

**Saint Mary Parish, Oak Ridge**  
**Hispanic Ministry Advisory Committee**  
**Guidelines**

**Article 1**

Purpose

1. The Hispanic Ministry Advisory Committee (HMAC) assists the parish Director of Hispanic Ministry (DHM) in directing pastoral care for the Latino population living within the boundaries of the parish.
2. The HMAC exercises a consultative voice on educational, liturgical, devotional and social matters pertaining to Hispanic ministry.
3. The HMAC meets and acts only on the direction of, and in full cooperation with, the DHM.
4. The HMAC reports to the Parish Pastoral Council.

**Article 2**

Membership and Meetings

1. The Director of Hispanic Ministry, whose committee this is, and clergy assigned to the parish are voting members *ex officio* of this committee.
2. The Parish Pastor appoints at least five members of the HMAC at the recommendation of the DHM.
3. The DHM shall consider the diversity among Latino parishioners when recommending new members.
4. Members serve three year, renewable terms.
5. This committee is expected to hold quarterly business meetings annually, each lasting no more than one hour in duration. Each meeting is to be announced in advance in the parish bulletin.
6. Meetings require at least three members attending for a quorum.
7. The DHM sets or approves the agenda for each meeting.
8. Any formal advice given by the committee to the DHM shall be by majority vote, recorded in the minutes.
9. If needed, the committee may conduct additional, task-oriented, non-advisory meetings as a “sub-committee of the whole”.
10. The committee is expected to provide regular reports on its activities to the Parish Pastoral Council.
11. Members are expected to keep abreast of diocesan policies, procedures and activities pertaining to Hispanic ministry.

**Article 3**

Officers

1. Officers include the Secretary and others deemed necessary by the DHM.
2. Officers are nominated by the DHM and confirmed by the Parish Pastor.
3. Officers serve one year, renewable terms.

Approval date: January 15<sup>th</sup>, 2016