

Volunteer Positions within PARISH LIFE COMMITTEE
Amended 9/26/2019

CO-CHAIRS with All Committee Members

Patty Dean

Conduct Monthly Parish Life Meetings – Lead prayer, introductions, keep meeting moving, adjourn meeting.

Phyllis Morris

Conduct Monthly Parish Life Meetings - Settle in, prayer, introductions, keep meeting moving.

TREASURER

Linda Beck

Keep and report Parish Life funds on record as confirmed by the Parish Business Manager.

Collect Parish Life dollars after any event such as Junk in the Trunk, etc. Treasurer will take total amounts to Parish Business Manager, and receive a receipt from Parish Business Office.

For reimbursement of an Activity or Event expense the leader of the activity should obtain a reimbursement form from either the parish website or the Parish Life Treasurer. Upon completion of the form, and before submission to the Parish Business Manager, the activity leader should make a copy of the form and send the copy to the Parish Life Treasurer for his/her records. Parish Life reimbursement will be via Check.

Use **Reimbursement, Payment Request, Deposit or Withdrawal Forms** available through the Parish Business office. On the Payment Request and/or Reimbursement form include the phrase, "Please make check payable to _____". This would be the activity leader or Parish Life member who purchased supplies, etc. as approved first by the Parish Life committee.

RECORDING SECRETARY

Nancy Tiemeier

Attend and take notes at Parish Life Monthly Meetings.

Create each month's Meeting Agenda using "Action" and "New Business" sections from prior month's meeting notes

Email to Parish Life Committee Members the final, approved meeting notes and next month's Meeting Agenda as part of Reminder of next meeting date and time.

Create pdf of final PL meeting notes each month and send to Administrator in Parish Office. This pdf file is forwarded by the 1st of each month to the recording secretary of the PPC for inclusion in their monthly report published to the parish.

Correspond as needed on behalf of Parish Life. **Send Christmas cards** to Shawnee Spring residents/parish members and shut-ins as listed in home Eucharistic ministers' list in chapel.

Set up forms for new activity as needed.

BULLETIN NOTICE COORDINATOR

Patty Dean

Write and submit Bulletin Notices for upcoming PL Activities and Events. Submission to Parish Office Administrator must be by each MONDAY before 10am for the following Sunday's bulletin. Also send Parish Life activity and event dates to Karen Kane, Parish Communications Director, for parish website, Harrison Avenue sign, etc.

Assure all dates for bulletins are correct – take from PL monthly meeting notes and coordinate with Parish Life Activity Coordinator (Pam Reiter) who makes the room reservations.

MARKETING COORDINATOR

Position Open - Parish Life Committee Member

Responsible for creating and publishing PL upcoming activity dates and events with community outlets, such as Harrison Recreation sign on Harrison Avenue; Harrison Press; Harrison Happenings, etc.

Karen Kane

Assure up-to-date information is on the **Parish web site each week**, and post upcoming events months out.

Place Parish Life Mission Statement and other pertinent information on the parish Facebook page.

www.Facebook.com/stjbharrison The church website is www.stjb.net

ACTIVITIES AND EVENTS ROOM CO-ORDINATOR

Pam Reiter

Reserve meeting and activity rooms with parish office as requested.

Assure all dates for bulletins are correct – take from PL monthly meeting notes and coordinate with Bulletin Notice Coordinator (Patty Dean). Include activities outside St. John campus such as ROMEOS, JULIETS, and Quilting.

PARISH LIFE EVENTS

Junk in the Trunk Karen Thomas

Creates registration form and takes reservations for parking lot space.

Advises Parish Life Bulletin Coordinator and Events Coordinator of Date.

Sections St. John the Baptist parish parking lot for seller spaces.

Coordinates concession stand with parish life members and/or Youth Group, etc.

Trunk or Treat Mary Lohmann

Creates registration form and takes reservations for parking lot space

Advises Parish Life Bulletin Coordinator and Events Coordinator of Date (Sunday before Halloween.)

Sections St. John the Baptist parish parking lot for cars.

Coordinates concession stand with parish life members and/or Youth Group, etc.

Parish Life ACTIVITIES and Leaders

Beginning Crochet Rose Marie Page

Assure Activity Coordinator (Pam Reiter) has room reservation needs.

Assure Bulletin Notice Coordinator (Patty Dean) has meeting dates.

Book Club Kay and Tom Dahmann

Assure Activity Coordinator (Pam Reiter) has room reservation needs.

Assure Bulletin Notice Coordinator (Patty Dean) has meeting dates.

Provide monthly Book Title and Author to Patty Dean for Bulletin.

Chocolate, Coffee & Crafts Pam Reiter

Coordinate and purchase craft and supplies as needed.

Assure Bulletin Notice Coordinator (Patty Dean) has information as necessary.

R.O.M.E.O.S Tom Dahmann

Leads Monthly Men's Luncheon, 1st Tuesday of the Month.

Assures correct dates are given to Bulletin Coordinator and Events Coordinator.

Coordinates logistics with Monks Kitchen owner, John Frerick.

J.U.L.I.E.T.S Phyllis Morris and Nancy Tiemeier

Lead Monthly Women's Luncheon, 4th Thursday of the Month.

Assures correct dates are provided to Bulletin Coordinator and Events Coordinator.

Coordinates logistics with Monks Kitchen owner, John Frerick.

Welcome Packets Phyllis Morris and Patty Dean

Assure Parish Office has numerous Welcome Packets available.

Update information as necessary throughout the Welcome Packet.

Purchase* and create Welcome Packet folders as necessary.