Commission Sub Committee Meeting 1 July 25, 2023

Phases and Timeline to get commissions up and going:

1. Behind the scenes AUGUST/SEPTEMBER
    a. Get a charter template from Parish Council
    b. Decide if the secretary from each commission could and/or should be a council member at large for communication purposes
2. Commission Start Up OCTOBER
    a. Send an email to each "commission" pool of volunteers based off of each ministry "head". The same email to for each commission for easier housekeeping purposes
    b. Send a follow up email to those that volunteered. This email would entail the job description of chair/co-chair and commission as a whole (number of meetings, etc)
    c. Form commissions with chair/co-chair, secretary, and if enough response - members of commission. ***Add chair and co-chair to the spreadsheet***
3. Parishioner Knowledge NOVEMBER/DECEMBER
    a. Letter to the Parishioners
        i. Describing the organizational chain changes but not within the ministries themselves
        ii. WHO/WHAT/WHERE/WHEN/WHY of the commissions
        iii. Census forms
            1. Changes in information
            2. Ministry changes
            3. Ministry suggestions
        iv. Remind signup sheet
    b. Social Media Blast and Bulletin Blurbs
        i. Describe the commissions and the ministries under them
        ii. Reason for the commissions and the ministries under them
        iii. Provide a link to the flow chart on the social media from our website
4. Mini - commission Meetings NOVEMBER/DECEMBER
    a. Ministry assessment (survey each ministry)
    b. Charter completion
    c. Also think about inviting to be a commission member
        i. who would be most insightful as commission members
5. Invigoration of Ministries JANUARY FORWARD
    a. Have a member from each ministry to stand up before mass to describe their ministry to the congregation over a course of weeks to months
    b. This can culminate in a discernment/Holy Hour like Brad described at the retreat

GOAL - TO HAVE COMMISSION CHAIRS/CO-CHAIRS AT JANUARY COUNCIL MEETINGS WITH THEIR CHARTERS

Next Meeting - August 28, 2023 at 7:35 pm

Agenda:

1. Read over input and suggestions
2. Outline/Draft for emails
3. Blank Charter/Ministry Survey
4. Outline/Draft for Letter/Census
5. Bullet Point Timeline established for commissions