Committee meets on the 3<sup>rd</sup> Thursday of the month except for July and December. Meeting minutes should be kept and distributed to Liturgy Committee and Worship Commission members.

## OUR COVENANT COMMITMENT

**To ensure a well-functioning and responsive group, we agree to live by the following Covenant:**

We have been chosen, recommended by representatives of this faith community, and humbly ask for the guidance of the Holy Spirit. We acknowledge our unique role as representatives of the many voices of all the people of this Parish. To effectively function in this role, we realize the need to come prepared to all the Pastoral Council and Commissions meetings, to share honestly, accurately, and freely, entering fully into all discussions to the best of our ability.

We pledge to strive to build an ever-stronger parish family consistently:

- Where we take the time to discern the gifts and needs of our Parish and respond to them.
- We empower the rest of the parish community to contribute and take ownership of the Parish's life.
- Where we witness the Gospel through our actions of care and concern for the needs of those around us.
- Where the word of God is proclaimed, studied, and integrated into daily living.
- Where we worship in prayer and sacrament the presence of God in our midst.

We understand that our Baptism calls every Christian to live the Gospel. We accept the challenge to make this a priority not only for self and family but to extend this effort to our larger parish faith community and beyond.

We must strive to possess

- a willingness to listen
- a desire for spiritual growth
- an openness to study and reflection
- an eagerness to see a vision or direction
- a commitment to working together and with groups
- an ability to stimulate the gifts of others
- a freedom to delegate responsibilities
- a resolve to make needed decisions
- an enthusiasm about our Parish
- a willingness to act as a liaison to other groups
- dedication to the responsibility of these Commissions
- a commitment to serve the prescribed term and to attend council and/or commission meetings regularly with no more than two unexcused absences a year. An excused absence is where the Pastoral Council representative or Commission leader has been notified by phone or in-person that you will not be able to attend the meeting due to emergency or unavoidable circumstances.

COVENANT COMMITMENT CONSENT

I have read the above Covenant Commitment. I understand it and agree to abide by it.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Commission

\_\_\_\_\_  
Date

Version	Author	Date	Changes
3.0	Pastoral Council – Jose Andrade	05/04/2021	Major new version