

Ministry Council Roles

Ministry Council Chair and Ministry Council Recorder 2020-2021



	Chair	Recorder
<p>Pre-meeting: Agenda development and distribution</p>	<ul style="list-style-type: none"> Prepare agenda based on previous meeting, input from Parish Council rep and all members Distribute agenda to Ministry Council members via email at least one day before meeting date 	
<p>Ministry Council meeting</p>	<ul style="list-style-type: none"> Lead the meeting from the agenda (Electronic version presented during Zoom meetings and extra copies provided at in person meetings) Foster discussion, hearing all voices and encouraging collaboration Ensure consensus decision-making Highlight opportunities for the Ministry Council to tie ideas, plans, and activities to the LumenUs Four Goals and to partner with other Ministry Councils Engage your Council's staff member in the conversations, especially regarding resource needs, communication efforts, and recruitment Encourage Council members to work on tactical items between Council meetings to maintain focus on strategic vision during the meeting Confirm topics for Parish Council with members of the Ministry Council 	<ul style="list-style-type: none"> Capture key topics, discussions, and notes from the Ministry Council discussion
<p>Post-meeting: Meeting record confirmation and submission</p>	<ul style="list-style-type: none"> Review and approve the Meeting Record and Summary (received from Recorder) Confirm approval with Recorder Submit the Bulletin Summary to Communications Director within ONE WEEK of meeting (see calendar for dates) 	<ul style="list-style-type: none"> Draft meeting Record from notes Create Bulletin Summary Share Record and Summary with Chair within 2 days of meeting for review and approval
<p>Additional duties</p>	<ul style="list-style-type: none"> Focus Ministry Council on visionary, strategic efforts Lead annual Ministry Council discernment process Participate in cross-Ministry Council Chair meetings 	<ul style="list-style-type: none">

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Ministry Council Meeting Record (suggested format)

- Summary of successes/activity since previous meeting. (if any)
- Highlights of meeting discussion. Include reporting on when discussion connects to Four Goals of Parish and with other Ministry Councils.
- Decisions made and next steps for Ministry Council. Action steps should include proposed dates and MC member responsibilities.

Created by Recorder

Approved by Chair

Bulletin Submission:

_____Ministry Council Bulletin Notes

_____ (Date) _____

Short paragraph highlighting successes (i.e., events hosted, activities, etc.) and discussion topics (from meeting Record, as described above). Please include any upcoming dates, calls to action, and/or requests for parishioner engagement. Ideally the summary should be limited to approximately 50-75 words.

Created by Recorder

Approved by Chair

Both Minutes and Bulletin submitted by Chair to Communications Director