

PARISH COUNCIL COMMITTEE RESPONSIBILITIES

Finance Committee:

1. Aid the pastor in the administration of parish goods
2. Coordinate and assist in the needs of the Capital Campaign and Finance committees along with the Tabulators
3. Discuss with Subcommittee heads their needs and offer assistance monthly

Facilities Manager:

1. Is responsible with the state and condition of parish facilities and property and their maintenance and upkeep. The committee prioritizes and presents needs as part of the budget process and identifies any situations which require immediate action to the finance council.
2. A periodic inspection of Parish buildings and ground is performed, noting areas of repair or in need of replacement.
3. Coordinate and assist in the needs of the IT/Audio/Security, Rectory, Janitorial, Building, and Maintenance committees.
4. Discuss with Subcommittee heads their needs and offer assistance monthly

Social:

1. Create a welcoming and comfortable atmosphere to all new and established parishioners of St. Mary. This committee plans, promotes and coordinates activities that bring parish members together for mutual support and for the celebration of special parish and life events.
2. Coordinate and assist in the needs of the Parish Events, Youth Ministry, Ladies Guild, Knights of Columbus, Vietnamese, and Public Relations committees.
3. Discuss with Subcommittee heads their needs and offer assistance monthly

Administration:

1. Provide assistance to the pastor with the administration of parish management.
2. Coordinate the Welcoming Committee and Media ministries, provide assistance and make their needs and status known to the parish council.
3. Offer advice and assistance with parish Policies and Procedures and share them with the parish council.
4. Assist with communication and relations between the parish and the appropriate departments within the Archdiocese of Atlanta.
5. Provide advice and assistance regarding human relations with the parish staff in accordance with archdiocesan guidelines.
6. Discuss with Subcommittee heads their needs and offer assistance monthly

Liturgical Committee:

1. Provide assistance to the pastor in regard to the liturgical ministries and practices of the church.
2. Coordinate Religious Education, Music and Liturgical Ministers' ministries.
3. Share the status and needs of the CCD, Adult Formation, RCIA and Bible Study ministries with the parish council and assist as needed.
4. Assist the organist and the choirs as needed and make their status and needs known to the parish council.
5. Assist in the coordination and management of the Sacristans, Ushers, Altar Servers, Lectors and Eucharistic Ministers as well share their needs and status with the parish council.
6. Share the needs of the Religious Education, Music and Liturgical ministries with the parish.
7. Discuss with Subcommittee heads their needs and offer assistance monthly

Pastoral:

1. Assist the pastor with the outreach and pastoral ministries of the Parish.
2. Coordinate and assist the Ministers of the Sick, St. Vincent de Paul, Pro Life, Bereavement and other outreach ministries and make their needs and status known to the parish council.
3. Communicate with other local and international outreach ministries and help keep the parish focused on helping those in need.
4. Encourage parish participation in outreach ministries. Discuss with Subcommittee heads their needs and offer assistance monthly