

## **OPERATING PROCEDURES**

### **QUEEN OF APOSTLES COMMUNITY PARISH**

**As Approved , Sep 13 2005**

#### **I. MEMBERSHIP**

- A.** Request for membership will be made by completion of an application form.
- B.** The date of application will constitute the order of formal registration.
- C.** The registration process is complete when the applicants have been formally received into the Community and after completing the community orientation.
- D.** Those households who have submitted application forms will be welcomed and encouraged to participate in all Community activities. Persons whose registration process is complete may vote at Community elections and be eligible to serve as Community Coordinators.
- E.** Households wishing to become members of Queen of Apostles Community Parish should be familiar with the Constitution of the Community.
- F.** Households will be informed that becoming a registered member of Queen of Apostles Community implies an active participation in one or more of the activities within the Community. Each year, members will be reminded of their responsibilities as members (as written in Section IV of the Constitution), and invited to renew their commitment for the coming year.
- G.** A roster of registered members will be kept constantly updated so as to reflect the exact number of registered households in the Community.
- H.** Those registered households who cease to be active members of the Community are asked to inform the Community.

#### **II. TERMS OF OFFICE, DUTIES AND AUTHORITY OF THE WORKING COMMITTEES, COORDINATORS, AND PAID STAFF.**

- A.** The term of office and roles of the Pastoral Associate (paid position)
  - 1. The initial term of office shall be two years followed by successive one year terms. Within 90 days of the expiration of the contract, the incumbent may reapply for the position.

2. Duties include:

- a. Coordinates the Priest Team
- b. Arranges for missionaries to visit the community
- c. . Coordinates prayer services
- d. Serves as “on-call” contact person for community emergencies
- e. Collaborates with other parishes, as necessary
- f. Attends Steering Committee and Community meetings
- g. Communicates the liturgy plans to the Priest Team
- h. Assists with sacramental preparation
- i. Oversees the contracts of the other paid staff
- j. Oversees the activities of the Religious Education committee and the Liturgy Committee.
- k. Oversees the various ministries within the Pastoral Committee such as (but not limited to) Adult Faith Formation, Rites of Christian Initiation for Adults (RCIA), and reconciliation.
- l. Processes mail and coordinates all administrative office procedures

B. Role of the Priest Team

1. General

The Priest Team members have the status as members of the Community.

2. Pastor

One member of the Priest Team stands as the responsible link between the Archbishop and the Community and is the representative of the bishop to the Community.

3. Liturgy

Normally, a member of the Priest Team will preside at liturgical functions; however, other priests may perform this function. On those occasions when another priest celebrates, the Priest Team may choose to concelebrate or join the Community at large. The priest presider at liturgy will be expected to give homilies on the “Word” itself and its relationship to contemporary issues.

C. Role of the Community Coordinator

1. The responsibilities of the Community Coordinator are in the area of temporal affairs of the Community. In order to perform this function, it is necessary to maintain a close relationship with the Pastoral Associate.
2. The relationship between the Community Coordinator and the Community at large should be a personal one. The Community Coordinator must have constant communication with the Community so as to permit comment, both good and bad, regarding the temporal life of the Community.

3. The Community Coordinator will preside at Community meetings and Steering Committee meetings. It is the responsibility of the Community Coordinator to see that minutes are recorded and published.
4. It is the responsibility of the Community Coordinator to notify the Community of the scheduled Community meeting and agenda two Sundays in advance of the meeting.
5. The Community Coordinator will be responsible for establishing a mechanism for contacting all community members annually to encourage their participation on the working committees.
6. The Community Coordinator will establish mechanisms to assure that the Community conducts a continuing dialog with the Society of Mary at large, to assure that the purpose and objectives of the community are known throughout the Society of Mary; and to assure an orderly transition for succeeding Pastoral Associates.
7. The Community Coordinator, in concert with the Pastoral Associate, should construct the contracts with the paid staff to be in the best interest of the community. Negotiates the compensation of all paid staff members. Prepares and presents annual performance evaluations for paid staff members.

#### D. Role of the Working Committees and Coordinators

1. Each committee is responsible for selecting a coordinator to serve as chairperson as well as the committee's representative on the Steering Committee. The coordinator will also act as spokesperson for the committee and periodically report activities to the Community.
2. Each committee will establish guidelines for fulfilling the duties in their area of concern. These guidelines will outline the duties of the coordinator, the full committee, and appropriate sub-committees. Such guidelines will be updated as necessary. A copy of all such guidelines will be filed in the Community office.
3. Each committee must prepare an annual budget. After this budget has been reviewed at a Steering Committee meeting, the Finance Coordinator will present a consolidated budget to the Community for approval.
4. Each committee is responsible for expenditures within the limits of their approved budget. Records of all expenditures will be given to the Finance Committee.

5. Vacancy of a committee coordinator position will be filled upon presentation of a name to the Steering Committee by the appropriate committee.
6. Each committee will establish a method for selecting a Committee Coordinator for the following year prior to the May Community Meeting. The new coordinators will be presented at the May Community Meeting.
7. To assure continuity during the transition period following the selection of new coordinators, the former coordinator will work with the new coordinator during the first month of the new coordinator's tenure.

E. Term of office and role of the Religious Education Coordinator (paid position)

1. The initial term of office shall be one year followed by successive one year terms. Within 90 days of the expiration of the contract, the incumbent may reapply for the position.
2. The qualifications of the Religious Education Coordinator shall include experience in religious education and background in setting up programs. Other qualifications may be set at the discretion of the Pastoral Associate subject to Community approval (i.e. accreditation).
3. The responsibilities of the Coordinator shall include:
  - a. Design and monitor curriculum from preschool through high school,
  - b. formation of teachers,
  - c. consultation on Community functions, and
  - d. being available while classes are in session to handle problems and provide support.

F. Term of office and role of the Director of Music Ministry (paid position)

1. The initial term of office shall be one year followed by successive one year terms. Within 90 days of the expiration of the contract, the incumbent may reapply for the position.
2. Serves as a member of the Liturgy Committee and works with the Pastoral Associate to provide appropriate liturgical music.

### III. MEETINGS

- A. Regular Working Committee meetings and Community meetings will normally be held monthly.

- B. Any regular or special Community meetings must be publicly announced, and the registered members present will constitute a quorum. For all non-constitutional votes, a simple majority vote by those present shall rule.
- C. Each committee shall prepare a brief report highlighting issues of their last committee meeting.
- D. Minutes of each Community meeting will be published.
- E. A motion adopted at a Community meeting may be upheld or overridden by community referendum. This referendum should be instituted by a petition signed by at least five percent of the voting members of the Community. The petition is to be delivered to the Community Coordinator before the next regularly scheduled meeting of the community Coordinators, for inclusion on the agenda of the next Community meeting.
- F. The Steering Committee will meet to coordinate activities, prepare a monthly consolidated calendar and the agenda of the next Community meeting. Steering committee meetings are open to all members of the Community.
- G. Voting at Community Meetings will be limited to registered members, at least 14 years of age. They will be permitted one vote in all matters relevant to the management and operation of the Community.

#### IV. CHANGES IN OPERATING PROCEDURES

- A. Members of the Community have the right to propose changes to the operating procedures at a regular Community meeting. Proposed changes will be decided by simple majority vote at a subsequent meeting.

Committee Organization Structure for the Operating Procedures:

