

Commission Member Position Description

Purpose

The primary role of the Commission is to support the achievement of the Commission vision and objectives that align with the parish vision and overarching 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

- 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 Commission annual objectives, actions and measurable 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 a 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, include any relevant budget considerations 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 to the Pastoral Council

4. Commission Staff

- Establish collaborative relationship with commission lead staff person (and other staff as appropriate)
- Chairperson is to review monthly agenda with Staff member
- 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.
2. Minimum age of 16.
3. Regularly attends parish worship.
4. Active volunteer in parish ministry.
5. Ability to work in a team setting.

Membership of Commission

1. The Commission staff Director is an ex-officio, full participating member of the Commission.
2. Each Commission 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.

Role of the Chairperson

1. Establish meeting agenda. *See template on page 22 of Leadership handbook.*

2. Each meeting agenda should include any leadership expectations from Handbook Addendum Three: *Meeting Agenda Topic Requirements*.
3. Review Recorder minutes of last meeting for accuracy.
4. Each agenda item should have a time limitation listed as well as designated name of person leading the discussion.
5. Keep the meeting focused on the agenda and table items that need further discussion.
6. Review agenda with Staff member.
7. Distribute agenda and prior meeting minutes at least one week prior to Commission meeting.
8. Chair is to recruit new leaders during the course of the year for the discernment process and encourage other commission members to do so.
9. Establish a mentor for each newly discerned member.
10. Advise PC of any Commission members that must retire from the Commission during the course of the year.
11. Remind all Commission members at each meeting that consensus decision-making applies to all decisions made by the Commission members.
12. Remember the Chairperson has no functional authority over the group.

Role of the Vice-Chairperson

1. In the absence of either the Chairperson or Recorder they will fill this role.
2. Contacts absent members and updates them on missed meeting.

Role of the Recorder

1. The Recorder will prepare the minutes of the Commission meeting. *See minute taking requirements on page 22 of handbook.*
2. Minutes of the meeting are to be distributed to the Commission members within one week of the meeting.
3. Any corrections to the minutes made by Chairperson and Commission members are to be redistributed within one week.
4. After any corrections to the minutes, the commission minutes are to be posted on-line.
5. Make certain those Commission members who are absent receive minutes.

Role of the Staff Member

1. The Staff member has multiple roles when participating on a Commission.
2. Advise Commission of current procedures in place when discussing the possibility of changes to procedures.
3. The Commission Staff member is an ex-officio; however, the Staff member is a fully participating member of the Commission.
4. Staff member is to meet with Chairperson monthly and discuss agenda.
5. Staff member is a resource for the Commission members; the staff member is not only visionary, but action oriented.
6. The Staff member usually has a key role implementing a decision made by a Commission.