

PARISH MINISTRIES AND ORGANIZATIONS GUIDELINES

Adopted by M.B.S. Pastoral Council on April 12, 1994

In the sincere effort to help eliminate some difficulties regarding scheduling and the sharing of information between members of the parish, parish staff, and members of parish committees, organizations and ministries the Pastoral Council has adopted the following guidelines by which all the parish's committees, organizations, ministries and members would be asked to observe.

The purpose of these guidelines is to:

1. Enable all members of the parish to receive information regarding church functions in a timely manner (so no one can say that they did not know about an event or that they were not called about an event);
2. Ensure that planned activities are accurately described as to their intent and purpose;
3. Enable new members (who have yet to form personal bonds or lines of communications) and visitors to the parish to be able to fully participate in programs, functions, committees and organizations, where appropriate. These guidelines exist as a living, working document, being amended and changed when necessary so that our parish can grow and give better witness to the Lordship of Jesus, Christ.

MEMBERSHIP IN CHURCH ORGANIZATIONS

1. **Parish Committees** are open to any registered member of the parish.
2. **Parish Organizations** are open to any registered member of the parish, except where gender or age restrictions apply.
3. **Membership within a PARISH MINISTRY** is left to the sole discretion of the pastor, or his designated representative. Parish member must apply in writing to the parish to be included within a ministry. The following ministries fall under this category: Pastoral Advisory Council, Finance Council, Extraordinary Ministers of Holy Communion, Lector Ministry, Altar Servers, Sacristans, Music Ministry, Parish School of Religion Program and Faith Formation.

MEETINGS

1. All committees, organizations and ministries must have regularly scheduled meetings, at least once a quarter. Regular meeting times should be established and submitted to the pastor for the purpose of placing items on the parish's master calendar (*maintained on parish web site*).
2. All regular meetings should be published, in the church bulletin (*or on the parish web site*) prior to the meeting's occurrence.
3. Any changes to any regularly scheduled meeting should have approval by the majority of the organization / committee membership prior to a change in the meeting date / time. Approved changes then should be submitted in writing to the pastor for publication in the parish bulletin and/or the parish's master calendar.
4. Only extraordinary circumstances should negate this established notification procedure.

SPECIAL EVENTS / PLANNED ACTIVITIES

1. All committees/organizations/ministries planning any special events or activities should submit in writing a description of their event. The written description of the event should be submitted to the parish office at least three (3) weeks prior to its occurrence.
2. All committees/organizations/ministries planning any special event or activities should submit in writing a description of the event for the parish bulletin. Special forms requesting publication in the bulletin are available outside the main office. Submissions of a request may also be sent via e-mail to Office@mbschurch.com.
3. Dates for special events and activities would normally be submitted or proposed for publication and notification for the entire church at the quarterly Parish Ministries Planning Meetings.
4. Only extraordinary circumstances should negate this established notification procedure.