

St. Mary Administration Commission: Organizational Notes

Revised on June 15, 2009

Organization: Under the leadership of the Business Manager, the Administration Commission provides expert advice and assistance to the Pastor, who is the canonical administrator of all the parish's spiritual and temporal affairs. Just as the Pastoral Council serves in a consultative role to the Pastor, the members of the Administration Commission serve in a consultative role to the Business Manager. Among the responsibilities of the Administration Commission are the following duties:



- The Administration Commission works closely with the Business Manager, who oversees the practical day-to-day operations of the parish's financial affairs and physical properties.
- It assists the Business Manager in preparing financial statements and budgets for the various departments of the parish community's ministerial endeavors and organizational activities.
- It monitors the current financial and physical operations of the parish, to ensure that the parish is functioning effectively and efficiently in carrying out its strategic pastoral plan for the fiscal year.
- It monitors the ongoing stewardship of parish finances, human resources, and the physical properties of the parish community, and promotes the further growth and development of these resources.
- It makes policy recommendations to the Pastor concerning the ongoing development of the resources needed to effectively and efficiently implement the strategic pastoral plan of the parish community.
- It monitors the use of parish facilities for fund-raising efforts through parish organizations, and also through outside organizations, whose aims are in congruity with the mission of the parish community.
- It provides a forum for planning, researching, coordinating, and offering expert advice in regard to the future growth and development of the parish community and its projected demographic needs.

The work of the Administration Commission, under the leadership of the Business Manager, performs an important function in the operational management of the parish. As such, the Administration Commission exercises an essential role in the Pastor's fulfillment of his legal responsibilities as the canonical administrator of the parish's temporal affairs. In the process of approving the financial and operational recommendations of the Administration Commission, the Pastor regularly consults with the Finance Council as necessary – and, where appropriate, with the Pastoral Council – before making final decisions.

Meetings: The Administration Commission usually meets each month. These meetings promote communication and the coordination of all administrative activities. The Commission members also attend general Parish Leadership Meetings, as scheduled by the Pastoral Council throughout the year.

Action Plans: The annual action plans and yearly calendar of events are prepared by the commission each spring and summer. These annual strategic plans are then considered by the Pastoral Council for final approval, along with the annual strategic plans of all the other commissions, to establish a common purpose for the whole parish community.