

Coordinating Council of Cluster  
Rules of Operation

#### PURPOSE

- To provide a coordinating resource and interparish forum for the pastoral leaders in the Northern Anne Arundel County Cluster while allowing each parish to keep their individual identity.
- To strive in having all parishes function at their best in service to their individual community, while also serving the needs of the Northern Anne Arundel County Catholic Churches.

#### FUNCTION

- At the direction of the pastoral leaders, to assist in the coordination of joint functions and activities and to include the financing thereof in an equitable proportion to the entire cluster
- To assist in overseeing the implementation of the ten cluster goals
- To provide a forum to reconcile problems involving joint issues
- To oversee the dissemination of information to all parishes in the cluster 1. i.e. bulletins, websites, etc.
- To provide planning coordination for the parishes in the cluster
- To provide for a Cluster Congressional Forum every three years that will discuss, discern, and plan the continuing development of faith and spiritual direction for the cluster

#### MEMBERSHIP

- Pastoral leaders appoint 3 representatives from each parish to serve three year terms, which can be renewed. As a means of providing continuity in Council operation, the terms for the initial Council representatives, whose service began on June 2008, will be staggered. The initial terms will be two years for one member, three years for a second member and four years for a third member. As each term expires, the pastoral leader will appoint a replacement whose term will be for three years. A person may serve two consecutive terms, after which they cannot serve for one year, but may be re-appointed after this break-in-service.
- Representatives should have a broad knowledge and experience in parish organization and activities
- Additional people possibly brought in from time to time depending on the issue facing the coordinating council
- Pastoral leaders should attend the Council meetings in April, October, January and July.

#### EXPECTATIONS

- Council will meet at least once a month, except when a majority agrees there is nothing to be considered for a scheduled meeting.
- Assist in problem solving of interparish activities and issues
- Communicate to pastoral leaders status of activities and any problems
- If possible, the Council will meet in one parish for a period of six months and then rotate to another parish for the next six months, to give members a sense of each parish.

In order for the coordinating council to succeed, the pastoral leaders will support and use the council to aid in interparish activities and problem solving.

## LEADERSHIP

Out of the coordinating council membership, three officers will be selected by consensus. Selection of officers will take place in June of each year.

- Facilitator
  - o to see that meetings are held and kept to schedule.
  - o To formulate the agenda in conjunction with the pastoral leader's group. An agenda of an upcoming meeting will be sent to each pastoral leader at least 7 days in advance to obtain input prior to the meeting.
- Co-facilitator
  - o to take over in absence of facilitator
- Recorder
  - o to take minutes of the council meetings.
  - o To send a synopsis of a recent meeting to each pastoral leader within 2 days to acquire input and comments before finalizing the minutes.
  - o To distribute minutes to each council member, pastoral leader and Pastoral/Parish Council Leader one week prior to next meeting.

## POTENTIAL FIRST ACTIVITIES OF THE COORDINATING COUNCIL

1. To monitor the implementation of goals established by the cluster
2. Review requests for help from parishes having trouble
3. Financial Sharing - to assist in the determination of how cluster activities can be financed
  - The annual celebration of the Catholic community of North em A.A.Co.
  - Perhaps a general operating fund
  - Bulletin, Website
    - a. How to pay for it?
    - b. Who is responsible?

## COORDINATING COUNCIL GUIDELINES

- The Archdiocesan five mission priorities should be the general direction for the council
  1. evangelization
  2. liturgy
  3. education
  4. services
  5. stewardship
- A spirit of feeling welcome should be considered in all activities of the cluster and all parishes
- All members of the council will be accountable to a clear and definite resolution of any business that comes before them.
- Sub-committees/task force may be created for areas of focus as the need arises
- Relationship to cluster and parish leadership should be determined

*Revised: July 28, 2008*

*October 27, 2008*

*January 25, 2010*