

LEADERSHIP VOLUNTEERS NEEDED!

Announcing Parish-Wide Election & Appointments for Immaculate Heart of Mary Commissions Serve IHM Serve the Community Serve Christ!

Immaculate Heart of Mary Parish, like all parishes in the Archdiocese, is administered in accordance with the principle of “shared responsibility.” The Pastor is accountable to the Archbishop for the total ministry of IHM Parish. The Pastor shares this responsibility in a consultative relationship with the Pastoral Council who, in turn, has established various commissions to carry out the ministries of the Parish: School Commission, Finance Council, Family Life & Faith Formation Commission, Stewardship Commission, Outreach Commission, and Athletic Commission. Commissions serve as consultative bodies for the Pastor and pastoral staff on matters concerning their respective missions.

In May, the parish will hold elections to fill the openings occurring in all commissions due to the expiration in June of the terms of a portion of the members of each commission. Commission members elected and appointed this spring will typically serve 3-year terms that begin July 1, 2019, and expire June 30, 2022. The following commissions have open positions:

Pastoral Council
Stewardship Commission
Family Life & Faith Formation Commission
School Commission
Athletic Commission
Finance Council (by appointment)

In the following pages, you will learn more about each commissions mission, what its members do, and how you can help. We need people with diverse skills and interests who have a passion to share their gifts to serve our parish and the community.

*If you are interested in becoming a candidate for one of the open positions, please prepare a **short bio** that includes what position you are interested in and why, along with a brief summary of the talents, skills, and experience (work and/or volunteer) that you will bring to the role. Please send your **bio** and a **photo** of yourself to Julie Tomich at jmtomich@ihmindy.org or 317-257-2266 by **Tuesday, May 7, 2019**.*

Pastoral Council

Open Seats: 2 elected positions

Purpose

The Pastoral Council, together with the pastor and the pastoral staff, are responsible for the implementation of Archdiocesan and Deanery policy and directives applicable to IHM Parish. The Council shall serve as a vehicle for dialogue among parishioners, and as a consultative body to the pastor, on all matters affecting parish life. The Council shall establish and coordinate commissions to oversee various aspects of parish life. The Council, through the establishment and review of a budget administered by the pastor and the pastoral staff, shall determine how all funds received by the Parish shall be allocated among the Parish's programs and other uses. The Council shall keep itself advised of the status of the Parish's financial resources and their use.

Open Seats

Two (2) Pastoral Council members will be elected to three (3) year terms, beginning July 1, 2019, and expiring June 30, 2022. There are a total of seven (7) elected and appointed at-large members, who along with seven (7) *ex officio* members, commission chairpersons, comprise the fourteen (14) voting council members.

Work of the elected members

At-large Pastoral Council members will be asked to consider at least one year of service in an executive office (president/president-elect or secretary) and/or to chair one of the permanent standing committees: grounds, survey, calendar, governance/elections. These positions require different levels of service, but each Pastoral Council member should plan to spend time each month carrying out the mission and work of the council.

Representative projects

The Council administers regular parish matters such as overseeing the annual operating budget, conducting parish surveys, and advising on other aspects of parish life. In addition, the Council addresses projects as needed. In recent years, the Council worked on these representative projects:

- Capital campaign and facilities plan, in conjunction with special committees;
- Parish-wide governance review and changes;
- Parish-wide survey and response plan;
- Communications project to review all aspects of parish communication; and
- 5-year parish strategic planning exercise

Contact: James Gilroy, Pastoral Council President at jamesgilroy@gmail.com or 917-674-6784.

Stewardship Commission

Open seats: 2 elected positions and 2 appointed positions

Purpose

The Commission invites all parishioners to serve the parish by stewardship of time, talent, and treasure. The Commission shall have the responsibilities of conducting the annual stewardship program in the fall (archdiocese) and spring (parish) of each year, and subsequent follow-up activities. Please review the points below for a better summary of all Stewardship Activities.

Open seats

Two (2) Stewardship members will be elected and two (2) will be appointed to three (3) year terms, beginning July 1, 2019, and expiring June 30, 2022.

Work of the elected members

The elected members will serve as a leadership team for all Commission projects. The Commission typically meets via conference call about every two months, which is most efficient for the members.

Representative projects

The Commission administers regular and *ad hoc* parish projects, including:

- Work with the parish office to help coordinate Annual IHM Stewardship Campaign for the parish and the archdiocese, including any Stewardship Mailing;
- Attend meetings with the Archdiocese and other Parishes on new ideas to improve Stewardship at IHM;
- Implement a Planned Giving Campaign for IHM;
- Help develop strategies for effective and sustainable fund raising and stewardship for IHM, including a potential upcoming capital campaign;
- Identify potential initiatives programs to help parishioners be good stewards for IHM and within their own lives; and
- Work with other commissions to identify critical engagement for new parishioners as well as outreach within the wider Indianapolis community.

Contact: Steve Robinson, Stewardship Commission Chair at srobinson@rwyllaw.com or 317-966-8269.

Family Life & Faith Formation Commission

Open Seats: 2 elected positions and 2 appointed positions

Purpose

As companions on the sacred journey, it is the mission of the FLFFC to:

- Support parishioners at any point on their faith journey;
- Offer channels through which parishioners can know God;
- Provide opportunities for parishioners to celebrate spiritual milestones together; and
- Encourage parishioners to minister to one another in Christ's unconditional love

Open seats

Two (2) Family Life & Faith Formation Commission members will be elected and two (2) will be appointed to three (3) year terms beginning July 1, 2019, and expiring June 30, 2022. One member from the Commission will be elected Chairperson.

Work of the elected members

The Commission seeks parishioners of Immaculate Heart of Mary in good standing who will assist the Commission in its Mission to serve the community in faith.

Responsibilities include:

- Attend monthly meeting of FLFFC (8-10 per year);
- Address short and long-term spiritual needs of parishioners of all ages;
- Support DRE and Pastor in areas relating to the Mission; and
- Commit to prayerful dialogue, study, and discernment of the spiritual and religious needs of IHM

Contact: Shaun Clifford, FLFFC Chair at shaun.clifford@faegrebd.com or 317-407-4621

School Commission

Open seats: 3 elected positions and 1 appointed position

Purpose

Education is a core function of Catholic parish life and IHM is blessed to have an outstanding school to carry out that function. The School Commission is considered “advisory” to the Pastor and Principal. The School Commission is responsible for establishing and directing policies related to the IHM School, students, and staff, and works closely with the Principal, the Pastor, and other staff members.

The role of the School Commission consists of four (4) major categories: Planning, Monitoring, Policy Making, and Communicating. The School Commission establishes, plans, and sets long-term goals and objectives for the School to meet; establishes policies to be implemented by the Principal and her staff; monitors the achievement of goals and the implementation of policies; and communicates the status of these functions to the Pastor, Pastoral Council, Parents, and the Parish at large.

Open seats

Three (3) School Commission members will be elected to a three (3) year term, beginning July 1, 2019, and expiring June 30, 2022. One (1) member will be appointed by the pastor. These four (4) new members will join seven (7) others to form the eleven (11) person Commission. One member from the Commission will be elected Chairperson.

Work of the elected members

The School Commission meets in regular monthly meetings from August to July of each school year. The elected members will serve as a leadership team for all Commission initiatives. The members should be prepared to serve on 1-2 additional working committees related to Commission business, including:

- Commission Committees including Budget/Finance, Marketing, Policy and Bylaws, Academic Excellence, and Tuition Assistance;
- Formulate policies and procedures to guide School Administrator in fulfilling goals and objectives of the School Commission;
- Serve as liaison to the following Parish Committees: Athletic, Facilities, Family Life and Faith, Technology, and Parent Teacher Organization;
- Assist in the development of the annual school budget in conjunction with the Parish Finance Commission;
- Achieve through the School Administrator and others, Archdiocesan and Parish goals for Catholic school education; and
- Formulate the means and instruments to communicate School information to the parish community.

Contact: Adriana Ratterman, Chair-elect at amratterman@dow.com or 317-371-3124

Athletic Commission

Open seats: 2 elected positions and 1 appointed position

Purpose

The mission of the IHM Athletic Commission is to promote the knowledge, growth and development of IHM students and non-affiliates who participate in IHM athletics and physical wellness programs. As part of the youth ministry of the parish, the Commission provides quality programs in sports recognized by the Archdiocese of Indianapolis CYO. The Commission also monitors and assesses the impact and interaction of its athletic programs with the school and the larger parish community.

Open seats

Two (2) Athletic Commission members will be elected and one (1) will be appointed to three (3) year terms, beginning July 1, 2019, and expiring June 30, 2022. These new members will join nine other voting members and three non-voting members.

Work of the elected members

Members will attend one monthly meeting between August and June and assist with the following responsibilities:

- Provide support the Athletic Directors, Coordinators, Coaches, and others in achieving the mission of IHM Athletics;
- Formulate policies and procedures to help guide IHM Athletics for the benefit of the youth of IHM and non-parishioners who participate in Athletics at IHM;
- Assist in the development of the annual budget for the Athletic Commission; and
- Address and help fulfill specific areas of need, including:
 - communications liaison - contact for sports related announcements;
 - concessions liaison; and
 - equipment liaison

Contact: Tim McNelis at tmcnelis@indianasb.com or 317-437-1754

Finance Council

Open Seats: 2 Appointed positions only

Purpose

The Finance Commission is responsible for establishing and overseeing financial policies and processes including budgets, financial reports, business processes, and internal controls. The Commission works closely with the Pastor and Business Manager.

Commission Membership

In accordance with Canon Law, the Finance Commission is appointed by the Pastor. Members should have expertise in finance or related fields (including law, risk management, fund raising or business administration). There is a minimum of six (6) appointed members serving three-year terms.

Individuals interested in serving on the Finance Commission should contact Jim Elias directly.

Work of the Finance Commission

The Commission meets monthly to review financial statements and discuss other financial matters. The Commission also approves the annual budget (for final approval by the Pastor) and assists with long-term planning, capital expenditures, and compliance with Archdiocesan guidelines.

Contact: Jim Elias, Finance Commission Chair at jimelias1@gmail.com or 317-439-9187