

Good Shepherd Catholic Community

Connect Group

Leadership Guidelines

To help ensure that the Good Shepherd Connect Groups operate as effectively as possible, the following Guidelines have been developed by the parish staff and Connect Group volunteers.

Recommended Connect Group Leadership Positions

- Chair – (Three year term limit)
- Vice-Chair
- Secretary

Officer Responsibilities

- Chair - The Chair is selected by Connect Group as a whole with the approval of the staff contact and Father Richard. The Chair shall create and distribute an agenda for each meeting and preside over all meetings. The chair shall ensure the selection of the Connect Group Vice Chair and Secretary. Chair will identify sub committees.
- Vice-Chair - shall assist in planning the agenda for all the meetings. The Vice-Chair shall act in the absence of the Chair.
- Secretary - shall record minutes of all meetings and send them to the Connect Group members no later than one week after the meeting. The Secretary shall present the minutes at each meeting and make corrections as needed. Corrected minutes will comprise the official record of the meetings. The Secretary shall maintain an updated list of members of the Connect Group. The Secretary shall be responsible for all correspondence. Correspondence shall be presented at the meetings and responses to open issues shall be determined at that time.

Connect Group Functioning

Calendar

The Connect Group Leadership should prepare a meeting calendar in advance. When preparing the calendar, the dates of major holidays and Holy Days of Obligation should be taken in to account. Once the dates and times are set, the calendar should be submitted to GSCC Facilities Contact to assign the meeting location. Enclosed is a calendar template.

Roster

The Connect Group Leadership should create a Group roster showing the name, title, e-mail address and preferred phone number. It should be updated as needed. Enclosed is an roster template.

Agenda

The Connect Group Chair should prepare and distribute the meeting agenda approximately one week before the meeting. When distributing the agenda, the chair should ask members to submit additional agenda topics that they feel need to be on the agenda.

All agendas must include an opening and closing prayer. It is suggested that at each meeting volunteers are asked to lead the opening and closing prayers at the upcoming meeting. If there are new connect group members or guests in attendance at the meeting, everyone should be asked to briefly introduce themselves. Enclosed is an agenda template.

Minutes

Minutes should be taken and distributed at all connect group meetings. Normally the secretary will perform this function. It is recommended that the minutes be distributed to all committee members within a week of the meeting. Enclosed is a meeting minutes template.

Other Items

All Connect Group should have a Mission Statement