

General Guidelines for the vacant roles on Council:

Secretary –

With an attitude of confidentiality, tact and diplomacy, the secretary

- attends to the physical arrangement for meetings [i.e. open room, etc.]
- arrange for copies of agenda and minutes and any other pertinent dossiers from previous meeting
- take minutes at each meeting and prepare them promptly for review by all council members who attended
- prepare any corrections/amendments to be made at next meeting
- conducts all necessary correspondence [i.e. letter to be sent to schools, etc.]
- close meeting room

Hospitality –

- An organizer who can reach out to parishioners and encourage them to be involved in all the different activities of the parish.
- Be knowledgeable of, and inform parishioners of activities conducted in the parish and what their needs are [i.e. we need 30 new people to be greeters...how can we invite this participation? We have an RCIA program starting in September...how can we invite interested people? Maybe organize the beginnings of a Hospitality Committee with members who would be willing to participate in certain events such as coffee Sunday, etc.]
- It should be understood that the person who sits on the council as the hospitality chair, is not the person expected to carry out these events, but to form contacts and encourage others to take part or lead these activities.

Members at Large –

- Are parishioners who are willing to be an objective voice of the general assembly of parishioners.
- While this role may be filled with a parishioner who is attached to any organization (e.g. CWL, Knights, etc.), their role is to keep the general assembly in mind and not the special interest group although many times, these may hold the same point of view.
- Be willing to engage parishioners at/before/after liturgies and get their opinions/feelings about parish life and what they feel they need from it. [i.e., go to pancake breakfast and chat with new people as well as faithful parishioners.]

Maintenance Chairperson -

- An organizer who has basic or advanced knowledge of construction, repair and/or maintenance of a building or property.
- Has contacts in the trades and/or with handymen
- Be willing to be contacted by the Parish Office when the need arises for consultative purposes

- Be on the lookout for maintenance jobs not noticed by the Office or Pastor