



St. Michael Parish Education & Formation Charter

Dated: November 2024

This charter aims to provide a clear and mutual understanding of roles and expectations, build on and develop good working relationships between us, and promote co-operation and partnership.

Vision

➤ Purpose

The Education and Formation Commission is intended to enhance the faith life of the Catholic Christian and to assist all in living out their Christian vocation with particular attention paid to religious vocations and service to the Church. Spiritual and Pastoral needs are met through formational and educational programs to the entire parish. Our Education & Formation ministry recognizes and provides the foundation from which our objectives and goals flow and to which our values align.

➤ Values

Our values include Respect, Faith, Integrity, Collaboration and Honest Communication (listening, consensus, and welcoming), encouragement, affirmation, service, and development of God-given gifts

➤ Ministries in the Commission

- ☐ St. Michael School: HSA, Sports Advisory, School Advisory Board
- ☐ Faith Formation: Vacation Bible School
- ☐ Adult Education
- ☐ Baptismal Preparation
- ☐ Catholic Bible Study
- ☐ Marriage Preparation
- ☐ Youth Ministry (Radiate)
- ☐ Theology Uncorked

All that I am and all that I have is a gift from God

Commission and Team Responsibilities

♦ Key Responsibility Areas

- ♦ The Education and Formation Commission's primary goal is to educate and help the parishioners grow in their faith and deepen their relationship with God:
- ♦ Identify, provide, and support programs to educate youth and adult parishioners in their faith
- ♦ Provide and support sacramental programs to all parishioners
- ♦ Review parish strategic plan and develop activities to support goals that pertain to education and formation

♦ Liaison, and Associate Liaison

- ♦ Term 1 -Year
- ♦ Focus on results (Product)
- ♦ Tracks action items
- ♦ Develops agenda
- ♦ Designated from the Pastoral Council
- ♦ Ensure the Advisory Council Strategic Plan is current and posted on the Parish website

♦ All Education and Formation Members

- ♦ Practices their faith and is a good example to the community
- ♦ Offers their gifts for the good of the parish, and not for power
- ♦ Good listener, approachable, can be an agent of change, and empower others
- ♦ Invites the gifts of all the parishioners for the good of the parish

In faith and love, help me to do your will

Anticipated Team Outcomes

Collaborate with the Education and Formation Commission

Linda Kinzer, Liaison, Barb Judge Assoc. Liaison

The Education and Formation Commission will Increase Participation in Sacramental Life Events

S.M.A.R.T. Goal

Develop

- Task 1: Develop Sign in Sheets for Each Event
- Task 2: Develop a Spreadsheet to Track Attendance
- Task 3: Develop Communication Method for upcoming events

➤ Implement

- Task 1: Check Spreadsheet Completion by Fall 2025
- Task 2: Implement a Calendar for all Commission Events by Fall 2025
- Task 3: Assign a recruit to help in keeping and updating the calendar

➤ Assess the process

- Task 1: Wrap-up Commission meeting focusing on goal progress by Fall 2025
- Task 2: Obtain Feedback after the Events

Team Operating Guidelines

◆ Meeting Structure

The Education & Formation Commission meets in the fall and/or spring of each year. The agenda for our meetings will be open to the needs and suggestions of its members and it will be finalized by the Pastoral Council Liaisons. The minutes of each Commission meeting will be recorded and sent to all members by the Pastoral Council Liaison, typically posted within one week of the meeting.

◆ Conflict Resolution Procedures

- ◆ In addition to the values stated prior, our values include respect, compromise, and cooperation. Our members are expected to handle disagreements in a respectful manner with the goal of always looking for ways to cooperate and use compromise. Any member of the council can be called to task if there is a perceived breach in these values.
- ◆ The responsibilities of the parties who are in the conflict are to uphold the values.
- ◆ Conflict is acceptable within the parameters of our values, however, when the values are breached, then the conflict is unacceptable.

◆ Additional Guidelines

- ◆ There will be a review of the Education & Formation Strategic Plan annually to update outcomes, goals, and expectations.
- ◆ The charter will be reviewed and revised annually as necessary.

Team Norms and Ground Rules

The Education and Formation Commission will reference norms and ground rules. Ground rules are guiding principles that govern interpersonal conduct among members. They describe how people should treat each other. Ground rules cover:

- Communication
- Giving and receiving feedback
- Leadership
- Setting Tone
- Celebration

Ground rules for interpersonal conduct:

1. Balance the workload. Make sure all team members share the load.
2. Come prepared. Do the reading and analysis of materials given before the meeting.
3. Respect your time. Start on time, stay on time, and end on time. Use the meeting time wisely.
4. Stay focused. Don't drift in the meeting, i.e. no multi-tasking, be present
5. Be open to new ideas. Listen for what you don't know and don't prejudge.
6. Give the benefit of the doubt. Try not to take comments personally.
7. Don't talk about team members outside the meetings. Respect your teammates. Talking behind their back only fosters discord.
8. Make and keep commitments. If you promise to do something, do it.
9. End with review of process. Take the last 15 minutes and ask, 'How was our process?'
10. Have fun. Remember to laugh at yourselves.