

St. Simon Parish Life Group Council Charter

“PLG ~ Building ONE Community United in Faith”

Purpose

The Parish Life Group consists of a variety of parishioners that reflect the parish community and promote the philosophy of being ONE united parish. This group will provide opportunities to build connections among parishioners through social events and parish fundraising activities that are grounded in God’s presence and the mission of Jesus.

Objective: Building ONE Community United in Faith

- PLG will build supportive community structures to foster a deep sense of welcome for new and current parishioners, especially those who feel marginalized.
- PLG will represent our welcoming, dynamic and untied faith community by empowering parishioners to work in teams to successfully host events/fundraisers that reflect who we truly are: ONE parish ~ ONE community.

Membership

Council members are to serve a two-year term concurrent with the parish’s fiscal year. Member’s terms should be staggered to provide for continuity of membership. Ideally, the composition of the council membership should strive for demographic balance including:

Core Team Members:

- Pastor
- Parish Staff Liasion
- PLG Chairperson(s) (This position may be co-chaired)
- Marketing Chair
- Welcome Committee Representative

PLG Team Members:

- Social Event Chairperson(s) for each parish wide event
- Kitchen Coordinator(s)

Areas of Responsibility	Council Owner
Social Life of the Parish <ul style="list-style-type: none"> • Host social events that are non-fundraising in nature and promote widespread community involvement. • Actively bring about unity between our school and parish communities. • Assure events that are inclusive of all generations • Support creative new community building parish wide events • Support events that are tailored to generate parish involvement from a variety of ministries and/or groups. 	Parish Life Group Members
PLG Co-Chairs <ul style="list-style-type: none"> • Act as facilitator of group via committee emails and Core Team meetings, four times per year and PLG Team Meetings, twice per year (Fall/Spring). • Main contact regarding PLG for parishioners, and if parishioners would like to host a new parish wide event/fundraiser, communicate 	

<p>process of approval (see process in Communication packet)</p> <ul style="list-style-type: none"> • Act as facilitators to new groups starting in parish (i.e.: Empty Nesters, Catholic Singles, and /or Grade Connectors) • Responsible for communicating to Communications Representative, Kitchen Coordinator(s) and Community Treasurer of schedule and chairperson(s) of each Parish Wide Event. 	
Community Treasurer	
<ul style="list-style-type: none"> • The PLG Treasures will act as a community treasurer for community events. • Provide budget status at every Core Team meeting. • Liaison between Business Manager and office staff of Parish Office. 	
Marketing Chair	
<ul style="list-style-type: none"> • Maintain PLG Charter – online. • Communicate & distribute “PLG Event Packets” (the steps/expectations of chairing an event) to each PLG Chairperson(s). • Responsible for keeping all meeting minutes and posting online for parishioners to view. • Responsible for publications in local newspaper and surrounding churches when necessary to do so. 	
Welcoming Ministry	
<ul style="list-style-type: none"> • Representative to act as liaison between PLG & Welcome Committee. <p>What the Welcome Committee does:</p> <ul style="list-style-type: none"> • Welcome of new members via email and personal phone call • Inform current Pastor of certain special insights and needs of new parishioners. • Organize and host New Parishioner Receptions twice a year (Fall and Spring) that include Parish Staff members & Welcome Committee members. • Coordinate SIX Sunday fellowship Weekends: Monthly events include: Donut Sundays after all morning Masses. 	Welcome Committee Representative:
Parish Fundraising Coordinator	
<ul style="list-style-type: none"> • PLG will participate in parish wide meeting to establish annual fundraising plans. • Representatives at this meeting will include appropriate representatives from staff, youth ministry, Outreach and Social Justice, school. • As a minimum the PLG organization will have responsibility for organizing the <u>annual rummage sale</u> and the <u>biennial Auction</u>. 	
Social Event Chairs	
<p>Chairs to provide leadership for the following parish (*)standing events:</p> <ul style="list-style-type: none"> ~ Fall BBQ - ~ Monster Mash - ~ Golf Tournament - ~ Advent Wreath Making - ~ Youth Hosted Christmas Caroling – 	

<ul style="list-style-type: none"> ~ Ladies Christmas Dinner - ~ Festival of Lights - ~ Auction ~ ~ Fat Tuesday ~ ~ St. Patrick's Day Dinner – ~ Monthly Senior Lunches - ~ Easter Vigil Reception – ~ Six Fellowship Weekends per year (Donut Sundays) – W.C. <p><i>(*) knowing that if there is NO ONE to step up to chair a certain event ~ then let it go!</i></p>	
<p>PLG Kitchen Chairs</p>	
<ul style="list-style-type: none"> • Maintain accurate inventory of all equipment supplies and PLG cabinets in storage areas in the Spooncer and Simon Room Kitchens. • If ministries need to borrow kitchen items, need to contact chair person. • Provide ministries with “Kitchen Use Policies” and report any/all necessary repairs to the custodian. 	

SEE PLG Communication Forms online for the following:

- How to Publicize/Promote YOUR Event via Parish Bulletin, Parish Website, School & CCM community
- Event Flowchart
- Checklist for Hosting a Parish Event: PRE and POST Event Check List
- Parish Life Group Organizational Chart
- Event Expense & Request for Reimbursement Form
- Deposit Reconciliation Report