

# LCCC Parish Council Roles

## 2019-2020

Ministry Council Members	
<ul style="list-style-type: none"> <li>▪ Participate fully in the work of the Parish Council (PC) through your Ministry Council (MC): monthly meetings, planning, tasks, development, training, and celebrations</li> <li>▪ Support consensus decision-making to work collaboratively within your MC and across all MCs</li> <li>▪ Identify and cultivate future leaders and MC candidates; actively support the annual discernment process to ensure diversity in voice, experience, and talent</li> <li>▪ Actively evaluate the effectiveness of your MC and contribute to positive improvements</li> <li>▪ Bring ideas from parishioners to your MC and to the Parish Council (PC) as they arise</li> <li>▪ Observe and adhere to confidentiality</li> <li>▪ Serve a 3-year term (per MC – you can always shift to another MC after 3 years!)</li> </ul>	
Ministry Council Chair	Ministry Council Parish Rep
<ul style="list-style-type: none"> <li>▪ Generate and distribute agenda for monthly MC meetings (template)</li> <li>▪ Create a welcoming, collaborative meeting environment for MC members</li> <li>▪ Lead MC meetings with consensus decision-making and subsidiarity principles fully in place</li> <li>▪ Involve all MC members in conversation and brainstorming</li> <li>▪ Engage LCCC staff members in meeting conversations, and for support, resources, and input</li> <li>▪ Partner with PC Rep and Recorder re: topics and messages for the PC meetings</li> <li>▪ Submit MC Meeting Notes and Bulletin Summary to LCCC Communications Manager and ExComm Recorder within a week of the MC meeting for publication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate fully in MC meetings</li> <li>▪ Partner with MC Chair and Recorder re: topics and messages for the PC meetings</li> <li>▪ Contribute to the monthly PC meetings                             <ul style="list-style-type: none"> <li>○ Share critical MC highlights with the PC</li> <li>○ Lead at the PC level, looking ahead and across ministries to achieve LCCC mission and plans</li> <li>○ Communicate PC decisions and discussions with MC</li> </ul> </li> </ul>
Executive Committee	Ministry Council Recorder
<ul style="list-style-type: none"> <li>▪ Lead Parish Council discussions and decision-making</li> <li>▪ Adhere to and advocate for consensus decision-making and subsidiarity</li> <li>▪ Role specific highlights:                             <ul style="list-style-type: none"> <li>○ Chair: Agenda development and distribution, Parish leadership engagement/alignment, Parish Council meeting lead</li> <li>○ Vice-Chair: Support agenda/meeting development and leadership, manage annual Discernment process (Spring)</li> <li>○ Recorder: Document meeting discussions/decisions/actions, partner with LCCC Communications Manager re: Notes and Bulletin Summary publication</li> <li>○ At-Large: Provide support and coverage for all ExComm members as needed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Capture key discussions, decisions, issues, and action items during the MC meeting</li> <li>▪ Partner with MC Chair and PC Rep re: topics and messages for the PC meetings</li> <li>▪ Create the MC Meeting Notes and Bulletin Summary for each meeting (template)                             <ul style="list-style-type: none"> <li>○ Send both to the Chair for review within 2 days of MC meeting</li> </ul> </li> <li>▪ Support the Chair in agenda creation as needed</li> </ul>

Distribute all agendas **at least TWO DAYS** prior to the meeting.

Submit Meeting Notes and Bulletin Summary to Michaela (LCCC Communications Manager) and Don (ExComm Recorder) **no later than 1 week** after the Ministry/Parish Council meeting.