

## SAINT SHARBEL MISSION

### COUNCILS, COMMITTEES AND ORGANIZATIONS

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## INTRODUCTION

The *Code of Canons of the Eastern Churches*, the law common all the Eastern Catholic Churches, states the following: “In the parish there are to be appropriate councils dealing with Pastoral and financial matters, in accord with the norms of the particular law of its own Church *sui iuris*.” (c. 295).

The following plan and structure is a provision to implement this canon by creating one council for the governance of Saint Sharbel Mission: The **Pastoral Life Council** that will comprise several committees.

An outline of the structure is as follows:

### **Pastoral Life Council**

Pastoral Team

Liturgy Committee

Faith Formation Committee

Financial Committee

Buildings and Grounds Committee

Events Committee

Spring Party

Golf Tournament

Taste of Lebanon

Christmas Party

Most members of the Councils serve *ex officio*, that is, by virtue of the role on a Committee. Others are appointed by the Pastor to ensure broad representation of the parish family.

Committee Chairs are appointed by the Pastor and are delegated by him to function fully as his representative. The Chair appoints the members of the Committee.

The Pastoral life Council will meet monthly and Committees will meet as determined by the Committee Chair or his / her designee.

The Pastor can attend meetings of all Councils, Committees and Subcommittees

Leadership of parish organizations is elected by the members of the organization according to approved constitutions and bylaws.

## PASTORAL LIFE COUNCIL

### Role

1. Advise the Pastor, the Pastoral team and all committee chairs on how to serve the spiritual needs of the parishioners and parish community.
2. Coordinate the activities of all Pastoral Life Committees.
3. Coordinate outreach to inactive parishioners.
4. Welcome and integrate new parishioners into St. Sharbel Mission.
5. Plan special events to enhance the spiritual and community life of the family.
6. Solicit volunteers needed to execute the Pastoral programs in the parish.

### Meeting Frequency

Monthly September through June

### Membership Criteria

The Pastor is the *ex officio* President of the Pastoral Life Council. Certain members of the Pastoral Life Council serve *ex officio* while 3 others are elected by the parish. The chair of the Pastoral Life Council is elected or appointed for a two-year term of office.

1. *Pastoral Team*
2. *Chair of the Liturgy Committee*
3. *Faith Formation Committee*
4. *Daughters and Sons of St Sharbel Committee*
5. *Chair of the Events Committee*
6. *Chair of the Financial Committee*
7. *Chair of the Building and Ground Committee*

## Pastoral Team

### Role

1. Articulate the Pastoral needs of the parish
2. Discuss Pastoral needs of individual parishioners in a spirit of confidentiality
3. Allocate Pastoral responsibilities such as liturgical celebrations and visiting the sick and shut-ins.
4. Evaluate the effectiveness of Pastoral ministry in the parish.
5. Provide fraternal support for each other in the ministry.

### Meeting Frequency

Monthly except for December, July and August.

## **Membership Criteria**

All ordained ministers assigned to Saint Sharbel Mission.

### **Liturgy Committee**

#### **Role**

1. Assess the liturgical needs of the parish in terms of music, participation, ministers, and décor.
2. Plan on a short-term and long-term basis the liturgical activities of the parish in conformity with liturgical law of the *Code of Canons of the Eastern Churches*, the particular law of the Maronite Church, liturgical prescripts of approved liturgical texts and parish custom.
3. Coordinate all facets of liturgical celebrations.
4. Guide the formation and education in liturgy for committee members and the parishioners;
5. Formulate and update periodically position descriptions for all liturgical ministers.

#### **Meeting Frequency**

Monthly as arranged.

### **Membership Criteria**

1. Director of Liturgy, Chair
2. Pastoral Team
3. Sacristan
4. Lector Coordinator
5. Acolytes Leader
6. Choir Directors
7. Appointees

### **Faith Formation Committee**

#### **Role**

1. Assists the Pastor and Pastoral Team planning developing, implementing, evaluating and improving policies and programs for faith instruction and activities in the parish.
2. Direct the Faith Formation Program for 1-12 grade students.
3. Coordinate the First Communion celebration.
4. Coordination the Children's Christmas Pageant.
5. Coordinate and direct the Maronite Youth Organization (MYO)

#### **Meeting Frequency**

Three times per year from September – June.

## **Membership Criteria**

The Faith Formation and MYO Coordinators are appointed by the pastor as the Committee Chair and appoints other members for a determined term.

## **Finance Committee**

### **Role**

1. Assist the Pastor in developing a long-term parish capital improvement, implementation and funding sources plan to fulfill long-term Pastoral plan.
2. Serve as a resource to advise the Pastor on significant expenditures before making a purchase or lease commitment.
3. Solicit volunteers and collaborate in all Capital Campaign, fund-raising projects and activities.
4. Design, implement, and maintain a stewardship program comprising regular weekly offerings, on-line giving, major gifts and bequests;
5. Monitor parish contribution trends;
6. Review the annual parish, significant fund raising programs and consolidated capital and operating budgets; make recommendations to the Pastor for changes as appropriate; indicate their approval of the budget.
7. Review financial statements, including annual reports, to help determine that eparchial policies regarding fiscal and accounting procedures are being followed.
8. Receive and review income and expense reports for the parish and at least quarterly, comparing current year results with the current year budget and prior year results. All significant variances should be explained. Particular attention should be given to expenditures not included in the capital or operating budget.
9. Review the annual financial report to the Eparchy prior to submission to help determine accuracy and completeness; if the members deem appropriate, sign the annual financial report.
10. Assist in preparing/presenting/communicating an annual financial report to all parishioners concerning the parish's financial status. Specific information should be included on parish operations, and other parish organizations/fund raising groups/projects as needed, in addition to consolidated results.
11. Monitor payments of all taxes, loans and eparchial assessments to determine that all payments are accurate and paid on a timely basis.

### **Meeting Frequency**

Quarterly

### **Membership Criteria**

The Chair is appointed for a two-year term of office. The members of the committee are limited to five members: The pastor, the chair and 3 other members appointed or elected and they serve for a term of two years. All members may elect to serve one additional year if they accept the request of the pastor.

A quorum will consist of 50% or greater and as agreed by the pastor.

## **Building and Grounds Committee**

### **Role**

1. Assist the Pastor in developing a program and budget for the care and maintenance of all parish facilities.
2. Assist the Pastor in planning and executing all major repairs and capital improvements in conformity with the policy of the Eparchy;
3. Assist with the taking of a detailed inventory of assets annually.
4. Ensure that all property, furnishings, equipment and vehicles are insured adequately and in conformity with the policy of the Eparchy.

### **Meeting Frequency**

Monthly

### **Membership Criteria**

The chair is appointed by the Pastor. The chair with the pastor likewise appoints members for a determined term.

## **Events Committee**

### **Role**

1. Collaborate with the Pastor in planning, coordinating and executing all fund-raising projects and activities in the parish.
2. Solicit volunteers for fund-raising projects.

### **Meeting Frequency**

As determined by the chair.

### **Membership Criteria**

The chair is appointed by the Pastor for a two-year term of office. Chairs of the Christmas Party, the Golf Tournament, and spring party. The chair can appoint others.

## **ORGANIZATIONS**

1. Acolytes
2. Daughters and Sons of St Sharbel
3. Faith Formation
4. Maronite Youth Organization (MYO)

Leadership of all organizations is elected by the members of the organization.