

## **Ecumenical Commission Annual Events & Expectations**

**Ecumenical Commission:** This commission promotes the relationship of Prince of Peace Parish to other Christian denominations.

**Purpose of the Commission:** *Represent the people of The Prince of Peace Parish by promoting fellowship through social programs and projects.*

The Ecumenical Commission participates in and promotes activities that foster fellowship and goodwill among other area Churches and denominations. We are closely involved with the Barton County Association of Churches (BCAC) and support their activities and charitable organizations. Organizations assisted by BCAC include Barton County Food Bank, Meals on Wheels, Emergency Aid, Daniel Trickey LifeGiving Center, Inter-faith Caregivers, etc. Commission meetings are generally held on the first Wednesday of each month.

### **MONTHLY ACTIVITIES:**

- Monthly Food Bank pickup and delivery – First weekend of each month commission members deliver items to the Food Bank that were donated by Prince of Peace parishioners (commission members rotate this duty).

### **SUMMER ACTIVITIES:**

*June, July, August*

- Monthly Food Bank pickup and delivery continues
- Other duties – Ecumenical Commission does not meet in June, July, and August unless needed.
- Members end three-year terms of service

### **FALL ACTIVITIES:**

*September, October, November*

- Discuss and finalize duties assigned to Prince of Peace for annual BCAC Soup Supper usually held in October.
- Monetary collection for Food Bank after Masses on one weekend as a Christmas project (November or December)

### **WINTER ACTIVITIES:**

*December, January, February*

- BCAC Unity Service
- BCAC Lenten Luncheons – discuss plans and work schedules, if Prince of Peace is asked to host a luncheon.
- Solicit volunteers to work at the Food Bank
- BCAC Lenten collection – attach information and bags to bulletins

### **SPRING ACTIVITIES:**

*March, April, May*

- Solicit volunteers for weekend Meals on Wheels deliveries

### **Expectations of Each Member of Every Commission:**

1. Be present for every meeting (1<sup>st</sup> Wednesday), unless it is impossible due to an illness/emergency family issue.
2. Contact the chairperson if you cannot meet because of the circumstances listed above.
3. Be willing to serve a three-year term.
4. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.
5. Be willing to work with others to carry out each of the projects listed.
6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give name(s) to the Commission Chairperson by May 1.

## HOLY FAMILY SCHOOL ENDOWMENT FOUNDATION

Holy Family Endowment Board: This board oversees the Endowment Fund which provides financial assistance to Holy Family Grade School.

Winter:

January – Meeting to continue planning Endowment Dinner

Determine grant amount to be paid to the School

January/February – Host the Annual Endowment Dinner

Spring:

Put up names to fill any vacancies on the Foundation Board

Summer:

August – Meeting with Election of Officers

Fall:

November – start planning for Endowment Dinner

December – Add charitable giving options in the bulletin

Each meeting:

Review investments with Jim Armatys

Report of Golden Belt Community Foundation Fund

Review minutes

Look into “legacy giving” ideas

Secretary sends minutes following meeting.

Send thank you notes prepared by students of Holy Family School to donors for memorials and donations.

## **Faith Formation Committee Annual Events & Expectations**

Faith Formation Commission: This commission promotes and cultivates the Christian and Catholic formation of adults, adolescents, and children

### **Summer:**

June, July, August

Continue planning Fall Festival and Golf Tournament  
Members begin their 3 year term of service

### **Fall:**

September, October, November

Complete details for Fall Festival, Dinner and Golf Tournament

### **Winter:**

December, January, February

Plan Retreats and Workshops to include all members of Prince of Peace Parish  
Monitor and assist with projects for regularly scheduled PSR events and youth member events  
Mission Events (every two years)

### **Spring:**

March, April, May

Begin planning for the Fall Festival and Golf Tournament

### **Expectations of each member of every Commission:**

- 1. Be present for every meeting (2<sup>nd</sup> Tuesday), unless it is impossible due to an illness/emergency family issue. Meetings are scheduled on the 2<sup>nd</sup> Tuesday of each month.**
- 2. Contact the chairperson if you cannot meet because of the circumstances listed above.**
- 3. Be willing to serve a three-year term. Unless you are serving a one-year youth member term or replacing someone's who is unable to complete their three-year term.**
- 4. Be willing to assume an officer position within your three-year term. (Chairperson, Co-Chair, Secretary)**
- 5. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.**
- 6. You will be assigned tasks for each of the projects listed. Be willing to work with others to complete projects.**
- 7. In April, each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give that name (names) to the Commission Chairperson by May 1<sup>st</sup>.**

## **Finance Commission Annual Events & Expectations**

**Finance Commission:** This commission addresses the financial responsibilities of the parish. It oversees the funds necessary to realize the mission of Prince of Peace Parish.

### **Summer:**

June, July, August

- Members begin their 3 year term of service.
- Annual review of Prince of Peace Parish internal financial controls
- Diocesan Stewardship Conference

### **Fall:**

September, October, November

- Continue meeting
- Coordinate treasure effort with Stewardship Commission

### **Winter:**

January, February, March

### **Spring:**

March, April, May

- Members serving 3 years end their service
- Budget planning process (HFS, Church, Property Commission)

## **Expectations of each member of every Commission:**

- 1. Be present for every meeting (3<sup>rd</sup> Tuesday), unless it is impossible due to an illness/emergency family issue.**
- 2. Contact the chairperson if you cannot meet because of the circumstances listed above.**
- 3. Be willing to serve a three-year term.**
- 4. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.**
- 5. Be willing to work with others to carry out each of the projects listed.**
- 6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give that name (names) to the Commission Chairperson by May 1<sup>st</sup>.**
- 7. Attend all training sessions as required by the Diocese.**

## THE PRINCE OF PEACE PARISH OF GREAT BEND JOB DESCRIPTION

Holy Family School Council: This council supports the endeavors of Holy Family Grade School in its effort to nurture children in Christian and Catholic values by instilling a sense of faith and service.

TITLE OF THE ROLE OR POSITION: Holy Family School Council Member

TO WHOM THIS PERSON IS ACCOUNTABLE: Pastoral Council & Pastoral Team

ROLE WITHIN TOTAL PRINCE OF PEACE PARISH STRUCTURE (WHAT PART OF THE PRINCE OF PEACE PARISH MISSION STATEMENT THIS PERSON CARRIES FORWARD:)

Support the endeavors of the School whose Mission it is to nurture children in Christian and Catholic values by instilling a sense of community service, fostering faith development and demonstrating respect and responsibility for others.

Support the efforts of the school to achieve educational excellence by students becoming committed to being a life long learner, employing a highly qualified faculty, promote an on going curriculum development and encouraging a high level of parental and Prince of Peace Parish involvement.

SPECIFIC RESPONSIBILITIES:

1. Participates in policy development within the diocesan and Prince of Peace Parish guidelines.
2. Seeks to support, to strengthen and to assure the future of the Catholic school in the community.
3. Serves as a consultative and collaborative group to the Pastoral Team, and principal to insure the highest possible religious and academic education.
4. Creates in the community a good understanding and support of Catholic education
5. Makes recommendations to the Pastoral Team and Finance Council in setting a just and equitable salary schedule for all certified employees.
6. Work to enhance the Prince of Peace Parish by offering workshops and seminars to assist families in nurturing their children in the Catholic faith.
7. Be a visible presence at all school functions as ambassadors of the school.
8. Assist in the development of a strategic plan to help the school grow.
9. Develop new ideas for exposure of the school to the community, and utilize the media to get the information out to the community.
10. Evaluate Administration and forwards those recommendations to the Pastoral Team on an annual basis.

EXPECTATIONS OF PERSONAL BEHAVIOR: Holy Family School Council Members are expected to uphold moral standards and values, including their personal and professional lives. Council members are encouraged to use the proper chain of command when dealing with a problem or concern.

FREQUENCY AND TYPE OF ACCOUNTABILITY: Holy Family School Council Members are accountable for attending monthly meetings (2<sup>nd</sup> Tuesday) during their tenure on the council and for various jobs assigned

outside the council meeting. When you can not attend a monthly meeting, contact the Principal or another council member to let them know.

PROCEDURE FOR USE OF APPROVED OPERATING BUDGET: Purchases or expenses must have prior approval by the Administration of Holy Family School

FREQUENCY OF PERFORMANCE APPRAISAL: yearly

TERM OF OFFICE: 3 Consecutive Years, beginning July 1, and expiring June 30

**Holy Family School Council annual events and times to be aware of:**

**August, September, October, November**

Assist with Registration Day -volunteer to help-early August

Assessment results for previous year reported.

PTSA back to school tailgate party-help as needed

Parent night-man booth and help as needed

Volunteer to support parents of new kindergartners on first day of school.

Back to school bash fundraiser-help with planning, setup, execution and completion.

Veterans Day Lunch-November

**December, January, February**

Christmas Program-December

Endowment dinner-January

Catholic Schools week-January

State assessments begin-February

School Spelling Bee-February

Complete Principal Evaluations

Fun Day-February(Sign up to help wherever possible as a parent not as part of this council)

**March, April, May**

State Assessments continue

Teacher contracts presented

Nominate New Council members-March-April

End of school year-May

**June, July**

Last meeting for those going off of the council-June

First meeting for new members-July

Election of officers

**All year long**

Support the principal and the school with time, talent and treasure

Promote the grocery certificate program and volunteer to sell them when you can.

Gather alumni information for mailers

Review budget monthly and assist with planning and coordination with finance council

Assist with presenting Protecting God's Children Programs as needed.

## **Prince of Peace Hospitality Commission Description**

Revised 5/11/12

Purpose of the Hospitality Commission: Provide a climate of hospitality for all, especially new members. It also plans, prepares, and serves receptions, dinners, etc., for the special occasions of the parish listed below.

### **General Activities**

- Assist the Faith Formation Commission with the parish's biannual missions.
- Serve receptions for departing and arriving priests.

### **Monthly Activities**

- Welcome new members to the parish by:
  - Confirming that a letter of welcome from the pastor is mailed to them.
  - Directly inviting them to the Altar Society's Coffee and Rolls.
    - A list of new members will be provided to the chairperson by the parish office.

### **Seasonal Activities**

- Distribute handouts after Mass in the Fall and Spring (November and February).
- Set up and serve drinks at the Parish Social.

### **October**

- Plan, prepare, and serve the soup-dinner after the Anointing Mass.

### **Spring**

- Plan, prepare, and serve the 2 Confirmation receptions.
- Plan, prepare, and serve the 2 graduation breakfasts.
- Plan, prepare, and serve the 1<sup>st</sup> Eucharist retreat.

### **Expectations of Each Member**

- Be present for every meeting (4<sup>th</sup> Monday), unless it is impossible due to an illness, emergency, or family issue. Contact the chairperson if this is the case.
- Be willing to serve a three-year term.
- Be aware that, if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.
- Be willing to work with others to carry out each of the projects listed.
- In April each member is responsible for finding one person who is willing to serve a three-year term and give that name (names) to the chairperson by May 1<sup>st</sup>.

**P.S.** A list of hospitality volunteers will be provided to the commission by the parish office.

## JUSTICE AND PEACE COMMISSION

Justice & Peace Commission: This commission was recently established to address issues of peace and justice(e.g., the current issue of immigration).

Purpose: This Commission focuses on justice issues as they arise in the local Church as well as on the broader level and providing information to the parish

Five issues that have been addressed in the past 3 years:

Immigration reform

Faithful citizenship

Shelter for people who have no place to go during power outages, tornadoes, etc.

Economic issues of the present time, in light of people being laid off from their jobs

Haiti

Events:

Participating in the yearly diocesan stewardship conference

Made a presentation on faithful citizenship for the diocesan stewardship conference

Speakers invited to give presentations on current justice issues

### **Expectations of each member of every Commission:**

- 1. Be present for every meeting (4<sup>th</sup> Wednesday), unless it is impossible due to an illness/emergency family issue.**
- 2. Contact the chairperson if you cannot meet because of the circumstances listed above.**
- 3. Be willing to serve a three-year term.**
- 4. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.**
- 5. Be willing to work with others to carry out each of the projects listed.**
- 6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give that name (names) to the Commission Chairperson by May 1<sup>st</sup>.**



## **Liturgical Commission Annual Events & Expectations**

Liturgy Commission: This commission oversees the liturgical celebrations and ministries that are so primary to the spiritual growth of Prince of Peace Parish.

**SUMMER:** Elections of new officers. Discuss and decide schedules for Anointing Mass and Memorial Service.

**FALL:** Discuss schedules (dates/times), locations and details (rituals and environment) regarding Holy Days, Liturgy of the Hours, Advent, Thanksgiving, Reconciliation, Christmas and New Year's services. Decide on Advent/Christmas Handouts.

**WINTER:** Evaluate and make suggestions regarding previous services. Make recommendations for schedules and sites for Lent, Triduum, Easter and Pentecost services. These include Stations, Daytime Prayer, RCIA and Reconciliation. Discuss rituals and the environment for these services. Decide on Lenten/Easter Handouts.

**SPRING:** Evaluate previous services and make recommendations for changes. Discuss servant and lector and leader training and receive information regarding Conventions and Conferences.

### **Expectations of each member of every Commission:**

- 1. Be present for every meeting (seasonal), unless it is impossible due to an illness/emergency family issue.**
- 2. Contact the chairperson if you cannot meet because of the circumstances listed above.**
- 3. Be willing to serve a three-year term.**
- 4. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.**
- 5. Be willing to work with others to carry out each of the projects listed.**
- 6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give that name (names) to the Commission chairperson by May 1<sup>st</sup>.**

## **Pastoral Council Annual Events & Expectations**

**Pastoral Council:** This council is the overall governing body of Prince of Peace. This group coordinates the planning and implementation of the parish's primary goals and objectives. In collaboration with the Pastoral Staff it attempts to help the parish realize its overall mission. Because we are a bilingual community, there is also a Spanish-speaking "sub-council" that attempts to address the particular needs of the Hispanic members of the parish.

**Purpose of the Council:** *Represent the people of The Prince of Peace Parish in planning, initiating, implementing, evaluation, and adapting programs and projects to assist the Pastoral Team in meeting the needs of the parish.*

The Pastoral Council is the main governing body of the parish. All major decisions are directed to and through the Council. Collaborating with the Pastoral Team and all the commissions and boards of the parish, it seeks to fulfill the mission of the parish (stated on the parish website and bulletin).

### **MONTHLY ACTIVITIES:**

- Meet every 4<sup>th</sup> Tuesday of the month.
- Read and take appropriate action on the minutes of all parish organizations.
- Pray and plan together.

### **SUMMER ACTIVITIES:**

*June, July, August*

- Evaluate the past year's activities.
- Help new members enter into the Council's purpose and mission.

### **FALL ACTIVITIES:**

*September, October, November*

- Plan for the upcoming year, taking into consideration the parish's mission.

### **WINTER ACTIVITIES:**

*December, January, February*

- Implement plan for the upcoming year.

### **SPRING ACTIVITIES:**

*March, April, May*

- Members end three-year terms of service.

### **Expectations of Each Member of Every Council:**

1. Be present for **every** meeting (4<sup>th</sup> Tuesday), unless it is impossible due to an illness/emergency family issue.
2. Contact the chairperson if you cannot meet because of the circumstances listed above.
3. Be willing to serve a three-year term.
4. Be aware that, if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.
5. Be willing to work with others to carry out each of the projects listed.
6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Council, and give name(s) to the Council Chairperson by May 1<sup>st</sup>.

## **Property Commission Annual Events & Expectations**

Property Commission: This commission oversees the maintenance and improvement of the physical plant where the mission of the parish is implemented.

### **Summer:**

June, July, August

Meet and discuss ongoing and future projects.

Work on “wish list”

Members serving 3 years end their service.

### **Fall:**

September, October, November

Meet and discuss ongoing and future projects.

Walk around the properties again.

### **Winter:**

December, January, February

Meet and discuss ongoing and future property projects and needs.

### **Spring:**

March, April, May

Meet and discuss ongoing and future property projects and needs.

Walk around the properties at both sites to check progress on current projects and to see if there are any issues needing repair.

## **Expectations of each member of every Commission:**

- 1. Be present for every meeting (the first Tuesday), unless it is impossible due to an illness/emergency family issue.**
- 2. Contact the chairperson if you cannot meet because of the circumstances listed above.**
- 3. Be willing to serve a three-year term.**
- 4. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.**
- 5. Be willing to work with others to carry out each of the projects listed.**
- 6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give that name (names) to the Commission Chairperson by May 1<sup>st</sup>.**

## **Prince of Peace Stewardship Commission Description**

Revised 5/11/12

Purpose of the Stewardship Commission: The commission assists Prince of Peace Parish in creating a climate where each person has the opportunity to be a good steward of their time, talent, and treasure.

### **General Activities**

- Assist the Finance Commission and Pastoral Council in helping members be good stewards of their time, talents, and treasure.

### **Seasonal**

- Honor stewards of the parish with an article in the bulletin.
- Focus on the stewardship that is happening in the parish by means of a “newsletter”, an insert in the bulletin.
- Organize and conduct a “Stewardship Fair”.

### **July**

- Help the parish to focus on the stewardship of time and talents by:
  - Facilitating the presentation of witness talks;
  - Mailing a commitment letter to enable members to review their stewardship of time and talent.

### **August**

- Send representatives of the commission to the Diocesan Stewardship Day.

### **November**

- Help the parish to focus on the stewardship of treasure by:
  - Facilitating the presentation of witness talks;
  - Mailing a commitment letter to enable members to review their financial stewardship.

### **Expectations of Each Member**

- Be present for every meeting (2<sup>nd</sup> Thursday), unless it is impossible due to an illness, emergency, or family issue. Contact the chairperson if this is the case.
- Be willing to serve a three-year term.
- Be aware that, if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.
- Be willing to work with others to carry out each of the projects listed.
- In April each member is responsible for finding one person who is willing to serve a three-year term and give that name (names) to the chairperson by May 1<sup>st</sup>.

**P.S.** A list of hospitality volunteers will be provided to the commission by the parish office.

## Vocations Commission Annual Events & Expectations

Vocations Commission: This commission tries to raise the awareness that everyone is called by God experience God's love as well as share it with others.

### **Summer:**

June, July, August

Vocation Day for youth in the area-check with Priests, Youth Director, and Kof C  
Members begin their 3 year term of service in July.

### **Fall:**

September, October, November

Fall Festival (usually in October)  
Called and Gifted Workshops

### **Winter:**

December, January, February

Emphasize the vocational awareness of our parish  
National Vocations Awareness Week – 2<sup>nd</sup> week of January  
World Day of Prayer for Consecrated Life – 1<sup>st</sup> weekend in February

### **Spring:**

March, April, May

World Day of Prayer for Vocations – 4<sup>th</sup> Sunday of Easter

## **Expectations of each member of every Commission:**

- 1. Be present for every meeting ((1<sup>st</sup> Tuesday), unless it is impossible due to an illness/emergency family issue.**
- 2. Contact the chairperson if you cannot meet because of the circumstances listed above.**
- 3. Be willing to serve a three-year term.**
- 4. Be aware that if you have three unexcused absences, the chairperson will contact you about the absences to determine what action is needed.**
- 5. Be willing to work with others to carry out each of the projects listed.**
- 6. In April each member is responsible for finding one person who is willing to serve a three-year term on the Commission, and give that name (names) to the Commission Chairperson by May 1<sup>st</sup>.**