

Saint Daniel the Prophet Church

Parish Administration Commission

Updated on September 10, 2017

Table of Contents

Commission Leadership ..	2
Business Manager .	3
Maintenance Staff ..	4
Secretarial Staff ..	5
Church Councils ..	6

Administration Commission Leadership Directory

Administration Commission:

- The Administration Commission handles the day to day practical operations of the parish community.
- In his capacity as the Parish Administrator, the Pastor serves as the Director of this Commission.
- Administrative personnel assist the Pastor in the management of the parish office and facilities.
- Staff members serve on the Staff Council by virtue of their employment status at the parish.
- In consultation with the Commissions, parishioners are chosen to serve on the Parish Council.
- In consultation with Staff Members, parishioners are chosen to serve on the Finance Council.

Administration Staff:

- **Daniel Sledz:** Business Manager – 630-384-0134 / dan@stdaniel.org
- **Gordana Boyter:** Parish Secretary – 630-384-0124 / info@stdaniel.org
- **Gina Gallo:** Parish Secretary – 630-384-0124 / info@stdaniel.org
- **Joseph Ziaja:** Maintenance – 630-384-0127 / joe@stdaniel.org
- **Danuta Kulak:** Cleaning – 630-384-0124 / info@stdaniel.org
- **Offertory Counters:** Volunteers assist in counting the Offertory Collection
- **Office Volunteers:** Volunteers substitute for parish secretaries as needed

Administrative Councils:

- **Staff Council:** regular day-to-day parish operations – all staff members serve on the staff council
- **Parish Council:** visioning and strategic planning – please refer to the online parish leadership directory
- **Finance Council:** stewardship of parish resources – please refer to the online parish leadership directory

Parish Business Office

Daniel Sledz: Business Manager

- Offertory Collection, with Volunteer Offertory Counters
- Accounts Receivable and Payable
- Parish Budgets and Reports
- Parish Finance Council

- Payroll and Payroll Taxes
- Employee Insurance Coverage
- Employee Retirement Contributions
- Employee Personnel Files

- Online Parish Donations
- Parishioner Contribution Reports
- Diocesan Financial Reports
- Catholic Ministries Annual Appeal

Maintenance Staff

Joe Ziaja: Maintenance

- Maintenance: general handy-man for all aspects of building maintenance and preventive care issues
- First Responder: for after-hours building emergencies, and any urgent repair maintenance issues
- Events: preparing the facilities for meetings and programs, as scheduled on the parish calendar
- Custodial: responsibility for the heavier or technical cleaning duties in and around the parish facilities
- Grounds: care of the parish grounds, parking lot issues, and coordinating the volunteer gardeners
- Security: daily security check of doors and lights, weekly check of lighting in the church and narthex
- Other: special duties as assigned by the pastor

Danuta Kulak: Cleaning

- Cleaning the church, chapel, and narthex
- Cleaning the preschool classroom wing
- Cleaning the religious education classrooms
- Cleaning the windows and the restrooms
- Cleaning the parish offices and the rectory
- Cleaning the church linens and other laundry
- Special duties as assigned by the pastor

Secretarial Staff

Secretarial Staff: Joint Duties

- Receptionist: Answers the phone and the door, gives information or directs people to staff members
- Prayer List: Enrolls people in the parish prayer list, explaining our parish customs in this regard
- Information Intake: for new parishioners, baptisms, weddings, and funerals (refer to pastor)
- Sick People: maintains lists of people for the Ministers of Care to visit each week
- Mail: Mail processing and postage due, distributing mail, UPS/FedEx deliveries

Gordana Boyter: Parish Secretary

- Parish Bulletin: editor for the weekly parish bulletin
- Offertory: posts all the offertory contributions from parishioners
- Supplies: keeps track of all the necessary office supplies
- Staff Recognition: coordinates birthday announcements for staff members
- Sacramental Records: Baptisms, Weddings, Funerals, First Communions, Confirmations

Gina Gallo: Parish Secretary

- Parish Bulletin: Proofreads the parish bulletin each week
- Prayer List: Prepares the upcoming prayer list page each Friday
- Weekday Antiphons: Prepares the handouts for the upcoming weekday Masses
- Parish Census: sends out welcome letters, data input for PDS, OSV, and DOJ
- Miscellaneous projects for the parish staff and religious education offices

Church Councils

Introduction. Each parish has local councils to advise the pastor, according to the norms of church law and diocesan statutes. Here are the pertinent regulations of Canon Law for such councils.

- Canon 536. §1. After the diocesan bishop has listened to the presbyteral council and if he judges it opportune, a pastoral council is to be established in each parish; the pastor presides over it, and through it the Christian faithful along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity. §2. This council possesses a consultative vote only and is governed by norms determined by the diocesan bishop.
- Canon 537. Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council the Christian faithful, selected according to the same norms, aid the pastor in the administration of parish goods with due regard for the prescriptions of canon 532.
- Canon 532. The pastor represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of canons 1281-1288.

Staff Council. The staff council consists of the clergy who are assigned to the parish community by the bishop, and the parish employees, who are hired by the pastor to serve in the various parish programs and ministries.

- The pastor meets regularly with the staff council members to seek their professional advice, and to coordinate all the day-to-day operations of the parish community, both spiritual and material.
- Through the staff council, the pastor exercises his canonical governance of the parish community in regard to its spiritual, educational, community, charitable, and administrative dimensions.
- A staff member appointed by the pastor takes the minutes of the staff council meetings for follow-up and follow-through on the various staff council consultations.

Parish Council. The parish council consists of several parishioners from various sectors of the parish community. The pastor meets regularly with the parish council, to seek their advice, and to foster pastoral activity through vision statements, mission statements, and strategic planning for the parish community.

- Parish council members are discerned by the staff council members from among the liturgical ministries, the educational programs, and the service organizations of the parish community.
- Once approved by the pastor, the terms of office for parish council members are for one year, and are renewable each year with the approval of the pastor, usually only up to three years.
- The pastor appoints a parish council leader who helps him plan the meetings, takes minutes at the meetings, and represents the parish council to the diocese and other church councils.

Finance Council. The finance council consists of parishioners noted for their expertise in finance and business. The pastor meets regularly with the finance council, to seek their advice, and to provide transparency in all the financial affairs of the parish community, as required by diocesan statutes.

- Finance council members are discerned by the staff council members on the basis of their financial expertise, business acumen, and administrative wisdom for the good of the parish.
- Once approved by the pastor, the terms of office for finance council members are for one year, and are renewable each year with the approval of the pastor, usually only up to five years.
- The pastor appoints a finance council leader who helps him plan the meetings, takes minutes at the meetings, and represents the finance council to the diocese and other church councils.

Conclusion. By meeting with the staff council for the daily operations of the parish, with the parish council for visioning and strategic planning, and with financial council for stewardship of resources, the decisions of the pastor are made within a multidimensional context of the entire parish community. For information about the parish council and finance council members, please contact the pastor.