

Advisory Committee for Pastoral Offices Terms of Reference – Appendix 104A

Purpose: All Archdiocesan Pastoral Offices shall operate with the assistance of an Advisory Committee that exists to provide support and counsel to the Director/Associate Director in the development of the strategies necessary to fulfill the specific mission of a particular office.

Accountability: Each Advisory Committee is a consultative body to a Director/Associate Director. Recommendations regarding Archdiocesan Policy proceed through the Policy Development and Review Committee in the normal manner.

Membership: Ideally, membership on an Advisory Committee is to be comprised of a combination of clerics and laity who represent a cross-section of the Archdiocese, and who have the necessary knowledge and/or experience to offer support and counsel to the Director/Associate Director in accomplishing the mission of the particular office.

Nominations for membership to an Advisory Committee shall be submitted to the Office of the Chancellor for review by the Archbishop or his delegate before an appointment is confirmed. The request for approval is to include a short CV of the potential member and the written recommendation of that person's pastor.

Other persons may be invited to attend all or part of a Committee meeting to address specific agenda items in their sphere of competence or area of responsibility.

Term: Members of an Advisory Committee are appointed for a three-year term, renewable. Terms on the committee should be structured so that no more than one third of the membership changes each year.

Review: Periodically, a review of the effectiveness and/or ongoing necessity for this Committee will be undertaken by the membership.

Agenda/Minutes: An agenda will be determined by the Director/Associate Director. Any member of the Committee may submit suggested items for the agenda. A complete set of minutes for the Committee will be kept on file in the particular office served by the committee.

Meetings: The Advisory Committee will be convened and presided over by the Director/Associate Director on a regular basis.