

## **St. Mary Administration Commission: Organizational Notes**

Revised on December 9, 2013

**Organizational Notes:** Under the leadership of the Business Manager, the Administration Commission provides expert advice and assistance to the Pastor, who is the canonical administrator of all the parish's spiritual and temporal affairs. Just as the Pastoral Council serves in a consultative role to the Pastor, the members of the Administration Commission serve in a consultative role to the Business Manager. Among the responsibilities of the Administration Commission are the following duties:



- The Administration Commission works closely with the Business Manager, who oversees the practical day-to-day operations of the parish's financial affairs and physical properties.
- It assists the Business Manager in preparing financial statements and budgets for the various departments of the parish community's ministerial endeavors and organizational activities.
- It monitors the current financial and physical operations of the parish, to ensure that the parish is functioning effectively and efficiently in carrying out its strategic pastoral plan for the fiscal year.
- It monitors the ongoing stewardship of parish finances, human resources, and the physical properties of the parish community, and promotes the further growth and development of these resources.
- It makes policy recommendations to the Pastor concerning the ongoing development of the resources needed to effectively and efficiently implement the strategic pastoral plan of the parish community.
- It monitors the use of parish facilities for fund-raising efforts through parish organizations, and also through outside organizations, whose aims are in congruity with the mission of the parish community.
- It provides a forum for planning, researching, coordinating, and offering expert advice in regard to the future growth and development of the parish community and its projected demographic needs.

The work of the Administration Commission, under the leadership of the Business Manager, performs an important function in the operational management of the parish. As such, the Administration Commission exercises an essential role in the Pastor's fulfillment of all his legal responsibilities as the canonical administrator of the parish's temporal affairs. In the process of approving the financial and operational recommendations of the Administration Commission, the Pastor regularly consults with the Finance Council as necessary – and, where appropriate, with the Pastoral Council – before making final decisions.

**Meetings:** The Administration Commission usually meets each month. These meetings promote communication and the coordination of all administrative activities. The Commission members also attend general Parish Leadership Meetings, as scheduled by the Pastoral Council throughout the year.

**Action Plans:** The annual action plans and yearly calendar of events are prepared by the commission each spring and summer. These annual strategic plans (key responsibility areas and smart goals) are then considered by the Pastoral Council for final approval, along with the annual strategic plans (key responsibility areas and smart goals) of all the other commissions, to establish a common purpose for the whole parish. Because of the nature of the Administration Commission, these annual strategic plans are reviewed by the Finance Council as well as the Pastoral Council.

**Membership, Administration, and Committees:** Information about Commission Membership, Parish Administration, and Administrative Committees is found on the following pages of this document.

**Commission Membership:** The Administration Commission is comprised of at least eight parishioners, who are recommended to the Pastor by the Business Manager, on the basis of their demonstrated financial expertise and business acumen, which would be beneficial to the overall operations and development of the resources of the parish community.



- Administration Commission members may not be employed by the parish, or be closely related to parish employees or other commission members, unless a specific exception is granted by the Pastor on an annual basis.
- The professional objectivity of the Administration Commission members is balanced by their personal commitment to the ongoing success of the parish community, its spiritual ministries, and its organizational programs.
- Administration Commission members usually serve three-year terms, but their terms may be renewed, with the consent of the Pastor, on the basis of their ongoing expertise in business matters, and in conformity with all the other qualifications for commission members found in the Pastoral Council Charter.
- The leadership of the Adult Formation Commission consists of two officers, the Director appointed by the Pastor, and a Representative chosen from among the Commission members. The Director conducts a discernment process each year for selecting the Representative.
- The role of the Representative is to prepare the Commission agenda with the Director, to help the Director keep the minutes of the Commission meeting, and to represent the Commission on the Pastoral Council.
- At the discretion of the Commission, additional officers may be appointed as needed. All Commission officers, except the Director, serve for renewable one-year terms.

**Parish Administration** is exercised on two levels: administrative services provided by staff members, and administrative committees advised by volunteers who are well-versed in management and finances.

The administrative services consist of the following duties performed by parish staff members:

- **Census Data:** Membership information, sacramental records, contribution records, mailing lists, and other pastoral notes. Other parish information of historical interest is archived.
- **Sunday Bulletin:** The weekly parish bulletin is the main vehicle of communication in the parish community. Occasional newsletters are sent out to everyone on the parish mailing list as well.
- **Parish Calendar:** The scheduling of organizational events and fundraising activities is coordinated through the parish office for optimal use of our facilities and parish resources.
- **Parish Website:** The internet connects the parish to the world. The document you are now reading has been accessed through the parish website. Please browse the entire website.

The Administration Commission, as an advisory board to the parish business manager is comprised of the following committees: Administration, Buildings and Grounds, Cemetery, Charitable Disbursements, Financial Planning, Offertory Counters, and Stewardship. They are described below.

**Administrative Committees:** The Administration Commission is composed of the following standing committees and activities. Other administrative committees may be established by the Business Manager as needs and opportunities arise, with the Pastor's approval.



- **Administration:** Provides a forum for planning, researching, coordinating, and offering expert advice in regard to all the financial affairs, human resources, and physical properties of the parish community. Legal Counsel provides expert advice in regard to contracts, civil laws, and other legal matters.
- **Buildings and Grounds:** Attends to areas and systems in need of repair, offers expert advice and support for the maintenance staff, plans for the upkeep of parish properties, and researches the future needs and the development of the parish plant and facilities for parish programs and activities.
- **Cemetery:** The Business Manager, with the assistance of Administration Commission members, attends to the administration of the parish cemetery, including the sale of graves, the provisions for burials, the maintenance of the cemetery, the columbarium, and the original St. Mary Church which is now the cemetery chapel.
- **Charitable Disbursements:** the Business Manager confidentially consults with the Pastor regarding charitable disbursements for parishioners and neighbors who are in need of financial assistance. Guidelines are developed for the use of the parish and its facilities for any proposed outside fundraising activities.
- **Financial Planning:** Provides budget formation in preparation for the upcoming fiscal year, budget analysis for the current fiscal year, and budget projections for future years and for special needs. Monitors parish income and demographics for trends, projects growth in parish income for future capital projects, projects growth in parish demographics for future development opportunities.
- **Offertory Counters:** Trustworthy parish volunteers, who are separate from parish staff persons, regularly count the offertory money, deposit the offertory collections according to diocesan directives, and safeguard the offertory contributions of our parishioners and visitors each week during the year.
- **Stewardship:** This committee develops programs and activities for the ongoing increase of weekly offertory revenues, programs, and activities for alternative forms of parish revenue enhancement; communicates budget needs to the parish community, and promotes opportunities for sacrificial giving.

Committee membership appointments are reviewed each year by the Business Manager, in consultation with the Pastor, for the sake of the growth and development of all the parish resources. Committee chairpersons are discerned annually from among the members of the Administration Commission, under the leadership of the Business Manager, and in consultation with the Pastor. In addition, the Administration Commission has Legal Counsel to guide its deliberations, and a Secretary to take minutes and publish commission reports. Parish financial reports and budgets, however, are generated by the Business Manager through the parish business office.

**Catholic Ministries Annual Appeal.** Each spring, the Diocese of Joliet engages in this diocesan-wide appeal for the support of the essential Catholic Ministries that support parishes throughout the diocese. In addition to our support of our local parish community, our parish community supports the family of parishes that comprise the Diocese of Joliet. For more information about this annual appeal, please consult the diocesan website, [www.dioceseofjoliet.org](http://www.dioceseofjoliet.org).