

Mary Queen of Peace Code of Conduct for Internal Meetings

This policy is intended to outline the responsibilities for internal meetings under the Mary Queen of Peace umbrella. This policy supports good management practices and accountability to the parishioners of MQP and to the Archdiocese. Members of an auxiliary organizations of MQP represent MQP and are required to follow this policy. If an organization member witnesses or believes this policy is not being followed, they should report this to the pastor of MQP or the MQP Business Manager. If it is discovered that this policy is not being followed, the MQP pastor has the right to remove members of auxiliary organization and establish new leadership.

Managing a large parish and its many ministries requires a significant commitment, both from parish leadership and MQP laity. MQP ministries are diverse and serve a wide range of functions, so it is anticipated that some parish meetings are unlikely to be focused only on spiritual activities (for example, an emergency meeting on an urgent capital expense request).

The following guidelines on the conduct of internal meetings provide a framework for the effective structure and management of meetings to support MQP's mission of growing "Closer to Christ, by loving and serving as missionary disciples."

- All meetings should begin and end with prayer.
- Meetings should be scheduled in a room in the parish or school that has tools and materials necessary to conduct the meeting.
- A well-planned agenda is essential to a successful MQP ministry meeting. Ministry leadership is responsible to compose and distribute the agenda at least a few days in advance so that attendees can prepare for the meeting. Agendas should include time allocations for each meeting section and should be used to ensure there is a sufficient and reasonable discussion for each topic.
- Ministry leadership should assign a meeting attendee to take minutes of the meeting for later distribution and reference.
- Meeting agendas and minutes of meeting should be filed in paper or electronic form for review by MQP leadership and to provide a written historic record of the ministry.
- Minutes should be submitted for posting on the MQP Website.