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**APPENDIX**  
**St. Robert of Newminster Pastoral Council**  
**Shorewood, Wisconsin**  
**September 2, 2021**

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**MEMBERSHIP**

- 3.1 The Council shall have 12-16 members.
- 3.4 The Council shall have the following *ex officio* members: the pastor, associate pastor, and two lay trustees.
- 3.5 The Council shall have at least 8 at-large representatives selected from and by the membership of the parish.
- 3.7 The Council shall have 0-2 youth representatives selected by the youth members of the parish.

**NOMINATION AND SELECTION OF NEW MEMBERS**

- 4.1 At large members may be selected by annual selection.
- 4.3 The Selection Committee is appointed by the Chair and headed by the Vice-Chair and shall include at least three members (including the Vice-Chair), two of whom are council members. The Council shall follow the nomination and selection process as outlined:
  - 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 and or a link to an electronic form is included in the bulletin. Parishioners are invited to submit the names of persons they feel have the essential characteristics of a Council member.
  - c. **Notification of Nominees.** Persons whose names were submitted by parishioners are contacted by Selection Committee members to inform them of their nominations and of the required orientation. At least 30 days before the date of selection, the Selection Committee publishes in the parish bulletin the names of those who have agreed to continue the nomination process. Additional nominations are acceptable if submitted in writing to the Selection Committee within 10 days of that publication.
  - d. **Nominee Orientation.** The Selection Committee plans a local orientation session and encourages nominees' attendance at the local and/or archdiocesan orientation. At



conclusion of the orientation, nominees are provided with an opportunity to accept or decline the nomination.

- e. **Slate of Nominees.** Those who feel called to serve as Council members accept nomination by contacting the Selection Committee. The Selection Committee ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed on the final slate of nominees unless the Selection Committee receives an expression of willingness to serve. If a member of the Selection Committee becomes a nominee, that person ceases to be a Selection Committee member.
- f. **Facilitation of the Selection Process.** The Selection Committee facilitates the final selection process, including informing the Pastor of the final slate of nominees. If more individuals have accepted nomination than are needed on the Council, nominees are asked to prayerfully discern, in consultation with the Pastor if necessary, whether they are called to serve on the Council at this time. The Pastor will make final selection decisions as needed.

4.4 The selection of new members of the Council shall be by discernment.

#### OFFICERS

5.4 The vice-chair serves the Pastoral Council.

- b. Becoming chair in the event of vacancy.

#### MEETINGS

6.1 Council meetings shall be held no fewer than six times each year but more often is encouraged. Meetings are targeted to be held on the first Thursday of every month.

#### COMMISSIONS

11.1 The following Standing Commissions of the Council shall be known as:

- a. **Prayer & Worship.**
- b. **Formation.**
- c. **Human Concerns.**
- d. **Stewardship.**
- e. **School.**



- 11.4** The Council selects liaisons to each standing commission to attend the meetings.
- 11.6** The Council has established the following committees/sub-committees/ministries at the request of a standing commission.
- a. Prayer & Worship.** Art and Environment, Lectors, Choirs and Musicians, Altar Servers, Eucharistic Ministers, Ushers, Eucharistic Adoration, Centering Prayer, Children’s Liturgy of the Word
  - b. Formation.** Adult Formation, Youth Ministry, Young Adult Ministry, Small Groups, RCIA, RCIC, Engaged Couples Ministry, Religious Education Committee, Vacation Bible School
  - c. Human Concerns.** Respect Life Committee, Sick & Homebound Visitation, Services for Seniors, Our Retired Adults, Advent Sharing Tree, St. Vincent de Paul Society, St. Vincent de Paul Meal Program, St. Martin de Porres Food Pantry, Riverwest Food Pantry, All Saints Food Pantry, Ladies of Charity, Prayer Network, Bereavement Ministry
  - d. Stewardship.** Welcome Committee, St. Robert Fair, St. Robert History Committee, Hospitality, Scrip, St. Nick Party,
  - e. School.** Education & Formation Committee, Policy, Budget & Finance, Engagement Committee, Environment, Development/Marketing/Recruitment, Home & School Association

### COMMISSION GUIDELINES

- 12.4 Membership.** The recommended number of commission members is from 5 to 12 members.
- b.** Members serve a three year term with option to renew.
- 12.5 Officers.** Each commission shall have a chair, a vice-chair, and a secretary.
- b.** Becoming the chair in the case of vacancy.

### AMENDMENTS

- 13.1** The Council Appendix may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.

### SUBMISSION OF APPENDIX COPY TO THE ARCHDIOCESE



- 14.1** A copy of the appendix should be submitted to the Office for Missionary Planning and Leadership whenever changes are approved. The copy is placed in the parish or multi-parish file. The appendix should be reviewed on a regular basis usually in conjunction with the development of a new pastoral plan for the parish or cluster.