



# THE PARISH OF SAINT MONICA

## WE ARE ONE

*Enthusiastic disciples of Jesus Christ who bring God's love to all*

The Pastoral and Finance Councils, in support of the Pastoral Priorities AS outlined and defined by the Task Force and the Parish Survey, are looking for talented and energetic people to work with us to make the priorities realities. The three priorities are: **BUILDING COMMUNITY, FOCUSING ON YOUTH AND PROVIDING FORMATION OPPORTUNITIES.** We are looking for volunteers to work with each Commission and Finance Sub-Committee to support the following:

### COMMUNITY COMMISSION

**Positions Available:** Leadership, committee and volunteer

**Purpose:** The Community Commission will support, define and execute the plan for the Community Pastoral Priority. The Community Commission will be responsible for enriching all aspects of our parish community life. Opportunities in this group include growing the community among families in our parish with school age children, community outreach and service projects, enriching and supporting the Community groups that exist in our parish and the planning of our parish social events. Like all of our Commissions, The Community Commission will play a key role in the realization of our parish vision that "We Are One." The Commission will ensure activities are coordinated and in line with Pastoral Priority. The Community Commission would also look for opportunities to support and coordinate with the Youth and Formation Commissions so that We Are One.

### YOUTH COMMISSION

**Positions Available:** Leadership, committee and volunteer

**Purpose:** The Youth Commission will support, build and execute the plan for the Youth Pastoral Priority. The Commission will ensure activities are coordinated and in line with the Parish Calendar and Pastoral Priority. The Youth Commission would also look for opportunities to support and coordinate with the Formation and Community Commissions so that We are One.

### FORMATION COMMISSION

**Positions Available:** Leadership, committee and volunteer

**Purpose:** The Formation Commission will support, define and execute the plan for the Formation Pastoral Priority. The Commission will ensure activities are coordinated and in line with the Pastoral Priority, and the Liturgical Calendar. The Formation Commission also supports and collaborates with the Youth and Community Commissions so the We are One. Some examples of opportunities include: hosting a book club group; reading and identifying books for future discussion; preparing a Lenten Formation Program; and developing ideas for future formation activities.



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### **AUDIT AND PLANNING SUB-COMMITTEE**

**Purpose:** The Audit and Financial Planning Subcommittee is responsible for preparing quarterly Financial Report to Finance Council and Parish Community and auditing of the Annual Financial Report package prior to submission to Archdiocese. The Committee will liaison with the Parish Business Manager on initial annual operating budget development, as well as conducting monthly reviews of our actual performance versus budget. Finally, this committee will make recommendations on account structure and investment planning for Parishes operating and financial reserve accounts.

### **PHYSICAL PLANT SUB-COMMITTEE**

**Purpose:** The Physical Plant Subcommittee is responsible for the development of a 3-5 year facilities plan and corresponding capital budget requirements. The Committee will also review the annual maintenance plans and budgets for all Parish facilities and contractor proposals/selection for all major capital expenditures and maintenance contracts. In addition, this group will lead efforts to build and manage capital endowment through targeted activities and programs and identify and lead initiatives to maximize revenue derived from parish facilities.

### **PARISH LIAISON AND FUNDRAISING SUB-COMMITTEE**

**Purpose:** The Parish Liaison and Fundraising Subcommittee will develop the fundraising philosophy and guidelines for the Parish and educate and enlist Parish organizations for support. The Committee will implement programs and recommend structural changes to maximize business and government support (e.g., Grants, EITC/BLOCS, United Way); lead external outreach activities and initiatives (e.g., alumni giving campaign); and provide a quarterly Report to Finance Council on Parish activity and results. In addition, this group will serve as the liaison with Parish organizations on budget needs and target support levels during the annual budget planning process.

### **SCHOOL AND RELIGIOUS EDUCATION GOVERNANCE BOARD**

Given the critical role that both our School and Religious Education Program play in our Pastoral Priority of Youth Formation, as well as their critical link to the financial health of our Parish, Father Trader has asked the Finance Council to pursue the development of a formal governance board. The members of the School Subcommittee discerned back in April, supported by members of the Finance Council are working to develop the structure and operating guidelines of such a board, with the goal of having it in place by the beginning of 2012. Positions available, terms of service and other elements of roles and responsibilities will be designed by the working committee this Fall. Volunteers are welcome to help shape our vision for this Board.

**Purpose:** Examples of the role and responsibilities of such a Governance Board include: the development of School Tuition and Religious Education Fee Structure for Finance Committee and Pastor approval; definition of 3 Year Plan to reduce Parish Subsidy of School to 30% and to 25% in 5 Years; creation of an Endowment for technology upgrades and other capital Improvements; creation of a Scholarship Fund to support needy families achieving their goal of a Catholic Education for their children; and liaison with School Principal, Religious Education Director and HASA to ensure annual budget can support goals and objectives.