

St. Matthew the Apostle Catholic Church
2715 North Sarah Street
St. Louis, MO 63113
PARISH PASTORAL COUNCIL GUIDELINES
(April 6, 2003),
REVISED FEBRUARY 2, 2020

PREAMBLE

PARISH MISSION STATEMENT: The very heart of St. Matthew the Apostle Catholic Church is Jesus Christ present on the altar. Our mission, born at that altar, is to be sent forth into our neighborhood in order to build up the Kingdom of God. The labor of this effort must address in deed more than in word the needs of our people.

PARISH PASTORAL COUNCIL MISSION STATEMENT: The St. Matthew the Apostle Parish Pastoral Council shall be the focus for discernment for St. Matthew the Apostle Catholic Parish. This council is a small community of parishioners committed to serve the Parish by prayerfully reflecting with the Parish Life Coordinator/Pastor on issues that affect the life of the parish community, and coming with him/her to decisions that will insure the spiritual growth and vitality of the Parish and its members.

ARTICLE I – PURPOSE AND FUNCTION

SECTION 1. The Council is to serve as a permanent flexible structure for constructive dialogue among the Parish Life Coordinator, religious and laity of the Parish so that all can work in close cooperation as a truly Christian community in fulfilling Christ’s saving mission.

SECTION 2. The Council members’ first responsibility is to listen together to God, on their own behalf and on behalf of the Parish community.

SECTION 3. The Council is responsible for making decisions with the Parish Life Coordinator /Pastor according to the consensus decision-making process described in Appendix 1 below. The Council serves to coordinate activities within their commissions and advise the Parish Life Coordinator/pastor on issues facing the parish. The responsibility for decisions related to the overall parish ultimately lies with the Parish Life Coordinator/Pastor.

SECTION 4. The Council is also called to cooperate with and to carry out the guidelines and directives given by the Ordinary of the Archdiocese of St. Louis.

SECTION 5. The Council will coordinate, encourage and promote apostolic activity within the Parish, utilizing the talents of all the members of the Parish. The Council will take steps to provide the leadership, direction, training, resources and encouragement needed to meet the goals of the Parish, the Archdiocese and the universal Church.

SECTION 6. The Council shall avoid conflicts of interest. Any dual or possible conflict of interest on the part of any member of the Parish Pastoral Council on any matter shall not vote or use personal influence on the matter and shall not be present in the room when the Parish Pastoral Council Members votes on the matter. The minutes of the meeting should accurately reflect that a complete disclosure was made, the abstention from voting, and the non-presence in the room when the vote was taken. All Parish Pastoral Council members must disclose all business, personal and family relationships when the parish is known to be considering making decision for or contracting with or employing those parties, whether on a volunteer or fee basis. A Parish Pastoral Council Member must remove him or herself from any discussion involving any business, personal or family relationships prior to any Parish Pastoral Council action and/or making a final decision regarding a matter involving such relationship.

SECTION 7. The Council shall uphold articles of confidentiality on behalf of the Parish. Respecting the privacy of our parishioners, donors, members, staff, volunteers and of the parish itself is a basic value of St. Matthew the Apostle. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Parish Life Coordinator/Pastor. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Council members of St. Matthew the Apostle may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of St. Matthew the Apostle that such information must be kept confidential both during and after employment or volunteer service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

SECTION 8. The Council shall be transparent with information pertinent to the parish. This includes decisions made in council meetings that are not confidential as recorded in meeting minutes, financial position of the parish as reported and/or certified by an independent accountant, Council approved policies and positions when appropriate, information on the organizational structure of the parish, information as may be determined by the parish council to be of importance to the parish. The Council will encourage participation in leadership activities and solicit input from the parish for key decisions and balance the intent for openness with sensitivity to privacy, confidentiality and the need for free and frank discussion at the Council meetings.

SECTION 9. The Council shall be accountable to the parish and each other. To ensure accountability to the Parishioners of St. Matthew, we shall regularly attend the Council meetings, regularly attend Weekend liturgies, actively participate in the life of the church, discern and make decisions for the greater good of the parish and adhere to the responsibilities of Council and Commissions as outlined in the Parish Pastoral Council manual.

SECTION 10. The Council shall adhere to this removal policy. If a person is elected for a term, then the person may be removed only for a cause (ex:, some evidence of failure or inability to adequately perform the duties of the office) and must be given notice and an opportunity to be heard. If a person is appointed by the pastor of the parish, the person may be removed at will for any reason or cause.

ARTICLE II – MEMBERSHIP

SECTION 1. The Parish Pastoral Council shall have 9 members: the Parish Life Coordinator/ Pastor of St. Matthew the Apostle Catholic Church and the three officers and five commissioners described below.

SECTION 2. All baptized registered, active members of the Parish shall be eligible for membership on the Council. This requires regular attendance at our weekly liturgies.

ARTICLE III – SELECTION AND TERMS OF OFFICE

SECTION 1. The official recognition of the next membership of the Parish Pastoral Council will be held on the first Sunday of October. The members will begin their terms of office on the first day of January following their selection unless under special circumstances as deemed by the Council. Each year two or three new members are selected, depending on the number of expired terms.

SECTION 2. The term of office shall not exceed three years. Outgoing members will not be allowed to return to the council for at least one year.

SECTION 3. At the June Parish Pastoral Council meeting, members shall identify vacancies for the next year. This will be accomplished first by identifying outgoing members and open positions. Remaining Council members will be invited to discern for one month to keep current role or move to a new role. This should be done by seniority. At the July Parish Council meeting, the Council members will state their decision to determine open vacancies.

During the month of August, the Council shall begin the process of soliciting new candidates for the next council, inviting people to nominate themselves or others they believe could be called to this ministry for the next three years. These nominations are accepted from the Parish at large. During the last week of August, nominees will be contacted by one of the officers of the Council, to accept or reject the nomination. Those who accept the nomination will have their names listed on the ballot.

The parish will vote on the people on the ballot during the month of September. Based on the number of vacancies, the people with the most votes will win the election. The Parish Life Coordinator/Pastor will contact all people on the ballot, (starting with the ones with the most votes) letting them know the results. During the conversation, those contacted will be allowed to accept or reject the election, ask any questions and state desired position (based on the vacancies). This will be done until all of the positions are filled. At the October meeting, council members shall discuss the new member's gifts and desires to determine their assignment. All new elected Council members shall attend the Archdiocesan Parish Pastoral Council training. The others will be notified that they did not win the election.

SECTION 4. All candidates are required to attend the Archdiocesan Parish Pastoral Council Workshop. At this time the workings of the Council are explained, and all candidates' questions are answered. Special emphasis is given to the notion that the Pastoral Council is a ministry, to which the person makes a three-year commitment.

SECTION 5. Once the candidates are known, their names will be announced to the congregation and published in the church bulletin. Parishioners are invited to pray for them in the selection process. There should be a petition concerning this matter each week at the weekend Eucharistic celebrations.

SECTION 6. At a Mass during the month of January, all members of the Parish Pastoral Council are called forward to be blessed and applauded as the new Council members.

SECTION 7. The new Council members are encouraged to attend the November and December meetings of the PPC to get a sense of the working of the Council, and to ask any questions they may have.

SECTION 8. Sometime between January 1 and Easter, the Council will hold a day of prayer and reflection.

SECTION 9. Vacancies of positions on the Council shall be filled at the discretion of the Council from the list of eligible applicants from the previous selection process. This person shall begin a term at that point that is not to exceed three years.

SECTION 10. After a member has missed three unexcused meetings in the course of a calendar year, the Parish Life Coordinator with input from the officers shall decide with the person whether he/she intends to continue on the Council. Council members are to contact the Secretary by phone to document missed meetings.

ARTICLE IV – OFFICERS

SECTION 1. Vacancies in Council offices will be filled at the first scheduled meeting after the vacancy occurs, by the consensus of the Council members.

SECTION 2. The Chairperson shall preside at each Council meeting. The Chairperson is responsible for convening the Officers and scheduled Commissioner at least two weeks before the Council meeting. It shall also be the Chairperson and Vice Chairperson's responsibility to maintain contact with the Commissioners between meetings, to ensure a flow of information and encouragement. The Chairperson is to set the agenda, address any concerns that arise between meetings. Commissioners shall be invited to attend the agenda planning meetings.

SECTION 3. The Vice Chairperson shall assist the chairperson in maintaining communication with the commission between monthly meetings to ensure a flow of information. In the absence of the chairperson the vice chair will preside at each council meeting. The Vice Chair is the mentor and trainer for the Council. The Vice Chair will ensure each member receives training and shall schedule a retreat day or day of reflection annually for the Parish Pastoral Council.

SECTION 4. The Secretary shall record the minutes of each meeting, and shall publish them for the members and the Parish in a timely manner. The Secretary shall also keep track of the minutes of any Commission meetings or meetings of parish organizations, and ensure that Council members are kept up to date on that information. The Council Secretary shall also maintain active communication with the Parish Secretary, to ensure an adequate flow of information both ways.

ARTICLE V – MEETINGS

SECTION 1. The Parish Pastoral Council shall meet once a month during the year, commencing in January, as specified by the Rules and Regulations. One of the summer meetings shall be a retreat day or a day of reflection and prayer. The retreat day or day of reflection is to be scheduled by the Vice Chairperson.

SECTION 2. Special meetings of the Parish Pastoral Council may be called with forty-eight hours' notice to each member by an Officer or Parish Life Coordinator/Pastor.

SECTION 3. The decision-making process of the Parish Pastoral Council shall be by consensus. (For details of the process, see Appendix 1.)

SECTION 4. Six members of the Parish Pastoral Council shall be sufficient to transact business at any meeting, regular or special.

SECTION 5. The presiding Chairperson shall propose an agenda for each regular meeting, in consultation with the Agenda Committee. That committee shall be composed of the Chairperson, Vice Chairperson, the Secretary, the Parish Life Coordinator/Pastor, and one other Council member on a rotating basis. Any member of the Council may submit to the Officers any matter to be included in the agenda. The Secretary shall furnish to each member, at least one week prior to any regular meeting and as early as possible before a special meeting, the following information: the agenda, the minutes from the previous Council meeting, reports from Commissioners, and any material that is relevant to the upcoming meeting. At the meeting, any member of the Council may submit to the Chairperson any matter to be included in the agenda. Parishioners are encouraged to address the Council during the Open Forum segment of the meeting, or to submit matters for the agenda to any Council member.

SECTION 6. The Chairperson shall facilitate the meetings, striving for consensus. The order of business for regular meetings shall include but not be limited to the following:

1. Opening Prayer and Attendance taken by Secretary
2. Open Forum, during which any parishioner may bring up topics. The issues will be assigned to the appropriate Commission or Person. The parishioner will receive a written response and the outcome will be discussed at the next PPC meeting.. Parishioners are limited to a maximum of 3 minutes per person, and this portion of the meeting has an overall limit of 30 minutes.
3. Approval of minutes from previous meeting and Commission Reports
4. Reflection Topic
5. Open Actions
6. Topics
7. Parish Life Coordinator/Pastor's Report
8. Next Meeting: Date
 - Time
 - Announcements
 - Agenda Planning Meeting
 - Assignments
9. Closing Prayer

SECTION 7. Parish Pastoral Council meetings are limited to all parishioners. Parishioners can attend only during the Open Forum.

SECTION 8. General Assembly meetings are to be held no more than twice a year after Mass, on a date to be determined by the Council. The members of the Parish community are encouraged to attend and participate.

ARTICLE VI – COMMISSIONS AND COMMISSIONERS

SECTION 1. The Parish Pastoral Council shall form the following advisory Commissions, as the basis of Parish organization:

1. Administration and Finances
2. Christian Formation
3. Parish and Community Life
4. Social Concerns
5. Spiritual Life and Worship

SECTION 2. Each Council member other than the Chairperson, Vice Chairperson and the Secretary shall serve as the Commissioner in one of these areas. It is the responsibility of the Commissioner to maintain at least monthly contact with all the organizations and subcommittees within that area. In this way the Commissioner will support, encourage, challenge and otherwise be involved with the leaders of all aspects of her/his area. Each May, these assignments shall be revisited and revised as is seen to be for the better functioning of the Council and the Parish.

SECTION 3. The Council shall define which organizations and subcommittees are grouped within each Commission, and these groupings are subject to Council revision as necessary. This includes the creation or dissolution of Parish committees. Any revisions shall be made only after adequate and broad consultation with all involved parties, and shall be based on the consensus of the Council members.

SECTION 4. Each Commissioner shall have the right and responsibility to call meetings of the leaders within her/his area of responsibility as deemed necessary. Any such meeting, however, does not replace the necessity for regular monthly conversation with the people involved.

SECTION 5. Each Commissioner shall submit an oral report at the monthly meeting or a written report to the Secretary 10 days prior to each regular Parish Pastoral Council meeting on the activities and proposals of that Commission.

SECTION 6. The ADMINISTRATION AND FINANCE COMMISSION'S main service is to support all the other Commissions to see that they have the money, personnel and facilities they need. (See Appendix 2 for specific responsibilities.)

SECTION 7. The overall purpose of the CHRISTIAN FORMATION COMMISSION is to be the representative structure "by which the community, particularly youth and young adults, addresses fundamental questions about educational needs, objectives, programs and resources" (*To Teach As Jesus Did*, NCCB, 1972). (See Appendix 3 for specific responsibilities.)

SECTION 8. The PARISH AND COMMUNITY LIFE COMMISSION is concerned with building community in the parish and with fostering a sense of belonging. It encompasses all efforts that strengthen the Christian community in love. (See Appendix 4 for specific responsibilities.)

SECTION 9. The SOCIAL CONCERNS COMMISSION strives to “involve the Parish in projects for world hunger, housing, racial discrimination migrant workers, women’s rights, prison reform, respect life issues, or legislation on social justice.” It is responsible for the various outreach programs to the needy in our neighborhood. (See Appendix 5 for specific responsibilities.)

SECTION 10. The overall purpose of the SPIRITUAL LIFE AND WORSHIP COMMISSION is to plan and provide for the spiritual development of each member of the Parish through liturgical celebrations, significant experiences, and spiritual growth programs. (See Appendix 6 for specific responsibilities.)

ARTICLE VII – ADDITIONS AND REVISIONS

SECTION 1. These GUIDELINES may be revised by the consensus of the Council. The process for such a revision has three stages. First, the change is proposed and discussed. At a second meeting, our more if necessary, further discussion is held, until clarity is achieved on the change. Then at a third meeting, it can be ratified and accepted by the consensus of the Council.

ARTICLE VIII – REPORTS

SECTION 1. The Secretary of the Council shall make the minutes of each meeting available to the Parish at least one week after the Pastoral Council meeting. A summary shall be submitted to the staff as input into the bulletin.

SECTION 2. A Financial Report shall be given to the Council at each Council monthly meeting. Each May, the Finance Chair is to present the upcoming budget at the Council meeting and present to the parish at the Sunday Conversation. A Financial Report shall be posted in the bulletin every quarter. It is the responsibility of the Administration and Finance Commissioner to see that this is done.

SECTION 3. At each Parish General Assembly, the Chairperson and/or Vice Chairperson shall make a report to the parishioners about the state of the Parish. It is also acceptable to have a brief report once a year given at the end of Mass by a Chairperson or a delegate.

APPROVED/ADOPTED: April 6, 2003

PRESIDENT
SECRETARY

JUANITA BLACKSHEAR
TERESA RICE

ARTICLE III REVISED: August 7, 2005

CHAIR
CO-CHAIR
SECRETARY

LOUISA THOMPSON
MATT STUHLMAN
DENISE MARTIN

REVISED: January 1, 2019

CHAIR
VICE CHAIR
SECRETARY

BARBARA JACKSON
SHERYL WILLIAMS
CARMELE HALL

ARTICLES 1-4, 6-8 REVISED 3: February 2, 2020

VICE CHAIR
SECRETARY

SHERYL WILLIAMS
CARMELE HALL

NOTE: Much of this text is adapted from *The New Practical Guide for Parish Councils*, by William Rademacher, Mystic, CT: Twenty-Third Publications, 1988.

APPENDIX 1A: CONSENSUS DECISION REACHING

SECTION 1. “One aspect of consensus deals with consensus on broad goals and objectives, and this is achieved during longer weekend planning sessions.” (Rademacher, *op. cit.*, p. 141)

SECTION 2. “The other aspect of consensus deals with the group process regarding specific issues discussed during a particular meeting. In the consensus system there is communal dialogue but no vote. Consensus is achieved when everyone can live with the decision.” *Ibid.*

SECTION 3. “The consensus system will not be effective when councils are not genuine faith communities, are polarized around strong personalities, or are being manipulated by pressure groups. In such cases, the council would do well to honestly address those obstacles and then set aside some meeting time to build up the council as a faith community and to reflect on its internal dynamics. If the council is not trying to become a faith community, long discussions about decision-making techniques will be a waste of time.” *Ibid.*, p. 142.

APPENDIX 1B: THE DISCERNMENT PROCESS

SECTION 1. “Before the [discernment] process is even begun, the group must agree to accept a majority decision if necessary, and to accept it as the will of the Spirit. This is not the same as agreeing to go with the majority and to support the decision. The shared wisdom model asks group members, in advance of the decision, to agree to see and to embrace the decision of the majority as the discerned decision, the will of the Spirit, the voice of the Lord being heard by this group at this time over this issue. Only this position will bring peace and contentment that is the indicator of the gift of the Spirit.” [Mary Benet McKinney, OSB, *Sharing Wisdom* (Valencia, Calif.: Tabor Publishing, 1987, p. 180, as quoted in Rademacher, *op. cit.*, p. 144.)

SECTION 2. “There are several important prerequisites for communal discernment:

- 1) Communion – a sharing in ‘a common vocation from the Holy Spirit’; a conviction that the Lord has called the parish together to be church.
- 2) ‘Common agreement on the basic expression of this communion in words here and now,’ the ‘core vision’ that makes the parish a community.
- 3) ‘Common commitment to carry out the decisions reached through communal discernment’; this common commitment is entered into before discernment.” [Thomas Green, *Weeds Among the Wheat: Discernment: Where Prayer and Action Meet* (Ave Maria Press, 1984, p. 181, as quoted in Rademacher, *op. cit.*, p. 145.)

SECTION 3. “The following steps are basic to the discernment process:

- Preparation: prayer and reflection for discernment of the Spirit and for wisdom;
- Clear formulation of the question to be discerned;
- Data gathering;
- Alternating periods of prayer and sharing of insights on the pros and cons of the issue; each member’s comment or clarification should help move the group towards a decision;
- Withdrawal to seek a sense of the Lord’s will (personal discernment);
- Sharing of personal discernments;
- Confirmation;
- A sense of peace and satisfaction.

These steps may be adjusted somewhat to accommodate diverse circumstances of decision making. It is crucial that enough time be allowed for the process. There is a periodic testing for consensus throughout the process.” Rademacher, *op. cit.*, p. 145.

SECTION 4. A model for discernment used by St. Matthew’s PPC in 2002.

Part One

- I. Scripture and prayer
- II. Description of process
- III. Reading of “A BASIC PRINCIPLE OF THE SPIRITUAL LIFE”
- IV. Statement of the question
- V. Re: Affirmative side, what are the advantages? (Each Council member states one reason, then any member can add in what is missing; other parishioners then add on.)
- VI. Re: Affirmative side, what are the disadvantages? (Each Council member states one reason, then any member can add in what is missing; other parishioners then add on.)
- VII. Re: Negative side, what are the advantages? (Each Council member states one reason, then any member can add in what is missing; other parishioners then add on.)
- VIII. Re: Negative side, what are the disadvantages? (Each Council member states one reason, then any member can add in what is missing; other parishioners then add on.)
- IX. Is there anything missing?
- X. Is the choice clear yet?
- XI. Take it home and pray over opinions until next meeting. Look for consolation and desolation, peace and turmoil. Picture walking with God in each choice, and look for feelings.

Part Two

- I. Scripture and prayer
- II. Review “A BASIC PRINCIPLE OF THE SPIRITUAL LIFE”
- III. Is there anything to add to what we wrote last time?
- IV. Is there any discussion?
- V. Straw poll: what do we think at this time is for God’s greater glory?
- VI. If there is strong leaning one way or another, then “Is there anyone who cannot live with this option? Please state where you find a problem with it.” All listen carefully to the reasons: perhaps they can be answered; perhaps they are a call to some compromise. If there is a roadblock, then go back to the “BASIC PRINCIPLE.” A lack of consensus could indicate that someone is not listening to others, or is not looking for the good of the whole, or has not been listened to at a deep enough level.
- VII. The second-to-last step comes when there seems to be consensus. The council pauses and prays over the decision. Then each is asked to state his or her agreement. If even one person cannot agree at this point, then we are back at stage VI, and we keep talking and listening until we are all peaceful with the decision. This is the experience of consensus.
- VIII. The final step is a prayer of gratitude.
- IX. From that point on, since all have agreed, then all will be willing to stand by the decision in any discussion that may take place outside the meeting.

APPENDIX 2: THE ADMINISTRATION AND FINANCE COMMISSION

The following are the responsibilities for the subcommittees of the ADMINISTRATION AND FINANCE COMMISSION:

1) Budget & Finance

- a. In cooperation with the other Commissions, to prepare and present an annual budget for both operating and capital expenses based on the goals and objectives determined by the entire Parish Pastoral Council. This approved budget is published and made available to all parishioners.
- b. To periodically review income and expenditures to determine if the parish is operating within the approved budget;
- c. To provide parishioners with quarterly reports on the financial position of the parish;
- d. To assist the Parish Pastoral Council Commissions, committees and subcommittees in preparing and submitting annual budgets;
- e. To study parish revenue and make recommendations to the Parish Pastoral Council for maintaining or increasing revenues to meet parish objectives and priorities;
- f. To educate parishioners to the need for good stewardship of time, talent and treasure in church support;
- g. To coordinate parish business and financial activities with the Archdiocesan Office of Finance;
- h. To establish a program of job classifications and salary administration for all employees of the parish;
- i. To review and approve all banking arrangements, capital expenditures, and long-term contracts.

2) Maintenance

- a. To periodically inspect all parish properties and review and recommend additions or repairs according to the priorities established by the committee; to plan for future requirements;
- b. To prepare an inventory of all parish equipment, furnishings and facilities along with a schedule of replacement or servicing;
- c. To prepare guidelines concerning use of parish facilities, lighting, security, heat and safety plans.
- d. To procure qualified engineers or professionals for maintenance and inspections.
- e. To develop teams of parishioners, skilled and unskilled, who will donate time and talents for parish maintenance tasks;
- f. To promote economic preventive maintenance practices concerning parish grounds and facilities;
- g. To study parish needs for heat, lighting and air conditioning with the aim of conserving energy;
- h. To check whether renting and leasing of public buildings complies with the laws of the state and the archdiocese;
- i. To analyze the feasibility of financial investments, purchase of land, new building projects, and the sale or rental of land or buildings;
- j. To study the insurance needs of the parish and make recommendations to the Parish Pastoral Council, with special reference to archdiocesan insurance policies;
- k. To inspect the facilities annual for fire, safety and security hazards;
- l. To recommend to the Parish Pastoral Council necessary maintenance, personnel and services for the parish properties.
- m. To monitor the Lease of Family Center by evaluating tenants compliance with lease.

- 3) Development
 - a. To provide financial resources for the activities of the parish, as recommended by the Finance Committee and the Pastoral Council;
 - b. To research funding sources for parish activities and personnel;
 - c. To write grant applications to these sources;
 - d. To follow up with the reports required by funding sources once a grant is given.

- 4) Fund Raising
 - a. To coordinate fund raising activities within the parish;
 - b. To evaluate the fund raising activities of the parish;
 - c. To develop new fund raising approaches;
 - d. To work with the various committees who sponsor activities.

- 5) Stewardship
 - a. To develop a stewardship program to help parishioners of all ages discern gifts of time, talent and treasure;

- 6) Pastoral Planning (could be spun off eventually as a separate Commission)
 - a. To keep abreast, with careful and continuous research, of the long-range needs of the parish community and the factors affecting the faith growth of its members;
 - b. To develop and keep current a “parish profile”;
 - c. To have input to the Council at each step of the process;
 - d. To help the other committees to plan;
 - e. To plan and conduct the annual parish meeting (General Assembly);
 - f. To assess the present and future use of all parish facilities.

From: Rademacher, *op. cit.*, pp 112-113, 117-118

APPENDIX 3: THE CHRISTIAN FORMATION COMMISSION

The responsibilities of the CHRISTIAN FORMATION COMMISSION include:

1. To develop a long-range plan for the lifelong religious formation/education of all parishioners, including children, adolescents, young adults and families, with special emphasis on the African-American traditions;
2. To monitor and evaluate all educational programs;
3. To monitor a group of parishioners to reflect on the Bible and relate it to their lives;
4. To oversee an apostolate to our students in junior high school, high school and college;
5. To insure the involvement of our youth in all aspects of parish life;
6. To oversee an apostolate to our Young Adult Parishioners ages 18-35;
7. To work with the Spiritual Life and Worship commission in education for the sacraments;
8. To study available resources for presenting the Catholic faith in the African-American tradition.
9. To represent the Parish as a board member of the St. Charles Lwanga Center/Office of Black Catholic Ministries;

From: Rademacher, *op. cit.*, p. 109.

APPENDIX 4: THE PARISH AND COMMUNITY LIFE COMMISSION

The responsibilities of the PARISH AND COMMUNITY LIFE COMMISSION would include:

1. To enable the parish to become an evangelizing community;
2. To be concerned with building community among all parish members;
3. To develop welcoming and home visiting programs to reach out to newcomers, the alienated and inactive, the unchurched, and to train evangelizers with approaches to such groups;
4. To sponsor social activities for parish fellowship;
5. To monitor the activities of parish organizations and analyze their needs
6. To conduct semi-annual parish organization meetings
7. To conduct periodic census and parish surveys, with appropriate follow-up;
8. To assist with parish communications;
- 9.

From: Rademacher, *op. cit.*, p. 117

APPENDIX 5: THE SOCIAL CONCERNS COMMISSION

The responsibilities of the SOCIAL CONCERNS COMMISSION include:

1. To identify resources to meet the human needs of all people in the parish community (compile a directory of human services available in the community);
2. To study issues that impact the community of which we are a part, and recommend action;
3. To provide for the visitation of the sick, lonely, and shut-ins;
4. With the Christian Formation Commission to educate the parish on social justice issues – hold forums and study group sessions;
5. To work cooperatively with community organizations for the betterment of our neighborhood;
6. To study world-wide and environmental issues and recommend action.
7. To monitor the activities of the St. Vincent DePaul

From: Rademacher, *op. cit.*, pp 110-111

APPENDIX 6: THE SPIRITUAL LIFE AND WORSHIP COMMISSION

The responsibilities of the SPIRITUAL LIFE AND WORSHIP COMMISSION are as follows:

1. To study the needs of the community and prepare for the liturgical celebrations on Sundays and major feast and seasons.
2. To provide special prayer experiences and renewal events for the parish;
3. To encourage youth to be involved in all areas of parish spiritual life;
4. To establish a means of continuing education and formation in liturgical matters for all parishioners;
5. To coordinate and provide formation for all liturgical ministers: lectors, ministers of the Eucharist, hospitality ministers, altar servers, sacristans, and those who provide the liturgical environment;
6. To evaluate the liturgical celebrations, including homilies;
7. To evaluate all present programs and organizational activities involved in the deepening of the spiritual life of the parish; to develop a spiritual plan and support system for all parishioners, including those with special needs;
8. To provide opportunities for the spiritual growth of leadership groups: Parish Pastoral Council, Commissions, etc.;
9. To plan parish retreats and retreats for special groups such as youth, couples, singles, etc.;
10. To plan ecumenical activities that will promote ecumenical cooperation, understanding and prayer;
11. To coordinate with other committees, especially the Christian Formation Commission, in developing guidelines for sacramental rites: baptism, Eucharist, confirmation, reconciliation, matrimony and anointing of the sick.

From: Rademacher, *op. cit.*, pp 106-107.