ICC Parish Organizational Chart – 2014 - 2015

Councils
Parish Pastoral Council (PPC)
Parish Finance Council (PFC)
Parish Leadership Team (PLT)

Stewardship Commission
Parish Photographers
Stewardship Fair
Welcome/Orientation/Registration Committee

Faith Formation Commission
Sacramental Preparation
  Baptism Preparation
  Confirmation Preparation
  First Reconciliation Preparation
  First Eucharist Preparation
  Fully Engaged Preparation
  Diocesan Marriage Preparation Program
  Rite of Christian Initiation of Adults (RCIA)

Adult Faith Formation
  Intergenerational Events
  Parish Resource Center
  Welcome Home (for Returning Catholics)

Small Faith Formation Groups
  De Sales Spirituality Groups
  ICC Chapter to Chapter
  Moms’ Faith Sharing Group (1) & (2)
  Reflection on Sacred Scripture Group (1)
  Reflection on Sacred Scripture Group (2)
  Reflection on Sacred Scripture Group (3)
  Reflection on the Sunday Readings Group (1)
  Reflection on the Sunday Readings Group (2)

Children and Youth Faith Formation
  Total Youth Ministry (TYM) Grades 9-12
  Junior Youth Ministry (JYM) Grades 6-8
  Children’s Faith Formation (CFF) 3 yrs - Grade 5
  Nursery (Birth to 3 years)

National/Regional Groups
  Catholic Daughters of the Americas Court #2444
  Knights of Columbus #1074
  St. Thomas More Fraternity of the Secular Franciscan Order

Liturgy Commission
Altar Linen Caretakers
Art & Environment (A & E)
Lay Presiders
Sacristans
Altar Servers
Extraordinary Ministers of Holy Communion (EMHC) during the Liturgy
Extraordinary Ministers of Holy Communion (EMHC)
  to the Sick/Homebound
Greeters
Lectors
Music Ministry
Ushers

Inreach Commission
Adult Singles
Funeral Planning Ministry
Lazarus Ministry
St. Martha’s Meals Ministry
Social Coffee Committee
Social Committee
Wellness Ministry

Outreach Commission
Good Samaritan
Help Center of Federal Point
Hispanic/Migrant Ministry
Island Cottage
Meals on Wheels - Weekends
Prison Ministry
Right to Life Committee

Plant/Operations Commission
Plant
  Building Maintenance
  Facility Setup Committee
  Landscaping Committee
Operations
  Bishop’s Annual Appeal (BAA)
  Honoring Our Past - Building Our Future
    Campaign Committee
  Office Receptionists
  Safe Environment Team (SET)
  Treasury Counters
Explanation of our Organizational Chart

The role of the Parish Pastoral Council is to assist the pastor and the staff with the long-range vision and planning at Immaculate Conception Church. One tool the PPC uses for this is our Organizational Chart. The structure of this chart encourages involvement and ensures that our stewardship efforts are successful.

- Immaculate Conception Church Organizational Chart is Christ-centered and based on a flat, professional model instead of a traditional top-down/pyramid model.

- We share our needs, hopes, and dreams with God. We rely on our relationship with Him to help us prioritize and make decisions.

- ICC is the heart of Christ. This emphasizes our Salesian Spirituality. We desire to “Live Jesus.”

- Six Commissions: Stewardship, Faith Formation, Liturgical, Inreach, Outreach, and Plant/Operations. Each Commission is led by a Chair and an Assistant Chair.

- 50 ministries. Each ministry is led by a Coordinator and an Assistant Coordinator. Ministries are categorized within the appropriate Commission.

- Leadership terms last 2-3 years. A plan is in place for successful leadership transitions. Position descriptions in each ministry define the tasks involved and time needed. Each Council, Commission, and Ministry annually develops clearly defined goals and objectives so that we can grow, move forward with energy, and evaluate the effectiveness of our ministries.

- Commissions and all ministries are held in Jesus’ embrace. They also symbolize Jesus’ hands. It is through the vibrant actions of our ministries that we reaffirm our commitment to stewardship and give evidence of our desire to “Live Jesus.”

- Group of connected circles include the Pastor, Staff, Parish Pastoral Council (PPC), Parish Finance Council (PFC), and Parish Leadership Team (PLT). The PLT includes the Pastor, Staff, the Chairs of our Pastoral and Finance Councils, and the Chairs of each of our six Commissions. This team meets regularly to share information, problem solve, and provide assistance and support to all of our parish ministries. If you share your Time, Talent, and Treasure at ICC, then you’re represented by this team.
Successful Leadership Transitions

This document specifies general guidelines and procedures involved in successful leadership transitions at Immaculate Conception parish.

**Purpose:** The purpose of having these procedures in place is to allow for ministries to flourish when the efforts of some are built upon and expanded by others. With such an approach, Immaculate Conception expects ministries to be led by individuals who are excited and committed to the ministry during their term of service, and to allow for smooth transitions between ministry coordinators, respecting the fact that even the best-intentioned guidelines and procedures can sometimes unintentionally interfere with the most practical and beneficial approach for the parish’s well-being.

It is for this reason that the Pastor, as leader of the parish, can recommend and/or approve of exceptions to these guidelines when deemed appropriate for the betterment of the parish and its parishioners. However, these exceptions are to be carefully considered on an annual basis.

**Development and Maintenance:** Development and maintenance of clearly-specified roles and position expectations are pivotal aspects of a well-planned leadership transition. These documents have been developed and/or updated as an initial part of the leadership transition process and then will be subsequently reviewed and/or revised annually. Leadership transitions at Immaculate Conception will be divided into three categories: general ministry coordinators, catechist-based ministry coordinators, and council representatives/leaders.

**General ministry roles:** For these roles, leadership transition will become part of the annual planning process. All terms and renewals occur at the end of the fiscal year (i.e., end of June). Ministry coordinators and assistant coordinators will typically be asked to serve for a two-year initial term, with the opportunity for renewal of an additional term of one year following the initial term [if jointly determined by the Pastor and coordinator that this is in the best interests of both the parish and the individuals involved. In such cases, there should be an agreed upon transition time and an assistant coordinator should be identified and trained as soon as possible.] Every commission will be required to have a chairperson and an assistant chairperson. Every ministry will be required to have a coordinator and an assistant coordinator.

**The process for renewal of terms will be as follows:**
- A review of the determination of intent to renew should be initiated by the commission chair six months prior to the expiration of the coordinator’s term.
- The recommendation to renew the term for a one year period, or recommend a replacement candidate, should be submitted to the Pastor or his designee for approval three months prior to the expiration of the coordinator’s term.
Catechetical ministry roles: In recognition of the facts that catechetical roles require advanced training and that growth within a role can be of immense value to the parish, catechetical ministry succession is treated separately. For these roles, ministers are encouraged to stay within a role for a longer period. There will be an annual meeting between the Director of Faith Formation, Pastor, and catechists in these roles to determine whether there is a need to start a leadership transition process. Typically, leadership transition within these roles is a year-long process where a successor can be identified, trained, and brought up to speed within the ministry. During this period, it is preferred that the outgoing coordinator remain as the ministry coordinator while training the successor and giving the successor opportunities to gain familiarity and first-hand experience with the responsibilities of the role. When a coordinator has been in a role for longer than four years, it is preferable that there be another person trained as an assistant coordinator to work alongside this coordinator.

1) Council-based ministry roles: Leadership transition for these roles follows the guidelines given in the Constitution and By-Laws for these entities. As stated in the Parish Pastoral Council position descriptions, the term of service on the PPC is three years. The approved By-Laws take precedence regarding selection of individuals for such roles. The Parish Finance Council models the same criteria as the PPC.

Timeline for Installation of Successful Leadership Transitions:

1) September 2010: Parish Leadership Team approves the Successful Leadership Transitions Guidelines.

2) September 2010: Parish Pastoral Council approves the Successful Leadership Transitions Guidelines.

3) Term of Coordinator positions determined and distributed to Parish Leadership Team, Parish Pastoral Council and Commission Chairs for notification to respective coordinators.

4) January 2011 thru December 2011: Successful Leadership Transitions Chairperson addresses each Commission and it’s Ministries concerning the Successful Leadership Transitions Guidelines. They answer questions concerning their implementation. Term of Coordinator positions determined and distributed to Parish Leadership Team, Parish Pastoral Council and Commission Chairs for notification to respective coordinators.

5) January 2011: Commission Chairs, Pastor and/or relevant staff members meet with Catechetical Ministry Coordinators regarding leadership transitions, as specified in the Successful Leadership Transitions document.

6) January 2011 thru June 2011: All Ministries have Coordinators and Assistants in place, except for ministries whose coordinators have been in place less than 3 years.