

**Church of St. Thomas Becket**  
**Commission Member**  
**Position Description**

**Purpose**

The primary role of the commission is to collaboratively define and support the achievement of the commission mission and objectives that, in turn, supports the achievement of the Parish Mission. General authority is given to commissions to establish commission operating policies/guidelines and evaluate commission ministry outcomes. Ministry implementation is generally carried out by ministry area staff and individual ministry committees within the framework of policies and guidelines established by the Pastoral Pastoral Council (PPC) and commissions. Overall authority for Parish Mission and operations resides in the Parish Pastoral Council, as delegated by the Pastor.

**Responsibilities**

**1. Create a Mission for their respective Commission that focuses on the Parish Mission**

- Communicate the Mission of the commission to the parish
- Evaluate and periodically update the commission mission, as required
- Evaluate ministry outcomes in response to the Commission Mission and Parish guiding documents.
- Participate with other commission members in evaluating the achievement of the Parish Mission and overarching goals

**2. Establish annual plan and resource requirements through a collaborative process with staff, ministry leaders and other Commissions**

- Establish commission planning process aligned with the PPC planning process
- In collaboration with other commissions, develop a proposed Parish annual plan, including objectives, strategies, expected outcomes, and indicators of success and transmit to the PC
- Evaluate progress of annual commission plan achievement as basis for continuous improvement of commission objectives and outcomes

**3. Evaluate the effectiveness of existing ministries and recommend changes when needed**

- Evaluate the effectiveness of existing ministries in collaboration with current ministry leaders and staff and recommend changes as appropriate
- Evaluate the need for new ministries and implement as resources are approved and available
- Evaluate the need to dissolve existing ministries (not in alignment with Mission; no active leadership or participation; ministry objectives achieved); formally implement and communicate dissolution
- Coordinate ministry analysis and adjustment decisions with annual planning process

**4. Establish collaborative relationship with commission staff**

- Respond to requests for feedback on staff performance, as appropriate
- Provide encouragement and recognition to commission staff
- Participate on commission staff hiring teams, as appropriate

**5. Develop and implement commission communication processes that encourage dialogue among commission leaders, Parish members and staff**

- Implement communication processes that effectively disseminate key information to all commission stakeholders
- Coordinate with other commission leaders, as appropriate
- Establish commission guidelines and practices that encourage strong collaboration with all other commissions in achieving Parish vision

**6. Participate in commission activities**

- Participate in monthly commission leadership meeting
- Participate in Parish-wide leadership events
- Participate on short-term task groups as appropriate to available time, individual talents and personal interest
- Participate in leadership development activity (examples: leadership skills training, annual ministry area retreat, etc.)
- Identify and cultivate future commission leaders and participate in annual selection process
- Regularly evaluate performance of commission leadership body and adjust orientation, guidelines, and operating practices as required to nourish a healthy and effective team environment

**Qualifications**

- A registered, confirmed, participating member of the Church of St. Thomas Becket, age 18 or older
- Commitment to understand and collaboratively facilitate achievement of the Parish Mission and goals for the common good of the Parish
- Ability and desire to participate in respectful dialogue that supports consensus decision-making
- Ability to observe confidentiality when required

**Membership of the Commissions**

- Each commission is composed of six Parishioner members, each serving a term of three years. A member may serve more than one term, but may not serve more than two terms consecutively.
- Each commission is assigned a permanent staff liaison by the Pastor. This staff person is a full member of the commission, participating in all discussions, discernment and decision-making activities.
- Terms begin July 1 and are staggered so that two members are replaced each year (unless one or both of the outgoing members are selected to serve a second term).

**Time Commitment**

1. Prepare for and regularly attend monthly commission meetings (1st Thurs. of the month for 2 hrs)
2. Attend all Parish and special leadership meetings, as required
3. Participate on special purpose sub-committees, as required

## **Expectations of Leadership**

- Exercise confidentiality in sensitive areas, as communicated by leadership
- Be respectful of others and their opinions, especially those in opposition of yours
- Communicate in sync with the council and commission's position and tone when interacting with our community
- Participate in a manner that observes the meeting time relative to the agenda, and relative to the number of participants (6 members, each member participates 1/6 of the time)
- Be objective. No hidden agendas. You are the voice of the Parish.