

Two Faith Communities

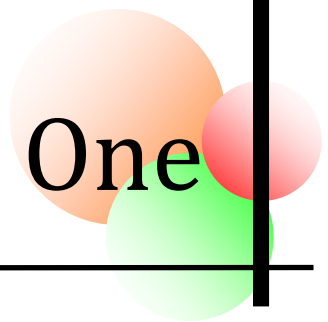


Saint Cecilia



Saint Veronica

Becoming One



*Mary, Queen of All Saints
Parish Report*

Table of Contents

<u>Merger Recommendations</u>	1
<u>Vision and Mission</u>	2
<u>Parish Mission Statement</u>	2
<u>Liturgy and Worship</u>	3
Liturgy Committee	3
Extraordinary Ministers of the Eucharist	3
Lectors	4
Altar Servers	4
Ushers	4
Music Director	4
Cantors	5
Choir	5
Spanish Choir	5
Art and Environment	5
Baptismal Preparation	5
Priestly Vocations	6
Weekend and Daily Mass Schedule	6
Prayer Group	6
<u>Social and Parish Life (Christian Formation)</u>	6
Altar and Rosary Society	7
Knights of Columbus	7
Appreciation Dinner	7
Children's Liturgy of the Word (C.L.O.W.)	7
Hospitality Sunday/Saturday	7
Parish Picnic	7
Pastoral Council	7
R.C.I.A.	8
Religious Education	8
Young Adults	8
Little Angels Daycare and Preschool	8
Youth Ministry	9
Adult Education	9
Senior Ministry	9
Soup Suppers	9
Hispanic Ministry	9
<u>Pastoral Care</u>	10
Angel/Giving Tree	10
Bereavement-Consolation and Support Group	10
Communion of the Homebound	11
Ecumenical	11
Emergency Relief Assistance	11
House of Charity	11
Loaves & Fish Food Pantry	11
Parish Advocacy Coordinator	12

St. Vincent de Paul	12
Respect Life	12
Stewardship	12
Evangelization	12
Good Samaritans	13
<u>Finance</u>	13
Finance Council	13
Fundraising Committee	13
Maintenance Committee	14
Sunday Counters	14
Tree of Life/Memorials	14
Trustees	14

MERGER RECOMMENDATIONS FOR
ST. CECILIA'S & ST. VERONICA'S PARISHES

Based on an extensive study undertaken by the Core Team of every ministry committee and organization of both parishes and with the input and recommendations of many individuals representing these organizations, the following pages offer an essential, though not exhaustive outline of what will comprise the heart and soul of the new merged parish. Among the several sources that were helpful in putting this paper together the "Buffalo Diocese 2008 merger paper" of two Niagara Falls parishes was particularly helpful.

Many elements will necessarily lend to what will constitute a vibrant, dynamic parish. The Priest Convener and Core Team feels that what follows represents a carefully thought out guideline to this goal. Through this guideline we hope to set our new parish forth on a course that will "keep us committed to a goal that looks to mirror the mind and heart of Jesus in every aspect of the life of our new parish."

Above all else it is the people that make a parish. In every instance we have been as inclusive as possible to invite the cares and concerns - as well as the charisms of the parishioners in making these recommendations.

And, as we put them forth on paper we are ever conscious of being as transparent here as we have attempted to be during the whole pastoral planning, and subsequent phases, of the reconfiguration and merger process.

The vision and mission statement that begins our paper should serve as the model and summit of why we exist and help to lead us to achieve our goals and objectives as we move into the future.

Rev. William F. Moore, Priest Convener

Core Team Members:

Dorothy Clothier
Emma Colon
Dorothy Esola
Earl Nolte

Patricia Nolte
Geraldine Tabako
Julia Wakelee
Thomas F. Wood

VISION STATEMENT

It is not just a coincidence that The Vision we propose for the new parish reflects on a local level that which, since January of 2006, set in motion the framework for the diocese's long-term pastoral plan. We also envision a direct call to all our parishioners empowering us, through our Baptismal call, to embrace what it means to be church in today's world.

As such, we the Catholic Community of Mary, Queen of All Saints by the very nature of what unites us in our common faith and in trusting reliance on the love of Christ to motivate our every thought, word and action, commit ourselves to live, learn, grow, teach, pray and to celebrate in countless ways as Jesus has done. We further commit to answer His call to continue His discipleship and holiness of life.

As a parish we recognize that our ministry will be faithfully fulfilled as good stewards by relying on our God-given strengths of time, talent and treasure - each of them unique and of immeasurable consequence in what will commit us as a whole to be a vibrant, dynamic community of faith.

A parish is a place of worship, shared sacrifice, fellowship and formation. As such it is the vision of this parish that we carefully tend to the needs of each individual soul by the proclamation of the Word and the Sacramental celebration of the life of Christ. This principle dwells at the heart of parish life and is nurtured by the Eucharist in particular.

As a consequence of what we celebrate, teach and believe, we envision ourselves serving the body of the faithful within the framework of parish life and ministry. And as we expand the horizon of our minds in compassion, love, and mercy we will open our hearts, reaching out to all whom we can care for, welcome and serve in the parish and the wider community.

We will, with the help of God and empowered by the gifts of the Holy Spirit, bring our vision to fruition as we lay a solid foundation for the continuing temporal and spiritual growth of the people of God in Mary, Queen of All Saints parish for the immediate future and beyond.

PARISH MISSION STATEMENT

We the parish community of Mary, Queen of All Saints recognizing our unique multi-cultural gifts, will seek to know, love and serve Christ more dearly by celebrating good stewardship of time, talent and treasure which God has given to each of us.

SECTION ONE - LITURGY & WORSHIP

I. Liturgy and Worship:

CCC 1140 It is the whole community, the body of Christ united with its Head, that celebrates. "Liturgical services are not private functions but are celebrations of the Church which is 'the sacrament of unity,' namely, the holy people united and organized under the authority of the bishops. Therefore, liturgical services pertain to the whole Body of the Church. They manifest it, and have effects upon it. But they touch individual members of the Church in different ways, depending on their orders, their role in the liturgical services, and their actual participation in them." For this reason, "rites which are meant to be celebrated in common, with the faithful present and actively participating, should as far as possible be celebrated in that way rather than by an individual and quasi-privately"

CCC 1143 For the purpose of assisting the work of the common priesthood and of the faithful, other particular ministries also exist, not consecrated by the sacrament of Holy Orders; their functions are determined by the bishops, in accord with liturgical traditions and pastoral needs. "Servers, readers, commentators, and members of the choir also exercise a genuine liturgical function."

The Liturgy Committee:

This committee will provide a vehicle for parishioners to collaborate with the pastor in liturgical planning and decision-making. The Liturgy Committee will bring out the various cultures represented in the parish during the liturgical year.

- Membership will include, but not be limited to, the chairperson or representative from Art & Environment Committee, the chairperson or representative from Hispanic Ministry Committee, and the Music Director.
- Each of the Liturgical Ministries will have guidelines respective of the duties and responsibilities of each ministry in compliance with church universal and diocesan norms and drawn up by the Liturgical Committee in conjunction with the pastor and approved by him.
- In addition there will be training sessions and an initial introduction to the members of each ministry along with a re-commissioning.

Extraordinary Ministers of the Eucharist:

Eucharistic ministers have a unique and special function to perform at liturgy. Duties and functions shall include assisting the clergy with distribution of Holy Communion under both species to the faithful:

- During Mass
- To the homebound
- To hospitalized/nursing home residents

Ministers shall be trained and certified per the diocesan standards. Membership shall include a chairperson responsible for the monthly scheduling of the weekend Masses, as well as a chairperson for the Hispanic Mass.

If possible Extraordinary Ministers will be scheduled for their Mass time of preference.

Lectors:

As per *Sacrosanctum Concilium*, persons acting as lector or reader "will carry out all and only those parts [of the Mass] which pertain to his office by the nature and the rite and norms of the liturgy." Duties and Functions shall include proclaiming the readings that precede the gospel reading. If no psalmist is present, the lector may also sing or recite the responsorial psalm after the first reading.

- Membership will include an adequate number to allow each lector to serve a minimum of once per month and not more than once per week.
- Lectors shall be trained and certified per the diocesan standards.
- Membership shall include an English and Spanish co-chairperson responsible for the monthly scheduling of ministers for all weekend Masses.
- Meetings will be convened as the need arises or as called by the pastor. A yearly meeting is recommended to review and facilitate guidelines, critique performance, practice and provide any updates.

Altar Servers:

The chairperson shall be responsible for the coordination of training and the scheduling of the altar servers.

- Three altar servers shall serve each Mass, and each shall serve an average of 1 Mass per month.
- Meetings of the altar servers shall be conducted by the chairperson on an as need basis with a minimum of once every six months.
- Altar serving will be open to both boys and girls once they have made their First Communion and completed 3rd grade.

Ushers:

The duties and functions of the ushers include collecting the offerings during Mass, distribution of bulletins, and helping to greet parishioners when they enter the church.

- A minimum of 4 ushers will be needed at each weekend Mass or special service.
- One usher shall serve as the chairperson, head usher and will be responsible for scheduling the ushers to insure adequate coverage at every Mass.
- A meeting of all ushers will be held at least annually in addition to meetings that are called for specific events.

Music Director:

The parish will hire a part-time music director with the potential for a full-time position. The Director's responsibilities will include:

- Organizing/running/managing the Spanish Choir and English Choir
- Running weekly practice for Cantors and choirs
- Scheduling Cantors and musicians
- Planning music for all Masses including special Liturgies
- Recruiting and training Cantors
- Assisting in recommendations for hiring of musicians
- Evaluating musicians and cantors throughout the year
- Holding yearly meeting for all involved in music ministry
- Being an active member of the Liturgy Committee

Cantors:

Cantors are asked to participate in the Diocesan Cantor training and participate in weekly practice by the music director. The chairperson (eventually the Music Director) will schedule Cantors to serve approximately four times per quarter and as special services require.

Choir:

The Music Director will be responsible for recruiting members and scheduling rehearsals and assignments as needed.

Spanish Choir:

Since music and singing is especially faith enhancing for Hispanics, the Hispanic Choir will continue to help fulfill this ministry.

- Special attention will be made to recruit more members
- To allow for better participation in singing by the Assembly
- To allow for a more even flow of the Liturgy between English and Spanish at Bi-Lingual Masses.

Art and Environment:

This committee:

- Plans and executes decorating the church both seasonally and for special occasions
- Works with an established budget
- Visits other churches to bring back fresh ideas
- Opens actual decorating to the parish at large
- Actively recruits new members
- Considers the multicultural aspects of the parish when planning.

A member shall also serve as a member of the parish Liturgy Committee.

Baptismal Preparation:

- Ordinarily a Baptismal preparation session is held on the next to the last Sunday of the month at 1pm for parents who have made previous arrangements for the baptism of their child.
- The session is conducted by either a member of the clergy (priest or deacon) or a qualified catechist.
- The one hour class covers the theology and history of the Sacrament as well as the responsibilities of parents and godparents.
- If parents have not been practicing or it is determined that more than one session will be necessary, such sessions will be scheduled in order that the child will have a reasonable assurance of being reared to practice their faith.
- The sacrament will be administered ordinarily on the last Sunday of the month either at Mass or 1pm. For good reason, baptism may also be administered at another time or day.

Altar and Rosary Society:

The purpose of this Society is primarily the care of the Altar (Church building and Sanctuary) and the recitation of the Rosary. These and other functions of the Society follow the manual for organization, duties and membership as found in the St. Cecilia Altar and Rosary Society Charter.

The Society is open to women of the parish and recognizes among its responsibilities:

- Recitation of the Rosary particularly before or after daily Mass or when there is Exposition of the Blessed Sacrament. Attention should also be paid to the praying of the Rosary at least once a month at the Bentley Convalescent Center.
- Care of the Church building including cleaning, care of Altar linens, etc. on a weekly basis.
- Monthly meetings follow the 10:30 Mass, the first Sunday of each month.

Knights of Columbus:

- The parish hosts the Knights of Columbus together with St. Stephen's parish.
- The duties and functions of the Knights include to render financial aid to members and their families. Mutual aid and assistance are offered to sick, disabled and needy members and their families. Social and intellectual fellowship is promoted among members and their families through educational, charitable, religious, social welfare, war relief and public relief works.
- Application for membership is open to all interested men of the parish.
- Meetings are held on the first and third Monday of the month at 8:00pm in the Rectory basement.

Appreciation Dinner:

- The parish should have an appreciation dinner once a year for all who volunteer their services to the parish. It will be run by the paid staff and clergy.

C.L.O.W. (Children's Liturgy of the Word):

To increase the parish's children's love for and understanding of God's Word, the parish will continue to have Children's Liturgy of the Word.

- The parish should have Children's Liturgy of the Word. The Mass time should be determined by a survey of the parents.
- The scheduling of Catechists and instructional material would be handled by the C.R.E.

Hospitality Sunday/Saturday:

- Hospitality Saturday and Sunday are an opportunity for everyone to socialize after Mass.
- An attempt should be made to have a hospitality function after every Mass, once a month.

Parish Picnic:

- The pastoral council should host a yearly picnic for the parishioners.

Pastoral Council:

The pastoral council is a consultative organ in which the faithful, expressing their baptismal responsibility, can assist the parish priest, who presides at the council, by offering their advice on pastoral matters. (cf. canon 536)

- The parish will have a pastoral council.
- They should meet monthly, however more frequent meetings may be required when parish needs so dictate.
- The Constitution and By-Laws should closely resemble those approved by the Diocese and in effect since 2002. The Council shall see to it that every organization, ministry and committee submits a yearly calendar of approved events each year by April 15th which the Parish Office will co-ordinate with the pastor for inclusion on the parish master calendar for the up - coming year. These events will be incorporated in the parish handbook which the Pastoral Council will also undertake to publish yearly and make available to parishioners by each fall.

R.C.I.A. (The Rite of Christian Initiation for Adults)

The R.C.I.A. is primarily a Journey of Faith. It seeks to encourage and provide the channels and resources necessary for individuals to embrace the Catholic Faith or to be fully initiated into the Faith.

- The parish will have an active R.C.I.A. program.
- A year round R.C.I.A. program may be tied into an active adult education program. The present structure of pre-catechumenate inquiry sessions will be followed leading into a continuing education of faith formation.

Religious Education:

The parish Religious Education program is designed to help parents and guardians provide religious education to their children. Both the Religious Education and Sacramental Preparation program are supplemental to the instructions which parents and guardians have initiated in the home with their children. By developing a collaborative learning environment the real goal of religious education, the continuance of our faith through our children, becomes possible.

- The parish will have a Religious Education program for public and home schooled children.
- To accommodate families who are unable to bring their children to the parish religious education program, the parish will provide supervised home-schooling opportunities.
- The religious education program will be evaluated yearly by the pastor and parents.
- The C.R.E./D.R.E. will be responsible for providing instructions for children k-8th grade attending public school, for Sacramental Preparation classes for children and their parents, for recruiting teachers, to oversee the coordinating of the R.C.I.A. and C.L.O.W. and Adult Education.
- An Audio-Visual Library will be housed and made available to parents and parishioners and maintained by the CRE.

Young Adults:

- The parish will have a monthly program for young adults.
- The Pastoral Council will undertake the formation of such a program by establishing an investigative and developmental Committee comprised of the Youth Ministry Leader, CRE and other interested members.

Little Angels Daycare and Preschool:

It is the intent of the Parish that the Little Angels Preschool continue as a year round program offering full and half-day care to children ages 2 - 13 in a loving catholic environment.

The curriculum which includes weekly religious classes, a fitness program, Spanish and computer education in addition to the regular preschool program.

Summer camp will also continue in the summer months for children offering them activities of crafts, weekly trips, swimming, physical education, entertainment and special event days.

- Licensed by the state, teachers must have at least an associate's degree in early childhood development or education.
- Catholic values are taught although acceptance in the program is not limited to Catholics only.

Youth Ministry:

The parish will have a part-time youth minister overseeing the various youth programs. In addition this ministry will explore and develop additional programs of interest which serve to further the involvement of members in activities of the parish and community as well as encouraging an increased membership.

- Junior and Senior high students will have separate programs.
- Activities should include social, religious, and service projects.
- Weekly meetings/gatherings will be held allowing time for faith-formation, social and physical activities and planning.

This ministry will continue to function in compliance with the guidelines of the Diocesan Youth Council and continue to partake in the programs, conventions, etc. of the Diocesan Youth Council.

Adult Education:

- The parish will provide enrichment opportunities each year for Adults.
- The parish will survey the adult parishioners to see which topics are of special interest (Faith formation, Bible Study, Theology of the Body, lectures, and video discussions). Timely topics of a spiritual, moral and theological nature along with speakers and resources will be researched.

Senior Ministry:

- The parish will keep close ties with the "St. Cecilia Half Century Jets" senior organization which will continue meeting twice a month to provide spiritual, social and recreational opportunities for our Senior Citizens.
- Other areas of interest to our seniors will be explored by the Pastoral Council.

Soup Suppers:

- The parish should run soup suppers during Lent. They will be free of charge though a good will offering may be made towards operation Rice Bowl.

Hispanic Ministry:

The increasing Hispanic population of our region creates an opportunity for a vibrant and rewarding Hispanic ministry.

- Since there is a shortage of Spanish speaking priests, which will limit the availability of the priest to minister to the parishioners, the parish will request an Hispanic Deacon to work exclusively with the parish.
- The chairperson or a representative is an active member of the Liturgy Committee.
- The Hispanic Ministry Committee will be involved in the Evangelization Committee reaching out to Hispanics in the area.
- Meetings should be held once a month following the 6:30pm Mass.

PART THREE - PASTORAL CARE

III. Pastoral Care

CCC 1503 Christ's compassion towards the sick and his many healings of every kind of infirmity are a resplendent sign that "God has visited his people" and that the Kingdom of God is close at hand. Jesus has the power not only to heal, but also to forgive sins; he has come to heal the whole man, soul and body; he is the physician the sick have need of. His compassion toward all who suffer goes so far that he identifies himself with them: "I was sick and you visited me." His preferential love for the sick has not ceased through the centuries to draw the very special attention of Christians toward all those who suffer in body and soul. It is the source of tireless efforts to comfort them.

CCC 1509 "Heal the sick!" The Church has received this charge from the Lord and strives to carry it out by taking care of the sick as well as by accompanying them with her prayer of intercession. She believes in the life giving presence of Christ, the physician of souls and bodies. This presence is particularly active through the sacraments, and in an altogether special way through the Eucharist, the bread that gives eternal life and that St. Paul suggests is connected with bodily health.

Angel /Giving Tree

The purpose of this ministry is to provide children in less fortunate circumstances with gifts at Christmas time. Also, gifts are presented to the elderly at Cooper Nursing Home.

- Gifts are donated by parishioners and local businesses and distributed to the children at the request of the families.
- Membership of this ministry should be approximately 6 to 10 people.
- The ministry is active Thanksgiving through Christmas.
- Meetings are conducted on an as needed basis.

Bereavement - Consolation and Support Group:

This ministry, to individuals and families who have lost a loved one, is close to the heart of Christ whose compassion and mercy was the heart of his Gospel message.

- The ministry extends care and concern to our parishioners as well as assistance in preparing an uplifting and meaningful funeral liturgy.
- On occasions such as All Soul's Day, Christmas and Easter, cards and letters are sent to each family who has lost a loved one with words of consolation and an invitation to attend Special Liturgies of prayer and support.
- A Bereavement Support Group will meet once a month during the Fall and Spring to provide prayerful support and social interaction during time of bereavement.

Communion of the Homebound:

The purpose of this ministry is to allow ill or debilitated parishioners to continue to receive Holy Communion on a weekly basis usually following Sunday Mass. Alternate arrangements can be made when needed.

- Membership is limited to the parish certified Extraordinary Ministers.
- The preference is to have one minister for each family requesting a home visit.
- The ministry shall have a chairperson whose job is to coordinate the scheduling of ministers for home visits.

Ecumenical:

The parish seeks to develop a more active role in the existing Merchantville-Pennsauken Ministeriam as a primary contact for Ecumenical activities.

Emergency Relief Assistance:

- A civic-based multi-denominational group whose goal is to form a coordinated team of skilled responder's funds for immediate assistance in cases of local disasters, such as house fires, sudden homelessness, etc.
- The parish has helped to create this charitable program and serves on its committee in time of need. It will also participate by soliciting funds from parishioners and other churches in the area when the need arises from a local disaster occurrence.

House of Charity:

- The Bishop's Annual Appeal seeks to raise funds to provide care, respect, justice, peace and dignity for every soul in the Diocese. The duties and functions of this ministry are to present the Bishops Annual Appeal, carry his message to the parishioners, explain the process, collect, collate, document donations, and forward to the diocese.
- Membership shall be 4 parishioners with one member acting as a chairperson.
- Meetings/time commitment consists of attendance at two diocesan meetings, two Sundays for the presentation to the parishioners and a few hours weekly during collection weeks. The bulk of the involvement is about two months; however donations continue to be processed throughout the year.

Loaves & Fish (Food Pantry):

The Loaves and Fish Food Pantry is a program that helps families in unfortunate circumstances, in our local community, by supplementing their food supplies.

- The pantry is supported by donations from parishioners and local organizations.
- Member workers assist the coordinator/director to transport food items from the South Jersey Food Bank and other wholesalers to the Loaves and Fish Pantry located at St. Cecilia's School.
- Members also help as scheduled, to distribute the food at the pantry each week or by making deliveries to the homebound.
- Thanksgiving and Christmas Food Baskets will also continue to be coordinated through the Loaves and Fish Food Pantry.

Parish Advocacy Coordinator:

- The coordinator will be the contact person for anyone with a disability who feels their needs are not being addressed. The coordinator will address the need if possible or direct the parishioner to the staff member who can help, and then follow up on all issues until the best solution possible and financially feasible is obtained.
- The coordinator will conduct a Parish survey every 5 years to determine what is being done well and what needs improvement in the parish life of those with disabilities and follow up on anything brought to light by the survey.
- The coordinator will conduct a Parish Accessibility survey once every 5 years and recommend to the pastor and pastoral council any needed changes.

St. Vincent de Paul:

The Society of St. Vincent de Paul offers tangible assistance to those in need on a person-to-person basis. It is this personalized involvement that makes the work of the Society unique. This aid may take the form of intervention, consultation, or often through direct dollar or in-kind service. An essential precept of the Society's work is to provide help while conscientiously maintaining the confidentiality and dignity of those who are served. The Society recognizes that it must assume, also, a role of advocacy for those who are defenseless or voiceless.

- The parish is exploring the feasibility of organizing a St. Vincent de Paul's Society and welcomes input of all interested parishioners.

Respect Life:

The purpose of this ministry is to increase awareness and support for Respect life issues such as anti-abortion, Project Rachel, adoption support, anti-death penalty and anti-euthanasia and those brought to its attention by the Diocesan Pro-Life Office.

- Membership is open to all interested parishioners and includes co-chairpersons.
- The co-chairpersons will be the designated contacts to represent the parish.
- In addition to quarterly meetings, the Respect Life Foundation sponsors dinners, talks, and conferences, which committee members are encouraged to attend.

Stewardship:

Recognizing and developing one's God-given gifts and blessings through time, talent and treasure keeps a parish healthy, vibrant and dynamic.

- This committee helps parishioners discover and live their strengths.
- Uses the Living Your Strengths assessment
- Conducts 5 week sessions once/twice a year to coach individuals and groups in the practice of good stewardship.

Evangelization:

There is a strong need to reach out to the community of marginalized, fallen away Catholics or to those who are searching for God.

- The evangelization committee addresses the needs to reach out to these individuals and families within its boundaries.
- Special attention will be given to the ethnicity of the parish make up in order to effectively reach out to obvious ethnic groups with the parish.

Good Samaritans:

- The parish seeks to form a Samaritans of Service (S.O.S.) Society.
- The purpose is to provide transportation to Church services.
- The parish will be surveyed annually regarding service needs.

PART FOUR – FINANCE

IV. Finance:

The parish finance council is a consultative body of the Christian faithful established to advise the pastor in matters pertaining to the financial affairs of the parish. Canon 537 of the Code of Canon Law mandates a finance council in each parish: "Each parish is to have a Finance Council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council the Christian faithful, selected according to the same norms, aid the pastor in the administration of the parish goods with due regard for the prescription of Canon 532." The Pastor has authority from the Bishop and the universal law of the Church to decide and act on behalf of the Parish (Canon 532). The Parish Finance Council is advisory to the Pastor and its decisions/recommendations are valid only when accepted and ratified by the Pastor. It is important, therefore, that the Pastor be central to the deliberations and the functioning of the Parish Finance Council. The relationship between the Council and the Pastor is one of support and mutual cooperation.

Finance Council

- Duties and functions shall be per Canon Law 537 (see above)
- In addition to the Pastor and 2 Lay Trustees membership shall consist of a maximum of 6 persons.
- Shall have a member as its chairperson, preferably with a professional financial background.
- Meetings shall be conducted on a monthly basis, or as otherwise needed/requested by the Pastor.

Fundraising Committee

- Duties and functions shall include all Church fundraising activities as deemed appropriate by the committee with the approval of the Pastor.
- Membership shall be a minimum of 10 persons with no maximum.
- The number and type of fundraising activities shall be commensurate with the financial goals of the committee.

Maintenance Committee

- Duties and functions shall include the commission, oversight and conducting of general maintenance of the Parish owned properties including the grounds and structures.
- A minimum of 8 persons is recommended as the core committee. The core committee shall develop and maintain a force of skilled and unskilled "stand by" volunteers as drawn from the parish membership.
- The committee shall have a member as its chairperson, preferably with a background in general construction and maintenance.
- Meetings shall be scheduled monthly or as notified seasonally to address specific projects. Weekend "work" days will also be scheduled at least twice a year or when needed.

Sunday Counters

- Duties and functions shall include the counting of all monies collected during the weekend services.
- Membership shall include a minimum of 4 counting teams of 4 individuals (16 persons) plus a chairperson.
- The chairperson shall coordinate the scheduling of the counting teams on a monthly basis.
- Meetings shall be conducted as the need arises.

Tree of Life/Memorials

- Duties and functions include maintaining the "Memorial Tree" located in the church and coordinating the donations for, and addition of, plaques (in the form of Doves, Stones, Leaves, and Pinecones) as requested by parishioners. The committee offers consultation to parishioners upon request concerning the wording of plaques, etc.
- Membership shall include two persons. One shall be the director of the committee, with the second acting as a backup consultant/trainee.
- Formal meetings are not required except at the request of the Pastor.

Trustees

- Duties and functions include a trustee to serve on the finance council. Trustees are expected to regularly attend meetings of the council they serve on and adequately prepare for meetings, carefully reviewing minutes, proposals, reports and other materials. Trustees should be knowledgeable about the parish's pastoral needs, financial statements, books and records. Trustees are expected to act on behalf of the parish corporation as required by approving and signing corporate resolutions, e.g., purchase or sale of real property, for the establishment of banking or investment accounts, for execution of documents for loans or notes, or for the establishment of restricted parish funds, etc. Lay trustees could serve as additional signatories with the pastor (pastoral administrator) on parish bank and investment accounts. Trustees shall also sign with the pastor (pastoral administrator) on forms requesting permission for diocesan approval of major parish building construction or renovation projects, alienation of property, and other transactions that could harm the overall patrimonial condition of the parish.
- The number of Trustees actively serving shall be 2, each shall serve as a member of the financial council.
- Trustees shall, as active members of the finance council, attend regularly scheduled council meetings, and in addition shall meet with the Pastor as the need, and his or her duties requires.