

Parish Council Roles

Ministry Council Chair and Ministry Council Recorder



MC Chair

MC Recorder

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Pre-meeting: Agenda development and distribution	<ul style="list-style-type: none"> Prepare agenda based on previous meeting, input from Parish Council rep and all members Distribute agenda to Ministry Council members via email at least two days before meeting 	
Ministry Council meeting	<ul style="list-style-type: none"> Lead the meeting from the agenda (bring paper copy for attendees if needed) Foster discussion, hearing all voices and encouraging collaboration Ensure consensus decision-making Highlight opportunities for the Ministry Council to tie ideas, plans, and activities to the Lumenus pillars Engage your Council's staff member in the conversations, especially regarding resource needs, communication efforts, and recruitment Encourage Council members to work on tactical items between Council meetings to maintain focus on strategic vision during the meeting Monitor focus areas and interests of other Ministry Councils for possible partnerships and collaborative efforts Confirm topics for Parish Council with Parish Council rep at close of meeting 	<ul style="list-style-type: none"> Capture key topics, discussions, and notes from the Ministry Council discussion
Post-meeting: Meeting Notes confirmation and submission	<ul style="list-style-type: none"> Review and approve the Notes and Summary (received from Recorder) Confirm approval with Recorder Submit the Bulletin Summary to Communications Director and ExComm Recorder within ONE WEEK of meeting (see calendar for dates) 	<ul style="list-style-type: none"> Capture Meeting Notes and Bulletin Summary (new template) Share Notes and Summary with Chair within 2 days of meeting for review and approval
Additional duties	<ul style="list-style-type: none"> Focus Ministry Council on visionary, strategic efforts Work with Parish Council Rep to ensure communication and action items Lead annual Ministry Council discernment process Participate in cross-Council Chair meetings (new this year) – meeting schedule to be determine 	<ul style="list-style-type: none"> Support Ministry Council Chair's development of agenda as needed