



## Plant & Operations Commission Plant & Operations Chairperson Position Description

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### **Reports To:**

Pastor

### **Ministry Purpose / Objective:**

To oversee the daily operations and maintenance of all Immaculate Conception Church grounds and buildings.

### **General Responsibilities of All Commission Chairs:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Areas of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

**Responsibilities of Plant & Operations Chair:**

- Assists in planning and development of umbrella ministries' goals.
- Coordinates meetings.
- Gives direction and guidance for the ministries under Commission.
- Monitors calendar for scheduling events.
- Oversees budget for all ministries.
- Maintains communication with Pastor for guidance and direction of the program.
- Serves as member of the Parish Leadership Team.
- Serves as member of the Welcome/Orientation/Registration ministry.

**Special Activities:**

- Annual parish Leadership training.
- Commissions/Stewardship weekends.

**Meetings:**

- All Commission Meetings.
- Welcome/Orientation/Registration meetings.
- Parish Leadership Team meetings.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:	Average Time (may vary):
• Meetings	4 hours/month
• Meeting preparation	1 hour/month
• Administrative	1 hour/month

**Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

**Qualifications Required of All Commission Chairs:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

**Additional Qualifications Required:**

- Ability to communicate effectively with Pastor, Parish Staff and Parish Committees.
- Ability to coordinate efforts by multiple workgroups.
- An understanding and appreciation for Plant & Operations Ministries.

**Plant & Operations Commission Chair Resource(s): Co-Chair**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



## Plant & Operations Commission Chairperson's Task List

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### General Tasks for All Commission Chairs:

- Ensures each of the Commission ministry coordinators maintain member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Ensures each of the Commission ministry coordinators review and update ministry position guidelines yearly.
- Facilitates planning and development of Commission ministries' Goals/Objectives.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when using the the De Sales Faith Formation Center or the church facilities.
- Prepares for and coordinates the Commission meetings.
  - Ensures meeting dates are on parish calendar.
  - Sets agenda.
  - Opens meeting with prayer
  - Ensures the taking of minutes.
  - Facilitates Commission meetings.
- Processes and analyzes meetings for the betterment of the Commission as a whole and gives direction and guidance for the Commission ministries.
- Monitors calendar for scheduling of events.
- Coordinates budget for all Commission ministries.
- Gives direction and guidance to the Commission ministries.
- Maintains communication with Pastor for guidance and direction of the program.
- Serves as a member of the Parish Leadership Team.
- Serves as a member and presenter at the Welcome/Orientation/Registration events.
- Oversees the Commission's participation in the Commissions/Stewardship Fair.
- Evaluates the Commission and its ministries yearly, (What worked well? What didn't work well? What needs to be done differently).