

PARISH LIFE TEAM POSITIONS AND RESPONSIBILITIES

Parish Life Website Coordinator

****Position Available – Website Coordinator, separate from web designer****

The Website Coordinator would assure up-to-date information is on the web each week, and post upcoming events months out. Place pertinent new information on the site

Current responsibility: Monitor parishlife@stjb.net email account on at least a weekly basis

CO-CHAIRS with All Committee Members

Patty Dean

Conduct Monthly Parish Life Meetings - Settle in, prayer, introductions, keep meeting moving
Parish Life Team will report to SJB Parish Pastoral Council (PPC) as of November, 2013

Distribute Parish Life final meeting minutes to general PPC email account (Members of the Parish Pastoral Council can be emailed at ppc@stjb.net) for distribution to all current members of PPC

Phyllis Morris

Read and approve Secretary's meeting notes

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

TREASURER

Tom Dahmann

Collect all dollars after each day of an event. Summer Festival (3 days), Fall Festival (1 day)
Reimburse Activity or Event Leaders as needed **and voted upon by Parish Life Team**

RECORDING SECRETARY

Nancy Tiemeier

Attend and take notes at Parish Life Monthly Meetings. Finalize notes and send for approval by Co-Chair, Phyllis Morris
Create each month's Meeting Agenda using "Action" and "New Business" sections from prior month's meeting notes
Email to Parish Life Team Members the final, approved meeting notes and next month's Meeting Agenda as part of Reminder of next meeting date and time.

Correspond as needed on behalf of Parish Life: Send sympathy cards to family of deceased members of the Parish - coordinate w/ Lynda Noel. Send Christmas cards to Shawnee Spring residents/parish members and shut-ins

****Temporary Parish Life Team Website Coordinator until full-time position can be found.****

PARISH OFFICE KEY LIASON

Lindy Ranz

Retrieve and return school building keys from parish office as needed by Parish Life meetings and activities.

BULLETIN NOTICE COORDINATOR

Patty Dean

Write and submit Bulletin Notices for upcoming PL Activities and Events

Coordinate dates with Room Reservation Coordinator (Pam Reiter)

Responsible for creating and publishing PL upcoming activity dates and events with community outlets

PARISH LIFE ACTIVITIES AND EVENTS 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)
- Be Contact Person for All Activity and Event Leaders* regarding Questions or Needs
- Set up forms for new activity (if any)

Parish Life Activities and Events Coordinator will oversee both Event Chairperson(s) and Activity Leader(s) as noted below:

PARISH LIFE EVENT CHAIRS

Parish Life Fall Vendor Craft Table

Rose Page and Susan Corsin

Coordinate donated merchandise
Create worker schedule and recruit workers for table
Set up equipment and items for sale

Parish Life Summer Festival Booth

Phyllis Morris, Nancy Tiemeier

Coordinate basket raffle donations
Coordinate and get subcommittee together to assemble baskets
Create worker schedule for 3 days of festival to work Parish Life booth
Set up equipment*, obtain raffle tickets, and display raffle baskets
Create and Display Activity Sign-Up sheets

*Attend at least 3 overall parish festival committee meetings to assure booth set up needs, placements, etc. are met by festival committee.

FRIENDS IN FAITH DAY

Pam Reiter

Liaison with Lynda Noel and FIF Committee
FIF asked PL to 'man' a table the day of the event – coordinate worker schedule (Patty Dean)
Create and display Activity Sign Up Sheets

PARISH LIFE ACTIVITIES AND LEADERS

Beginning Bridge - Kay and Tom Dahmann

Supply dates to Bulletin Notice Coordinator (Patty Dean) as needed

Beginning Crochet - Rose Page

Assure Activity Coordinator (Pam Reiter) has room reservation needs
Assure Bulletin Notice Coordinator (Patty Dean) has meeting dates

Book Club - Kathy Wirsch

Assure Activity Coordinator (Pam Reiter) has room reservation needs
Assure Bulletin Notice Coordinator (Patty Dean) has meeting dates

Chocolate, Coffee & Crafts -Pam Reiter

(with committee members Phyllis Morris, Karen Thomas, and Carol Bien)
Coordinate craft and supplies as needed
Place CCC yard signs and banner onto church grounds one week prior to event
Assure Bulletin Notice Coordinator (Patty Dean) has information as necessary

Quilting -

Barbara Neyer

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

Rosary (May & October)- Terry Ferris

Assure Activity Coordinator (Pam Reiter) has room reservation needs
Assure Bulletin Notice Coordinator (Patty Dean) has meeting dates

Welcome Packets Kay Dahmann

Assure Parish Office has numerous Welcome Packets available
Update information as necessary throughout the Welcome Packet
Purchase* and create Welcome Packet folders as necessary