

LCCC Parish Council Roles

Ministry Council Members	
<ul style="list-style-type: none"> ▪ Participate fully in the work of the Parish Council (PC) through your Ministry Council (MC): monthly meetings, planning, tasks, development, training, and celebrations ▪ Support consensus decision-making to work collaboratively within your MC and across all MCs ▪ Identify and cultivate future leaders and MC candidates; actively support the annual discernment process to ensure diversity in voice, experience, and talent ▪ Actively evaluate the effectiveness of your MC and contribute to positive improvements ▪ Bring ideas from parishioners to your MC and to the Parish Council (PC) as they arise ▪ Observe and adhere to confidentiality ▪ Serve a 3-year term (per MC – you can always shift to another MC after 3 years!) 	
Ministry Council Chair	Ministry Council Parish Rep
<ul style="list-style-type: none"> ▪ Generate and distribute agenda for monthly MC meetings (template) ▪ Create a welcoming, collaborative meeting environment for MC members ▪ Lead MC meetings with consensus decision-making and subsidiarity principles fully in place ▪ Involve all MC members in conversation and brainstorming ▪ Engage LCCC staff members in meeting conversations, and for support, resources, and input ▪ Partner with PC Rep and Recorder re: topics and messages for the PC meetings ▪ Submit MC Meeting Notes and Bulletin Summary to LCCC Communications Manager and ExComm Recorder within a week of the MC meeting for publication 	<ul style="list-style-type: none"> ▪ Participate fully in MC meetings ▪ Partner with MC Chair and Recorder re: topics and messages for the PC meetings ▪ Contribute to the monthly PC meetings <ul style="list-style-type: none"> ○ Share critical MC highlights with the PC ○ Lead at the PC level, looking ahead and across ministries to achieve LCCC mission and plans ○ Communicate PC decisions and discussions with MC
Executive Committee	Ministry Council Recorder
<ul style="list-style-type: none"> ▪ Lead Parish Council discussions and decision-making ▪ Adhere to and advocate for consensus decision-making and subsidiarity ▪ Role specific highlights: <ul style="list-style-type: none"> ○ Chair: Agenda development and distribution, Parish leadership engagement/alignment, Parish Council meeting lead ○ Vice-Chair: Support agenda/meeting development and leadership, manage annual Discernment process (Spring) ○ Recorder: Document meeting discussions/decisions/actions, partner with LCCC Communications Manager re: Notes and Bulletin Summary publication ○ At-Large: Provide support and coverage for all ExComm members as needed 	<ul style="list-style-type: none"> ▪ Capture key discussions, decisions, issues, and action items during the MC meeting ▪ Partner with MC Chair and PC Rep re: topics and messages for the PC meetings ▪ Create the MC Meeting Notes and Bulletin Summary for each meeting (template) <ul style="list-style-type: none"> ○ Send both to the Chair for review within 2 days of MC meeting ▪ Support the Chair in agenda creation as needed

Distribute all agendas **at least TWO DAYS** prior to the meeting.

Submit Meeting Notes and Bulletin Summary to Michaela (LCCC Communications Manager) and Don (ExComm Recorder) **no later than 1 week** after the Ministry/Parish Council meeting.