**St. Anthony Church Parish Council Guidelines**

Parish Council members shall…

1. Be committed to glorifying God through service.
2. Not be late to meetings and arrive promptly.
3. Be prepared to perform the duties of your office.
4. Present your reports in writing, professionally, concisely, and with full disclosure.
5. Abide by the agenda and remain focused on the subject at hand.
6. Respect the other members’ opinions and take turns speaking.
7. Be open to new ideas and listen to your neighbor as yourself.
8. Not miss more than three (3) meetings per year.
9. Have a positive attitude.
10. Turn off your cell phone and pager.

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**Parish Council Member** **Clergy** **Date**

**The Priest:**

* Has the primary role of leadership in both the spiritual and temporal affairs of the parish; he is the presiding officer and the only permanent member of the parish council. Additionally as the appointed representative of the Metropolitan and the local Diocesan Bishop, he is ultimately responsibility for everything that transpires within the local parish.
* He is held accountable by the God, the Church and its Bishops for the well-being of the local parish. The laity are to assist him in whatever way possible, and he is to welcome and take into serious account their opinions and recommendations. Because of his position, he offers direction and expertise in ecclesiastical and pastoral matters. At meetings, he is to preside, in a way similar to presiding at the liturgy. By his attentive presence he encourages the respectful participation of council members, guaranteeing that all the roles and duties are assigned and carried out.
* **Tasks**:
  + Sets agenda with the Warden.
  + Sees that the council performs its duties.
  + Sees to the ongoing development and training of the council.
  + Gives the council direction and assistance when necessary.
  + Is accountable for the quality of the decisions of the council.
* **Techniques**:
  + Empowers the council to leadership.
  + Becomes an active participant in the consensus building process.
  + Gives the council feedback, support and affirmation.
  + Keeps an open mind.

**The Warden:**

* Designs, with the Priest, the Agenda for each council meeting. The Warden is not someone to whom comments are addressed, but rather someone who assists the group in fulfilling its tasks and responsibilities. His/her duties are generally as follows:
  1. to open the session at the time at which the Council is to meet, by taking the chair and calling the members to order;
  2. to announce the business before the Council through the agenda in the order in which it is to be acted upon;
  3. to put to vote all questions which are regularly moved, and to announce the result of the vote;
  4. to protect the assembly from annoyance from frivolous or dilatory discussion;
  5. to restrain the members when engaged in debate;
  6. to follow the guidelines of Robert’s Rules of Order;
  7. to enforce on all occasions the observance of order and decorum among the members.
* **Tasks**:
  + Prepares the agenda with the Priest.
  + Sends out agenda at least one (1) week prior to meeting.
  + Focuses the group on a common task.
  + Encourages everyone to participate.
  + Remains neutral, not evaluating the ideas of others.
  + Contributes his/her ideas only after stepping aside from the chair.
  + Suggests alternatives, varies methods and procedures.
  + Helps to arrive at win/win solutions.
* **Techniques**:
  + Defines issues clearly.
  + Maintains a positive atmosphere, giving positive feedback and compliments.
  + Doesn’t talk too much but seeks to have quieter members speak.
  + Isn’t afraid to make mistakes or to seek clarifications.
  + Isn’t defensive.
  + Asks the council for a critique of his/her role.

**The Vice-Warden:**

* Is responsible for setting up the meeting space, preparing whatever materials are needed for the meeting, and generally making sure the environment is conducive for the meeting and the necessary practical preparations. The Vice-Warden also oversees all Committees appointed by the Council and communicates their status to the council and maintains the list of Committees, identifying the Chairs and their respective members. The Vice-Chair ensures that members are adequately informed and reminded of the meeting dates and times and tracks particular tasks assigned to individual members of the Council for follow up.
* **Tasks**:
  + Is prepared to assume the role of Warden at a moment’s notice.
  + Prepares the essentials: resources and materials.
  + Arranges the room: comfortable physical setup for a small group.
  + Hospitality: welcomes members to the meeting, provides light refreshments.
  + Maintains the Committee List.
  + Reminds the Council members of particular tasks and responsibilities.
* **Techniques**:
  + Creates an atmosphere of hospitality and comfort for relaxed concentration.
  + Chooses space that fits the group.
  + Arranges table, chairs in a way that facilitates eye to eye contact.
  + Keeps interruptions during the meeting to a minimum by getting rid of distractions.

**The Secretary:**

* Keeps track of the progress of each meeting and records official decisions for reference. The Secretary is also responsible for any council correspondence or other clerical tasks, including disseminating the agenda and meeting reminders to the council in advance of each meeting.
* **Tasks**:
  + Keeps a record of basic information, decisions, and assignments of the council, not a word for word record.
  + Keeps a public record for the council.
  + Provides copies of the record within a week of the meeting.
* **Techniques**:
  + Listens for key words, basic ideas, the essence of the record.
  + Writes legibly and quickly when doing public recording.
  + Stops the group and asks for repetition if ideas are coming too fast.
  + Numbers, titles, and dates all sheets.
  + Ensures that the minutes of each meeting are signed by the Warden and the Priest and compiles them in the minutes folder, available for anyone to view.

**The Treasurer:**

* The Treasurer is the person who is personally responsible for the maintenance of all financial records of the Church. This individual must be well organized and trained in accounting procedures. They are to keep track of all expenditures and receivables and report them in writing on a monthly basis to the Parish council. They are to chair the financial committee and ensure that stewardship is properly recorded. The Treasurer is also responsible to maintain our Tax status and to oversee payroll and that appropriate taxes are paid. They may, with the approval of the council, sign checks only with a second co-signatory and disburse approved funds.
* Tasks:
  + Manages the Parish's finances and maintains accurate financial records.
  + Provides written monthly financial statements to the Parish Council and the Diocese/Archdiocese twice annually.
  + Prepares and files all documents required by law and/or oversees all associated financial personnel.
  + Assures that all check books and all financial records are kept under lock and key on Church property.
  + Ensures that there are at least two signatories on all accounts within the parish and that there are at least two signatures on each check written.
  + Ensures that all signatories on said accounts are Voting Members of the parish who have been authorized by a formal motion at a duly constituted meeting of the Parish Council.
  + Prepares, with the financial committee, the annual budget for council and parish membership approval and oversees stewardship in the church.
  + Issues quarterly stewardship statements to all pledged members.
  + Organizes and oversees the annual stewardship campaign prior to establishing the following year’s budget.
  + Ensures that all funds collected at divine services and/or parish and organizational events are to be counted by no less than three (3) persons who have been authorized to do so by a formal motion at a duly constituted meeting of the Parish Council.
  + Along with duly appointed collection counters, records with three (3) signatures the amounts and deposits the funds the same day in the Bank.
  + Ensures that no cash collected at divine services and/or parish and organizational events may be given in exchange for a check from anyone for any reason.
* Techniques:
  + Uses standardized financial software and established financial reports.