

By laws - St. Thomas Syro Malabar Catholic Church, San Antonio
Committee Members & their responsibilities - 2020
Based on Procedure Rules for the General Body and Parish Council
Of Syro Malabar Catholic Diocese Chicago

General body:- A body of all practicing and resident Catholics of the age of 21 years or above duly registered in the particular parish.

Parish Council:- Members:-

Vicar (Pastor)
Trustees (2 - Main & Co) & Treasurers (2-Main & Co)
Parish units (4) Coordinators
Ex officials (Ex Trustees & Treasurers)
Sisters
Sub Committees Coordinators

1. Vicar (Pastor)

Spiritual leader & president of the Parish council & General body. Authorized signatory for all official docs & checks related to the Church. The final authority of the church.

Main Committee members & their responsibilities

Total 4 members – 2 trustees & 2 treasurers

Term:- 2 years – may be re-elected for a second term but must not be continued for a third term consecutively.

Eligibility:- Any active church member with no financial dues to the church.

Main Trustee & treasurer continues his/her responsibilities for one year and hands it over to the Co-Trustee/Co-Treasurer in the following year, and Co-trustee/Co-Treasurer automatically becomes the main accordingly.

2. Trustees – Main & Co

Responsibilities:-

- 1. Main Trustee (Nadathu Kaikkaran)** –Takes care of the day-to-day activities of the church in consultation with main committee members and with the approval of Vicar whenever needed. He/she may be one of the authorized co-signatory for checks or other docs if needed - **Joy Paul**
- 2. Co-Trustee:-** Assist the main trustee and act as main trustee in the absence of main trustee - **Shaju George**

3. Treasurers:- Main & Co

Responsibilities:-

- a. Main Treasurer:-** Takes care of day-to-day financial matters of the church in consultation with main committee members and with the approval of Vicar whenever needed. He/she may be one of the authorized signatory for checks - **Shaji Mathew**
- b. Co-Treasurer:-** Assist the main treasurer for book-keeping and accounting; undertake the role of main treasurer in case the main treasurer is unavailable - **Antony Pullattu**

4. Sub committees & Coordinators:-

- a. One coordinator & 2 additional members (can have more than 2 additional members if needed) are required for each subcommittee (exception: secretary and internal auditor – only one each is needed)
- b. Term:- For 2 years
- c. Eligibility:- Any active member of the church.

1. Secretary

Responsible for communications, taking notes or minutes for committee meetings, recording the minutes in the official record-book and assisting Vicar and committee members for documentation if required. All parish-related emails must be sent to the Vicar for distribution - **Sabu Varghese**

2. Chicago Diocese Representative:- Binoo George

3. Internal Auditor

The out-going treasurer becomes the internal auditor & continue for 2 years. He/she is responsible for auditing the accounts with the treasure and report it to the Vicar and main committee members whenever needed - **Shaji Thomas**

4. Family Unit Coordinators

- a) Unit 1 - St. Mary's - **Shiby Cyril**
- b) Unit 2 – St. Joseph's – **Tom Scaria**
- c) Unit 3 – St. Thomas – **Shiji Paulson**
- d) Unit 4 – St. Antony's – **Jinol Reji**

5. Ex Officials:

- a. **Ex Trustees - Binu George, Paulson Paulose & Thankachan Moonnumackal**
- b. **Ex Treasurers - Shaji Thomas & Sabu Varghese**

6. Sisters :- Sr. Beena & Sr. Ranis

7. CCD committee:- 3 members

Responsible for catechism arrangements and related activities with the approval of the Vicar and in consultation with the main committee members whenever needed.

Imelda Paul – Coordinator
Jinol Joseph
Sr. Beena

8. Liturgy committee: 3 members

Responsible for Mass arrangements, readings, altar arrangements, altar server arrangements/training, Mass supplies etc with the approval of the Vicar and in consultation with the main committee members whenever needed.

Gino Antony - Coordinator
Delphy Binoo
Sr. Ranis

9. Choir committee: 3 members

Coordinate the choir for Masses or any other special program in the church such as Feasts, Baptism, Holy Communion, Carols etc with the approval of the Vicar and in consultation with the main committee members whenever needed.

Bessy Thankachan - Coordinator
Divya Gino
Abraham Joseph

10. Maintenance & cleaning committee: 4 members

Responsible for managing inside and outside cleaning, making arrangements to replace electrical/plumbing items, arrange the cleaning materials and prepare the weekly cleaning list in consultation with the main committee members and with the approval of Vicar whenever needed.

Paulson Paulose - Coordinator

Sheena Binoy

Tom Joe

Shino Abraham

11. Food committee: 4 members

Responsible for arranging the weekly snacks list, kitchen supplies & making food arrangements for special programs in consultation with the main committee members and with the approval of the Vicar whenever needed.

Smitha Tony - Coordinator

Maggie Martin

Jithu George

Maggie Kalathara

12. Program & media committee: 4 members

Coordinate all special programs in the church such as Feasts, Christmas, New Year, Easter, Annual Retreat, Picnic and any other Cultural Programs (IPTF). Responsible for setting and maintaining Website, Email, Printing materials etc in consultation with the main committee members and with the approval of the Vicar whenever needed.

Anu Tom - Coordinator

Magina Binu

Siji Syriac

Molly Mesmin

Media support - **Tony & Gino**

13. Leasing committee: 2 members

Responsible for leasing the church facilities for special programs and being the care takers of the facility during the events in consultation with the main committee members and with the approval of the Vicar whenever needed.

Cyril Joseph - Coordinator

Manu Sebastian

14. Youth committee:- 5 members

Coordinate all youth activities such as Jesus Youth, sports, and competitions (IPSF) of all kinds in consultation with the main committee members and with the approval of the Vicar whenever needed.

Tony - Coordinator

Jai Shaji

Bino George

Bosco Paulson

Binoy Kalathara

15. Safety & Safe environment Coordinator:- Abraham Joseph