

# ICC Parish Organizational Chart 2022-2023

## COUNCILS

- Parish Pastoral Council (PPC)
- Parish Finance Council (PFC)

## LITURGICAL COMMISSION

- Altar Linen Caretakers
- Art & Environment (A&E)
- Liturgy Set-up
- Altar Servers
- Extraordinary Ministers of Holy Communion (EMHC) during the Liturgy
- Extraordinary Ministers of Holy Communion (EMHC) to the Sick/Homebound
- Fully Engaged Preparation
- Funeral Planning Ministry
- Greeters
- Lectors
- Music Ministry:
  - ICC Choir, Funeral Choir, Cantors, Orchestra & Instruments
  - Ushers

## FAITH FORMATION COMMISSION

- Sacramental Preparation*
- Baptism Preparation
- Confirmation Preparation
- First Reconciliation Preparation
- First Eucharist Preparation
- Order of Christian Initiation of Adults

- Whole Community Catechesis*
- Creation Stations

### Adult Faith Formation

- Bible Study
- Chapter by Chapter 1 & 2
- Landings (for returning Catholics)
- Lenten Book Study
- Women’s Faith Sharing Group

### Children & Youth Faith Formation

- Total Youth Ministry (TYM) Grades 9-12
- Junior Youth Ministry (JYM) Grades 6-8
- Children's Faith Formation (CFF) K - Grade 5

## INREACH COMMISSION

- Hospitality & Social Committee
- Lazarus Ministry
- St. Martha’s Meals
- Visitation Ministry
- Welcome/Orientation/Registration Committee

## OUTREACH COMMISSION

- Christmas Angel Request Extravaganza (C.A.R.E.) Ministry
- Help Center of Federal Point
- Island Cottage
- Meals on Wheels
- Prison Ministry

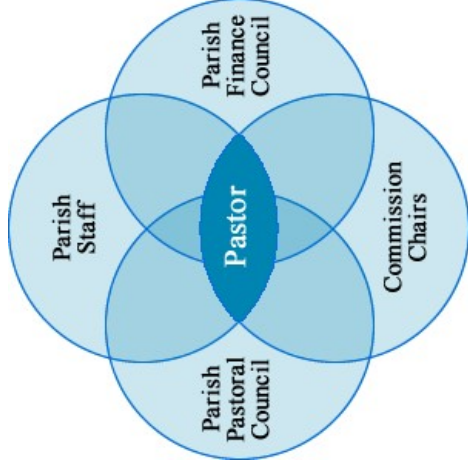
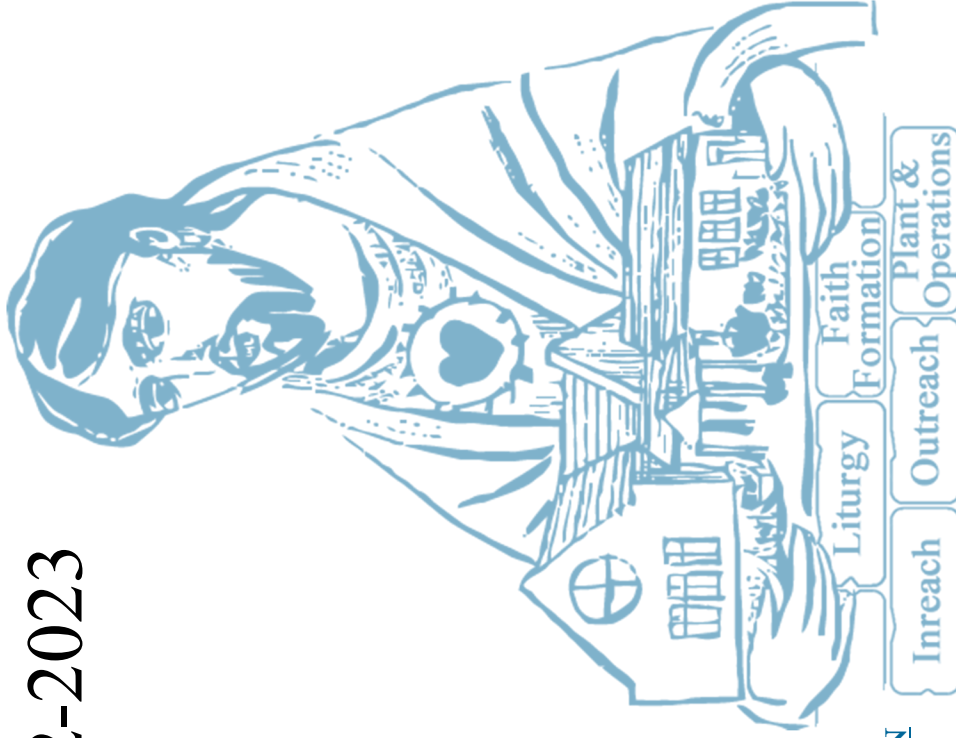
## PLANT & OPERATIONS COMMISSION

- Bishop's Annual Appeal (BAA)
- Gardening Ministry
- Maintenance Committee
- Office Receptionists
- Safe Environment Team (SET)
- Treasury Counters

## NATIONAL/REGIONAL GROUPS

- Catholic Daughters of America, Court 2444
- Knights of Columbus, Council 1074

*For a description of these ministries, please refer to our Stewardship Opportunities Booklet.*



# 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.