

Sacred Heart Parish Pastoral Advisory Council

Thursday September 8, 2011

6:30 PM

Rectory Conference Room

(example agenda)

An inviting greeting should always precede the meeting announcement.

Modify the agenda as may be appropriate; as much as possible, please note of there are key discussion topics to enable meeting preparation by attendees; if a particular group is not providing an update, that may be noted as “no update for this meeting” to help manage meeting expectations.

Example Distribution: Councilors – selected and appointed, chairs and contacts who will be presenting/involved, Pastor, School Principal, DRE, Finance Chair

Cc: Trustees, Parish Secretary

Agenda and Discussion Topics

Opening Prayer

Attendance

Minutes

Key Agenda Topics (example)

- Election of Officers – Selection of President, Vice President and Secretary
- Youth Representative – Nomination of a youth representative to the council
- Meeting Schedule – Setting the date and time of the next parish council meeting(s); please confirm these to Barbara at the parish office preferably by a written note

Updates from Committees – brief reports please only for updates.

Administrative – *<chairperson or contact>*

Education

Adult Education – *<chairperson or contact>*

School – *<principal>*

Youth Faith Formation – *<DRE>*

Youth Ministry – Ron & Bev Hanson *<chairperson or contact>*

RCIA/RCIC – *<chairperson or contact>*

Haiti – *<chairperson or contact>*

Liturgy – *<chairperson or contact>*

Community Outreach – *<chairperson(s) or contact(s)>* (no update planned for this meeting)

Finance – *<chairperson of Finance Committee>*

Social – *<chairperson(s) or contact(s)>*

Picnic – *<chairperson or contact>*

Other Business

Next Meeting: *Confirm next meeting date and time*

Closing Prayer