

# SAINT DANIEL CHURCH

## ADMINISTRATION COMMISSION

Updated on January 1, 2021

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# 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:

- **Secretarial:** Gordana Boyter and Marybride Misar
- **Stewardship:** Bill Runge and offertory volunteers
- **Facilities:** Joe Ziaja and Danuta Kulak

## Administrative Councils:

- **Staff Council:** regular day-to-day parish operations – selected staff members serve on the staff council
  - Pastor, Music Director, Education Director, Formation Director, Service Director
  - Other staff members, depending on the current tasks or activities at hand
  - The Pastor is the liaison between the staff council and the other councils
- **Parish Council:** visioning and strategic planning – please refer to the online parish leadership directory
  - Commission Representatives for Worship, Education, Service, and Administration
  - Council Members: Linda McKnight, Karen Bandusky, Ron Moore, and Tom Jordan
  - At Large Members as discerned by the Pastor for specific needs
- **Finance Council:** stewardship of parish resources – please refer to the online parish leadership directory
  - Parishioners selected for their financial, managerial, legal, and professional expertise
  - Council Members: Dan Mayer, Larry Zablock, and Tom Jordan
  - A liaison from the finance council to the parish council is appointed 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
- New Parishioners: registration process for new parishioners, both regular and associate members
- Sacramental Requests: refer requests for baptisms, weddings, and funerals to the pastor
- Sick People: refer requests for Anointing, Holy Communion at home, and hospital visits to the pastor
- Mail Service: mail processing and postage due, distributing mail, and UPS/FedEx deliveries
- Homeless Shelter Volunteers: administer the software program for scheduling these volunteers
- Liturgical Volunteers: administer the software program for scheduling our liturgical ministries
- ChristLife Course: administer the registrations and the printing of the course materials
- Parish Calendar: updates the parish calendar with events as approved by the pastor

## 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 Communion, Confirmations

## Marybride Misar: Church Secretary

- Parish Database: coordinates the parish and diocesan lists of parishioners
- Diocesan Appeal: organizes the envelopes and sends returns to the diocese
- Child Protection: administers the Protecting God's Children program and its records
- Office Support: assists the parish secretary with the prayer list, bulletin and census
- Other Duties: miscellaneous projects for the parish staff and the education office

# Stewardship Staff

## Stewardship Staff:

- William Runge: Stewardship Director – 630-384-0129 / office@stdaniel.org
- Parish Secretary: the parish secretary records the offertory donations each week
- Church Secretary: the church secretary administers the donor database regularly
- Volunteers: regularly assist with the counting of the Offertory Collection

## Weekly Stewardship Duties:

- Bring the collection from the sacristy safe to the parish office.
- Supervise the offertory counters and prepare the deposits.
- Download electronic giving donations and prepare the offertory report.
- Take the deposits to the bank with another parish staff member.
- Enter all necessary information into the computer accounting program.
- Prepare the offertory security bags for the coming weekend.
- Attend luncheon staff meetings with the pastor each week.
- Meet weekly with the education director to go over all income and expenses.
- Meet weekly with the facilities manager to go over all facilities-related expenses.
- Meet weekly with the pastor to go over the parish finances and to sign checks.
- Make any further deposits from our parish educational programs each week.

## Other Stewardship Duties:

- Coordinate the employee payroll through Paylocity and update the paystubs with vacation and sick days.
- Present monthly budget reports to the pastor, the education director, and the facilities manager.
- Present an overall monthly financial report at parish staff meetings and send it to the finance council.
- Present a quarterly financial report at regular finance council meetings, as scheduled by the pastor.
- Coordinate the diocesan appeal and fulfill all the other requirements of the diocese for parish bookkeepers.
- Attend diocesan business manager meetings and implement diocesan fiscal policies through the pastor.

# Facilities Staff

## **Joe Ziaja: Maintenance Services**

- Maintenance: general handyman for all aspects of building maintenance and preventive care issues
- Supplies: maintaining and stocking maintenance, cleaning and office supplies for the parish facilities
- 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 Services**

- Cleaning the church, chapel, and narthex areas
- Cleaning the preschool classroom wing each day
- Cleaning the parish center classrooms after use
- Cleaning the parish center gymnasium each week
- Cleaning the windows and the restrooms as needed
- Cleaning the parish offices and the pastor's rooms
- Cleaning the church linens and other church laundry
- Special duties as assigned by the pastor

# 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 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.

# Parish Vision, Mission, and Priorities

## Vision Statement

**SAINT DANIEL CHURCH . . .  
LOOKING UPWARD IN FAITH  
MOVING FORWARD IN HOPE  
LEADING ONWARD IN LOVE  
. . . TO NEW LIFE IN CHRIST!**

## Mission Statement

**WE ARE A FAITH COMMUNITY OF  
PRAYER, LEARNING, AND SERVICE.  
PLEASE COME AND JOIN US AS  
INTENTIONAL DISCIPLES OF CHRIST!**

## Parish Priorities

**SUNDAY MATTERS  
WELCOMING MATTERS  
BELONGING MATTERS  
WITNESS MATTERS  
MISSION MATTERS**