

St. Mark Catholic Church  
Huntersville, NC

## Education Commission

### MISSION STATEMENT

The Education Commission seeks to provide a Life Long learning environment in which St. Mark parishioners can deepen their faith in Christ in order to live and share their faith with others.

## Operating Procedures

---

### Article I: Purpose of Education Commission

1. Identify and implement the Annual St. Mark Faith Theme.
2. Focus on Parish Education not covered by the Staff.
3. Communicate to the Parish and Pastoral Council educational needs, current programs and parish education contacts.
4. Provide input, feedback and support when requested by the Staff or Pastor.

### Article II: Membership

**Section 1:** The Education Commission shall consist of 6 At Large members, Non Staff Educational Subcommittee Chairpersons and Educational staff members.

**Section 2:** Members will be representative of the entire parish.

**Section 3:** At Large members will serve a three year term.

### Article III: Nomination and Selection of Members

**Section 1:** At each annual selection, one-third of the members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.

**Section 2:** The selection of new members of the Commission shall be by discernment.

**Section 3: At least 60 days prior to each annual selection of new members, the chairperson shall appoint a Discernment Committee of a least three members, two of whom are Commission members. The Discernment Committee's responsibility is to manage all aspects of the discernment process including:**

**a) Education of Parishioners: Parishioners are educated through bulletin and pulpit announcements about the Commission and the discernment process for at least two weeks. They are asked to give prayerful consideration to nominating themselves for the Commission.**

**b) Nomination: Nomination forms are distributed at all liturgies on a designated weekend. Nominees submit biographical information and their statement of parish education vision to the Discernment Committee at least two weeks prior to the discernment of new members.**

**c) Orientation: The Discernment Committee plans the orientation session and requires nominees' attendance at orientation. Persons whose names were submitted are contacted by Discernment Committee members to inform them of the required orientation.**

**d) Acceptance: Those who feel called to serve as Commission members accept nomination and participate on the final slate of nominees. The Discernment Committee ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed nominated unless the Discernment Committee receives an expression of willingness to serve. If a member of the Discernment Committee becomes a nominee, that person ceases to be a Discernment Committee member.**

**e) Facilitation: The Discernment Committee facilitates the actual discernment process by providing a list of qualified candidates to the Pastor for his discernment. The committee then informs the parish of the results.**

#### ***Article IV: VACANCIES AND REMOVALS***

**Section 1: Any member of the Commission may resign by filing a written resignation with the pastor, with a copy to the chairperson.**

**Section 2: Any non-staff member may be removed for good cause. Good cause includes, but is not limited to missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Commission member.**

**Section 3: A vacancy among the non-staff members shall be filled by the chairperson with approval of the Pastor. Consideration should be given to previous nominees.**

## **Article V: OFFICERS**

**Section 1: At the transition meeting following the annual selection of Commission members, newly selected members join the existing Commission for the purpose of selecting Officers for the following year.**

**Section 2: The Vice-Chairperson will succeed to the office of Chairperson. Selection of the new Vice-Chairperson and Secretary shall be by election from among Commission members present at the annual transition meeting. Offices shall be filled in the following order: Vice-chairperson and Secretary.**

**Section 3: The chairperson:**

- 1. While communicating, organizing, and coordinating activities of the Commission takes into consideration the goals and time lines established by the Pastoral Council.**
- 2. Develops and maintains an annual Commission calendar consistent with the parish calendar.**
- 3. Prepares the meeting agendas in consultation with the other Commission officers. Ensures that time is spent in prayer.**
- 4. Submits the agenda to Commission members at least two weeks before the meeting.**
- 5. Provides formation and training for Commission members, utilizing the parish staff and offerings at the diocesan level.**
- 6. Facilitates Commission meetings by helping the members work together, participate fully in discussions and decision-making through consensus.**
- 7. Monitors implementation of all Commission recommendations and decisions.**
- 8. Ensures that a Commission budget is established and communicates budget information to the Finance Commission.**
- 9. Is an ex officio member of Pastoral Council and all standing and ad hoc committees of the Commission.**
- 10. Assists the next chairperson in understanding the Commission's history, responsibilities and resources. Transfers all Commission materials to the new chairperson.**
- 11. Performs duties consistent with the office as the Commission may direct.**
- 12. In conjunction with the Pastor appoints members to Educational Staff search committees.**

**Section 4: The vice-chairperson:**

- 1. Conducts meetings in the absence of the chairperson.**
- 2. Becomes chairperson in the event of vacancy.**
- 3. Performs duties consistent with the office as the chairperson or the Commission may direct.**

**Section 5: The secretary:**

- 1. Oversees the accurate summarization of each meeting and sees to it that the summation and the agenda are made available two weeks prior to any meeting**

- to the Commission members, committee chairpersons, and the parish.*
- 2. Takes attendance at meetings.*
  - 3. Maintains the official list of all Commission and standing committee officers and members and their terms, the list of all ad hoc committee chairpersons and members and keeps these lists current with regard to addresses and phone numbers.*
  - 4. Reports to the Commission all communication. Handles correspondence for the Commission, including agendas, meeting summaries, notification of regular and special meetings, notes of thanks, etc.*
  - 5. Performs such duties consistent with office as the chairperson or Commission may direct.*

## **Article VI: MEETINGS**

**Section 1:** The Commission's manner of operation shall be by consensus, which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The method of reaching decisions shall be consensus

**Section 2:** Regular meetings of the Commission shall be held at such time, place and date as the Commission may designate. Prayer shall be an integral part of the meeting.

**Section 3:** The agenda shall be developed in advance of the meeting by the Commission officers based upon the proposals from committees, liaison reports, the parish annual calendar, strategic plan or mission goals, ongoing needs and concerns of the parish. Parishioners may submit items for consideration to any Commission member three weeks before the meeting.

**Section 4:** Advance notice of the time and place of the meetings of the Commission shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Commission may open any meeting to discussion by parish members on such subjects and under such rules as the Commission may announce.

**Section 5: Special Meetings.** Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. Only stated business will be conducted at the meeting.

**Section 6: Closed Session.** When a question arises at a Commission meeting that relates to a person's right to privacy, the Commission may request the absence of visitors for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

**Section 7: Absence.** Notification of intended absence should be given to the Commission Chairperson, Vice-Chairperson or Secretary before the meeting.

**RE:** *Closed Session:*

*This type of situation should be a rare occurrence. The Commission does not make personnel decisions, which are rightfully the responsibility of the pastor who is the chief administrative officer of the parish.*

### **Article VII: STANDING COMMITTEES**

**Section 1. Purpose.** Each standing committee implements the Commission's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

**Section 2. Functions.** The basic functions of each Commission standing committee are to:

1. Identify needs of the parish within its areas of responsibility and in keeping with the parish education mission.
2. Establish priorities among the needs and communicate how these needs can realistically be addressed and where inter-committee collaboration might be effective.
3. Formulate long-range and short-term goals and objectives.
4. Research and investigate options to implement goals.
5. Communicate with the pastoral staff about the implementation.
6. Submit the proposed programs to the Commission for support.
7. Maintain communication with the parish concerning established programs, encouraging active support and involvement.
8. Provide on-going formation and training of committee members in its areas of responsibility through workshops, study, spiritual formation, etc
9. Determine budget priorities in the area of the committee's responsibility and make recommendations to the Commission.
10. Periodically evaluate existing programs and activities.
11. Provide the Commission with regular, oral or written reports of the work of their committees.

**Section 3.** The descriptions of the individual standing committees of the Commission are:

1. Adult Education
2. Preschool
3. Religious Ed (Pre-K-5)
4. Middle School/Confirmation

5. Life Teen/Youth Ministry
6. RCIA

**Section 4. Committee Officers.** The chairperson of each committee shall be discerned by the Chairperson of the Education Commission, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the chairperson is one year. Other officers determined by the committee, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an *ex officio* member of the Commission shall be eligible to be an officer.

#### **Article VII: AMENDMENTS TO THE OPERATING PROCEDURES**

The Commission may, with the pastor's approval, amend the Operating Procedures by consensus of the members at two consecutive meetings of the Commission.

**Date of Most Recent Amendment: July 14<sup>th</sup>, 2003**

**Date of Next Full Review: July, 2004**

**2005 Education Meeting Minutes**  
**January 9, 2005**  
**March 6, 2005**