

2021-2022 Teaching Parish Committee Chairperson Ministry Guidelines

The Parish Committee that is formed within the Teaching Parish is a critical component of the Teaching Parish Program. Additional info can be found in the Parish Committee handbook.

1. The Chairperson is the main point of contact between the Teaching Parish Office and the seminarian.
 - a. The Teaching Parish office keeps all updated information on parish committee members and their contact information. This is to ensure good communication from the Seminary regarding the program.
2. The PC chair oversees the committee in terms of its ability to function effectively through communication with the pastor and associate pastor and by selecting solidly engaged parishioners from diverse backgrounds and experiences in parish life.
3. The PC chair makes recommendations to the pastor to select parishioners that will be supportive and engaged members of the committee.
4. The PC chair is responsible for securing locations and room reservations for meetings to be held whether in a parishioner's home, the parish center or virtually.
5. The PC chair will receive relevant information from the TP for inclusion in parish bulletin/event updates.
6. The PC chair is responsible in communication and collaboration with the pastor to oversee that good communication happens in the parish through:
 - a. Bulletin articles
 - b. Bulletin templates (from the seminarians)
 - c. Seminarian updates
 - d. Teaching Parish updates
 - e. Sharing of information if possible: on the parish website, social media, bulletins, and in the Narthex through a "vocation wall" where seminarian photos and updates may be displayed for the community.
7. The PC chair ensures that the committee is made up of 6-10 parishioners whenever possible.
8. If a committee member leaves the committee, the PC chair is responsible for soliciting recommendations for new members from the committee and making recommendations to the pastor and committee.
9. The PC chair is the point of contact for any updates or changes on the committee to the Teaching Parish office.
10. The PC chair is responsible for overseeing and communicating any particular needs or concerns about the seminarian to the pastor or the TP Coordinator. (See handbook for guidelines.)
11. The PC chair is the initial point of contact for the seminarian and oversees communications, calendar issues, etc. with the committee and the seminarian.
12. The PC chair is the point of contact for any recommendations on the Evaluations for the Pastor as the committee will not provide seminarian evaluations. This is to help build trust with the seminarians that the PC is not an evaluative body of parishioners but a team of supportive individuals walking with and assisting in the formation process and full entry into parish life.
13. In terms of "time frame" for terms of committee service. PC chairpersons may consider a 3-5-year policy of commitment (like a parish council) although this is based on a parish-by-parish preference. There is no "hard and fast" rule of thumb on service. Many committees stay together for years finding great joy and fulfillment in walking with our seminarians. While some movement may organically take place within a committee, consistency is an important dynamic for the seminarian. Also, seminarians are engaged in a parish for up to five years, so ideally a committee will remain steady and consistent for good relationships and trust to develop over the years of a seminarian's formation.