Adding a Member to a Standard Committee

This article is also available via a 1 min video which provides more details on the process. Video: **Adding a Member to a Committee**. *Although the video demonstrates the Church Committees, the same process applies to Standard Committees.*

Standard Committees are those committees all parishes should have: Pastoral Council, Finance Council, Parish Staff, Executive Committee, Parish Mission Planning. If associated with a school; the committees would also include School Board and School Staff.

Standard Committees include these members:
Pastoral Council: Chair, Trustee Secretary, Pastor/Pastoral Leader, Recording Secretary, Members, Resource
Finance Council: Chair, Trustee Treasurer, Pastor/Pastoral Leader, Recording Secretary, Members, Resource
Executive Committee: Pastor/Pastoral Leader, 2 Trustees, 2 Council Chairs
Parish Staff: (See the positions list in the committee)
Parish Planning Committee: Pastor/Pastoral Leader, Facilitator, Communications, Technical, Members

If your parish is associated with a school:
School Board: President, Vice President, Secretary, Treasurer, Members
School Staff: (See the positions list in the committee)
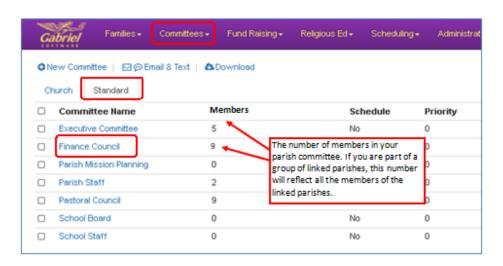
Once your Standard Committees are set up, if you have Church Committees by the same name they should be removed.

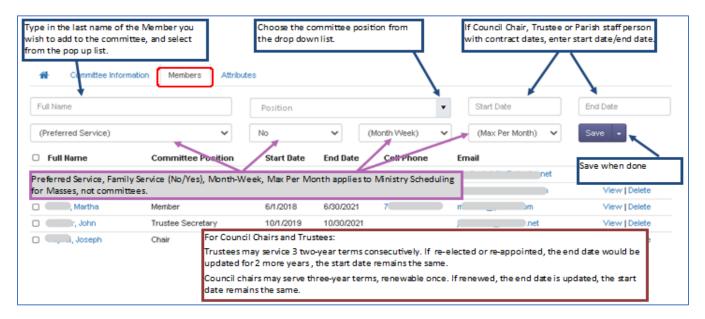You can add members to committees via **Member Maintenance** or **Committee Maintenance.**

Tip: *If you are adding a significant number of Committee members, the quickest way to add them is via Committee Maintenance. You avoid having to search for each individual member.*

**Tip: *To avoid confusion between Church Committees and Standard Committees with the same Committee Name, you will want to update the Church Committee Name (like Finance Council to Finance Council2) so you can distinguish them from Church vs. Standard Committees – especially when assigning committees using Member Maintenance.*

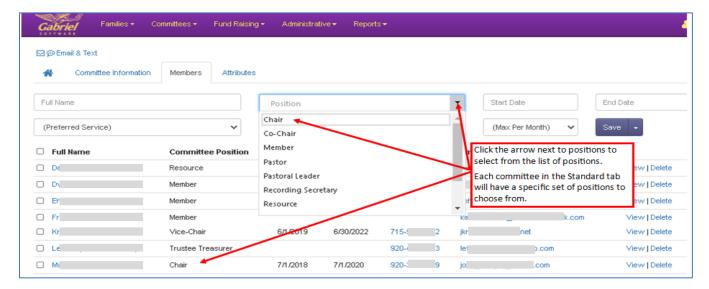**Adding a Member to a Standard Committee via Committee Maintenance**

1. From the menu, Click **Committees** > **Committee Maintenance** and Select the Committee by clicking on the Committee Name where you wish to add or edit members.

2. In Full Name, type the last name, comma, first name of the member (like Younger, Pat) and select the member from the list.
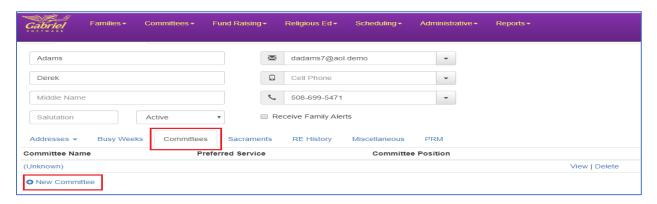

Type in the last name of the Member you wish to add to the committee, and select from the pop up list.

Choose the committee position from the drop down list.

If Council Chair, Trustee or Parish staff person with contract dates, enter start date/end date.

Save when done

Preferred Service, Family Service (No/Yes), Month-Week, Max Per Month applies to Ministry Scheduling for Masses, not committees.

For Council Chairs and Trustees:

Trustees may service 3 two-year terms consecutively. If re-elected or re-appointed, the end date would be updated for 2 more years, the start date remains the same.

Council chairs may serve three-year terms, renewable once. If renewed, the end date is updated, the start date remains the same.

3. **Committee Position** is used to define the position within the committee, for example, Chairperson, Secretary, Treasurer, Member, etc.. For Standard Committees, the position (attribute) options have been set for you. Click the arrow next to Positions to get the drop down list.
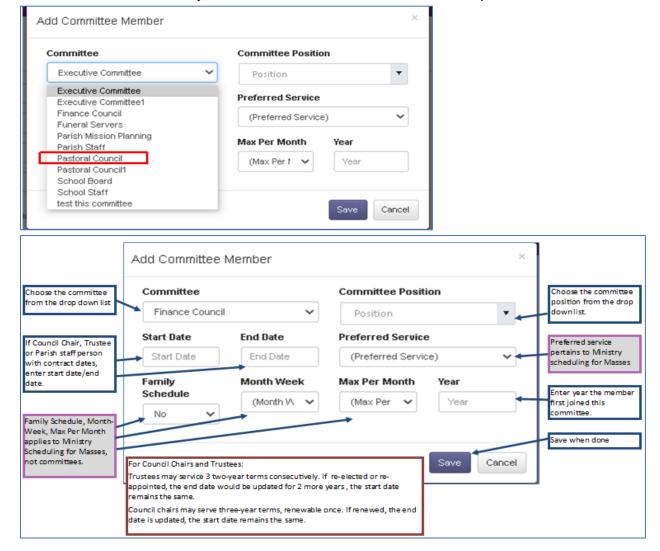

Click the arrow next to positions to select from the list of positions.

Each committee in the Standard tab will have a specific set of positions to choose from.

4. **Start Date** and **End Date** is used to indicate a member's term on a committee. **These fields are particular important for Trustees, Pastoral Council and Finance Council Chairpersons.**
5. **Click Save, and then repeat the process until each member is added.**

5. *Preferred Service, Family Schedule, Month Week, Max Per Month are fields that are used for Ministry Scheduling. Please refer to this Solution article for* **Ministry Scheduling.** *(* **Ministry Scheduling - Committee Assignments**

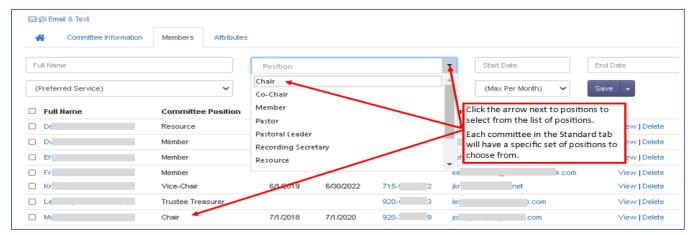## Adding a Member to a Standard Committee via Member Maintenance

1. Scroll to **Families > Member Search** (**Using Family and Member Search**)

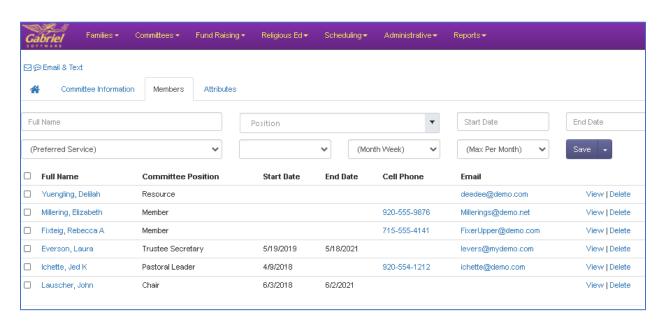2. On the **Member Maintenance** form, click on the **Committees** tab

6. Click on **New Committee**. You will see the list of ALL committees – both Church Committees and Standard Committees. *To help in choosing the Standard Committee, it's a good idea to change the committee name in the Church Committee list to distinguish them from each other. Example below has Pastoral Council (the Standard Committee) and Pastoral Council1 (the Church Committee).*

7. Select the **Committee** that you wish to add the member to from the drop-down box.

8. **Committee Position** is used to define the position within the committee, for example, Chairperson, Trustee Secretary, Treasurer, Member, etc. For Standard Committees, the position options have been set for you.

9. **Start Date** and **End Date** is used to indicate a member's term on a committee. **These fields are particular important for Trustees, Pastoral Council and Finance Council Chairpersons.**

10. *Preferred Service, Family Schedule, Month Week, Max Per Month are fields that are used for Ministry Scheduling.*

11. Press the **Save** button and the member is now on the Committee

12. A sample of a Pastoral Council Committee is below

Once you've created your Standard Committee lists, you should <u>delete the Church Committee with the same name from the Church Committee list</u> – there should only be one Committee for Pastoral/Finance Councils, Parish Staff, etc. in the Standard Committee tab.