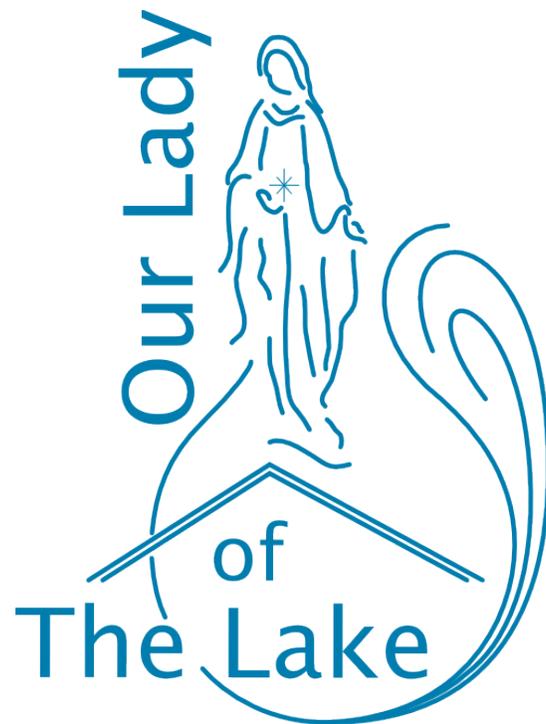


Charter: Commission on Administration and Facilities



Our Lady of the Lake Catholic Church

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Commission on Administration and Facilities
Our Lady of the Lake Catholic Church,
Lake Ozark, Missouri
Charter of Structure, Procedures, and Policy

“His master said to him, ‘Well done, my good and faithful servant. Since you were faithful in small matters, I will give you great responsibilities. Come, share your master’s joy.’”—Matthew 25:23

1. Mission

1.1. **Purpose Statement:** The Commission on Administration and Facilities provides the primary leadership among parishioners in assisting the pastor in managing the personnel resources, maintaining the buildings and grounds, directing long range planning, assuring security and safety, and ensuring that the parish’s resources are put to good use in furthering our common mission of evangelization, celebrating the sacraments, and building up the Body of Christ.

1.2. **Values:** The Commission will act in such a manner that the following core values are put into practice in the work of the commission and in all the initiatives and projects under its direction:

1.2.1. **Stewards of the Common Good:** The Commission is responsible for coordinating the temporal affairs of the parish: how stewardship contributions are encouraged, how parish resources are allocated, how the physical plant is maintained and how the parishioners are kept informed about what is happening in the parish.

1.2.2. **Collaboration:** While the commission has primary responsibility in managing the material resources of the parish, it must always see its work as a service to the whole community. Working with the finance commission and other commissions, especially in long range planning and budget allocating, will be a necessary part of its actions. All planning, discussion and action by the commission members or the commission as a whole is collaborative. Policies, programs and events are to be organized in such a way as to invite maximum participation and the sharing of duties and responsibilities. Finding oneself feeling alone in a responsibility indicates a lack in two areas: we haven’t communicated our need for assistance effectively and others have not recognized their own responsibility to offer help.

1.2.3. **Transparency:** The Commission will strive to promote ongoing, communication among the parish groups and among parish leaders and parishioners. This communication will be both informational and instructive, but also with soliciting feedback and input from all stakeholders. Sharing information in such a way that others can respond effectively and authentically requires effort. This means that one doesn’t assume that others will understand, support or assist an individual’s project and duty. Careful research, consultation, and documentation ensure that one’s efforts are understandable by others. Modern technology and social media are to be used effectively and responsibly to assist the commission’s communication among themselves and throughout the parish.

1.2.4. Catholic Tradition: All projects should keep in mind the architectural and artistic patrimony of the Catholic Church as a primary source of inspiration. At the same time, the commission must attend to the trends and dynamics that constantly impact the needs of the parishioners. Tradition will provide for perennial values, but the immediate and future needs of the community will constantly challenge the commission to adapt to the signs of the times.

1.2.5. Evangelization is the core mission of the Church: The Church exists to evangelize the world, to bring the Good News of salvation to every part of the world. No effort of the parish is complete unless it leads to a greater sharing of the Gospel to others outside the parish in word and in deed, through preaching and the example of Christian service. Evangelization especially demands that we attend to the lost and those whose lives do not conform to the norm. All initiatives should consider the poor, the sick, the elderly, the immigrant, and those whose lives are complicated by sin. How we treat these little ones of God is how we will be treated at the Last Judgement.

2. Structure

2.1. Membership: Recruitment of the members of the commission necessarily takes into account the various age groups, special interests and variety of experiences that make up the whole parish. In order to focus the efforts of the commission effectively, members will be chosen through a process of discernment. An executive committee will work with the pastor in arriving at a consensus on core team membership on the commission. Discernment takes place in the summer of the year and new terms begin on September 1.

2.1.1. Number: The commission will have six core team members to ensure that the key responsibility areas enumerated in the Commission Charter have adequate oversight without undue hardship. To avoid conflict of interest, parish employees may not serve as members of the core team.

2.1.2. Terms: Core Team Members will be commissioned in a public ceremony for three-year terms, renewable for second consecutive term. Terms will be staggered in such a way to ensure that only one-third of the core team ends their term each year. The commission chair in consultation with the pastor will appoint interim members to fill out the term of members unable to finish their term.

2.1.3. Joint Membership in Finance Commission: One member of the finance commission will be appointed to serve as an administration commission core team member to assist in collaboration between the two commissions.

2.1.4. Associate Members: Other parishioners will be invited to serve as associate members of the commission according to the need and their desire to serve especially as coordinators of the various key responsibility areas.

2.2. Leadership: There is an executive committee chosen from the core team that provides leadership for the commission and is the public face of the commission for the rest of the community. The executive committee serves from October to October after discernment in the first meeting after new commission members are present.

2.2.1. Chairperson: The chairperson of the executive committee formulates commission goals, prepares for and chairs commission meetings, consults with the pastor and other parish leadership on key issues and activities, and in general ensures that the commission charter is put into practice in such a way that the abundant parish resources of people and material goods are effectively engaged in sacramental celebration, evangelization and faith formation. The chair serves for a one year term after having been chosen through a consensus deliberation of the commission. The chair may serve only for two consecutive years.

2.2.2. Vice-Chairperson: The vice-chairperson of the executive committee assists the chair in his or her duties, prepares in consultation with the commission a budget for commission work to present to the Finance Commission according to assessed needs and identified priorities, facilitates commission meetings in the absence of the chair, and heads the membership discernment committee that ensure a full complement of commission members. The vice-chair ensures that the meeting place is arranged and appropriate hospitality is provided for those attending.

2.2.3. Secretary: The secretary serves to document the work of the commission, to communicate to parish staff and the whole community the workings of the commission, to assist in communication among the various members of the commission, to prepare publications that are necessary to the work of the commission, and facilitate a yearly review of the commission's work in preparation for goal setting for the coming year.

2.3. Oversight: the hierarchical governance of the Catholic Church requires that the pastor assume the final responsibility of pastoral leadership. In effect, all activities which the commission engages in must enjoy the implicit—and where stipulated, explicit—approval of the pastor. Nevertheless, the commission enjoys a certain freedom in that the gifts and talents of the laity are essential to the material and spiritual well-being of the parish. The commission designates one of its members to serve on the parish pastoral council which is the main consultative body for the pastor.

2.4. Accountability: The commission will assist the pastor in identifying and prioritizing the needs of the community in regard to material goods and human resources. The commission will also understand that its work is a service to the entire community and that personal preferences and tastes are subordinate to the good of all. The commission will work closely with the finance commission of the parish to ensure that good stewardship of parish resources is practiced.

2.5. Universal, United States, and Diocesan Policies and Norms: The commission's work must at all times be in keeping with the universal norms, policies and teachings that are published by the Universal Church in regard to canon law and the deposit of faith, especially as detailed in the Catechism of the Catholic Church. Care must be given to the policies and guidance that comes from the U.S. Bishop's Conference, especially in regard to the liturgical environment of the parish. The diocesan bishop is the chief pastor of the diocese. The commission will look to him and his practices for guidance, especially as to setting goals and clarifying expectations. The diocesan offices of the Vicar for Administration and the Facilities Director for the Diocese of Jefferson City will be primary resources for effective planning.

- 2.6. **Patronage:** The communion of saints is a powerful resource for the work of the commission. Their intercession and example, especially that of Our Blessed Mother Mary, will provide a supernatural grace that no mere human effort can achieve. The patron saint of the Administration Commission is St. Joseph the Worker. The foster father of Jesus and the husband of the Blessed Virgin Mary was a craftsman who provided well for the Holy Family. His feast day under this title is May 1.

3. Procedures

- 3.1. **Meetings:** Each year in the fall, the commission will publish a schedule of meetings. Meetings should happen at least every other month, with extra meetings to be called with clear notification to the pastor and other parish leadership. All parishioners should consider themselves welcome to attend the meetings; however, meeting agendas should be organized in such a way to ensure that discussion and decision is efficient and effective. In coming to a consensus on commission goals and parish policy, care must be taken to ensure that sufficient members of the commission are present to represent all points of view.
- 3.2. **Communication:** The time, date and location of the meetings should be published each year. If other meetings dates are required throughout the year, the secretary ensures that all commission members, parish leadership, and parishioners are well-informed. The secretary works with parish staff in providing for a summary of the meeting highlights and activities of the commission for the bulletin. The full minutes of each meeting are to be made available to the parish council and all the parishioners in print or electronic form. The commission regularly reviews the policies and practices that are in effect regarding administration and facilities in the parish and ensures parishioners and leadership are aware of their particulars. The commission will work with office staff to provide information resources about the commission's work to the parishioners. Examples of this would be a sheet describing the hall rental or the use of envelopes, online giving, second collections and a general guide for contributing to the church.
- 3.3. **Goal Setting and Review:** In the spring of the year, the commission will review the progress of previous goals and set new goals for the coming year. These goals will guide the process of budget formation and assist the other parish commissions and parish leadership in their own key responsibility areas.
- 3.4. **The Scripture and the Sacraments:** As the primary public stewards of the parish's resources, the members of the administration commission must be disciples whose own primary resources are the Scriptures and the Sacraments. The guidance that only the Word of God can give and the grace that only can be found in the sacraments will be the solid foundation of an effective and faithful commission. All meetings will begin with prayer and include reflection on some aspect of the faith, and conclude with a prayer.
- 3.5. **Policies and Planning:** All planning, maintenance and construction undertaken by the commission will be grounded in national standards for best practices in facilities maintenance and human resources. Project management must conform to the current norms published by the Diocese of Jefferson City.

- 3.6. **Project Proposals:** All parish projects undertaken by any commission must adhere to a standard project proposal form which the administration commission will maintain and update as necessary. The project proposal form will include a project scope, the project rationale, project oversight and key responsibilities, a budget amount, key stake holders, schedule for completion and other important aspects of the project. Projects over the threshold set by the Diocese must have the signature of the Bishop or his delegate. All projects that involved the worship spaces of the parish require consultation with the Diocesan Liturgy Office. New projects should be thoroughly discussed, documented and communicated in such a way that the various leadership groups in the parish have ample time and opportunity for input and consultation.
- 3.7. **Budget:** The administration commission will deliver to the Finance Commission a proposed budget for the upcoming year for regular maintenance, replacement, and improvement by June
- 3.8. **Common Procedures:** Smaller projects are dealt with as they arise under the direction of the maintenance person with the approval of the pastor or administration chair. Larger projects require more consultation and approval.
- 3.8.1. Purchase Requests:** All items and programs that incur an expense for the work of the commission are to be submitted along with a purchase request to be reviewed by the pastor. Commission members are strongly encouraged to submit purchase requests rather than paid bills for reimbursement.
- 3.8.2. Emergencies** or day to day maintenance issues will be addressed by the Pastor and maintenance person who will contact either the maintenance agreement contractor or other contractors being used by the Parish. Repairs and maintenance costing less than \$500.00 will be signed off by the Pastor and maintenance person using the standard request form.
- 3.8.3. Smaller Projects:** Administration commission chairman and pastor sign off on repairs and maintenance costing between \$500.00 and \$2,000.00. The Administration Commission shall meet to make recommendation regarding repairs and maintenance costing \$2,000.00 to \$6,000.00. Pastor and Administration Commission Chairman sign off.
- 3.8.4. Larger Projects:** Administration Commission shall meet regarding repairs and maintenance for projects costing over \$6,000.00 and determine approach to be taken and make recommendation to Finance Commission and get concurrence. Pastor, Finance Commission Chairman and Administration Commission Chairman sign off. Project costing over \$25,000.00 need approval from Diocese. Information will be provided to the Parish Council, placed in the bulletin and on the Parish website.
- 3.8.5. Major projects** over \$100,000.00 proposed by the Administration Commission and concurred with by the Finance Commission shall be made known to the Parish Council and Parish with publication in Sunday bulletin and church website. Parishioners will be given an appropriate forum for input and recommendations. They shall also determine if a capital campaign is needed.
- 3.8.6. Training and Continuing Formation:** The commission will regularly bring into the parish knowledgeable persons to assist in forming the commission in its work and the parish as a whole. It

is suggested that each year one area of concern become a focus for a more thorough workshop and a presentation to the parish with guest speakers. An example would be employment law or work safety.

3.8.7. Conflict of Interest: Any duality of interest or possible conflict of interest on the part of an administration commission member should be disclosed to the other members of the commission and made a matter of record in the minutes of the meeting. Any member having a possible duality or conflict of interest on any matter should not have a vote or be part of the quorum on a decision of any matter. The minutes of the meeting should reflect when this occurs. Duality or conflict of interest does not necessarily prevent the member from briefly stating a position on the matter at hand or from answering questions directed to him or her.

4. Key Responsibility Areas

The commission will name a ministry coordinator for each of the following ministries chosen from either the core team, associate members or parish staff. Each ministry has a brief description of the key responsibilities of that ministry. The ministry coordinator will be charged with keeping a binder with policies and best practices to guide the work of the commission and the coordinators themselves. The ministry coordinator will be duly commissioned in a public ceremony. A coordinator may be responsible for more than one area.

- 4.1. **Human Resources:** This coordinator shall assist the Pastor in developing policies and job descriptions for all employees, and the process for hiring and termination. These policies and guidelines are to be aligned with those of the diocese. They may assist the pastor in recruiting and hiring of personnel and other actions requested by the Pastor. The coordinator should have knowledge of human resources, planning, and policy and procedure writing. While the pastor is the immediate supervisor of all staff, the coordinator will be available to assist in regard to conflict resolution, review of benefits and salary, performance goals, regulatory compliance, and work environment.
- 4.2. **Long Range Planning:** This coordinator oversees the five year plan for the parish campus. Should a new project costing over \$100,000 be envisioned then a separate project committee shall be established and report to the administration Commission. A project committee would have members of the administration commission, other knowledgeable parishioners, and as appropriate and necessary, non-parishioners. This coordinator should have knowledge of needs assessment.
- 4.3. **Stewardship:** This coordinator will coordinate a parish-wide stewardship program. Periodic stewardship enrichment programs are needed to engage parishioners to experience a personal relationship with Christ and fellowship in our community. They will work with the other commissions in providing methods for parishioners to share their time, talent and treasure commitments. They will work with the finance commission and the parish book keeper in communicating the fiscal needs of the parish, the trends and patterns of giving, and the expectations of stewardship that are required of the faithful, especially in using parish offertory envelopes and online giving. Included in this area are the management of special donations and bequests.

- 4.4. **Health, Security, and Safety:** This coordinator shall assist the pastor in developing policies and procedures for the health, safety, and security of employees, parishioners and worshipers, and of parish resources. These policies shall address all types of emergencies, natural disasters, public health, traffic flow, and material and personal security. This coordinator will work with diocesan resources and policies, have a good understanding of public safety, and identify public sector resources that can assist the parish. Included in this area will be building security, access control through locks and keys, and archival security.
- 4.5. **Information Technology:** This coordinator shall oversee the network infrastructure, internet access, audiovisual and computer systems used in the Parish. Ensuring the reliability and security of the systems is one of their prime responsibilities. Oversight of maintenance, education, and repair is a primary duty for this coordinator. Regular assessments of the technology needs of the staff and commissions, especially religious education will take place so that consistent and trouble free upgrades take place.
- 4.6. **Maintenance Oversight:** This coordinator will assist the maintenance person in ensuring that the facilities and resources, both indoors and outdoors, of the parish are clean, safe, and in good repair. Documented best practices for the daily, weekly, monthly, quarterly and yearly procedures are to be outlined in a maintenance plan. As a minimum, the plan shall include a schedule for cleaning, maintenance, repair, and landscape, tree and lawn maintenance. Attention should be given to the following systems: HVAC, water and drainage, roofing, painting, lighting, parking and traffic, flooring, and recycling. Consideration should be given to outlining a procedure for the maintenance person to interact with contract personnel. The maintenance person will be required to be familiar with the Diocesan safety policies. This coordinator will also coordinate volunteers to assist in parish maintenance and improvement as appropriate, especially in tracking volunteer service.

5. Assessment

The Administration Commission provides ongoing evaluation of every aspect of the material, environmental, and human resource needs of the parishioners. Listening to the people will help to guide the work and direction of the Committee.

- 5.1. **Significant Structural or Policy Change:** Major projects and policy change should happen only after significant time for communication, study and feedback has occurred. Feedback must be intentionally solicited using concrete tools such as surveys or interviews. Experts in the field under study should be consulted on a diocesan or national level. All projects costing over \$25,000 must follow the guidelines for facilities published by the Diocese of Jefferson City.
- 5.2. **Parishioner Input:** The commission will from time to time assess their work by eliciting concrete feedback and reflections of parishioner and visitor experience, especially in developing a five year facilities plan. An open forum after a Sunday mass is a good time to allow both parishioners and guests to offer feedback.
- 5.3. **Self-Study:** In preparation for yearly goal setting, the commission core team, associate members and representative parishioners will engage in a self-study to guide their work. The discussion will

attend to how the commission is implementing its charter and note any points that need updating, clarification or additional policy.

- 5.4. **Charter Changes and Adaptations:** This charter is a guide to the working of the worship commission. Additions, adaptations or changes are to be adopted only after consultation and deliberation, and are to be thoroughly documented. Policies, norms and descriptions of the ministries should be clearly defined, regularly updated, approved, published, and archived as part of the regular work of the commission.

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Approved by the Pastor and Adopted by consensus of the Formation Group

_____	_____
Pastor	Date

Core Team Members