



Committee/Councils/Ministry Coordinator Responsibilities

- ❖ *All committee/councils serve as advisory to the Pastor*
- ❖ *Start and end each meeting with a prayer.*
- ❖ *Have someone be the secretary and take minutes for each meeting.*
- ❖ *Email the minutes to the stewardship coordinator, Pastor and all attending as a reminder of what transpired at the meeting.*
- ❖ *Participate in the Stewardship Fair for your ministry.*
- ❖ *Meetings do not use Roberts Rules, but we discern decisions.*
- ❖ *All stewards of the ministry must be registered members of St. Agnes*
- ❖ *All stewards must fill out a volunteer packet and return it to the office. (The packet can be picked up in the office or gotten on line at the St. Agnes website.)*
- ❖ *Documents need to be titled this way: date and title: 2018-01-18 Ministry name and document.*
- ❖ *Keep a copy of minutes.*
- ❖ *List of members with email and phone numbers.*
- ❖ *Mission Statement of Ministry.*
- ❖ *Date and time ministry meets*
- ❖ *Question or concerns about the ministry can be addressed with the Stewardship Coordinator.*
- ❖ *Make an appointment or talk with the Pastor once a quarter, advising him of the progress of the council/committee.*