Commission Sub Committee Meeting 2 August 28, 2023

Charter Draft: We are hoping that this serves as something each commission can tailor to their own needs

1. Purpose - taken from Page 3 of the parish council constitution
    a. **Eucharist Commission (Worship and Liturgy)** : This commission is to assure that the liturgies (sacraments, sacramental, and other prayer services) are properly prepared and celebrated with dignity, and they meet the needs of the people. It shall assure that the various liturgical ministries are functioning and coordinated properly. It shall also assure that the parish's spiritual renewal is promoted.
    b. **Evangelization & Education Commission** : This commission is to assure opportunities for all parishioners to grow in their knowledge of the Catholic Christian faith and in their desire to be disciples of Jesus. It shall give guidance to the formal education programs, including pre-school, K-12 religious education and faith formation, adult fait formation, young adults, and RCIA
    c. **Love in Action Commission** : This commission is responsible for shaping the parish's ministry to its own members in need and its outreach into the larger community and world. Among its concerns shall be: care for the sick, poor, divorced, bereaved, and other parishioners with personal needs; outreach to inactive or minimally active Catholics within the parish territory; support for the Catholic Church's domestic and foreign missionary efforts; development of ecumenical relations both in the local community and beyond; promotion of social justice issues; cooperation with local social service agencies; provision of public relations.
    d. **Stewardship Commission** : This commission is responsible to support the operation of our parish by providing a number of important services. These ministries provide opportunities for parish members to become active, while creating a parish culture of gratitude and service.
2. Function - also can be taken from council constitution and can be tailored to each commission
    a. Give direction to the parish's efforts to fulfill the mission which Christ gave his church; to serve those in need.
    b. To help set the priorities of the church through the missions under our commission - consideration will be given to the relative urgency of the parish's needs
    c. To provide for communication, coordination, and cooperation among the many ministries in the parish.
    d. To provide effective communication between the council and parish membership/
3. Membership
    a. 9-12 members selected total
        i. Church employee connected to the commission
        ii. 2 pastoral council members

iii. The rest being members at large from the ministry volunteers under the commission

b. Terms
    i. 3 year term for each member at large
    ii. No more than 2 consecutive terms
    iii. To start each new commission, there will be memberships staggered
c. How members at large are appointed:
    i. Members at large get a volunteer to fill their soon to be vacant spot
    ii. New members at large must be approved by each commission
d. Membership review annually

4. Officers
    a. Chair
    b. Vice Chair
    c. Secretary
        i. Secretary can be council member or appointed by commission
        ii. Minutes are to be sent out over email and approved in one weeks time
5. Meetings - regular meetings at a minimum of ____ per year
    a. Before each meeting there will be notice sent to each ministry asking for their needs and wants
    b. Before each meeting there will be notice sent to notify parishioners in general (?)
6. Meeting Schedule
    a. Opening Prayer
    b. Attendance
    c. Reports from ministries as needed
    d. Old Business
    e. Upcoming Events/New Business
    f. Visitors? Suggestions/Concerns?
    g. Closing Prayer
7. Measurable Goals for the _____ Year (?)
8. Signed yearly

Email Draft sent to ministry leaders - send 3 separate emails to each "commission"

Dear Ministry Leader,

We as the parish council are currently "reinventing the wheel" when it comes to how we support all the ministries in our parish. There is currently only one active commission within our parish that is responsible for large areas of parish life. This commission is the Education and Evangelization commission. We are striving to bring three more commissions to fruition to help plan, coordinate, and oversee the activities of the ministry groups connected with it, and in cooperation with the Pastoral Council and the Pastor.

Your ministry falls under the _____ commission. A commission consists of a representative from each ministry group connected with the commission, plus the two designated Pastoral Council members, as well as a parish employee that is connected to each commission. Your pastoral council members are _____ and your parish employee is _____. Other interested parishioners may also be invited to belong to the commission.

You are currently involved in or lead a ministry in our parish. You are to the ministry as the ministry is to the commission. We are hoping that these commissions will give each ministry a voice, which will allow each ministry to bring their wants and needs to the pastoral council. These commissions will become the eyes are ears of our parishioners and our ministries. We also are hoping that these commissions will also invigorate our existing ministries.

What we are asking of you is if you would be willing to be involved in this commission. We are also wondering if you could let us know what your ministry is and what does it do for our parishioners or what it brings to the church.

Yours in Christ,

Holy Redeemer Parish Council

This is a very rough draft and are looking for any and all input

Next meeting - September 18th after church