

# Lay Leadership Teams

- Parish Council (PAC)
- Finance Council
- Stewardship Committee
- Facilities Committee

## PARISH COUNCIL (PAC)

### Purpose

The Parish Council serves as a consultative body to the Pastor, assisting in pastoral planning, goal setting and evaluation of parish activities.

### Duties

- Investigate and review pastoral activities, weighing them against parish goals
  - Advise the Pastor on pastoral planning, ministry development, and resource allocation
  - Articulate and periodically update the parish's mission, vision, and goals
  - Oversee Pastoral Planning initiatives (e.g., Rekindling) including cross-coordination of teams and objectives, collaboration with existing committees and leaders, and ensure accountability to progress
  - Serve as liaison between the wider parish community and the council, gathering feedback and communicating outcomes
  - Collaborate with commissions, staff, and volunteers
  - Promote stewardship of time, talent, and treasure across the parish
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### Key Skills & Capabilities

- Positive, visionary attitude toward the future of the parish
  - Ability to discern, collaborate, and work toward consensus on diverse issues
  - Strong communication skills and emotional intelligence for respectful dialogue
  - Regular participation in liturgy and parish ministries
  - Registered member of the parish for at least one year and not employed by the parish. Age 18 or older, confirmed in full communion with the Catholic Church
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### Time Commitment:

- Meets a minimum of 9 times a year (typically 1.5-2 hours each)
- Members should be prepared to devote additional time as needed for various projects and tasks

### Term:

- 3 years

## FINANCE COUNCIL

### Purpose

The role of the parish finance council is fiscal stewardship. Its purpose is to ensure transparency, accountability, and responsible planning to support the mission, ministries, and long-term vitality of the parish.

### Duties

- **Financial oversight:** Review, advise on, and monitor the annual parish operating budget and long-range financial plans. Monitor monthly/quarterly financial statements, ensuring accuracy, transparency, and compliance with diocesan policies. Oversee internal controls, financial procedures, and risk-management practices
  - **Stewardship & Resource Management:** Review and advise on major expenditures, capital improvements, and maintenance of parish facilities. Assist in evaluating property needs, insurance coverage, and long-term capital planning.
  - **Accountability & Compliance:** Ensure adherence to diocesan financial policies, civil laws, and ethical standards. Support the preparation and submission of required financial reports to the parish community and the diocese.
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### Key Skills & Capabilities

- Strong understanding of financial principles and budgeting
  - Experience in accounting, finance, or related fields
  - Good communication skills for discussing financial matters with parishioners
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### Time Commitment:

- Meets a minimum of 6 times a year

### Term:

- 3 years

## STEWARDSHIP COMMITTEE (NEW)

### Purpose

This new committee will drive financial stewardship efforts that secure the resources needed to support the parish's mission, ministries, and long-term vitality.

### Duties

- **Annual giving campaign:** Design and execute the parish's annual pledge/commitment drive, including messaging, materials, and follow-up.
  - **Fundraising initiatives:** Develop and oversee fundraising efforts (e.g., events, legacy giving, appeals, "fund-a-need" campaigns) to supplement regular giving.
  - **Donor engagement and retention:** Promote consistent giving through thoughtful communication, outreach, and relationship-building with parishioners.
  - **Performance tracking and reporting:** Monitor giving trends and campaign results; recommend adjustments to improve effectiveness year over year.
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### Key Skills & Capabilities

- Experience or interest in fundraising, development, marketing, or communications
  - Strong organizational and project management skills
  - Willingness to actively support and participate in campaigns and events
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### Time Commitment:

- Meets at least 6 times per year
- Members should be prepared to devote additional time as needed for various projects and tasks

### Term:

- 3 years

# FACILITIES

## Purpose

The Facilities Committee is responsible for managing the parish's physical assets in support of its mission and ministries. As careful managers of parish resources, the committee oversees the maintenance and care of all buildings, grounds, and equipment to ensure they remain safe, functional, welcoming, and well maintained. Through this work, the committee helps create an environment where parishioners and visitors can fully participate in worship, formation, and community life.

## Duties

- **Facilities Oversight & Planning:** Maintain awareness of building and grounds conditions; identify maintenance needs and opportunities for long-term improvements.
  - **Maintenance & Repairs:** Ensure the timely completion of repair activities and support the establishment of a proactive, preventive maintenance program.
  - **Capital Projects:** Contribute to the scoping, prioritization, and execution of major repair and improvement initiatives.
  - **Vendor Selection:** Support the identification, evaluation, and selection of qualified contractors and service vendors
  - **Budget & Financial Stewardship:** Provide informed input on facilities-related budget requirements and long-range financial planning.
  - **Safety & Compliance:** Identify risks and support adherence to safety standards, codes, and regulations.
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## Key Skills & Capabilities

- Facilities or construction-related fields
  - Skilled trades or property maintenance
  - Project or operations management
  - Budget or financial coordination
  - A practical, solutions-focused mindset
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## Time Commitment:

- Meets at least 6 times per year
- There is no requirement to participate in hands-on maintenance or building improvement work; however, such involvement is welcome

## Term:

- 3 years

# Rekindle the Spirit

## *Task Teams*

- Sunday Experience
- The Mass
- Mission
- Families & Youth

## REKINDLE THE SPIRIT: SUNDAY EXPERIENCE

### Purpose

Expand the scope and increase the quality of our weekly “Sunday Experience”.

### Objectives

- Seek additional opportunities for involvement of ALL ages in the Mass
- Expand hospitality and engagement activities before and after Mass
- Offer additional community building and faith formation events
- Continue to recruit, train, and support Liturgical Ministers
- Enhance our facilities including AV systems, lighting, and aesthetics
- Continue to improve our Nursery, CLW, and Faith Formation Offerings

### Success Measures

- Increased Mass attendance and participation
  - Increased involvement in the Parish and Parish activities outside of Mass
  - Growth in volunteer involvement
  - Positive parishioner feedback
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### Key Skills & Capabilities

- Hospitality and community-building
  - Event planning and coordination
  - Volunteer recruitment and training
  - Cross-generational engagement
  - Strong communication and interpersonal skills
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### Time Commitment:

- 4+ hours/month, bi-weekly meetings

## REKINDLE THE SPIRIT: THE MASS

### Purpose

Review, renew, and refresh our Mass and Liturgy.

### Objectives

- Continue to ground homilies to make relevant to our lives
- Enhance focus on the Eucharist
- Expand the use of music to attract and engage members (e.g., additional styles, children's involvement)
- Review Mass and Liturgy, balancing Solemnity with accessibility and flow
- Increase opportunities for quiet prayer and reconciliation

### Success Measures

- Improved engagement during Mass
  - Increased participation in sacraments
  - Positive feedback on homilies and music
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### Key Skills & Capabilities

- Knowledge of Catholic liturgy and theology
  - Music/liturgy coordination
  - Process evaluation and improvement
  - Collaboration with Pastor
  - Attention to detail
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### Time Commitment:

- 4+ hours/month, bi-weekly meetings

# REKINDLE THE SPIRIT: MISSION

## Purpose

Build a culture of mission and service.

## Objectives

- Continue to focus select Homilies on the meaning of Mission, Discipleship, and Service
- Continue to expand Small Group Offerings
- Increase Faith Formation and Discipleship Opportunities for adults, young adults, families, youth, and children
- Create opportunities to expand our emphasis on Service and outreach to our community
- Increase expectations for individuals and families regarding Sacramental preparation and offer more opportunities for ongoing Intentional Discipleship

## Success Measures

- Increased outreach engagement
  - Expanded offerings and higher participation in formation programs
  - Growth in small group participation
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## Key Skills & Capabilities

- Discipleship experience
  - Small group leadership
  - Program development
  - Community outreach and partnerships
  - Coaching and mentoring
  - Strategic thinking
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## Time Commitment:

- 4+ hours/month, bi-weekly meetings

# REKINDLE THE SPIRIT: FAMILIES & YOUTH

## Purpose

Increase our focus on faith development, sacramental experience, and support for our families, young adults, teens, and youth.

## Objectives

- Expand engagement opportunities that attract and retain families, young adults, teens, children, and youth
- Begin small group ministries and support groups for parents
- Increase collaboration across school, faith formation, and other parish programs
- Continue to further mission-based excellence at Carondelet
- Integrate Archdiocesan strategies to re-energize youth and family participation

## Success Measures

- Increased engagement, participation, and retention of families and youth
  - Expanded family programming and events
  - Better collaboration across Parish and School
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## Key Skills & Capabilities

- Youth ministry and faith formation
  - Understanding family dynamics
  - Age-appropriate program design
  - Mentoring and relational ministry
  - Cross-organization collaboration
  - Creativity in engagement
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## Time Commitment:

- 4+ hours/month, bi-weekly meetings