

PARISH COUNCIL SUBCOMMITTEE RESPONSIBILITIES

If the subcommittee head is not performing up to expectations, the Committee chair is to report it to Parish Council. If there is a recommendation for a replacement suggest them to Parish Council.

Finance Committee:

❖ Finance

1. Aid the pastor in the administration of parish goods
2. Strives to account for parish finances with transparency.
3. Shares the financial condition of the parish regularly with the pastoral council.
4. Regular reports should also be made available to the parishioners, at minimum, through a comprehensive annual report.
5. Audits or parish reviews should be conducted and reviewed on an annual or biennial basis as determined by the Archdiocese.
6. Support and monitor those financial controls which are required by the Archdiocese.
7. These controls and reporting methods assure parishioners that the parish adheres to sound financial management practices and is able to account for all gifts, contributions and expenditures.
8. Report any news or concerns to Parish Council Finance Chair to share at Parish Council Meetings.

❖ Tabulators

1. Count offertory and second collections according to Archdiocese guidelines.
2. Deposit funds.
3. Report any news or concerns to Parish Council Finance Chair to share at Parish Council Meetings.

❖ Capital Campaign

1. When a major project is needed, conduct a Capital Campaign.
2. Monitor pledge payments
3. Report to Parish Council Finance Chair to share at Parish Council Meetings.

Facilities Manager:

❖ IT/Audio/Security

1. Monitor to insure in proper working order
2. Solicit bids when replacement is needed and present to finance committee
3. Report any news or concerns to Parish Council Facilities Manager Chair to share at Parish Council Meetings.

❖ Rectory Coordinator

1. Meet with Pastor to review any issues
2. Coordinate rectory maintenance that is St. Mary's responsibility
3. Solicit bids when replacement is needed and present to finance committee
4. Report any news or concerns to Parish Council Facilities Manager Chair to share at Parish Council Meetings

❖ Janitorial

1. Clean Church, Social Hall, and Religious Education Building
2. Report any concerns or issues to Parish Council Facilities Manager Chair to share at Parish Council Meetings.

❖ Maintenance

1. Perform minor upkeep and repairs
2. Report any concerns or issues to Parish Council Facilities Manager Chair to share at Parish Council Meetings.

❖ Building Committee

1. Oversee major construction projects
2. Review contractor invoices
3. Report any concerns or issues to Parish Council Facilities Manager Chair to share at Parish Council Meetings.

Social Committee:

❖ Parish Events

1. Keep track of parish events to avoid overlapping conflicts
2. Place a brief event description in the Church Bulletin and forward to Social Chairman
3. Past examples are spaghetti dinners, chili cook off, corned beef dinner, etc.
4. For any new events, ask Social Chairman to present to Parish Council for approval. If this event is not a pastoral ministry, identify event contact, kitchen personnel, who will be responsible for preparation (decorations, table alignment, etc.), and clean up, along with proposed dates.
5. Possible examples of new events are Night at the Races, Bingo, etc.
6. Certain events can be open to general public
7. Report any news or concerns to Parish Council Social Committee Chair to share at Parish Council Meetings

❖ Youth Ministry

1. Support and assist the parish youth ministry by providing age appropriate faith formation sessions and activities which further deepen the commitment to and living the lifestyle of a disciple
2. Organize local youth activities. Examples could be raking leaves, going with elderly grocery shopping, light housekeeping for elderly, etc.
3. Choose Archdiocesan youth retreats, trips, etc.
4. Organize fundraising events for Archdiocesan youth retreats, trips, etc.
5. Report any news or concerns to Parish Council Social Committee Chair to share at Parish Council Meetings

❖ Ladies Guild

1. A prayerful gathering and discussion group open to all the women of St. Mary's Catholic Church. Each member encourages and supports a mutual bond of unity and understanding with all the women, in Christ, in the parish of St. Mary's.
2. Current activities and programs of the Ladies of St. Mary:
 - Collect items for Soup Kitchen monthly (this has been changed to items for the Hope Center)
 - Organize and sponsor St. Patrick's Day dinner
 - Sponsor the Lenten Retreat
 - Organize spring yard sale and bake sale (do this on occasion)
 - Sponsor annual drive for winter clothing
 - Maintain prayer requests
 - Maintain greeting cards and book case in the narthex
 - Assist Bereavement Committee with repast meal
 - Organize and assist with the First Communion Breakfast and Confirmation Reception
 - Laundering of the Pacificators/ church linens
 - Maintain paper goods, soaps, etc. for social hall and church
 - Help and support Parish Council
3. Split subcommittee – one with daytime meetings, the other with evening meetings. Activities and programs split between both
4. Report any news or concerns to Parish Council Social Committee Chair to share at Parish Council Meetings

❖ Public Relations

1. Promote St. Mary Church in general to our community according to Archdiocesan guidelines. Coordinate through Parish Council.
2. Take pictures at Parish events and forward to the Georgia Bulletin along with description of event.
3. Promote St. Mary Church events to our community according to Archdiocesan guidelines
4. Report any news or concerns to Parish Council Social Committee Chair to share at Parish Council Meetings

❖ Vietnamese Community

1. Keep the Vietnamese community informed of parish activities
2. Inform Parish Council Social Committee Chair of Vietnamese activities to share at Parish Council Meetings

❖ Knights of Columbus

1. Inform Parish Council Social Committee Chair of Knights of Columbus activities to share at Parish Council Meetings

Administration:

❖ Welcoming

1. Co-chair (Vietnamese and Anglo) writings in both languages when possible
2. Welcome and orient new parishioners to St. Mary's in order to build a strong sense of community and belonging, as well as, informing new parishioners with the practices of stewardship in time, talent, and treasure;
3. Prepare Welcome Packets and present them to new parishioners with explanations of contents including: forms for Religious Education Registration, Flock notes, Donation envelopes, Prayer requests, The Georgia Bulletin, FORMED, etc. along with a directory of Parish Ministers and Parish Council;
4. Coordinate with Deacon Greg regarding pamphlets that need replenishing or if new pamphlets need to be reviewed and/or ordered along with an explanation of their benefit to the Parish
5. Be available to new parishioners to answer questions and/or provide information about our Parish.
6. Report any news or concerns to Parish Council Administration Committee Chair to share at Parish Council Meetings

❖ Media

1. Assist with anything having to do with advertisement, print, photography, social media, website, articles, etc. in regards to St. Mary Church.
2. Compose weekly Bulletin – Jan Ollick
3. Maintain Parish website keeping it current
4. Maintain Parish Facebook page keeping it current
5. Report any news or concerns to Parish Council Administration Committee Chair to share at Parish Council Meetings

❖ Policies and Procedures

1. Offer advice and assistance with parish policies and procedures and share them with the parish council.
2. Report any news or concerns to Parish Council Administration Committee Chair to share at Parish Council Meetings

❖ Archdiocesan Liaison

1. Assist with communication and relations between the parish and the appropriate departments within the Archdiocese of Atlanta.
2. Report any news or concerns to Parish Council Administration Committee Chair to share at Parish Council Meetings

❖ Human Resources

1. Provide advice and assistance regarding human relations with the parish staff in accord with Archdiocesan guidelines.
2. Report any news or concerns to Parish Council Administration Committee Chair to share at Parish Council Meetings

Liturgical Committee:

❖ Sacristans

1. All linens used in the Mass are cleaned according to the Archdiocese requirements.
2. Make sure the priest has the chalice, cruets, linens, oils, crosses, candles, and celebration bells required for Mass.
3. At the end of Mass altar cloths and vessels are cleaned, along with the altar itself.
4. The Subcommittee Head advises Father when wine and hosts need to be ordered
5. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings

❖ Ushers

1. Welcoming and seating, if necessary, those assembled for Liturgy
2. Attending to the needs of the disabled when needed
3. Checking the worship space to make certain that it free from clutter
4. Circulating the collection baskets
5. Opening the doors at the conclusion of Mass
6. Distribute Church Bulletin
7. Put Offertory in the safe.
8. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings

❖ Altar Servers

1. Ensure there is a proper fitting robe for each Altar Server that is in good condition and of appropriate size
2. Order new robes when needed;
3. Assist in training new Altar Servers;
4. Recruit new Altar Servers;
5. Conduct refresher trainings at least once a year for all Altar Servers
6. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings

❖ Lectors

1. Reading the first and second readings at the ambo during Mass.
2. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings

❖ Eucharistic Ministers

1. Administer Holy Communion, the Body and Blood of our Lord Jesus Christ, to our brothers and sisters in the congregation
2. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings

- ❖ Music Director
 1. Order Hymnals and Responsorial booklets when needed
 2. Distribute music recordings to choir members
 3. Recruit new choir members
 4. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings
- ❖ Organist
 1. Play the organ, or piano, at weekend Masses, Funerals, or special Masses
 2. Choose and prepare choir practice during the week and before Mass
 3. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings
- ❖ Choir
 1. Attend choir practices and sing at Mass
 2. Recruit new choir members
 3. Let Music Director know when you need music recordings
 4. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings
- ❖ Religious Education
 1. Organize Religious Education for the youth of our parish
 2. Order booklets and supplies
 3. Recruit and train Religious Education teachers
 4. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings
- ❖ Adult Formation
 1. Prepare special presentations deepening our relationship with the Lord for the adults of our parish
 2. Advise adults of internet presentations that may help their spiritual formation
 3. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings
- ❖ RCIA
 1. Work with individuals wanting to become catholic along with their sponsors
 2. Implement RCIA process according to Archdiocese guidelines
 3. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings
- ❖ Bible Study
 1. Organize and create weekly (Bi-monthly) Bible Study with input from Deacon Greg
 2. Advise Parish Council Liturgical Committee Chair of any needs and schedule of topics along with future themes
 3. Report any news or concerns to Parish Council Liturgical Committee Chair to share at Parish Council Meetings

Pastoral Committee:

❖ Ministers to the Sick

1. Identify parishioners and area Catholics who are sick and homebound;
2. Inform parishioners that Eucharist Ministers are available to offer regular Communion and the Pastor is available for the Sacraments of Penance and the Anointing of the Sick.
3. Help the sick and homebound in accessing assistive aids such as canes, walkers, etc.
4. Report any news or concerns to Parish Council Pastoral Committee Chair to share at Parish Council Meetings

❖ Bereavement

1. Requires individual(s) who is(are) compassionate, understanding and organized to help with the planning process during the time of a church family loved one's death
2. Coordinate with Father and/or Deacon Greg for connecting with family members after the death of a loved one
3. Assist the Deacon, if needed, in helping the family plan the rosary and visitation, Funeral Mass/Memorial Service and burial of the deceased, including selection of music, readings and intentions
4. Discuss with the family having a repast meal/reception following the services and, if so, determine the type, time, and how many will be attending, etc.
5. Contact the President of the Ladies Guild to initiate coordination for providing the repast meal/reception.
6. Follow-up with the family soon after the funeral and burial to assess further needs and make appropriate referrals (i.e., bereavement counseling/support group; counseling with Father or Deacon Greg, etc.) and to receive feedback for future planning.
7. Contact the spouse/family after the funeral weekly initially the first month or so and gradually monthly, bi-monthly, quarterly, etc. to offer support.
8. Angel wood plaque, or something similar, with name of deceased parishioner hung in Narthex until the following All Souls Day. Plaque is then given to family.
9. Report any news or concerns to Parish Council Pastoral Committee Chair to share at Parish Council Meetings

❖ St. Vincent DePaul

1. Quietly and discreetly aids needy families and brings them God's love primarily through home visits.
2. Grows spiritually in meetings, through prayers, and sharing our faith with others.
3. Sharing a diverse number of talents in order to be a fully functioning organization that best serves others
4. Report any news or concerns to Parish Council Pastoral Committee Chair to share at Parish Council Meetings

❖ Pro Life

1. Generate a greater awareness among adults and children of the sanctity of all human life by encouraging community action for pro-life causes.
2. Organize local Pro Life events
3. Organize the Pro Life march on Washington, DC
4. Report any news or concerns to Parish Council Pastoral Committee Chair to share at Parish Council Meetings