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**APPENDIX**  
**St. Andrew the Apostle, St. Mary of Good Counsel and St. Theresa**  
**Pastoral Council**  
**Leroy, Mayville and Theresa, Wisconsin, respectively**  
May 27, 2014 Approval by Council

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**MEMBERSHIP**

- 3.1 The Council shall have sixteen (16) members, including the pastor.
- 3.2 The Council shall have the following *ex officio* members: the pastor and two (2) trustees from each parish.
- 3.3 The Council shall have three (3) at-large representatives selected from and by the membership of each parish.

**NOMINATION AND SELECTION OF NEW MEMBERS**

- 4.3 The Council shall form a Nomination Committee consisting of one council member from each parish and one at large member of each parish as select by the Nominating Committee Council member. The Committee 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 masses on a designated weekend and in the bulletin. Parishioners are invited to nominate themselves or the parishioners they feel have the essential characteristics of a Council member.
  - c. **Notification of Nominees.** Persons whose names were submitted by parishioners are contacted by a Selection Committee member to inform them of their nominations and of the required orientation/discernment.
  - d. **Nominee Orientation.** The Selection Committee plans the local orientation/discernment session. In addition, the Selection Committee will inform the nominees of Archdiocesan orientation sessions available to them. At the conclusion of the orientation, nominees are provided with an opportunity to accept or decline the nomination.
  - e. **Slate of Nominees.** The selection Committee will plan the discernment meeting and provide a list of nominees to the Council prior to the discernment meeting. The

nominees will submit biographical information and a statement about why the nomination was accepted. The Selection Committee will place the nominee information in the bulletin or as an insert.

- f. **Facilitation of the Selection Process.** The Selection Committee facilitates the actual selection process, and informs the parish of the results in the bulletin or as an insert.

4.4 The selection of new members of the Council shall be by discernment. In the context of prayer and with the help of a facilitator, the nominees who are best suited to serve on the council at this time are discerned.

### OFFICERS

5.4 The officer of the Pastoral Council shall be a Chairperson, a Vice Chairperson, and a Secretary. The officers will be selected by consensus each year and will not server for more the three consecutive years.

### MEETINGS

6.1 Council meetings shall be held a minimum of six (6) times per year.

### COMMISSION

11.1 The Council shares commissions with St. Andrew the Apostle in Leroy, WI, St. Mary of Good Counsel in Mayville, WI and St. Theresa in Theresa, WI, in these areas of mission. The following Standing Commissions of the Council shall be known as:

- a. **Spiritual Life and Worship.** This commission nourishes and gives direction to the liturgical aspect of parish life. They provide opportunities for parishioners to deepen their faith through a variety of prayer experiences and liturgical celebrations. They identify the spiritual needs of the parishioners and maintain an ongoing program of education and training for liturgical ministers.
- b. **Christian Formation and Education.** The role of this commission is to develop within the parish awareness that the parish community has the responsibility for promoting the education and formation aspect of the mission of the Church. Christian Formation is the lifelong process aimed at personal conversion and growth in faith. This commission is advisory to educational administration in the design, implementation and evaluation of the total Christian education and formation programs in the parish, which include: sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry.
- c. **Human Concerns.** This commission 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 the parish member. This commission 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 commission's scope of responsibility is two-fold: 1) To meet immediate needs; 2) to work for changes in the structures of society, which are oppressive. Commission members are not responsible to do all of the commission's work but rather to involve others in actively accepting the responsibility of their baptism. The commission supports those in the parish who are already involved in service, advocacy, justice education, and empowerment of people. This commission works with community groups and other parishes to help solve related problems. They keep parishioners aware of issues relating to justice, peace, hunger and the homeless on local, national and international levels so that appropriate Christian action on such issues can be determined.

- d. **Stewardship.** This commission educates and promotes the giftedness of all parishioners and the responsibility of disciples to steward all resources. The members collaborate with pastor and staff to develop strategies and practices which invite all parishioners and the parish organization itself to share time, talent and treasure.
- e. **School Advisory Board.** The School Advisory Board along with the priest, principal and director of Christian Formation are dedicated to the promotion and welfare of Catholic Education. This commission is responsible for identifying and expressing the educational goals and objectives of the parish school. The School Advisory Board compiles bylaws to define its mode of governance and operational procedures subject to the approval of the Council.

11.4 The Council selects liaisons to each standing commission to attend the meetings and schedules each commission to report/discuss the area of mission and ministry at the parish annually meetings.

11.6 The Council has established the following committees at the request of a standing commission.

- a. **Spiritual Life and Worship.** Usher & Greeters, Eucharistic Ministry, Lectors, Servers, Music Ministry
- b. **Christian Formation and Education.** Evangelization, Vocations, Youth Ministry, Adult and Family Ministry
- c. **Human Concerns.** Health Ministry
- d. **Stewardship.** New Member Welcome, Volunteer
- e. **School.**

## COMMISSION GUIDELINES

- 12.4 Membership.** The recommended number of commission members is as needed to perform the responsibilities of the commission.
- 12.5 Officers.** Each commission shall have a chair and a secretary.

#### **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 Planning and Councils whenever changes are approved. The copy is placed in the parish or cluster 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.