

ANNUNCIATION CATHOLIC CHURCH

Parish Leadership Organization Charter

Background

This document describes the Mission, Goals, and Organization of the Pastoral Council which, along with the Finance Council, organizes the lay ministries of Annunciation Catholic Church. The Pastoral Council assists the pastor and staff in providing worship, faith formation, pastoral care, community building, and stewardship activities for parishioners and the surrounding community.

Annunciation Catholic Church recognizes and honors the baptismal call of its lay members by organizing ministries into a Finance Council and a Pastoral Council. The Pastoral Council is made up of five subordinate Commissions (Refer to Appendix A). The Commissions are further formed into three administrative working groups to facilitate orderly meetings and communications among the ministries and parish leadership. Group 1 shall consist of the Liturgy and Worship Commission and the Evangelization and Faith Formation Commission. Group 2 shall consist of the Community Life Commission and the Pastoral Care and Outreach Commission. Group 3 shall consist of the Stewardship and Development Commission which is expected to be in liaison with the Finance Council. The Finance Council reports directly to the Pastor.

The Organization and Structure of the Parish ministries are illustrated in the Ministries Chart (Appendix B) which displays the ministries that are part of each commission. This chart is maintained on the Parish website. The purposes of this organizational alignment are to group like ministries together and to foster continued collaboration across ministries and parish operations.

The staff represents an extension of the pastor and is positioned as a key link connecting the Pastor to the councils, the commissions and ministries.

Mission Statement

**Annunciation hearts are burning to know, love and serve God by loving
and serving others.**

Priority Goals

All Commissions:

1. **Youth:** Annunciation Catholic Church youth are fully engaged in the liturgical, social and ministerial components of the parish. Youth meet on a regular basis for liturgy, education, prayer, community service, and social events. Annunciation youth actively seek a deeper understanding of their faith and the practice of discipleship.
2. **Collaborative Leadership:** Annunciation Catholic Church is unified with clergy, staff, and lay Pastoral Council and Commissions providing collaborative leadership and coordination of ministries. The parish encourages its parishioners to discern their gifts, to develop and exercise those gifts for the common good.

Evangelization and Faith Formation Commission:

1. Annunciation Catholic Church offers ongoing conversion and learning opportunities throughout the lives of its members.
2. Annunciation Catholic Church extends hospitality and welcomes new and potential members through programs of welcome and outreach. We do not take for granted our welcoming reputation and use technology and database management to help recognize parishioner interests and needs.

Liturgy and Worship Commission:

1. Annunciation Catholic Church provides warm, welcoming liturgies with relevant, scripturally-based homilies that encourage and challenge our community to live a Christ-Centered life in today's world.
2. Annunciation Catholic Church provides engaging liturgies and other worship opportunities that attract all age groups with special emphasis on those who may be marginalized or may be experiencing limited participation. When parishioners leave Church "...their hearts are burning to know love and serve God by loving and serving others"

Pastoral Care and Outreach Commission

1. Annunciation Catholic Church supports all vocations: single, married, and ordained, with programs that nourish and enrich all of our members.
2. Annunciation Catholic Church reaches out to its community to provide prayers, financial assistance, spiritual/emotional support, and material needs.
3. Annunciation Catholic Church challenges members to live Gospel values, by being examples of Christ's love to our community, and caring in the way of Christ.

Community Life Commission:

1. Annunciation Catholic Church maintains programs to meet the needs of our community particularly the young, the elderly and the marginalized.
2. The many ministries at Annunciation Catholic Church communicate together to support the entire life of the parish in our community. Our ministries work toward meeting the goals set forth by The Pastoral Council.
3. Annunciation Catholic Church supports and encourages our parish's families with family-friendly opportunities for all ages.

Stewardship and Development Commission:

1. Annunciation Catholic Church is a parish whose laity actively ministers and provides the time, talent and treasures to do the work of the Body in Christ in our local community and beyond in partnership with the Universal Church.
2. Annunciation Catholic Church communicates the life of the Parish through the internet, announcements at church, the bulletin, other appropriate means and visual reminders around our campus by using communication tools, technology, and other appropriate means.

The Pastoral Council

PURPOSE:

The Pastoral Council is the primary advisory body to the Pastor regarding the pastoral life of the parish. Its function is to develop and promote an understanding of the parish mission and priorities, and to formulate the plans and policies that carry out that mission. The role of the Pastoral Council involves understanding the mission of the Church and how that mission is being carried out in the parish. The council reviews the mission statement of the parish annually and revises it as the parish vision and pastoral priorities change. The Pastoral Council calls forth the gifts of parishioners to service. The council models Christian community as they call all to: worship God; listen, cherish and share the Word; form moral conscience; and, build the Reign of God.

AUTHORITY:

Canon 536 - the Pastoral Council serves in a consultative capacity to the Pastor and staff.

IMPLEMENTATION:

Policy is developed and recommended by the Council for approval and implementation by the pastor, pastoral staff, and other members of the community who minister with them. The Pastoral Council does not implement the policy, nor do they engage in the administration of the parish. Day to day administration of parish matters is vested in the pastor and parish staff.

RESPONSIBILITY:

The Pastoral Council's responsibilities include calling all to ministry, pastoral planning, stewardship and/or other designated pastoral concerns. This responsibility includes recognition and developing the unique gifts of parishioners for service within and outside the parish.

Role and Function: As stated in Canon 536, the Pastoral Council serves in a consultative capacity with the pastor. Functions of the pastoral council include planning, policy development, spiritual formation, community building, financial accountability, and monitoring goals.

Planning: The Pastoral Council designs and carries out strategic planning for Annunciation Catholic Church responding to the needs and gifts of the parish. Long range plans shall be developed and maintained by the Pastoral Council using a planning cycle to accomplish the following:

- Coordinating the ongoing development of the parish mission statement
- Identifying and reflecting on parish capabilities and needs in light of its mission
- Establishing annual goals and objectives that respond to priority needs, and
- Monitoring the effectiveness of programs and activities in light of the parish vision and strategic priorities.

Strategic Plan: The Pastoral Council shall develop a Five (5) year plan, which shall consist of the long range goals for the parish and its ministries. Periodic surveys and listening sessions will be the primary source of information required to formulate this plan. The plan will coincide with the fiscal years of the parish and the most proximate year shall be the source of the annual budget for the next fiscal year. The Pastoral Council shall provide the information to staff and Finance Council who together will produce the annual budgets for the parish and its various activities and functions.

Revisions to Strategic Plans: The Five (5) year plan shall be evaluated and updated annually. The Pastoral Council in collaboration with the Finance Council, the staff and Pastor, will make arrangements to survey parishioners to ensure that the updated plan is representative of the desires and wishes of parishioners.

Policy Development: Together with the Pastor, the council sets a vision, a direction for parish life. The vision answers the questions: "What do we want to accomplish?" and "What do we want to become?" From this vision the parish mission statement is formulated and priorities are established. Diocesan policies provide guidelines for parish operations and also provide

resources that assist parish ministries. The Pastoral Council may formulate and recommend policies but the council does not implement the policy nor administer parish affairs. The Pastoral Council functions within the policies and procedures of the parish.

Spiritual Formation: The Pastoral Council should model and develop a community of faith and service in harmony with the beliefs and practices of Christian Faith in the Roman Catholic Tradition. Annunciation Catholic Church parishioners are formed by the Liturgy of the Word and Eucharistic Liturgy as well as the Prayer life of the parish. The Liturgy and Worship Commission serves as the focal point for those ministries whose purpose is to ensure that the liturgical celebrations are adequately supported by the lay members of the community.

The council calls all members of the parish to grow in their understanding of their faith and to experience on going conversion in their lives. This happens from initial evangelization and conversion and continues throughout the lives of the faithful. This function is the purview of the Evangelization and Faith Formation Commission.

Community building: The council models and builds a sense of community within the parish as it encourages events and social organizations that provide meaning and community for parishioners. This function is the domain of the Community Life Commission.

At the core of Jesus' mission is the call to service. The worshipping People of God are called to enter ever more deeply into the mystery of God. These people come together in community to serve as Jesus served. The Pastoral Care and Outreach Commission has responsibility for those ministries which care for people in all vocations and in all stages of life. These include strengthening our family units and caring for those who may need community support.

Financial Accountability: The Pastoral Council shall work in conjunction with the Finance Council to ensure that resources are gathered to provide for the defined priorities of the parish. While all commissions participate in this action, The Stewardship and Development Commission is responsible for consolidation of needs and acquiring the resources for the mission. These needs include financial resources but also include the development of human resources – both paid and contributed – to serve in the parish and beyond.

MEMBERSHIP:

The Pastoral Council is called to model the unity of the Body of Christ. The Council should be representative of the diversity of the parish community, yet united in carrying out the mission of the Church.

Qualifications: All fully initiated, practicing members of the parish are eligible to serve on the Pastoral Council. Members of the Pastoral Council represent the entire parish and its mission and do not serve any individual ministry or group. Their personal lives and qualifications should reflect Catholic values and the scriptural understanding of servant leadership.

Selection of Pastoral Council Members: All members of the Pastoral Council are appointed by the Pastor. The Pastoral Council shall be comprised of Six (6) members and Three (3) to Six (6) Special Advisors. The members shall be comprised of the Pastoral Council Chair and the Chair of each of the Five (5) Commissions (Liturgy and Worship Commission, Evangelization and Faith Formation Commission, Community Life Commission, Pastoral Care and Outreach Commission and the Stewardship and Development Commission). Additionally the Pastor appoints a minimum of Three (3) to a maximum of Six (6) Special Advisors who serve terms of two years. One of the six shall be a high school or college aged (18-24) member of the parish and one Special Advisor shall oversee the planning needs of the Council. This selection shall occur at the May meeting of each year. The terms shall begin on July 1 and end on June 30 of each year coinciding with the church fiscal year. The Pastor appoints a Vice-Chairperson from the Five (5) Commission Chairs to serve in the temporary absence of the Chair.

Term and Succession: The Pastoral Council Chair will serve a two year term. Further, the tenure of the members being comprised of the Chair of each of the Five (5) Commissions is concurrent with their term of office as Chair of the Commission. The Commission Chairs shall have a two (2) year term of office. (See Commissions below.)

In the event of resignation, termination, death or any other inability to serve of a member or Special Advisor, the Pastor will appoint a replacement. The newly appointed member shall serve out the remaining term of the replaced member or Special Advisor.

The appointment of new members and Special Advisors shall occur annually at the May meeting. All terms shall commence on July 1 with the first meeting scheduled for September.

Consideration of Continuity of the Initial Pastoral Council and Commissions: To maintain continuity of operations as initial terms of office are ended, the Pastoral Council may recommend to the Pastor, a one year extension of terms for up to one-half of the Council and Commission members to preclude a complete turnover of incumbents.

MEETINGS: The Pastoral Council shall meet during the fourth (4th) week of the following months: January, March, May, September, and November. The meetings will be conducted by the Chair or their designee. The Chair shall appoint a member to keep an action docket, which shall consist of items discussed and the plan of action developed by the Council. The Chair shall prepare (with the assistance of the Pastor) and distribute an agenda at least one week prior to the next scheduled meeting. Meetings should integrate faith sharing, prayer and ongoing education as well as the business component.

COMMISSIONS:

The five commissions are responsible for establishing effective dialog and reporting for each of the ministries assigned to the commission. The Commission's Chair represents the communication link between the Pastor and Staff, the Pastoral Council and its aligned commissions, committees, organizations and ministries.

PURPOSE:

The Commission is the representative of the various ministries which comprise its members. It is to integrate the mission and priorities of the parish into the ministerial activities to the degree possible.

RESPONSIBILITY:

The Commissions responsibilities shall include calling forth the parish to actively participate in living out the parish mission and to address all priorities identified by the Pastoral Council. Periodic meetings with the heads or representatives of the ministries are anticipated and the Commission Chair is to represent ministries during sessions with the Pastoral Council.

Role and Function: The Commissions shall represent the ministries assigned to them under the Ministry Matrix, as set forth within the parish website. The Commission's members shall communicate with its ministries and coordinate their activities. The Commissions members shall assist the ministries in establishing goals, specifying measures of success, and evaluating progress toward those goals in light of the parish mission and priorities.

MEMBERSHIP:

Qualifications: All initiated members of the parish are eligible to serve on a Commission. Commission Members are representatives of the entire parish mission and do not serve any individual cause or group. The qualifications should reflect spiritual values and the scriptural understanding of servant leadership.

Selection of Commission Members: Each Commission comprising the Leadership Paradigm shall be made up of Five (5) members to be appointed by the Pastor, in collaboration with the Parish Council and Parish Staff. While not all ministry heads will have a position on the Commission, they are part of the Commission and the heads have a reporting relationship with the Chair and other members of the Commission.

Term and succession: Each member of a Commission shall serve a term of Three (3) years. The tenure of the office of Chair shall be a term of Two (2) years. Upon the termination of his/her term, the Chair shall serve the next year as a Past Chair. The Commission shall also be appointed a Vice-Chair at its meeting in May, who will serve in the temporary absence of the Chair. In the event of resignation, termination, death or any other inability to serve of a member of the Commission, the Pastor, with the collaboration of the Pastoral Council, members of the Commission and the Parish Staff, shall select a new member, who shall serve out the remaining term of the replaced member.

GROUP MEETINGS:

The Commissions shall meet once during the following months: January, March, May, September and November. The Commissions comprising Group 1 (Liturgy and Worship; Evangelization and Faith Formation) shall meet the first week of the designated month. The Commissions comprising Group 2 (Community Life and Pastoral Care and Outreach) shall meet the second week of the designated month. The Commission comprising Group 3 (Stewardship and Development) shall meet with the Finance Council the third week of the designated month.

The meetings will be conducted by the Chair or their designee. The Chair shall appoint a member to maintain an action docket, which shall consist of items discussed and the plan of action developed by the Commission. The Chairperson shall prepare and distribute an agenda the week prior to the next scheduled meeting. Meetings should integrate faith sharing, prayer and ongoing education as well as the business component. Meetings are open and will be published in the bulletin two weeks prior to the meeting date. The meeting will allot time for parishioners to address the Commission.

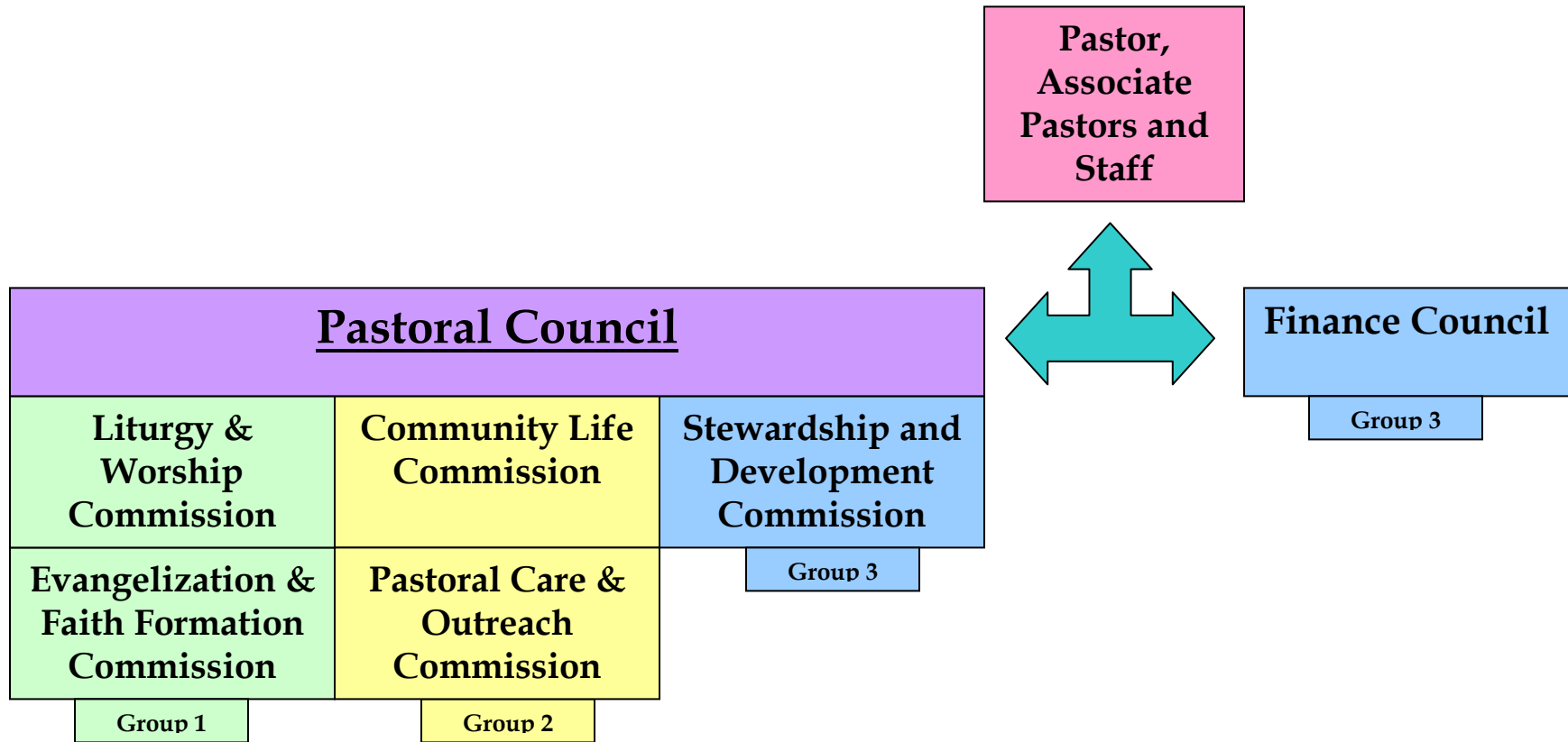
POLICIES

It shall be the policy of the parish, in order that its ministries and staff will be empowered and equipped to meet the needs of its parishioners. Leaders of the ministries and the members of the staff shall, where available, obtain Diocesan training and certification.

Parish Leadership Organization Chart

Annunciation Catholic Church

Appendix A



Meeting Months - January, March, May, September, November

Week 1	Group 1
Week 2	Group 2
Week 3	Group 3
Week 4	Pastoral Council

Annunciation Ministry Matrix

Evangelization & Faith Formation	Liturgy & Worship	Pastoral Care & Outreach	Community Life	Stewardship & Development	Finance Council
Rite of Christian Initiation for Adults (RCIA) Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Altar Server: Lynda Coppola Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	AIDS Ministry (Resource) Nancy Witt Staff Liaison: Diocesan Resource:	50 & Over: Louise Bruno Staff Liaison: Diocesan Resource:	Communications Staff Liaison: Mark McLaughlin Diocesan Resource:	Technology
Adult Religious Ed Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Art & Environ. - Diane Woods Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Be an Angel: Jim & Cheryl Hlinka Staff Liaison: Diocesan Resource:	Alcoholics Anonymous/Bill Shade Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Step in Faith - Time & Talent Staff Liaison: Mark McLaughlin Diocesan Resource:	Human Resources Staff Liaison: Mark McLaughlin Diocesan Resource:
Baptism Preparation Staff Liaison: Mary Ann Fox Diocesan Resource:	Extraordinary Min./Margie Barberi Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Bereavement: Tom Hackim Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Beatitudes: Anne-Marie Miller Staff Liaison: Mary Pat Moriarty Diocesan Resource:	Step in Faith - Treasure Staff Liaison: Mark McLaughlin Diocesan Resource:	Budget & Audit Staff Liaison: Mark McLaughlin Diocesan Resource:
Bible Study - Adult Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Family Liturgy: Mark McCabe Staff Liaison: Mary Pat Moriarty Diocesan Resource:	Blood Bank: Dick Ashby Staff Liaison: Diocesan Resource:	Book & Gift Shop: Terri Becher Staff Liaison: Diocesan Resource:	Legacy Giving Staff Liaison: Mark McLaughlin Diocesan Resource:	Facilities Staff Liaison: Mark McLaughlin Diocesan Resource:
Christ Renews Annunciation Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	FOCCUS: Dennis & Jody North Staff Liaison: Diocesan Resource:	Christian Sharing Center: Dodie Pflumm Staff Liaison: Diocesan Resource:	Boy Scout Venturing - Kevin Spencer Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Capital Campaign Staff Liaison: Mark McLaughlin Diocesan Resource:	
Friday Morning Scripture - Janine Jack Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Lectors: Kathy Shatlock Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Habitat for Humanity: Marty O'Donnell Staff Liaison: Fr. Scott Circe Diocesan Resource:	Boy Scouts - Troop 849 - Kevin Kennah Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Parish Development Core Team Staff Liaison: Mark McLaughlin Diocesan Resource:	
Lay Carmelites: Mila Daco Staff Liaison: Fr. Bill Gohring Diocesan Resource:	Life Teen Liturgy: Brad Hoffmann Staff Liaison: Mark McCabe Diocesan Resource:	Helping Hands: Kathy Crowe Staff Liaison: Diocesan Resource:	Bridge: Audrey Dehlinger Staff Liaison: Diocesan Resource:		
One Bread One Body Scripture: Bill Mitchell Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Min of Hospitality: Ric Cieslak Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Minister to the Sick: Nancy Witt Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Council of Catholic Women: Barb Dini Staff Liaison: Diocesan Resource:		
Re-membering Church Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Music Ministry Staff Liaison: Mark McCabe Diocesan Resource:	Peace & Justice Ministry: Tom Hackim Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Crown Financial Min - Larry Williamson Staff Liaison: Diocesan Resource:		
Small Faith Communities Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Portuguese Ministry: Silvana Rogero Staff Liaison: Fr. Charlie Deeney Diocesan Resource:	Rainbows/Spectrum: Lorraine Reynolds Staff Liaison: Mary Pat Moriarty Diocesan Resource:	Cub Scouts: Greg Fox/Pat Cragan Staff Liaison: Fr. Stephen Baumann Diocesan Resource:		
Spiritual Exercises of Ignatius (Long Retreat) Staff Liaison: Sr. Teresa Mary Dolan Diocesan Resource:	Prayer - Adoration/Lynn Sienkiewicz Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Respect Life (Pro Life): Margaret Connors Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Fellowship for Moms/ Becky Holtery Staff Liaison: Mary Pat Moriarty Diocesan Resource:		
Parish Religious Education Program - Elem & Middle School Staff Liaison: Mary Pat Moriarty Diocesan Resource:	Prayer - Cont. Prayer/Basha Perez Staff Liaison: Sr. Mary Schoberg Diocesan Resource:	Shepherd's Hope: Barbara Snider Staff Liaison: Fr. Stephen Baumann Diocesan Resource:	Festival: Chris Killer Staff Liaison: Mark McLaughlin Diocesan Resource:		
Faith Formation - High School Staff Liaison: Brad Hoffmann/Mary Pat Moriarty Diocesan Resource:		St. Vincent dePaul Society: John Becher Staff Liaison: Fr. Charlie Deeney Diocesan Resource:	Hospitality/Newcomers: Susan Ingalls Staff Liaison: Diocesan Resource:		
Faith Formation - Pre-K/K Staff Liaison: Mary Pat Moriarty Diocesan Resource:			Italian American Club - Marie Ferranda Staff Liaison: Diocesan Resource:		

Annunciation Ministry Matrix

Evangelization & Faith Formation	Liturgy & Worship	Pastoral Care & Outreach	Community Life	Stewardship & Development	Finance Council
Liturgy of the Word for Children Lisa Jones Staff Liaison: Mary Pat Moriarty Diocesan Resource:			Knights of Columbus Dick Crowe Staff Liaison: Fr. Stephen Baumann Diocesan Resource:		
Sacramental Faith Formation (First Eucharist, Reconciliation, Confirmation) Staff Liaison: Mary Pat Moriarty			Marriage Encounter/Renew Nancy Witt Staff Liaison: Sr. Mary Schoberg Diocesan Resource:		
Vacation Bible School Jessica Kellie Staff Liaison: Mary Pat Moriarty Diocesan Resource:			MOMS - Linda Richter Staff Liaison: Mary Pat Moriarty Diocesan Resource:		
Catholic School - Annunciation Academy Staff Liaison: Dr. Margaret Curran Diocesan Resource:			Scouts, Girls Jackie Chin-Lee Staff Liaison: Fr. Stephen Baumann Diocesan Resource:		
Academy Volunteers Lora Wentzel Staff Liaison: Dr. Margaret Curran Diocesan Resource:			Widower's Group Barbara Snider Staff Liaison: Fr. Stephen Baumann Diocesan Resource:		