

# St. Mary Administration Commission:

## Action Plan 2014-2015

Revised: June 12, 2014



### 1. Vision, Purpose, and Values:

*St. Mary Administration Commission*

*. . . Providing leadership for the finances and physical properties of our parish.*

- Vision: to continue the legacy of the pioneers who founded our parish community in 1864.
- Purpose: to provide leadership for the finances and physical properties of our parish.
- Values: to practice stewardship of time, talent, and treasure, with pride and joy in our parish.

### 2. Planned Outcomes:

Responsibilities: administration, buildings and grounds, cemetery, charitable disbursements, financial planning, offertory counters, and stewardship.

- Start Goals: Enhance parish revenues through fund raising and stewardship renewal.
- Stop Goal: Correct the flooding problem in the lower parking lot.
- Continue Goals: Bring parish organizations together through improved communication and cooperation working as a team to benefit the entire parish community.

Other Responsibilities:

- Consult the commission page on the parish website and the online staff covenant book.
- Consult the commission leadership for up-to-date initiatives and more information.

Timing:

- Regular Events: consult the online parish calendar.
- Main Event: Oktoberfest on September 27, 2014.

Resources:

- People: financial, business, and construction experts from in and around the parish community
- Organizations: Administration, Buildings and Grounds, Cemetery, Charitable Disbursements, Financial Planning, Offertory Counters, and Stewardship
- Tools: parish financial statements, building manuals, and parish business office resources
- Finances: the resources of the parish business office are provided to the Administration Commission
- Facilities: the Administration Commission usually meets in the parish office meeting room

### **3. Operating Guidelines:**

- **Structure:** The committees of the Administration Commission provide expert advice to the Parish Business Manager.
- **Timing:** The Administration Commission usually meets monthly, and at other times as special needs arise.
- **Problem-solving:** The seven classic steps to problem-solving are to define the problem, define objectives/goals, generate alternative solutions, develop action plans, troubleshoot, communicate, and implement/evaluate.
- **Decision-making:** Under the guidance of the Parish Business Manager, expert recommendations are made by consensus that receives final approval by the Parish Business Manager and by the pastor. The business manager is an employee of the pastor, who works closely with the pastor in regard to the financial and material dimensions of parish life.
- **Conflict-resolution:** Most conflicts are misunderstandings that can be worked out by recognizing the good will of all parties involved. The parish remediation process provides a framework for managing conflicts that resist resolution through the normal channels of dialogue and consensus-building.

### **4. Norms and Ground Rules:**

- **Communication:** Written reports, emails, phone calls, the parish bulletin, the parish website, and commission minutes provide channels of communication in addition to their conversations with each other, the staff, and the pastor.
- **Feedback:** Commission members are consulted in such a way that feedback is given both to and from the commission leadership, and among commission members as well, for the greater good of the parish community as a whole.
- **Commitment-Involvement:** Commission members are expected to attend all meetings. If they cannot attend a particular meeting, they are to obtain a substitute, in consultation with the Parish Business Manager.
- **Tone:** Mutual respect among all commission members continues with love for the parish community and fidelity to Church tradition. It is a privilege to serve on a parish commission.
- **Success:** Success is celebrated at parish leadership meetings, volunteer appreciation events, and acknowledgements in the bulletin, the newsletter, and the parish website.

## **5. Roles and Responsibilities:**

- **Collective Responsibilities:** All the Administration Commission members work together with the Parish Business Manager, to organize and coordinate the financial and material aspects of parish life.
- **Paired Responsibilities:** Commission members are assigned responsibilities for special projects, as approved by the Parish Business Manager.
- **Individual Responsibilities:** Commission members thoroughly study the materials placed on the agenda so they may be prepared to discuss them and offer insightful advice to the Parish Business Manager.
- **Organizational Leader:** The Parish Business Manager supervises and guides the financial and material resources of the parish community.
- **Meeting Facilitator:** Generally, the Parish Business Manager facilitates the commission meetings. The agenda is planned with the commission chairperson and the commission secretary. At the discretion of the Parish Business Manager, the commission chairperson may facilitate the commission meeting.
- **Scribe:** The role of secretary may be assigned to one person, or it may be shared with various commission members.
- **Process Observer:** The process observer attends to the interpersonal dynamics and ground rules of the conduct of the meeting and the interaction among the commission members.
- **Timekeeper:** The timekeeper helps the meeting stay on track, and reminds the commission members when their discussions have gone beyond the planned time frames for items on the agenda.

## **6. Endorsements:** This document with its signatures is on file at the parish office.

- Parish Business Manager
- Administration Committee Member(s)
- Buildings and Grounds Committee Member(s)
- Cemetery Committee Member(s)
- Financial Planning Committee Member(s)
- Stewardship Committee Member(s)