

POLICY 1.10 Parish, Deanery and Archdiocesan Committees

The Archdiocese, its deaneries and parishes all have pastoral and administrative councils and committees that are integral to the Church’s mission and operations. Councils and committees may be:

- consultative bodies to assist decisionmakers at different levels, such as pastoral councils and finance councils
- sources of expertise, such as building committees and maintenance committees
- responsible for carrying out specific tasks, such as liturgical committees and social committees.

The committees may be standing committees, with an indefinite timeframe, or ad hoc committees, with a specific task and timeframe.

This policy provides information about the documents and records that committees and councils of the Archdiocese need to create and maintain, to assure their good functioning and on-going effectiveness.

It is the responsibility of the parish priest to ensure that parish councils and committees meet the requirements of this policy, of deans to ensure that deanery councils and committees meet the requirements of this policy, and the Chancellor to ensure that archdiocesan councils and committees meet the requirements of this policy.

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| Committee and Council requirements |
| <ul style="list-style-type: none">• written Terms of Reference• a Chairperson (with the President, where applicable) who schedules all meetings and creates all agendas• a Secretary who records and circulates all meeting minutes |
| Terms of Reference requirements |
| <ul style="list-style-type: none">• a description of the committee mandate, purpose and/or responsibilities• the membership composition and selection• the membership length of term and renewal of term• meeting number and timing |
| Meeting agenda requirements |
| <ul style="list-style-type: none">• committee name, date, time and location of the meeting• the order of business (Call to Order, Adoption of Previous Meeting Minutes, Adoption of Agenda, Old Business, Business Arising from the Minutes, New Business, Other Items of Business, Adjournment, Date and Location of Next Meeting) |
| Meeting minutes requirements |
| <ul style="list-style-type: none">• committee name, date, and location of the meeting• names of members who are present, who provided “regrets”, and who are absent without explanation• the start time/call to order time• the adoption of the minutes of the previous meeting |

- all motions that are moved, discussed and passed or rejected; the minutes will record
 - the name of the person who made the motion and the person who seconded it
 - the content of the motion, in sufficient detail to support any future work or decisions made on the basis of the motion
 - the vote details (# in favour, # opposed, # of abstentions)

Meeting Minutes may record:

- elements of discussion of motions
- other business that did not involve motions and decisions

See **Tools for Parishes** (Parish Meetings Package, Parish Pastoral Council Constitution Template, and the Parish Finance Council Terms of Reference) at the end of the *Policy Manual* for examples and templates of terms of reference, agenda and minutes documents.

Promulgated by the College of Consultors on 08 October 2019