

# St. Raphael Faith Community

---

## Parish By-Laws

Parish Pastoral Council  
and Commissions

Adopted May 13, 2013

## *Table of Contents*

---

Table of Contents .....	ii
Overview .....	1
Purpose .....	1
Procedure for Amendment of By-laws .....	1
Mission Statement .....	2
Parish Pastoral Council .....	3
Role of the Parish Pastoral Council .....	3
Priorities of the PPC .....	3
Responsibility of the PPC to the Parishioners .....	3
PPC Membership .....	3
At-large PPC Members and Term of Membership .....	4
PPC Officers and Their Duties .....	4
Meetings .....	5
Parish Pastoral Council Commissions .....	6
Commission Overview .....	6
Commission Members and Term of Membership .....	7
Commission Meetings .....	7
Commission Officers .....	7
Linking Members .....	8
PPC and Commission Member Discernment .....	9
Liturgical Life Commission .....	11
Service Ministry and Pastoral Care Commission .....	12
Administration and Planning Commission .....	13
School Board .....	14
Youth Ministry Commission (High School) .....	16
Religious Education Commission .....	17
Adult Faith Formation Commission .....	18
Executive Committee .....	19

## Overview

---

### *Purpose*

---

These by-laws are intended to define the role and duties of the Parish Pastoral Council (the “PPC”) of The Faith Community of St. Raphael (the “Parish”) and the Parish Pastoral Commissions (the “Commissions”) and stipulate the requirements for membership thereof.

### *Procedure for Amendment of By-laws*

---

These by-laws may be altered, amended or repealed at any meeting of the PPC.

## **Parish Mission Statement**

---

Our mission as a people of God is to affirm and love, to forgive and accept forgiveness, to listen, prayerfully discern and speak out. We are called to comfort, to challenge, to participate, to welcome, to evangelize, to teach and to heal. The Spirit empowers us to continue this commitment to the St. Raphael Faith Community and to the world.

# Parish Pastoral Council

---

## *Role of the Parish Pastoral Council (the “PPC”)*

---

The PPC is the coordinating and unifying structure of the Parish. It strives to be the means of attaining full participation of parishioners in achieving the Parish mission by giving all a voice in encouraging, guiding, and directing the various aspects of the Parish. In addition to our Pastor and Associate Pastor, the PPC includes one representative from each Commission, one Parish staff representative, and six At-large Members.

Planning for the future is one of the primary activities of the PPC. In this capacity, its members gather the thoughts and ideas of the Parish; form those ideas into a consensus; and translate that consensus into Parish goals.

## *Priorities of the PPC*

---

1. Responding to all issues that are brought before the PPC.
2. Defining the mission of the Parish.
3. Articulating a set of three to five (3-5) year Parish goals.
4. Reviewing goals and objectives of the Commissions.
5. Evaluating and assessing the needs of the Parish.
6. Focusing Parish activities and developing a coherent sense of direction for the Parish.
7. Facilitating the growth of the Parish as a praying, spirit-filled faith community.

## *Responsibility of the PPC to the Parishioners*

---

The PPC must strive to integrate St. Raphael parishioners into a body of people that functions as a community. Such a community can only be created when all points of view are heard and discussed, either before the PPC or one of its Commissions.

## *PPC Membership*

---

The PPC consists of six At-large Members, a representative appointed by each Commission (a “Linking Member”), a staff representative, and two ex-officio members, the Pastor and Parochial Vicar, as more fully set forth below.

<b>Member</b>	<b>Term</b>
Pastor	ex-officio
Parochial Vicar	ex-officio
Administration & Planning Commission Representative	Three (3) year term maximum

Adult Faith Formation Commission Representative	Three (3) year term maximum
Liturgical Life Commission Representative	Three (3) year term maximum
School Board Representative	Three (3) year term maximum
Service Ministry & Pastoral Care Commission Representative	Three (3) year term maximum
Staff Representative	Two (2) year term maximum
Youth Ministry Commission (High School) Representative	Three (3) year term maximum
Religious Education Commission (Pre-K through 8) Representative	Three (3) year term maximum
Six At-Large Members	Three (3) year term maximum

PPC members shall be discerned by the process described in the section below titled “Raising-up Parish Leadership: The Discernment Process.”

### ***At-large PPC Members and Term of Membership***

---

At-large PPC members must be registered and active members of the Parish. An At-large PPC member’s term of office shall be three (3) years.

At-large PPC members’ terms must be staggered to provide for the expiration of the terms of two (2) members and the discernment of two (2) new members each year

An At-large PPC member’s term shall begin on July 1<sup>st</sup> of each year and terminate on June 30<sup>th</sup> of each year.

### ***PPC Officers and Their Duties***

---

The officers of the PPC shall be discerned by the PPC members and shall consist of a Chairperson, a Co-Chairperson, a Secretary, and such other officers as the PPC may from time to time determine. Officers shall be chosen at the first meeting of each newly selected PPC or other appropriate time. Each officer shall hold office for a period of one year, or until such time as such officer’s successor is chosen or until such officer’s resignation. No two offices may be held by the same person.

### ***PPC Chairperson***

---

The duties of the Chairperson include the following:

- Listening to the concerns of the Parish
- Setting direction for all PPC activities and involvement
- Participating on the Executive Committee
- Chairing PPC meetings.
- Preparing and distributing PPC meeting agendas.

- Such other duties as may be assigned by the PPC or the Pastor.

### *PPC Co-Chairperson*

---

The duties of the Co-Chairperson include the following:

- Participating on the Executive Committee
- Conducting monthly PPC meetings in the absence of the Chairperson
- Reviewing the Parish By-laws on an annual basis and bringing proposed revisions to the PPC for discussion.
- Assisting the Chairperson as requested.
- Such other duties as may be assigned by the PPC or the Pastor.

### *PPC Secretary*

---

The duties of the Secretary include the following:

- Keeping the minutes of all meetings of the PPC and reviewing a draft thereof with Chairperson and Co-Chairperson at least ten (10) days before next PPC meeting.
- Such other duties as may be assigned by the PPC or the Pastor.
- Maintaining the PPC membership list, member contact information, and monthly prayer leader assignments.
- Preparing meeting agendas and submitting same to Parish staff for inclusion in the Parish bulletin.
- Coordinating with Parish staff to ensure approved minutes are posted to the Parish website.

### *Meetings*

---

Regular meetings of the PPC shall be held on the second Monday of each month at 7:00 p.m. unless notice to the contrary is given. No regular meetings shall be held in the months of July and August.

Parishioners may attend PPC meetings as observers. Any registered parishioner seeking to address the PPC at a meeting must request permission from the Chairperson either in writing, via email or orally at least seven days prior to the meeting. The Chairperson, in their sole discretion, shall determine if such request has been properly brought before the PPC and such parishioner may address the PPC.

# Commissions

---

## *Commission Overview*

---

The PPC has created Commissions to coordinate specific areas of ministry and Parish administration and such Commissions shall be the major working bodies of the PPC. The standing Commissions of the PPC are:

- Administration & Planning Commission
- Adult Faith Formation Commission
- Liturgical Life Commission
- Service Ministry and Pastoral Care Commission
- Religious Education Commission (Pre-K through 8)
- Youth Ministry Commission (High School)

The PPC may establish such other Commissions as it may deem necessary or desirable.

Commission members shall be discerned by the process described in the section below titled “Raising-up Parish Leadership: The Discernment Process.”

In addition, while the PPC has no direct responsibility regarding the educational programs of the Parish school, it exercises a coordinative function related largely to budget approval. For this reason, the School Board will have a representative on the PPC.

## *Basic functions of Commissions:*

---

The basic functions of each Commission are to:

1. Investigate the needs of the Parish ministries which they oversee and making recommendations to the PPC on meeting those needs.
2. Determine and implement the goals and policies of the diocese.
3. Collaborate with the Pastor, Parochial Vicar and Parish staff in their areas of ministry in order to carry out the goals of the Commission.
4. Update the PPC on key decisions and major activities of each Commission.
5. Identify the programs and areas of accountability for each ministry it oversees.
6. Identify the tasks required to fulfill the responsibility of its ministries and programs.
7. Determine the number of its members.
8. Maintain leadership continuity as more fully described below.
9. Work in collaboration with other Commissions, as necessary, on common Parish projects and/or goals.



Full descriptions of the specific mission and responsibilities of each Commission are set forth herein.

### ***Commission Members and Term of Membership***

---

Commission members must be registered and active members of the Parish.

A Commission member's term of office shall be three (3) years. A Commission member may not serve a consecutive second term on the same Commission.

Commission members' terms must be staggered to provide for the expiration of the terms of one-third of its members and the discernment of an equal number of new members each year.

A Commission member's term shall begin on July 1<sup>st</sup> of each year and terminate on June 30<sup>th</sup> of each year.

### ***Commission Meetings***

---

Commissions shall meet on the first Tuesday of each month at 7:00 p.m. unless notice to the contrary is given. No meetings shall be held during the months of July and August.

Registered parishioners may attend Commission meetings as observers. Any registered parishioner seeking to address a Commission meeting must request permission from the Committee Chairperson either in writing, via email or orally at least seven days prior to the meeting. The Chairperson, in their sole discretion, shall determine if such request has been properly brought before the Commission and such parishioner may address the Commission.

### ***Selection of Officers for Commissions***

---

Commission officers shall be discerned by each Commission's members and shall consist of a Chairperson, a Co-Chairperson, a Secretary, and such other officers as the Commission may from time to time determine. Officers shall be chosen at the first meeting of each newly selected Commission or other appropriate time. Each officer shall hold office for a period of one year, or until such time as such officer's successor is chosen or until such officer's resignation. No two offices may be held by the same person.

### ***Commission Chairperson***

---

The role of Chairperson is important to the effective functioning of a Commission. The chairperson should possess procedural understanding of their respective Commission. The

Chairperson must attend to every issue, taking particular care that communication is frequent with the PPC and the other Commissions.

### *Linking Members*

---

Each Commission shall appoint one of its members to serve as Linking Member to the PPC. Linking Members shall attend each meeting of the PPC and provide the PPC with a summary of the business transacted at each Commission meeting.

Linking Members may serve a maximum term of three (3) years and may not serve as a Linking Member from any Commission for a period of three (3) years after the expiration of their Linking Member term.

At-large PPC members may not serve as a Linking Member from any Commission for a period of three (3) years after the expiration of their PPC term.

The above term limit provisions shall become effective beginning July 1, 2015.

## ***PPC and Commission Member Discernment***

---

### ***Procedure for Discerning At-large PPC Members***

---

1. The identification of new At-large PPC members shall be the responsibility of the PPC and its Chairman.
2. New At-large PPC members may be solicited through announcements in the Parish bulletin, personal invitation, or other means of communication such as the Parish website. Parishioners interested in being considered for PPC membership should contact the Pastor or the PPC Chairperson.
3. The PPC Chairperson, or his designee, shall organize an informational meeting at which general information regarding the role, responsibility and commitment of an At-large member is communicated to those interested parties.
4. At or shortly after the meeting, those parishioners with a continued interest in being considered should contact the Pastor or the PPC Chairperson to confirm their intent.
5. At a time amenable to all interested parties, a discernment meeting, which may be guided by a facilitator, is scheduled, and is conducted as described below in the section titled "Agenda for Discernment Meetings."
6. Newly discerned At-large Members are invited to attend the next regularly scheduled PPC meeting.

### ***Procedure for Discerning Commission Members***

---

1. The identification of new Commission members shall be the responsibility of the Commission and its Chairman.
2. Commission members may be solicited through announcements in the Parish bulletin, by personal invitation, or other means of communication such as the Parish website. Parishioners interested in being considered for Committee membership should contact the Pastor, the Commission Chairperson, or an appropriate member of the Parish staff.
3. The Commission Chairperson, or his designee, shall organize an informational meeting at which general information regarding the role, responsibility and commitment of a Committee member is communicated to those interested parties.
4. At or shortly after the meeting, those parishioners with a continued interest in being considered should contact the Committee Chairperson to confirm their intent.
5. At a time amenable to all interested parties, a discernment meeting, which may be guided by a facilitator, is scheduled as determined by the Chairman.
6. The discernment meeting, or the portion of a regular meeting set aside for discernment, is conducted as described below in the section titled "Agenda for Discernment Meetings."
7. Newly discerned Committee members are invited to attend the next regularly scheduled Committee meeting.

## *Procedure for Discerning Linking Members*

---

1. A Linking Member shall be discerned by each Commission through the discernment process at one of its regularly scheduled meetings or a special discernment meeting convened for that purpose, which meeting may be guided by a facilitator.
2. The discernment process is conducted as described below in the section titled "Agenda for Discernment Meetings."
3. Newly discerned Linking Members are invited to attend the next regularly scheduled PPC meeting.

## *Agenda for a Discernment Meeting*

---

Discernment meetings may use a facilitator to guide the discernment process. The agenda for a discernment meeting should consist of:

- An opening prayer
- A general explanation of how the discernment process will operate
- The sharing of information regarding the role and responsibilities for the position being discerned
- The candidates sharing their thoughts concerning their particular reasons for answering the call to serve
- Time for individual reflection and prayer on what was shared
- Gathering to consider and discuss the criteria for membership on the PPC or Commissions and how interested candidates meet said criteria; candidates can offer testimony about themselves or about others; they can openly affirm individuals for the positions or challenge them through "compassionate honesty"; candidates may excuse themselves from consideration at any time – withdrawal from consideration does not automatically exclude them from the continuing discernment process, however. They may, and should be encouraged to, complete the discernment process with the group.
- Time for individual reflection and prayer
- Group reconvening to begin "raising-up" names, through open discussion, for membership or for the particular leadership position being filled.
- Reaching consensus
- Concluding prayer; the facilitator informs the PPC or Commission of newly discerned members

## *Liturgical Life Commission*

---

### *Mission*

---

The Mission of the Liturgical Life Commission (the “LLC”) is to represent, facilitate, and guide the liturgical, musical, baptismal, marriage and funeral ministries of the Parish and foster the spiritual development of the Parish. Guided by the liturgical documents, scripture and tradition of the Catholic Church, the LLC strives to enable the Parish to live its Mission Statement.

Flowing forth from, and leading back to the Eucharist, the center of our prayer life, the Commission is charged with the responsibility for:

- Promoting individual and communal spiritual growth;
- Fostering gospel values to bring about increased understanding and trust among all God’s people;
- Preparing for future ministerial growth requirements; and
- Creating an open, welcoming community through inspiring worship experiences and educational programs.

### *Responsibilities*

---

1. Keep ourselves informed and educated on liturgical matters.
2. Assess the liturgical and sacramental needs of the Parish and plan worship responses to those needs in collaboration with all other Commissions.
3. Review the documents and directives of the universal and diocesan church regarding worship and sacraments and their impact on our parish. Create pastoral policies and procedures in light of the assessment.
4. Advocate a life-long, intergenerational approach to faith formation.
5. Promote and ensure liturgical catechesis for the Parish.
6. Review and advocate a budget to adequately provide for the liturgical and sacramental needs of the Parish.
7. Oversee the training, scheduling and formation of those assuming ministerial roles in liturgy, music, baptism, marriage and funeral ministries.
8. Review sacramental preparation programs for Baptism and Marriage.
9. Make recommendations to assist the prayer life of the liturgical assembly, especially couples before and after Marriage and families before and after Baptism.
10. Make recommendations for more effective celebration the Order of Christian Funerals in collaboration with the Service Ministry and Pastoral Care Commission.
11. Sanction opportunities and materials for the spiritual development of the parishioners.
12. Consider requests from parishioners or other Commissions for special liturgies or services.

## *Organization*

---

The Liturgical Life Commission shall be composed of the Parish director of liturgy and parishioner representatives whose competency would be valuable to this commission.

## *Service Ministry and Pastoral Care Commission*

---

### *Mission*

---

The mission of the Service Ministry and Pastoral Care Commission is to inform and involve each parishioner in service to one another and to the larger communities of city, state, nation, and the world. Special Christian concern must be given to meeting the human needs of people and to eliminating the socioeconomic injustices experienced by the poor, the oppressed, the disadvantaged, racial minorities, the aged, and youth. This Commission's area of concern must also include identifying and responding to the pastoral care needs of parishioners.

### *Responsibilities*

---

1. Educate the Parish community on the Catholic tradition on social justice issues, with strong emphasis on Scripture and on statements of the United States Conference of Catholic Bishops, the Illinois Catholic Conference and our own diocesan leadership.
2. Identify social issues and human needs in the Parish and community, develop a broad Christian service action plan to respond to these needs and assign responsibility for specific response to various committees.
3. Respond to human need through a combination of direct services, advocacy, and empowerment.
4. Initiate and promote the harmonious coordination of Christian service efforts within the Parish with other churches and community organizations that perform Christian service.
5. Establish and maintain liaison with the diocesan Office of Peace and Social Justice Ministry and raise parishioners' awareness of peace and justice issues on local, national, and international levels.
6. Establish and maintain liaison with the diocesan Offices of Family Ministry and Divine Worship and empower parishioners to seek appropriate training necessary for responding to one another's pastoral care needs.
7. Promote diocesan-wide Christian service endeavors.
8. Collaborate with all ministries of the Parish.
9. Develop an equitable Commission budget, present it to the Administration Commission and support its approval by the PPC.
10. Administer the approved budget.

## *Organization*

---

The Commission will be composed of a cross-section of participants from the many and varied ministries that define Service Ministry and Pastoral Care. While not being composed of a representative of each ministry under the auspices of this Commission, the members will bring to the table the Christian concern that we continue the charge that Jesus gave us to respond to the social issues and human needs that exist in our world.

## *Administration and Planning Commission*

---

### *Mission*

---

The Administration and Planning Commission sees to the stewardship of Parish resources. This Commission has the task of planning, providing for and supervising the financial affairs, human resources and physical properties of the Parish. This Commission is concerned with the effective use of Parish resources, the budget, and staff support.

### *Responsibilities*

---

1. Approve all Commission budgets. Coordinate an annual Parish budget, in consultation with other Commissions and according to the objectives set by the PPC. Present this budget for the approval by the PPC. Periodically review income and expenditures to learn whether the Parish is complying with the budget.
2. Provide parishioners with periodic and annual reports of the financial state of the Parish.
3. Coordinate Parish business and financial activities with the appropriate diocesan offices.
4. Study Parish income and make recommendations to the PPC for maintaining or increasing income to meet Parish priorities and objectives. Coordinate all fund-raising programs in the Parish.
5. Oversee the management of all Parish properties to provide adequate resources to meet the Parish needs. Recommend to the PPC the purchase or transfer of property according to diocesan policies. All property of the Diocese of Joliet is held in the name of the Bishop.
6. Review all Parish operations and recommend more efficient policies and procedures, if needed.
7. Review the Parish employee positions required for efficient operations, job descriptions, and pay scales. Coordinate job classifications, wage and salary scales with the diocesan office as requested by the PPC.
8. Oversee the management of the Parish's human resources to support the fair treatment and effective performance of all Parish personnel through reviewing, planning, developing, and evaluating Parish personnel policies and procedures.
9. Communicate issues of Parish-wide interest and importance through the various Parish media.

## *Organization*

---

The following committees will fall in the area of this Commission: Finance, Human Resources, Stewardship Communications, and Facilities Administration.



## *School Board*

---

### *Purpose*

---

The role of a Catholic school board is to assist the Pastor and the principal in defining the vision for the school; to develop and monitor the strategic direction of the school; to assist the principal with the development of the budget, and to monitor the financial well being of the school.

The "Constitution and Bylaws" of the Joliet Diocesan Board of Education provides a comprehensive overview of the fundamental principles according to which the system's schools are governed. The local or parish school board, though subordinate to the diocesan board in many respects, nevertheless has considerable power and some autonomy in insuring that quality Catholic education is provided those children whose parents take advantage of the parish school and its programs. Local school policy is developed in consonance with principles and regulations issued by the Catholic Schools Office.

A detailed treatment of parish school boards and the expectations held out for those who serve as members is contained in the "Joliet Diocesan Handbook for Parish/Local Board Members."

### *School Board Members*

---

The School Board consists of nine members. In addition, the principal and the Pastor are considered ex-officio members of the Board.

The responsibilities of the School Board members include:

- Active participation in monthly Board meetings, plus some time outside the meetings to prepare or review topics,
- Participation in the administration and oversight of school financial issues including tuition establishment, other revenues and expense budgeting,
- Provide support to the principal in definition and implementation of St. Raphael School policies, educational programs, and professional development of faculty and staff,
- Represent the School Board on typically one other parish ministry (e.g., PPC, Parish Finance Committee, Parish Facilities or Administration Team, School Athletic Board, and School Technology Committee).

Unlike school boards for public schools, diocesan school boards do not have direct responsibility for school curricula or personnel matters. These are the purview of the principal and Pastor. However, the School Board is expected to ensure that the curricula and the personnel are in line with the strategic plan.

An individual seeking Board membership should possess the following attributes:

- understands and embraces the consensus decision-making process and shared wisdom model,
- is committed to work for the common good of the school and not focused on a specific issue or interest,
- makes the time commitment necessary to serve on the Board,
- have the support of their family for this ministry.

### *Term*

---

Each member is asked to commit to a three-year term. Incumbent members may reapply for new terms. An individual may not serve for more than two terms.

The terms are staggered such that each year we discern three new members. If a member leaves the Board before his or her term is complete, the new member that replaces him or her will be asked to complete the remaining one or two years of that term, after which they may reapply for a new three-year term. If such a member should wish to re-apply again after their first full term, they may be permitted to do so with the consensus of the Board only so long as their full tenure on the Board does not exceed six years.

### *Organization and Selection of New Members*

---

The School Board consists of nine members. In addition, the principal and the Pastor are considered ex-officio members of the Board. The officers of the School Board include a president, a vice president, and a secretary. The discernment of new members takes place during the May School Board meeting. Those discerned for membership on the Board will attend the final meeting of the year in June. Officers for the following year are discerned at the June meeting. Both out-going and in-coming members are invited to participate in the discernment of officers for the following year.

The president is responsible for presiding over each meeting, ensuring that all voices are heard, and ensuring that the Board follows the shared wisdom model and the consensus decision making process. The president sets the agenda for the meetings with the aid of the vice president and the school principal.

The vice-president assists with setting the agenda for meetings, and presides over the meeting in the event that the president is unable to attend.

The secretary records the minutes of the meeting. Minutes from the previous meeting are submitted to the Board for approval at the start of each meeting.

## *Youth Ministry Commission (High School)*

---

### *Mission*

---

Our mission is to enable and encourage the youth of the Parish and community to be engaged in their spiritual and personal growth and development. We support their movement into the adult Christian community through the sacrament of Confirmation. As the document issued by the Catholic Bishops, *Renewing the Vision* states, “to make ministry with adolescents a concern for the entire church community” is of primary importance.

### *Responsibilities*

---

1. Promote, develop, and support the Confirmation process, Small Christian Communities, retreats, and other related activities.
2. Promote, guide, and support the weekly teen/young adult oriented Sunday mass.
3. Provide opportunities for young people to experience Christian community and enable them to develop and sustain their own faith community.
4. Provide opportunities for young people to reflect on the gift of faith and their own spiritual life through prayer, retreats, informal and formal teaching, and liturgy.
5. Provide service opportunities that create an awareness of, and sharing in, the Parish’s active concern for those who suffer from poverty, disabilities and social injustice.
6. Provide leadership opportunities for youth who desire to be more active in the Parish.
7. Provide opportunities for young people to experience social and recreational involvement within the Parish.
8. Develop policies and programs that enable parents/guardians to participate in youth faith formation.
9. Advocate the needs of youth to the Parish and community.
10. Develop, submit, and administer the YM budget which funds all confirmation activities such as retreats and other youth ministry programs.

### *Organization*

---

This Commission shall be composed of adults who are or who have previously been active in youth ministry activities.

## *Religious Education Commission*

---

### *Mission*

---

The mission of the Religious Education Commission is to assure religious education and formation opportunities for children in early childhood through eighth grade.

### *Responsibilities*

---

1. Implement Guidelines contained in The National Directory for Catechesis and The General Directory for Catechesis of the United States Conference of Catholic Bishops.
2. Implement the policies of the Diocesan Religious Education Office.
3. Review and set policies for Religious Education programs.
4. Ensure participation in diocesan cluster meetings and events.
5. Collaborate with all ministries in the Parish.
6. Evaluate and recommend uses of educational facilities and equipment for religious education.
7. Promote, coordinate and evaluate the religious education ministry.
8. Ensure sacramental preparation for First Reconciliation and First Eucharist for eligible candidates in both parochial and public school, leading to the reception of these sacraments.
9. Ensure the provision of religious education for persons with developmental disabilities.
10. Ensure Children's Liturgy of the Word for children aged 4-7.
11. Ensure training, support and ongoing formation for catechists.
12. Provide experiences and activities for growing and sharing their faith to parish families.
13. Compile and submit to the Administration Commission a budget proposal that adequately provides the educational and formational needs of the parish's children and their families.

### *Organization*

---

This Commission will be composed of representatives from the religious education staff, parents, catechists at the elementary and junior high school levels and any other persons whose competency would be valuable to this commission.

## ***Adult Faith Formation Commission***

---

### ***Mission***

---

The Adult Faith Formation Commission seeks to help adults strengthen and deepen their relationship with God while growing in: Knowledge of Faith, Liturgical Life, Morality, Expressions of Christian Prayer, Communal Life, Missionary Spirit, Care of God's Creation, Ministry and Leadership.

### ***Responsibilities***

---

1. Commitment to the vision and practice of life long growth in the Catholic faith by promoting and updating catechesis that supports the vision of the Parish's pastoral plan as outlined in *Our Hearts Were Burning Within Us*.
2. Create and develop long and short-term plans for faith formation programming; develop strategies and procedures for delivering these programs to the Parish.
3. Provide representation from the Commission to the Pastoral Council.
4. Assist our Commission members with ongoing education.
5. Work in collaboration with other Parish Commissions.
6. Discover ways to make adult faith formation essential and integral to the pastoral plan of the Parish:
  - nourish and strengthen our parishioners in their calling
  - equip them to share the Gospel
  - empower them to develop leadership
  - engage them actively in the actual life and ministry of the Parish in the spirit of Vatican II
  - give them the best of our pastoral resources and energies
7. Maximize opportunities for adult faith formation to fit into the rhythms of family life.
8. Provide a "safe" environment to grow and express diverse viewpoints.
9. Address the development of the whole person: body, mind, heart, and spirit.
10. Encourage parishioners to not only receive the ministries of the Christian community but also contribute to its life and mission through the stewardship of their God-given gifts.

### ***Organization***

---

The Commission will include members from the following ministries: Cursillo, Prayer Groups, Small Christian Communities, Rite of Christian Initiation of Adults, M-G-M (Me God and Mothering), CREEDS (Catholics Reflecting Experiencing Declaring Scripture), Men's Spirituality, Christ Renews His Parish (CRHP), Young Adults/20s and 30s Ministry, and other ministries as they develop.

## **Executive Committee**

---

The Pastor, the PPC Chairperson, the PPC Co-Chairperson and PPC Secretary shall form the membership of the Executive Committee.