

# Commission

## General Guidelines

While the parish pastoral council is the thinking, planning, and reflection group for the parish, the commissions are made up of the people that actually help to make the plan a reality.

The commissions are made up of individuals of the parishes commissioned by the pastor to carry out a particular ministry in the parish. They are spiritually called to this ministry. It falls to the pastor, pastoral council, and the commissions to imitate the Apostles, prayerfully discerning those persons in the parish that may have a calling to a particular ministry. This same discernment should occur every time there is a need to fill positions in the parish faith community, including the pastoral council.

Existing organizations or committees relate to the pastoral council through the appropriate commissions. Commission members are called and are the principal body responsible for overseeing the proper carrying out of the ministry in accord with the pastoral plan. This calling should be recognized by the pastor, pastoral council and the parish itself. Commission members should be installed in their ministry during Sunday mass.

Each commission is responsible for establishing a working plan including mission statement, goals and objectives, the recommendation to the pastor of policies concerning matters pertaining to the commission, evaluating programs and policies, and approval of their budget.

The commissions are to become knowledgeable about the ministry, taking advantage of local and diocesan resources. For example, the Community Commission should be trained in all pertinent aspects of Social Justice. Commission members should take their obligation to be educated in the subject seriously.

The pastor and pastoral council must also take seriously this obligation that all engaged in ministry must be trained and ensure that opportunities are provided for proper formation. Money must be budgeted annually to insure that the laity are properly trained.

Each commission must prepare, carry out, and evaluate a yearly action plan based on the long range goals set by the parish pastoral council (in conjunction with all the commissions) as part of the parish pastoral plan.

It is responsible to prepare and propose to the parish finance council an annual budget for those supplies, equipment and expenses necessary to carry out that plan.

# Evangelization Commission Charter

“On all Christians, accordingly, rests the noble obligation of working to bring all...throughout the whole world to hear and accept the divine message of salvation” (28)

“In achieving all this, the laity, that is Christians who have been incorporated into Christ and live in the world, are of primary importance and worthy of special care” (29)

“...evangelizing means bringing the Good News of Jesus into every human situation and seeking to convert individuals and society by the divine power of the Gospel itself. At its essence are the proclamation of salvation in Jesus Christ and the response of a person in faith, which are both works of the Spirit of God.” (30)

“All the members of the Church should make a concerted effort to ensure that the means of communication are put at the service of the multiple forms of the apostolate without delay and as energetically as possible, where and when they are needed.” (31)

The members of the commission develop policies and support programs in the Rite of Christian Initiation of Adults (RCIA), Children’s Catechumenate and Adult Confirmation for the parish. Additionally, the commission develops programs to help the parishioners share the Good News among members of the parish family and also with people of other faiths and with Catholics who no longer participate in church life.


This commission promotes and sponsors programs that will implement the United States Conference of Catholic Bishops’ vision for evangelization including the national plan Go and Make Disciples. It sponsors parish events benefitting foreign and domestic missions. In conjunction with the Ministries Commission, it promotes, if possible, the adoption of another parish within the diocese, a foreign parish, or a poor inner-city community.


The pastor and commission insure that training is provided in the nature of evangelization and in strategies and tactics of evangelizing. It will also provide information specific to the groups being evangelized or served. It is responsible to prepare and propose to the parish finance council an annual budget for those supplies, equipment and expenses necessary to carry out that plan.

## ALIGNED MINISTRIES:

- RCIA Ministry
- Welcome Ministry

Date Approved: 15 November 2022

  
Father Prathap Reddy Thumma  
Pastor

  
Timotheo Zepeda  
Pastoral Council President

# Discipleship Commission Charter

“All Christians—that is, all those who having been reborn in water and the Holy Spirit are called and in fact are children of God—have a right to a Christian education. Such an education not only develops the maturity of the human person...but is especially directed towards ensuring that those who have been baptized, as they are gradually introduced to a knowledge of the mystery of salvation, become daily more appreciative of the gift of faith which they have received.” (24)

The needs of the parish community of faith “... must be the norm by which the religious education programs are established, financed, staffed and evaluated. The programs are to meet the needs of everyone in the parish, whether young or old, whether disadvantaged or privileged.” (National Catechetical Directory) The commission shall establish and recommend goals and objectives annually to the parish pastoral council that flow from the pastoral plan of the parish. These goals and objectives are to address the educational and formational needs of the parish. The commission shall determine, under the direction of the pastor and in collaboration with the Director of Evangelization & Discipleship (or equivalent), programs that will promote and support total parish education and formational needs in all areas of the parish.

The members of the commission develop policies and support programs in religious education, catechesis, young adult ministry, youth ministry, for the parish. Where there is a school under the authority of the pastor, the commission is responsible for the religious education policies in the school as well as coordinating those policies with the rest of the parish. The members of this commission need to study available resources on how adults learn. They are to supervise the parish resources and literature racks with specific attention to literature concerning vocations for single, religious and married life.

The commission works with the pastor and the Director of Evangelization & Discipleship to ensure that the parish is providing quality religious education programs ensuring that every child & adult has access to programs. The commission works with the Director of Evangelization & Discipleship to ensure that the parish will have an adequate number of certified catechists.

This commission must prepare, carry out, and evaluate a yearly action plan based on the long range goals set by the parish pastoral council (in conjunction with all the commissions) as part of the parish pastoral plan. It is responsible to prepare and propose to the parish finance council an annual budget for those supplies, equipment and expenses necessary to carry out that plan.

## ALIGNED MINISTRIES:

- RCIA Ministry
- Adult Education Ministry
- Youth Religious Education Ministry
- Confirmation Prep Ministry
- Youth Ministry

Date Approved:

  
Father Prathap Reddy Thumma  
Pastor

  
Timotheo Zepeda  
Pastoral Council President

# Liturgy and Worship Commission Charter

“The liturgy is rightly seen as an exercise of the priestly office of Jesus Christ .... In it full public worship is performed by the Mystical Body of Christ, that is the Head and his members. Every liturgical celebration, because it is an action of Christ the Priest and his Body, which is the Church, is a sacred action surpassing all others. No other action of the Church can equal its efficacy by the same title and to the same degree.” (23)

This commission is concerned with the liturgical functions that serve as the primary demonstrative expressions of faith and worship, viz., the sacraments, as well as programs explicitly involving spiritual growth and development.

Thus, this commission is concerned with discerning, training, developing, scheduling and the renewal of laity in their participation in liturgical celebrations, especially the Extraordinary Ministers of Holy Communion, lectors, servers, ushers, cantors, greeters and those involved in all areas of musical planning and participation.

The commission members must form themselves into a praying, learning, community of faith, educating and renewing themselves through prayer, study, and attendance at appropriate workshops, seminars, and similar learning opportunities.

The members must be knowledgeable of diocesan directives and resources, using each in the most effective and economical manner.

This commission assists the pastor with the liturgical and sacramental needs of the parish community, including those of shut-ins, care-givers, the ill, nursing home residents and all others in unusual situations or needing assistance.

It is to plan and assist in the coordination of all liturgical, para-liturgical or special celebrations and events; it must also work cooperatively with other commissions and parish organizations.

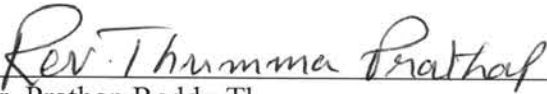
It must prepare, carry out, and evaluate a yearly action plan based on the long-range goals set by the parish pastoral council (in conjunction with all the commissions) as part of the parish pastoral plan.


It is responsible to prepare and propose to the parish finance council an annual budget for liturgically related supplies, equipment and expenses. This budget must be based on goals resulting from the parish pastoral plan.

COMMITTEES:  
Liturgy Committee

- Environment Committee
- Liturgical Minister Committee

Date Approved: 15 November 2022

  
Fr. Prathap Reddy Thumma  
Pastor

  
Timotheo Zepeda  
Pastoral Council President

# Ministries Commission Charter

The temporal order is to be renewed in such a way that, while its own principles are fully respected, it is harmonized with the principles of the Christian life and adapted to the various conditions of times, places and peoples. Among the tasks of this Apostolate Christian social action is preeminent. The Council desires to see it extended today to every sector of life, not forgetting the cultural sphere.

This commission is to promote outreach programs with emphasis on social services, pro-life, social justice and community ministries, co-operating with parish organizations/ministries, other churches, and civic organizations in projects aimed at community improvement.

It is to take such steps as are necessary to increase awareness within the parish of the extent of poverty in the local community, of the resources available to meet the needs of the poor, and of the spiritual responsibility of all to address those needs.

It is to identify and analyze the major social problems in the parish as well as in the larger civic community. It maintains working contact with resource people and pertinent agencies for problems such as drugs, delinquency, alcoholism, and abuse of family members.

It promotes suitable projects in the areas of economics, politics, and international life.

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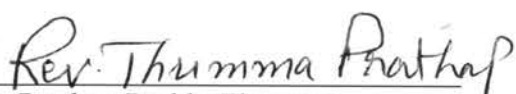
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## COMMITTEES

## MINISTRY/ORGANIZATION PARTNERS:

- All Parish Ministries
- All Organizations aligned with St Monica (SVDP, Knights of Columbus, Catholic Daughters, Guadelupaños, etc.)

Date Approved: 15 November 2022

  
Fr. Prathap Reddy Thumma  
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Timotheo Zepeda  
Pastoral Council President



# Fellowship Commission Charter

St Monica Parish... adheres to its sacred purpose "... to build a welcoming community of faith, creating missionary disciples who make God's love visible through service to others" or as Pope John XXIII was fond of saying, to be the village fountain to which all would have recourse in their thirst. (26)

The family is...the principal school of the social virtues which are necessary to every society....it is therefore above all in the Christian family...that children should be taught to know and worship God and to love their neighbor.... Parents should, therefore, appreciate how important a role the truly Christian family plays in the life and progress of the whole people of God. (27)

This commission is concerned with those matters that build an internal parish family spirit and improve Christian life in the community of the faith.

It is to help the members of the parish family to develop a deeper understanding of, and commitment to, their respective roles. This includes programs of concern and support for single persons including the widowed, divorced and separated, as well as single parent families.

It is also concerned with those matters that help to build the parish community.

This commission identifies and coordinates the social and recreational needs of the parish, maintains an annual calendar of scheduled events to give to the Evangelization/Communications Commission, and suggests and institutes programs of welcome for new parishioners.

It must prepare, carry out, and evaluate a yearly action plan based on the long-range goals set by the parish pastoral council (in conjunction with all the commissions) as part of the parish pastoral plan. It evaluates its activities especially social, ministerial, and recreational projects as to their effectiveness for community growth; it institutes procedures to increase involvement of parishioners in planned parish activities.

It is responsible to prepare and propose to the parish finance council an annual budget for those supplies, equipment, and expenses necessary to carry out its action plan.

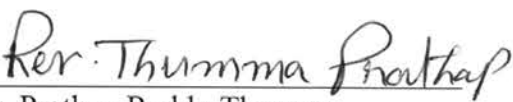
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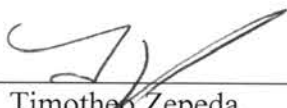
- Parish Festival Committee
- Events Committee

## ALIGNED MINISTRIES:

- Welcome Ministry

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# Buildings/Facilities Commission Charter

“Worthy of special respect and praise in the Church are the laity, single or married, who, in a definitive way or for a period, put their person and their professional competence at the service of institutions and their activities. It is a great joy to the Church to see growing day by day the number of lay people who are offering the personal service to associations and works of the apostolate.” (34)

This commission inspects and inventories all parish properties (including school), equipment, furnishings and facilities; it reviews and recommends needed additions, repairs, replacements and servicing, to be actuated, if needed, under a schedule to be submitted with the recommendation for the work.

It discerns the use of parish talent where safety and performance do not require the use of professional services.

It prepares and recommends policies or guidelines to the parish pastoral council for the use of parish facilities, including security, utilities, services, and personnel. It is responsible to publish the approved guidelines.

It prepares and recommends, in coordination with the other commissions, facility plans and improvements.

It reviews parish insurance needs and makes suggestions with special reference to diocesan policies.

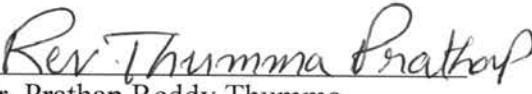
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Committees:

- Building/Facility Committee
- Ground Maintenance Committee
- Security Committee

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Pastor

  
Timotheo Zepeda  
Pastoral Council President

# Communication Commission Charter

The commission develops close communication with parish commissions and organizations to facilitate communication and participation. The commission will offer information on programs for spiritual renewal, education, and outreach support in evangelization efforts.

It works with the other ministries of the parish to discover special problems and factors accounting for the Catholics leaving the parish, for the lack of interest of the unchurched, and for lack of response from minorities. It will design programs to meet these needs.

It furnishes communication material to local and diocesan media.

It plans, coordinates, and distributes an annual parish calendar of activities.

It develops and maintains the parish website and social media sites.

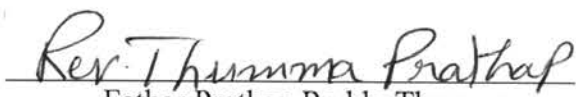
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## Endnotes

1. John: 1: 14
2. Matthew 25: 35-36
3. Lumen Gentium (Dogmatic Constitution on the Church) No. 32c, 33a
4. Canon 518
5. Canon 528 §1
6. Canons 528 §1 and 771 §2
7. Christifideles Laici (The Participation of the Lay Faithful in the Life of the Church as Communion), 26.2
8. Canon 519
9. Apostolicam Actuositatem (Decree on the Apostolate of Lay People), No. 10.
10. Canon 519
11. Canons 528 & 529
12. Christus Dominus (Decree Concerning The Pastoral Office of Bishops In the Church) No. 27b
13. Ecclesiae Sanctae, No. 16
14. Apostolicam Actuositatem (Decree on the Apostolate of Lay People), No. 26
15. Ecclesiae Sanctae 1a (Apostolic Letter on Implementing the Decrees, Christus Dominus, Presbyterorum Ordinis, Perfectae Caritatis. Norms for Implementing Christus Dominus Paul VI, Ecclesiae sanctae I, No. 16 (1)
16. Canon 536 §1
17. The Commentary on the Code of Canon Law, Coriden, James A. et all; eds. p. 432.
18. Novo millennio ineunte (January 6, 2001), No. 29.
19. Christifideles Laici, Nos. 4-6.
20. Guidelines of the Diocese of Charlotte, Oct. 16, 1987
21. Cf. Canon 536, §1; Apostolicam Actuositatem (Decree on the Apostolate of the Laity), 2.
22. Canon 229 §1
23. Sacrosanctum Concilium (Constitution on the Sacred Liturgy), #7c-d)
24. Gravissimum educationis (Declaration on Christian Education), No. 2
25. Apostolicam Actuositatem (Decree on the Apostolate of Lay People), Chap. II, No. 7
26. Christifideles Laici, Nos. 27.6.
27. Gravissimum educationis (Declaration on Christian Education), No. 3
28. Apostolicam Actuositatem (Decree on the Apostolate of Lay People,) Chap. I, #3
29. Ad Gentes (Decree on the Church's Missionary Activity), Chap. II, #15
30. Go and Make Disciples, #10
31. Inter mirifica (Decree on the Means of Social Communication), Chap. II, #13
32. Unitatis redintegratio (Decree on Ecumenism), Chap. II, #5
33. Ut Unum Sint (On commitment to Ecumenism) 99
34. Apostolicam Actuositatem (Decree on the Apostolate of Lay People, #22)
35. 1997 Instruction on Certain Questions Regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of Priest (Article, 5, § 3).