

## **St. Vincent De Paul Catholic Church Commission Member Position Description**

### **Purpose**

The primary role of the Commission is to collaboratively define and support the achievement of the Commission mission and objectives that, in turn, supports the achievement of the parish mission and goals. General authority is given to Commissions to establish commission operating policies/guidelines and evaluate Commission ministry outcomes. Ministry implementation is generally carried out by ministry area staff and individual ministry committees within the framework of policies and guidelines established by the Pastoral Council and Commissions. Overall authority for parish mission and ministry resides in the Pastoral Council, as delegated by the Pastor.

### **Primary Accountabilities**

#### **1. Mission**

- Create, communicate, evaluate and update the Commission mission in response to parish mission and goals
- Evaluate individual ministry outcomes in response to Commission mission
- Participate with other Commission leadership in collaborative evaluation of status of parish vision

#### **2. Annual Planning**

- Establish Commission annual planning priorities and objectives through collaborative process with staff, ministry leaders and ministry participants
- Coordinate, evaluate and develop draft of Commission annual objectives, strategies and indicators of success
- Collaborate with other Commissions in developing a proposed parish annual plan to be submitted to Pastoral Council for final approval
- Evaluate progress of annual plan achievement as basis for continuous improvement of Commission objectives and outcomes

#### **3. Commission Ministries**

- Evaluate the effectiveness of existing Commission ministries in collaboration with current ministry leaders and staff and recommend changes as appropriate
- Evaluate the need for new Commission ministries and implement as approved in annual plan
- Evaluate the need to dissolve existing Commission ministries (not in alignment with mission; no active leadership or participation; ministry objective achieved); formally implement and communicate dissolution

#### **4. Commission Staff**

- Establish collaborative relationship with commission lead staff person (and other staff as appropriate)
- Participate on commission staff hiring teams, as appropriate

#### **5. Commission Operations**

- Participate in monthly Commission leadership meeting
- Participate in parish-wide leadership events
- Participate on short-term task groups as appropriate to available time, individual talents and personal interest
- Participate in leadership development activity (ex.: leadership skills training, annual ministry area retreat, etc.)
- Identify and cultivate future Commission leaders and participate in annual selection process
- Evaluate performance of Commission leadership body and adjust orientation, guidelines, and operating practices as required to nourish a healthy and effective team environment

## **6. Communication/Collaboration**

- Develop and implement Commission communication activities that encourage dialogue among the commission leaders, parish members and staff
- Implement communication activities that effectively disseminate key information to all Commission stakeholders
- Establish Commission guidelines and practices that encourage strong collaboration with all other Commissions in achieving parish mission

## **Qualifications**

1. Registered member of the parish for at least one year.
2. Not an employee of the parish.
3. Minimum age of 16.
4. Regularly attends parish worship.
5. Active volunteer in parish ministry.

## **Membership of Commission**

1. The Commission staff Director is an ex-officio, full participating member of the Commission
2. In addition, the committee is composed of six (6) parish members (non-staff), each serving a term of three years. A member may serve more than one term, but may not serve more than two terms consecutively.
3. Terms begin July 1 and are staggered so that two members are replaced each year (unless one or both of the outgoing members are selected to serve a second term)

## **Time Commitment**

1. Attend the common monthly leadership night (3 hrs/mo.)
2. Prepare for meetings and attend sub-committee meetings (3-5 hrs./mo.)
3. Participation in all-parish and special leadership events, as scheduled

## **Expectations of Leadership**

1. Exercise confidentiality in sensitive areas, as communicated by leadership
2. Be respectful of others and their opinions, especially those in opposition of yours
3. Communicate in sync with the Commission position and tone when interacting with the parish community
4. Participate in a manner that observes the meeting time relative to the agenda, and relative to the number of participants (7 members, each member participates 1/7 of the time).
5. Be objective! No hidden agendas or personal views.