

Clement Commits
Committee Roles, Responsibilities, & Recruitment
Saint Clement Parish
(Updated January 2021)

Roles

The role of the Clement Commits Committee (CCC) as a whole should be to act as a Christian steward in monitoring and distributing 10% of Saint Clement parishioner contributions in service of the poor and other important social needs outside of the parish. As a steward of the parish, the CCC should:

- Embody the spirit and underlying values of Christ and our Catholic faith;
- Reasonably reflect the diverse values and priorities of the entire parish;
- Carefully review applications for funding and make allocation decisions on a consistent basis and in accordance with CC's mission and pre-established guidelines;
- Once allocated, assure that CC funds are used in a responsible and authorized manner, consistent with the purposes outlined in the recipients' applications;
- Communicate the goals and purposes of the Clement Commits program, encourage parishioner personal involvement in the work of CC recipients, and share with the parish full information about each recipient and the purpose for which each recipient intends to use CC funds in the upcoming year and has used CC funds in the past.

Responsibilities

In order to fulfill their role as Christian stewards of parishioner contributions, each member of the CCC should be responsible to:

- Carefully review materials distributed by the staff liaison in support of all funding applications, including reports concerning recipient's past use of CC funds;
- To the greatest extent possible, attend or participate in all meetings of the CCC, including a preliminary meeting establishing the ground rules and orienting new members for the upcoming year, and one or more review meetings toward the end of the fiscal year to consider funding applications and prior use reports;
- Serve as a "presenter" during CCC meetings for one or more applicants for CC funding (applicant assignments should be coordinated by agreement with staff liaison), including an objective review of the applicant's past use of CC funds (supplemented by personal visit or research, if possible) and the applicant's proposed use of funds for the upcoming year. The presenter for each applicant should be prepared to communicate with the applicant should any questions or concerns arise during the review process;
- Vote on applications for funding in a manner that is consistent with our Christian values and the priorities of the parish as well as CC's mission and guidelines;
- Share with other parishioners the goals and purposes of the CC program, the identity of the recipients of CC funds, and the work CC funds has enabled or will enable each recipient to accomplish;
- Encourage other parishioners to get involved with the activities of CC recipients;

- Assist in the recruitment of new members of the CCC as past members resign or their terms expire.

Recruitment

To the greatest extent possible, the makeup of the CCC should reflect the diversity of backgrounds, interests and demographics of the parish. Toward that end, the CCC should:

- Consist of nine parishioner members, the pastor and a staff liaison;
- Each member should serve a three-year term with a maximum of two terms;
- The terms of members should be staggered from year to year so that the CCC does not have more than four new members in any year;
- Nominees for new members should be recruited from any pastor or staff recommendation, nominations from existing CCC members, or any self-nomination from a parishioner. If the number of nominees exceed the number needed to bring the CCC membership to nine, a subcommittee of three CCC members (assigned by agreement with the staff liaison) will recommend which nominees should be presented to the pastor for appointment in order to reach the nine-member goal. The pastor retains the final authority to designate which parishioners will serve on the CCC.
- Departing members are expected to coordinate with the pastor and staff liaison to assist in recruiting one or more replacement members so that the total number of CCC members remains at nine each year.