

# Outreach Committee Guidelines

## **I. Name of Group**

This organization shall be known as the Outreach Committee of St. John Vianney Parish.

## **II. Authority and Relationship**

The Outreach Committee is a subcommittee of the Human Concerns standing committee that is accountable to Parish Council. The Outreach committee shall choose a liaison that represents the subcommittee at meetings of the Human Concerns Committee, participating fully in that committee's discussions and decision making.

## **III. Purpose**

The Outreach Committee acts as steward of the financial gifts of St. John Vianney by discerning appropriate recipient organizations for the outreach donations that are budgeted by the parish annually. The Committee, by virtue of its selection of recipient organizations and communication to the parish concerning them, serves as a teaching role model for parishioners.

## **IV. Functions / Responsibilities**

The Outreach Committee will:

1. Discern appropriate recipient organizations whose mission and policies are consistent with Catholic teaching, following the guidelines identified below:
  - a. Organizations whose focus is on Direct Service, Advocacy, Empowerment and/or Justice Education.
  - b. Catholic organizations over otherwise equivalent non-Catholic organizations providing similar services.
  - c. Organizations providing services in the greater Milwaukee area (~75%).
  - d. Organizations providing services nationally and internationally (~25%).
  - e. Favor qualified organizations with St. John Vianney parishioner involvement, as deemed reasonable and appropriate.
  - f. Provide funding to 48-60 organizations annually. (last guidelines approved by Parish Council in 2003 said 40; gets to the issue of concentration).
2. Ensure that due diligence is followed and documented in the selection of recipient organizations. This might include review of financial statements, verification of organizational authenticity and accountability for how donations are spent.
3. Report on contribution decisions made to the Administrative Services/Finance Committee (and the Parish Council if so requested), staying within the Outreach allocation of stewardship offerings received by the Parish.
4. Maintain appropriate request information for all organizations seeking donations and also track such requests.
5. Provide information periodically about recipient organizations to be included in the parish bulletin and on the parish website if feasible.
6. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team each year as part of the Human Concerns Committee's plan.
7. Recruit new members and provide for their orientation to the Committee.

## **V. Membership**

### Ex officio members:

Pastor

Director of Adult & Family Ministry/Human Concerns

Chairperson of Human Concerns Committee

Ex officio members participate fully in committee discussions and decision making.

### Committee Members:

At-Large representatives of the entire parish (6-10).

### At-Large Members:

An at-large member must be a person 21 (was 18) years of age or older who is a member of the parish. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if the Committee so discerns.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

## **VI. Officers**

Officers will be discerned for annual terms, with the possibility of two renewals as appropriate, by and from the members of the Committee at the last meeting of the fiscal year. A chairperson, a secretary, and possibly a vice-chairperson, make up the officers of the Committee.

Duties of Officers:

### Chairperson

1. Shall have at least one year of committee experience.
2. Shall prepare the meeting agenda with input from the Director of Human Concerns and other committee members.
3. Shall preside at all meetings of the committee.
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

### Vice-Chairperson (if determined to be needed by committee)

1. Shall have at least one year of committee experience.
2. Shall preside at any meeting which the chairperson is unable to attend.
3. Shall perform other additional duties assigned by the chairperson, with the

approval of the committee.

Secretary

1. Shall maintain a written record of all actions of the committee.
2. Shall preserve all reports, proposals and documents entrusted to her/his care.
3. Shall arrange for the mailing of meeting minutes to all committee members and the parish in a timely fashion.

**VII. Meetings**

A. Regular meetings: The Committee shall meet quarterly. All meetings shall be open to interested parishioners.

B. Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

**VIII. Changes /Amendments**

These guidelines will be reviewed and confirmed or amended by consensus on an annual basis.

Date of Approval \_\_\_\_\_

Date of Most Recent Revision \_\_\_\_\_