

OSJ COMMITTEE PROCEDURES

EVERY COMMITTEE IS ASKED TO PROCEED IN ACCORDANCE WITH THE FOLLOWING MINIMUM PROCEDURES:

1. AGREE UPON AND PROVIDE A BRIEF MISSION STATEMENT TO THE PASTOR FOR APPROVAL
 - a. ALIGN THE MISSION STATEMENT WITH THE MISSION OF OLD SAINT JOSEPH'S PARISH
 - b. POST THE MISSION STATEMENT ON THE COMMITTEE'S PAGE IN THE OSJ WEBSITE
 - c. PROVIDE THE MISSION STATEMENT TO THE PARISH PASTORAL COUNCIL FOR ITS INFORMATION

2. RECOMMEND A COMMITTEE CHAIR TO THE PASTOR FOR HIS APPROVAL
 - a. THE COMMITTEE MAY ALSO DESIGNATE A CO-CHAIR AND SUBMIT THAT PERSON'S NAME TO THE PASTOR FOR HIS APPROVAL

 - b. COMMITTEES AND THEIR OFFICERS SERVE THE PARISH AS PART OF THE PASTOR'S AUTHORIZED MINISTRY. ACCORDINGLY, THE PASTOR WILL REVIEW THE WORK OF EACH COMMITTEE AND ITS LEADERS PERIODICALLY AND MAKE CHANGES IN LEADERSHIP AND COMMITTEE FUNCTIONS WHEN APPROPRIATE

3. DESIGNATE A MEMBER TO TAKE NOTES AND PROVIDE WRITTEN MINUTES FOR EACH OF ITS MEETINGS.
 - a. MEETING MINUTES NEED RECORD ONLY DISCUSSION SUBJECTS AND DECISIONS MADE AT THE MEETINGS

 - b. PROMPTLY FORWARD THE MEETING MINUTES TO THE PASTOR OR DESIGNATED PASTORAL STAFF TO BE KEPT IN PARISH ARCHIVES

4. SEEK THE PASTOR'S APPROVAL FOR COMMITTEE PROGRAMS AND INITIATIVES BEFORE THEY ARE OFFERED TO THE PARISH COMMUNITY OR PUBLICIZED

- a. PROVIDE DETAILS OF THE PROPOSED PROGRAMS AND INITIATIVES THROUGH THE COMMITTEE EVENT OR INITIATIVE PROPOSAL FORM
5. UTILIZE THE CONSOLIDATED PARISH CALENDAR WHEN SCHEDULING EVENTS, AND AVOID SCHEDULE CONFLICTS AS APPROPRIATE
 - a. AS SOON AS POSSIBLE, RESERVE DATES OF ALL PROPOSED COMMITTEE ACTIVITIES BY CONTACTING DESIGNATED PASTORAL STAFF FOR TIMELY ENTRY INTO THE CONSOLIDATED PARISH CALENDAR
6. MAINTAIN A COMMITTEE EMAIL ADDRESS AND CHECK IT REGULARLY IN ORDER TO RESPOND TO ANY CORRESPONDENCE.
7. MAINTAIN A PAGE ON THE PARISH WEBSITE AND KEEP IT UP TO DATE
8. RESPOND PROMPTLY TO PARISHIONER REQUESTS FOR INFORMATION ON MEMBERSHIP WITH THE COMMITTEE
9. PROVIDE FOR COMMITTEE SERVICE INTO THE FUTURE BY DELEGATING RESPONSIBILITIES AND PREPARING COMMITTEE MEMBERS FOR FUTURE COMMITTEE LEADERSHIP