

# St. Charles Duties Flow Chart 2011 – 2012 (Individual Responsibilities)

Pastor
Parish Council
Strategic Planning
Outreach
Diakonia
Social Justice Comm.
Social Action Project
St. Vincent DePaul
St. Vincent hotel and Salvation Army's Booth House Meal Program

Pastoral Associate
Worship Commission
Art & Environment
Bereavement Liturgy
Annulments
Intercession Writers
Eucharistic Ministers
Greeters
Homebound Eucharistic Ministers
Lectors
Martha's
Nursery
Prayer Group
RCIA
Ushers
Music Director Ted & Lisa Singer x230

Dir. of Faith Formation
Adult Faith Formation Committee
Faith Formation Commission
Retreats and Adult Faith Programs
CCD (Continuing Christian Development)
Family Faith Formation
Children's Praise
Children's Liturgy of the Word
Faith & Light
Youth Commission
Bible Camp
Asst. to Director Erin Fanning x314
Baptism Preparation
First Reconciliation and Eucharist
Youth Minister Heather Dunn x311
Confirmation
Jr. High CCD
High School Youth Ministry
Youth Commission
Scouting
Faith Formation Secy. Diana Scharf x309
Young Adult Initiative

Principal
School Commission
CSC
Faculty
Library Staff
SCRIP
Cafeteria/Kitchen
Government Programs
School Office Staff
Communications
Marketing / Development

Business Manager
Finance Commission
Athletic Commission
Bld / Maint. Commission
Web Site Committee
Finance Management
Legal & Liability Issues
Child Protection
Stewardship
Long Range Planning
Maintenance Staff
Facility Management
Bookkeeper
Parish Human Resources
Parish Secretaries
Parish Office
Scheduling
Publications Coordinator
Communications
Scheduling
Marketing / Development

Parochial Vicar
Vocations Committee
Server Ministry
Respect Life Comm
Catholic Men's Fellowship (CMF)
Deacon Robert Collins
Marriage Prep
Focus Groups
Deacon Bill Moore
Deacon Len Baltes (Retired)
Parish Nurse
Blood Bank
Health Ministry
Nursing Home Ministry
Prayer Shawl Ministry
Bereavement Outreach
Staff Volunteer Sr. Joanne Termini
Celebration of Life Luncheon Committee
Parish Picnic
Parish Library
Chuck Wagon
Welcome Committee
Koffee Klatsch

<b>Legend</b>
Staff Member
Program
Committee or Commission