

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.

<u>Standard Committees</u> are those committees all parishes should have: <u>Pastoral Council, Finance Council, Parish Staff, Executive Committee, Parish Mission Planning</u>. 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)

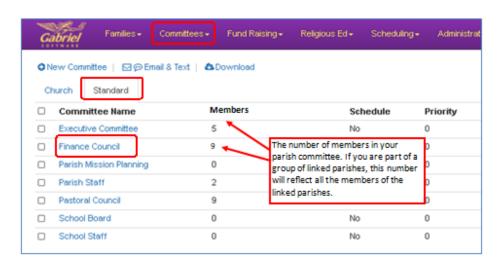
Once your Standard Committees are set up, if you have Church Committees by the same name they should be removed.

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

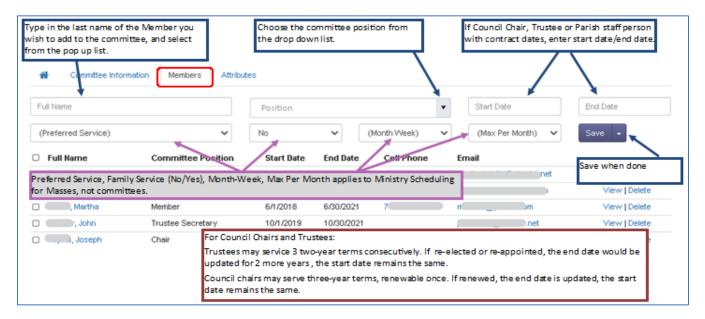
- *Tip: If you are adding a significant number of Committee members, the quickest way to add them is via Committee Maintenance. You avoid having to search for each individual member.
- **Tip: To avoid confusion between Church Committees and Standard Committees with the same
 Committee Name, you will 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

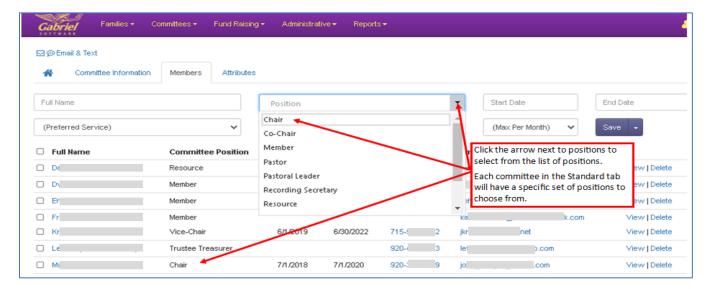
 From the menu, Click Committees > Committee Maintenance and Select the Committee by clicking on the Committee Name where you wish to add or edit members.



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



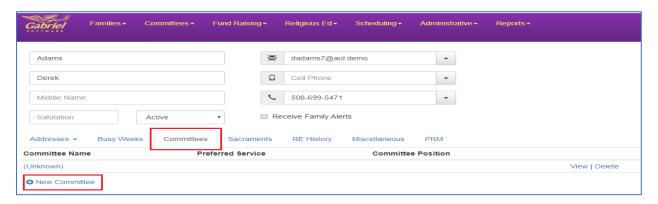
3. Committee Position is used to define the position within the committee, for example, Chairperson, Secretary, Treasurer, Member, etc.. For Standard Committees, the position (attribute) options have been set for you. Click the arrow next to Positions to get the drop down list.



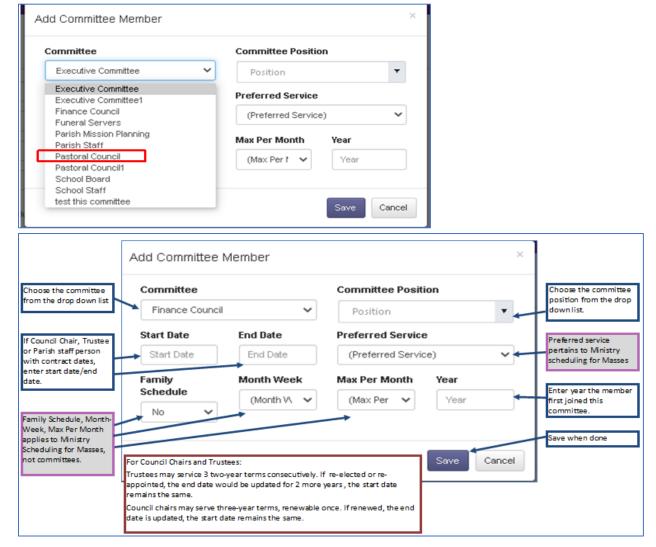
- 4. Start Date and End Date is used to indicate a member's term on a committee. These fields are particular important for Trustees, Pastoral Council and Finance Council Chairpersons.
- 5. Click Save, and then repeat the process until each member is added.
- Preferred Service, Family Schedule, Month Week, Max Per Month are fields that are used for <u>Ministry Scheduling</u>. Please refer to this Solution article for Ministry Scheduling. (<u>Ministry</u> Scheduling - Committee Assignments

Adding a Member to a Standard Committee via Member Maintenance

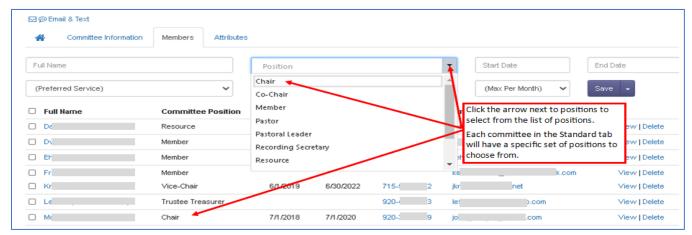
- 1. Scroll to Families > Member Search (Using Family and Member Search)
- 2. On the **Member Maintenance** form, click on the **Committees** tab



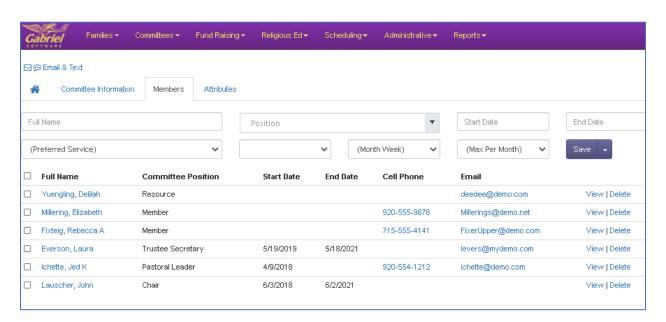
- 6. Click on **New Committee**. You will see the list of ALL committees both Church Committees and Standard Committees. To help in choosing the Standard Committee, <u>it's a good idea to change the committee name in the Church Committee list to distinguish them</u> from each other. Example below has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