

Holy Name of Jesus Catholic Community

Ministry Commission

Position Description

Overview: The consultative structure of Holy Name of Jesus is organized into three structures: Parish Pastoral Council, Parish Ministry Commissions and Parish Finance Council. See graphic on final page. The Parish Pastoral Council serves as the discernment and consultative body to the Pastor in collaboration with the Parish Finance Council. The focus of the Parish Pastoral Council is the Strategic Roadmap element of the Pastoral Plan and the alignment of the planning and performance of the Ministry Commissions to the Roadmap and the achievement of the Scorecard measures. In many regards, the Parish Pastoral Council works in the world of “why and what” and little in the “how.” A consultative body is neither governance nor management, yet the Parish Pastoral Council is closer to governance than management. To engage in management is a contradiction to the employment policy and structure, since the Pastoral Council does not have any authority. Its ability to consult lies in its knowledge, listening and discernment of the pastoral needs of the faith and larger community and the ability to translate those needs and desires into directions for ministry and programs.

The Ministry Commissions are groups representing broad areas of parish ministry life which work in collaboration with the Directors of Ministry, one another, the Pastoral Council and the Finance Council. The Commissions may employ Committees which implement the ministry plans of the Commission.

Each Ministry Commission consists of a minimum of six members selected at-large from the parish community as well as the Director of Ministry and is responsible for consultation regarding the visionary direction of the ministry and the implementation of the annual Ministry Improvement Plan, aligned with the Parish Strategic Roadmap and Scorecards. With the approval of the Pastoral Council, each Ministry Commission has the latitude to increase its size and scope commensurate with the ministry objectives. The Ministry Commission, through its committee members, carries out the implementation of the ministry objectives with emphasis on partnership, collaboration and subsidiarity.

Job Title: Ministry Commission Member

Responsibilities:

Prepare for and actively participate in all Commission meetings and committee meetings if assigned.
Collaboratively work with the Director of Ministry to devise an annual Ministry Plan that includes ministry goals, finances, implementation plans, and a review process.
Communicate and interact with Commission ministries, ministry Commissions and the Pastoral Council to ensure focus and direction in accordance with parish Strategic Roadmap
Participate in the annual evaluation of the Commission group performance and individual member participation.
Participate in the process of recruitment, discernment and selection, orientation and leadership training of Commission members.
Participate in the selection of an individual from the commission to serve on the Pastoral Council.
Handle sensitive information in a compassionate and responsible manner.

Qualifications:

Registered member of Holy Name of Jesus who is 18 years of age or older.
Is in the process of completing or has completed the Catholic sacraments of initiation.
Fulfill all requirements of the discernment process as found in the Pastoral Council and Ministry Commission Constitution and By-Laws.
Commitment to Holy Name of Jesus Pastoral Plan(what is this? If this is not up-to-date or active, I would recommend cutting it) and Strategic Roadmap.
Work as a team member to: foster respect, promote understanding, build consensus through collaboration and support compassionate conflict resolution.

Time Commitment:

Three-year term
Regularly scheduled meetings require approximately four to six hours (including preparation time) per month.
Committee work may require an additional commitment.
The Commission member serving on the Pastoral Council should expect an additional time commitment.

Training and Support Provided:

Annual Leadership Retreat in August

Meetings:

Monthly Commission Meetings
Committee Meetings
Annual Leadership Retreat
Annual Planning
Annual Evaluation

Last reviewed:4/15/2011

Parish Leadership and Consultative Structure

