
ST. ROBERT PARISH COUNCIL BYLAWS

Shorewood, Wisconsin

Article I: NOMINATION AND SELECTION OF NEW MEMBERS

Section 1: At each annual selection, one-third of the at-large members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.

Section 2: At least 90 days before the annual selection of new members, the chairperson shall appoint an Election Committee of at least three members, two of whom are Council members. The Election Committee's responsibility is to manage all aspects of the selection process including:

a) Education of Parishioners: Parishioners are educated through bulletin and pulpit announcements about the Council and the selection process for at least two weeks. They are asked to give prayerful consideration to nominating parishioners or themselves for the Council.

b) Nomination: Nomination forms are distributed at all liturgies on a designated weekend. Parishioners are invited to write down the names of persons they feel have the essential characteristics of a Council member.

c) Notification: Persons whose names were submitted by parishioners are contacted by Election Committee members to inform them of their nominations and of the required orientation. At least 30 days before the date of election, the Election Committee publishes in the parish bulletin the names of those who have agreed to continue in the nomination process. Additional nominations are acceptable if submitted in writing to the Election Committee within ten days after this publication.

d) Orientation: The Election Committee plans the local orientation session and encourages nominees' attendance at a local and/or archdiocesan orientation. (*Norm 8 states: "All Council members (ex officio and at-large) are to be adequately prepared for their roles as Christian leaders." The archdiocese provides orientation sessions for Council nominees throughout the archdiocese every spring.*)

e) Acceptance: Those who feel called to serve as Council members accept nomination and participate on the final slate of nominees. The Election Committee ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed nominated unless the Election Committee receives an expression of willingness to serve. If a member of the Election Committee becomes a nominee, that person ceases to be a Election Committee member.

f) Final Slate of Nominees: Nominees submit biographical information and their statement of parish vision to the Election Committee for publication in the parish bulletin at least two weeks prior to the selection of new members.

g) Facilitation: The Election Committee facilitates the actual election process and informs the parish of the results.

Section 3: The selection of new members of the Council shall be by election. The Election Committee provides ballots for all parishioners. The Selection Committee administers, supervises, tabulates and keeps records of the selection. A tie vote is resolved by lot.

Section 4: For the youth representative, the same selection procedure shall be followed. Only eligible youth shall participate in this process.

Article II: VACANCIES AND REMOVALS

Section 1: Any member of the Council may resign by filing a written resignation with the pastor, with a copy to the chairperson.

Section 2: At any meeting of the Council, any at-large member may be removed for good cause by consensus or by an affirmative vote of three-fourths of the Council. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Council member.

Section 3: A vacancy among the at-large members shall be filled by one appointed to serve the remainder of the term. The chairperson will make appointment, with approval of the Council. Consideration should be given to previous nominees.

Article III: OFFICERS

Section 1: Selection of officers of the Council shall be by election from among and by the Council members present at the annual transition meeting. Offices shall be filled in the following order: chairperson, vice-chairperson and secretary.

Section 2: At the transition meeting following the annual selection of Council members, newly selected members join the existing Council for the purpose of selecting Council officers for the following year.

Section 3: No Council officer may serve more than three consecutive 1-year terms in any one office.

Section 4: The chairperson:

- a) Is aware of the tasks and responsibilities of the Council and communicates these to the Council, committees and parish community.
- b) Organizes/coordinates activities and work of the Council. Develops and maintains an annual Council calendar consistent with the parish calendar.
- c) Prepares the meeting agendas in consultation with the pastor and other Council officers. Ensures that time is spent in prayer. The agenda is published in the parish bulletin the weekend before the meeting or posted for parishioners to review. Submits the agenda to Council members at least 3 days before the meeting.
- d) Provides formation/education for Council members, utilizing the parish staff and offerings at the district and archdiocesan levels.
- e) Facilitates Council meetings by helping the members work together, participate fully in discussions and decision-making through consensus. Also conducts parish meetings.
- f) Monitors implementation of all Council recommendations and decisions.
- g) Ensures that a Council budget is established and communicates budget information to the Finance /Administrative Services Committee.
- h) If there is no council liaison, is an ex officio member of all standing and ad hoc committees of the Council.
- i) Assists the next chairperson in understanding the Council's history, responsibilities and resources. Transfers all Council materials to the new chairperson.
- j) Serves as the parish representative to the Archdiocesan Pastoral Council district assembly.
- k) Performs duties consistent with the office as the Council may direct.

Section 5: The vice-chairperson:

- a) Conducts meetings in the absence of the chairperson.
- b) Becomes chairperson in the event of vacancy.
- c) Performs duties consistent with the office as the chairperson or the Council may direct.

Section 6: The secretary:

- a) Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the Council members, committee chairpersons, and the parish. Provides a condensed report of the meeting for publication in the parish bulletin.
- b) Takes attendance at meetings and records absences.
- c) Maintains the official list of all Council and standing committee officers and members and their terms, the list of all ad hoc committee chairpersons and members and keeps these lists current with regard to addresses and phone numbers.
- d) Works with the parish web administrator to keep the archdiocesan registry current through the Archdiocesan Extranet whenever a change in membership on Council occurs. This is done on-line.
- e) Reports to the Council all communication. Handles correspondence for the Council, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
- f) Performs such duties consistent with office as the chairperson or Council may direct.

Article IV: MEETINGS

Section 1: Regular meetings of the Council shall be held at such time, place and date as the Council may designate. Prayer shall be an integral part of the meeting.

Section 2: The agenda shall be developed in advance of the meeting by the pastor and council officers based upon the proposals from committees, liaison reports, the parish council annual calendar, strategic plan or mission goals, ongoing needs and concerns of the parish. Parishioners may submit items for consideration to any council member one week before the meeting.

Section 3: Advance notice of the time and place of the meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Council may open any meeting to discussion by parish members on such subjects and under such rules as the Council may announce.

Section 4: Special Meetings. Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. No other business than that stated, as the purpose shall be conducted at that meeting.

Section 5: Closed Session. When a question arises at a council meeting that relates to a person's right to privacy, the council may request the absence of visitors for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

Section 6: Absence. Notification of intended absence should be given to the Council Chairperson, Vice-Chairperson or Secretary before the meeting.

Article V: STANDING COMMITTEES

Section 1: Purpose. Each standing committee implements the Council's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

Section 2: Scope. All committees are accountable to the Council. Committees make decisions in their areas of

responsibility following the principle of subsidiary, which means making decisions at the most appropriate level in the parish committee structure.

Section 3: Functions. The basic functions of each council standing committee are to:

- a) Identify needs of the parish within its areas of responsibility and in keeping with the parish mission.
- b) Establish priorities among the needs and communicate how these needs can realistically be addressed and where inter-committee/interparish collaboration might be effective.
- c) Formulate long-range and short-term goals and objectives.
- d) Research and investigate options to implement goals.
- e) Submit the proposed programs to the Council for support.
- f) Communicate with the pastor and pastoral staff about the implementation.
- g) Maintain communication with the parish concerning programs, encouraging active support and involvement.
- h) Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources.
- i) Provide on-going formation of committee members in its areas of responsibility through workshops, study, spiritual formation, etc.
- j) Determine budget priorities in the area of the committee's responsibility and make recommendations to the Council through the *Finance/Administrative Services Committee*.
- k) Periodically evaluate existing programs and activities.
- l) Provide the council with regular, oral or written reports of the work of their committees.

Section 4: The descriptions of the individual standing committees of the Council are:

Finance/Administrative Services: This committee makes recommendations to the council concerning all aspects of parish stewardship, financial and budget matters, personnel, maintenance of parish facilities and properties, fundraising for the parish and parish life. The activities and recommendations of this committee are firmly rooted in the biblical concept of stewardship. The committee works closely with the Council and is supportive of all other committees. This committee does not decide priorities for the parish – that is the responsibility of the Council. The pastor and trustees are ex officio members of the Finance/Administrative Services Committee.

Human Concerns : This committee discerns needs of person in the parish and wider community, especially the poor, and identifies resources to meet those needs enlisting the active cooperation of parish members. This committee fulfills the justice dimensions of scripture and our church tradition acknowledging that every Christian is called to service and to work for justice, including Respect Life efforts. The committee's scope of responsibility is two-fold: 1) to meet immediate needs and 2) to work for changes in the structures of society. Committee members are not responsible to do all the committee's work but rather to involve others in actively accepting the responsibility of their baptism. The committee support parishioners already involved in service, advocacy, justice education and empowerment of people. This committee works with community groups and other parishes to help solve related problems. The committee keeps parishioners aware of issues relating to justice, peace, hunger, and homelessness on local, national and international levels so that appropriate Christian action on such issues can be determined.

Lifelong Faith Formation: The role of this commission is to develop within the parish awareness that the parish community has the responsibility to promote the educational/ formational mission of the Church. Christian Formation is a lifelong process aimed at personal conversion and growth in faith. This commission works to design, implement and evaluate all parish formation activities including sacramental preparation, adult and family ministry, child ministry, youth ministry and senior ministry.

Prayer and Worship: This committee nourishes and gives direction to the liturgical aspect of parish life. They provide opportunities for parishioners to deepen their faith through a variety prayer experiences and liturgical celebrations. They identify the spiritual needs of parishioners and maintain an ongoing program of education and training for liturgical ministers.

School Advisory Committee: - The St. Robert School Advisory Board shall examine and evaluate the educational offerings of St. Robert School for the purpose of generating policies consistent with a high quality Catholic education and the goals of St. Robert Parish. To this end, the School Advisory Board shall keep advised of the rules and

recommendations of the Archdiocesan Office for Schools, Child and Youth Ministries, St. Robert Parish Council and other parish committees as appropriate. The School Advisory Board's legitimate areas of concern shall include budget and finance, development, marketing, policy, education and formation, technology, environment, and other areas deemed to have a significant impact on the education offered to and received by the students of St. Robert School.

Section 5: The standing committees and all sub-groups of those committees shall communicate and report as outlined in the Parish Council Standing Committees Chart that is attached to and made a part of these bylaws.

Section 6: All standing committees operate under a set of common Standing Committee Guidelines established by the Council and reviewed by the Council every five years. Each committee chairperson shall meet with the Council at least once a year. A committee is able to make decisions only if a quorum is present which means a majority of its members. There may be majority and minority reports presented to the Council if agreement cannot be achieved.

Section 7: Committee Officers. The chairperson of each committee shall be discerned by and from the committee members, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the chairperson is one year. Other officers determined by the committee, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an *ex officio* member of the council shall be eligible to be an officer.

Article VI: AMENDMENTS TO THE BYLAWS

The council may amend the bylaws by consensus or a two-thirds vote of the members at two consecutive meetings of the council.

Date of Approval by the Parish Council: December 20, 2011

Date of Approval by the Archdiocese: January 13, 2012

Date of Next Full Review: _____

PRAYER & WORSHIP COMMITTEE	HUMAN CONCERNS COMMITTEE	LLFF COMMISSION	SCHOOL ADVISORY COMMITTEE	FINANCE/ ADMINISTRATION COMMITTEE
Lectors, Servers, Hospitality Ministers, Eucharistic Ministers, Environment, Music	Advent Sharing Tree Ministry	Religious Education Committee	Home & School Subcommittee	Stewardship Subcommittee
	Bereavement Ministry	Youth Ministry Committee		Building & Grounds Subcommittee
	Habitat for Humanity Ministry	Young Adult Ministry Committee		Personnel Subcommittee
	Ladies of Charity Ministry	Engaged Couples Committee		Parish Life Subcommittee (Athletics, Communications, Fair, Hospitality, New Members, Senior Parties, St. Nick's Party, Boy Scouts)
	Martha Ministry	Adult Speakers Committee		
	Prayer Network Ministry	RCIA Committee		
	Respect Life Ministry			
	St. Martin de Porres Ministry			
	St. Vincent de Paul Ministry			
	SVDP Meals Ministry			
	Senior Ministries			