

Executive Committee Role Description

A diocesan pastoral council is an expression of the collegial quality of the People of God as described in documents of the Second Vatican Council (Christus Dominus 27). The executive committee collaborates with the Bishop's Office to insure the effective operation of the council. This operation involves clarity of purpose, timely communication, organizational collaboration, adequate preparation and meeting facilitation.

Qualifications

In addition to the qualifications needed for effective participation on the council, the executive committee functions best when members share skills in: planning, meeting facilitation, negotiation, organization and communication.

Responsibilities

In addition to the responsibilities of the council, the executive committee will be responsible to:

- cooperate with the Bishop's Office to oversee the overall direction for the council
- prepare an agenda for council meetings in collaboration with the Bishop's Office
- provide leadership for each meeting
- insure timely distribution of meeting minutes along with vicariate and committee reports
- maintain an adequate set policies and procedures for effective council function
- oversee the development, organization and function of standing committees
- insure for continuity in council membership
- equip council members for strategic planning
- conduct a mid-year meeting evaluation

Committee Membership and Roles

The committee will be constituted by approximately at least three members. One member of the committee will serve as committee chairperson, responsible to guide the committee in partnership with the Office of the Bishop. Another member will be responsible for record keeping and correspondence. A third member will serve as an alternate chairperson to assist with meeting facilitation and liaison to ad hoc committees.

Accountability and Support

The Bishop oversees the work of the executive committee. The Office of Parish Life provides practical support.

Commitment

A renewable two year term of service with a four year limit.