

GOOD SHEPHERD CATHOLIC CHURCH

loving as Christ loves, serving as Christ serves

Communication Committee Charter

As sharers in the role of Christ as priest, prophet and king, the laity has their work cut out for them in the life and activity of the Church. Their activity is so necessary within the Church communities that without it the apostolate of the pastors is often unable to achieve its full effectiveness. Strengthened by active participation in the liturgical life of their community, the laity is eager to do their share of the apostolic works of that community. The laity offers their special skills to make the care of souls and the administration of the temporalities of the Church more efficient and effective.

Excerpted from Decree on the Apostolate of the Laity, No. 10

As Christian faithful, parish committee members serve the community in carrying out the mission of the Catholic Church: to celebrate the Eucharist, preach the Gospel, form community, and serve those in need. As parish organizational structures, committees work to promote the mission of the parish, the diocese, and the universal Church.

Purpose

The purpose of the Committee is to implement and evaluate an internal and external communication system that promotes Good Shepherd's Mission and Vision in the parish, community, and the diocese.

Goal

The Committee shall work with the Pastor, Parish Administrator, shared leadership, and the parish community to establish a communication system that:

- Connects pastor, shared leadership and parishioners in the spirit of Christian unity;
- Inspires all parishioners to put our Vision and Mission into action;
- Keeps parishioners informed and encourages dialogue in ways that work best for them and for the parish community; and
- Promotes the Mission and Vision in the parish, community and the diocese.

Selection of Members and Officers

Committee Members: The Committee welcomes members with a variety of skills. All parishioners are invited to share their interests, gifts, talents, and skills to implement the Committee goals and strategies. Committee members should have a desire for spiritual growth for themselves and the parish. They should be open to the workings of the Holy Spirit for guidance to serve as ministers of communication services.

Ex-officio Members: There shall be two ex officio members on the Committee: the Pastor and Parish Administrator. .

Committee Officers: The Committee has a process for selecting the Chair and Vice Chair. The process is based on careful consideration of the match between the Committee's goals and each applicant's interests, gifts, talents, skills, availability, and level of commitment.

The Committee Chair and Vice Chair shall serve one-year terms, and may serve additional one-year terms if authorized in the selection process.

Responsibilities

The main responsibilities of the Communication Committee are to:

- Provide guidance on communication issues to the Pastor, Parish Administrator and shared leadership groups, remaining directly accountable to the Pastor or his designee;
- Develop, implement, monitor, and update an internal and external communication strategy with annual goals and objectives and action plans that support Good Shepherd's strategic goals and objectives;
- Establish a mechanism for identifying on a regular basis the communication issues and needs of the parish and community;
- Lead an annual evaluation of the Committee's goals and objectives to be submitted to the Pastor and the shared leadership groups;
- Develop and execute an annual budget for the Committee, preparing and submitting reports as required by the Finance Council;
- Manage and archive records and minutes of the Committee's activities;
- Review and update the Committee Charter biannually.

The **Committee Chair** (or the Vice Chair in the absence of the Chair) shall fulfill these responsibilities by:

- Consulting with the Parish Administrator to plan meetings;
- Publishing an agenda in advance for each meeting;
- Preparing background materials as needed for Committee meetings;
- Facilitating meetings.

Members shall fulfill these responsibilities by:

- Participating in prayer and study to identify and prioritize the ways in which the parish is being called to fulfill its Vision and Mission;
- Committing time, in the spirit of stewardship, to fulfilling the Committee goals and strategies and conducting Committee business;
- Attending scheduled meetings and participating actively in the Committee's planning, goal setting and evaluation processes, and other committee business;

- Using discernment in discussion and consensus in decision making;
- Interacting with the other Committee members with an openness that promotes respectful dialogue and careful listening; and
- Energetically encouraging parishioners to exercise good stewardship.

Frequency of Committee Meetings

Committee meetings shall be convened at the request of the Pastor, the Parish Administrator, or the Committee Chair.

All meetings of the Committee are open to the parish membership.

Meeting dates and times will be announced in the parish media.

Subcommittees

The Committee has the following standing subcommittees:

- Newsletter
- Web/Multi-media
- External Relations

The Committee Chair may appoint ad hoc subcommittees to conduct Committee business as appropriate.

Relationships

The Committee collaborates with and provides guidance, expertise, and services related to communication to the Pastor, the shared leadership groups, and the parish community.

The Communication Committee (the “Committee”) is established by Article VII, Section 4 (c) of the Constitution of the Good Shepherd Catholic Church. The Committee has adopted this Charter and the Pastor has approved it.

Revised and approved April 5, 2008