



## Membership Process for Bellarmine Advisory and Finance Committees\*

### Purpose of process

1. Facilitates active discipleship and leadership development-- The process draws on the resources and experience of existing parish leaders while also inviting parish-wide participation.
2. Vetting of candidates against a list of qualifications--This reflects the importance of Advisory and Finance committees to the life and future of the parish.
3. Better communication with the parish -- The membership process helps parishioners gain familiarity with the purposes and roles of Advisory and Finance committees. In time, this knowledge will increase interest and willingness to serve.
4. Better preparation for new members -- New members are formally introduced to the parish at masses and receive orientation before beginning their service.

### Guidelines

- The process will begin two months before new members are selected.\*\*
- The process will be the same for each committee (minor variations as needed) and will take place simultaneously each year.
- Nominations require an application (see application section) which is submitted to the pastor and/or the Director of Parish Growth and Engagement.
- Nominees will be vetted according to a set of qualifications (see qualifications section).
- Onboarding of new members will include an orientation.
- New members of each committee will be introduced to the parish community at the same time and will participate in orientation together.
- Members serve a three-year term and may serve again after a three-year hiatus.
- If a seat becomes vacant before the term has expired, it will remain open until the following year's nomination and selection process.

### Process

Advisory and Finance Committees -- Two months before planned onboarding of new members, each committee creates an agenda item to discuss its membership needs for the next year. This may include such needs as maintaining demographic mix and gaining members with certain skills or experience based on the work to be done. It is the responsibility of the committee chair and the pastor to place this on the agenda at the appropriate time. As part of this discussion, committee members will advance names for consideration. Committee members will contact



potential nominees to see if they are willing to serve. If so, nominees will be asked to complete an application.

Core Teams -- Two months before planned onboarding of new Advisory and Finance committee members, each Core Team creates an agenda item to identify potential nominees. It is the responsibility of Core Team leaders to place this item on the agenda at the appropriate time. Potential nominees may include current and former Core Team members as well as people who are currently or formerly active in various parish ministries. Team members will contact potential nominees to see if they are willing to serve. If so, nominees will be asked to complete an application.

Pastor and staff -- Following the same process as above, the pastor and staff members may seek out potential nominees, see if they are willing to serve and ask them to submit an application.

Parish bulletin -- the pastor places an item in the parish bulletin seeking nominations. Article is linked to information about the Advisory and Finance Committees on the parish website as well as to nomination applications. This is a time for one or more committee members to speak at masses, inviting parishioners to nominate themselves or to nominate someone else.

Request at masses (if needed) -- The pastor, Director of Parish Engagement and Growth, Advisory and Finance Committee members review the nomination applications. If a gap exists, the pastor makes an additional request for nominations at masses.

Selection -- Advisory and Finance Committees review the list of nominees for their respective committees and reach consensus, along with the pastor and the Director of Parish Engagement and Growth, on whom to select. The chair of each committee contacts the selected nominees. All nominees receive an email or letter of thanks from the pastor. For selected nominees this includes information about next steps, particularly introduction to the parish community and orientation.

\* Applies only to Advisory Committee in 2020

\*\* Exception for shortened timeline in 2020

Adopted August 2020



## Advisory and Finance Committee Member Qualifications and Expectations

*New member nominees will submit an application which includes this list of expectations and questions related to their ability to fulfill them.*

- Registered parish member for at least two years
- Accept and work with the consultative and advisory nature of the committee
- Willing to work with pastor and staff members
- Able to listen and be open-minded to the ideas of others
- Accept and honor your role as an active disciple, parish leader and communicator
  - Honor the integrity of the committee's work
  - Maintain confidentiality
  - Respond with impartiality to parishioner concerns
  - Honor the pastor's role as ultimate decision maker
- Commitment to the committee's work which includes:
  - maintain a good working knowledge of the parish - its mission, structure, leadership, and activities;
  - participate actively in monthly meetings and any additional meetings that may be called;
  - prepare for meetings;
  - Establish two-way communications with parish constituencies that you may represent and bring knowledge and insights from those communications to issues under consideration;
  - help with additional tasks as requested.
- Participate in orientation

### **Additional qualifications:**

- For the Finance Committee it is helpful to have members with legal and/or business background.
- Each committee should have a mix of members who represent broad constituencies within the parish related to gender and age/stage of life.

Bellarmino Chapel Advisory Committee Application/Self Nomination

Bellarmino Chapel Advisory Purpose:

The Advisory Committee pays attention to the spirit and quality of life within our parish as a whole. The committee brings together 10-12 members from the parish who engage in a regular discernment process that keeps our community faithful to the message of Jesus. The committee considers current needs, pastoral priorities, long-range plans, and other strategic issues that affect the parish. Meetings are monthly, and members are typically appointed for three-year terms. From time to time, a need may arise to form a working group to focus attention on some particular aspect of parish life. For the most part, however, the Advisory Committee operates as a whole and on the basis of prayerful reflection. In this way, the committee contributes to the overall quality of our parish community.

Name: \_\_\_\_\_

Length of time as a registered parish member: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Stage in life: circle all that apply

- single
- in a relationship
- young children
- older children
- children no longer at home

Usual Mass time: circle one

9:00 am

11:30 am

7:00 pm

Prior or current parish experience (committees, core teams, etc) and year involved:

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Tell us about yourself. What brought you to Bellarmine Chapel? What skills and experiences can you bring to the advisory committee? What Bellarmine parish activities do you (and your family) enjoy?

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General expectations:

- Accept and work with the consultative and advisory nature of the committee
- Participate in orientation process
- Willing to work with pastor and staff members
- Willing to pray together and on your own for this work. Recognizing that this leadership is an inside to out process
- Able to listen and be open-minded to ideas of others
- Able to carry out your role as an active disciple, parish leader, and communicator
  - Honor the integrity of the committee's work
  - Maintain confidentiality
  - Respond with impartiality to parishioner concerns
  - Honor the pastor's role as ultimate decision maker
- Commitment to the committee's work which includes:
  - Maintain a good working knowledge of the parish – its mission, structure, leadership, and activities
  - Participate in monthly meetings and any additional meetings that may be called
  - Prepare for meetings
  - Establish two-way communications with parish constituencies that you represent and bring knowledge and insights from those communications to issues under consideration
  - Help with additional tasks requested

The above are expectations that the advisory members have. If selected, do you have the ability and willingness to follow these expectations? \_\_\_\_\_

Explain how you have demonstrated dedication to the mission and spiritual welfare of the parish; considering the needs of the whole parish. Explain how you have worked in a spirit of prayer, shared responsibility, and consensus building.

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Do you have any additional comments about your ability to fulfill these expectations? expectations?

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\*\*Thank you for submitting a nomination. Members will be selected based on the committee's needs, including a need to represent diverse constituencies within the parish.

Bellarmino Chapel Advisory Committee Nomination

Bellarmino Chapel Advisory Purpose:

The Advisory Committee pays attention to the spirit and quality of life within our parish as a whole. The committee brings together 10-12 members from the parish who engage in a regular discernment process that keeps our community faithful to the message of Jesus. The committee considers current needs, pastoral priorities, long-range plans, and other strategic issues that affect the parish. Meetings are monthly, and members are typically appointed for three-year terms. From time to time, a need may arise to form a working group to focus attention on some particular aspect of parish life. For the most part, however, the Advisory Committee operates as a whole and on the basis of prayerful reflection. In this way, the committee contributes to the overall quality of our parish community.

Name of person submitting nomination: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Length of time as a registered parish member: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Stage in life: circle all that apply

- single
- in a relationship
- young children
- older children
- children no longer at home

Usual Mass time: circle one

9:00 am

11:30 am

7:00 pm

Prior or current parish experience (committees, core teams, etc) and year involved:

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What skills and experiences can the nominee bring to the advisory committee?

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General expectations:

- Accept and work with the consultative and advisory nature of the committee
- Participate in orientation process
- Willing to work with pastor and staff members
- Willing to pray together and on your own for this work
- Able to listen and be open-minded to ideas of others
- Able to carry out your role as an active disciple, parish leader, and communicator
  - Honor the integrity of the committee's work
  - Maintain confidentiality
  - Respond with impartiality to parishioner concerns
  - Honor the pastor's role as ultimate decision maker
- Commitment to the committee's work which includes:
  - Maintain a good working knowledge of the parish – its mission, structure, leadership, and activities
  - Participate in monthly meetings and any additional meetings that may be called
  - Prepare for meetings
  - Establish two-way communications with parish constituencies that you represent and bring knowledge and insights from those communications to issues under consideration
  - Help with additional tasks requested

The above are expectations that the advisory members have. If selected, do you believe the nominee has the ability and willingness to follow these expectations? \_\_\_\_\_

Explain how the nominee has demonstrated dedication to the mission and spiritual welfare of the parish; considering the needs of the whole parish. Explain how the nominee has worked in a spirit of prayer, shared responsibility, and consensus building.

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Do you have any additional comments about the nominee's ability to fulfill these expectations?

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\*\*Thank you for submitting an application. Members will be selected based on the committee's needs, including a need to represent diverse constituencies within the parish.