



## DIOCESE OF SAN JOSE



### **LIFE, JUSTICE AND PEACE COMMITTEES**

These guidelines apply to all committees overseen by the Life, Justice, and Peace Office of the Department of Evangelization.

Committees are established from time to time to promote Catholic Social teaching, advocacy, and action across the Diocese of San Jose. They operate across the Diocese of San Jose engaging parishes.

Committees are independent entities which:

- Set up their own governance and governance rules.
- Establish strategies for ministry and create annual action plans within the mission and priorities set by the Diocese and the Office of Life, Justice and Peace.
- Provide funding and human resources for committee activities.
- Work directly with parishes and Catholic schools.

### **COMMITTEE GUIDELINES**

1. All committees must be approved by the Director of Life, Justice and Peace. The ongoing operation of each committee is subject to review by the Director on a periodic basis, but not less frequently than annually.
2. All committees are independent, and they work in collaboration with the Office of Life, Justice and Peace (LJP). They set their agendas and strategies for ministry, call and host their meetings and other activities.

3. The LJP Office will provide resources, communications, and coordination assistance to the committees upon written request to the Director. This includes publicity for major committee events, according to the calendar scheme/schedule of the LJP Office and the Communications Department.
4. For committees to collaborate with third party organizations, they must follow due diligence process to ensure that such organizations do not contravene Catholic standards and principles.
5. Each committee will define its own calendar of activities. However, any activity which requests assistance from the LJP office must be coordinated with the LJP and Communications calendars.
6. The committees do not and will not express the opinions of the Bishop, and the Diocese. Every communication with Diocesan impact or outreach must be submitted to the LJP Office for review to ensure such communication aligns with Diocesan Mission and Vision.
7. Working in collaboration with the Office of Life, Justice and Peace, the Committees are to follow the agenda, mission, and Diocesan priorities as set by the Office, on all Diocesan matters.
8. The leader(s) of the committees may request access to Vine (Diocesan Intranet) and obtain a DSJ Email address to ensure up-to-speed access to resources and information. The Director of Evangelization will review and approve these requests. The usage of this email address will be evaluated annually. SAFE Training and certification are required in order to obtain this system access and email address.
9. The Committee must inform the LJP Office of any changes to the leadership of the Committee within 15 days (about 2 weeks) of the change. The LJP Office will rescind system access of previous leader(s) and review access requests for new leader(s) as per above.
10. The Committees are to work and engage their outreach and pastoral progress at the parish level, to foster Parish based flourishing of their ministry.
11. All Diocesan wide event requests to the LJP should be made through the event request form in the embedded link: [Ministry Lead Event Profile](#) (link will be emailed)
12. Event Requests meant for publication and announcements must be submitted at least 6 weeks before the event date; and if such a request entails creation of graphics, it must be submitted at least 6 to 8 weeks (1.5 to 2 months) before the date.
13. Faced by uncertainty or a lack of clarity on any Church stance and/or position pertaining to issues related with the Life, Justice and Peace Ministries, the Committee lead is to revert and consult with the Director of the Office of Life, Justice and Peace.