

**ST. LUCY CATHOLIC
PASTORAL COUNCIL APPENDIX**

Racine, Wisconsin

**ARTICLE 1
PURPOSE**

1.1 The Council is a vehicle for the parish members to share in the pastoral mission of Jesus Christ and the Church in a specific location in the Archdiocese. It does this by developing Catholic identity, promoting evangelization, and fostering stewardship.

1.2 The Council strives to build a community of disciples who recognize their baptismal calls to lives of holiness, witness and service.

1.3 The Council engages in a continual process of pastoral planning, which takes into account the needs and priorities of its parishioners, the Archdiocese, the broader community, and the world.

**ARTICLE 2
RANGE OF RESPONSIBILITY**

2.1 The Council is the consultative and planning body for pastoral activity except to the extent limited by faith and morals, church or civil law or archdiocesan policy. The Council possesses a consultative vote only.

2.2 In any case where the pastor judges an action of the Council to be outside the limits set forth in #2.1, the pastor may withhold implementation, providing the Council with a rationale. The Council may take recourse to the Office of the Archbishop or one appointed by him for clarification or arbitration. Any decision regarding the recourse will be final.

2.3 In any case where any member of the Council interprets an action of the Council to be outside the limits set forth in #2.1, the member presents the interpretation no later than the next meeting of the Council and asks for reconsideration. If reconsideration fails to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, for clarification or arbitration. Any decision resulting from such recourse is final.

**ARTICLE 3
MEMBERSHIP**

3.1 The Council is comprised in one of two ways:

(a) If there is one parish, the ex officio members and at least twice their number of at-large members comprise the Council.

(b) If there are two or more parishes which functions as one Council, not more than two-thirds ex officio members and one at-large representative from each parish.

3.2 All members must meet these qualifications:

(a) Baptized, practicing Catholic.

- (b) Registered members of the parish.
- (c) Participants in the parish worship life, especially Mass and the sacraments.
- (d) At least 18 years of age.
- (e) Served for at least one year on a commission or committee of a parish (optional).

3.3 The responsibilities of members are:

- (a) Participate in training and formation for council service.
- (b) Prepare for meetings by reading and reviewing the agenda, minutes and other materials.
- (c) Attend all meetings unless excused.
- (d) Participate in council discussions and other activities.
- (e) Serve as a liaison to a commission or committee (optional).
- (f) Perform any other duties consistent with council membership.

3.4 The Council has the following ex officio members: the pastor, associate pastor(s), and the lay trustees. Ex officio members participate fully and equally in all Council matters.

3.5 At-large representatives are selected from and by the membership of the parish who are 18 years of age or older.

3.6 The term of office for at-large members is three years and is limited to two consecutive terms. The new members begin their terms with the conclusion of the annual transition meeting.

3.7 Parishes have the option to select youth representation. A youth representative must be at least 14 years of age but not yet 18, whose parents are registered members, and who is selected annually from and by the youth members of the parish. All the members of a Council which select a youth representative are required to complete safeguarding training.

ARTICLE 4 NOMINATION AND SELECTION OF NEW MEMBERS

4.1 Annual selection of council members shall take place in May. At each annual selection, one third of the members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire.

4.2 The Nomination and Selection Committee is appointed by the Council chairperson after consultation with the Council and is headed by the Vice-Chair. The committee shall manage all aspects of the nomination and selection process including: education of parishioners, nomination, notification of nominees, nominee orientation session, slate of nominees, and facilitation of the selection process.

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

(b) **Nomination:** Nominations of persons believed to have the essential characteristics of a Council member are welcomed from parishioners.

(c) **Notification:** 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 in the nomination process. Additional nominations are acceptable if submitted in writing to the Selection Committee within ten days after this publication.

(d) **Acceptance:** Those who feel called to serve as Council members accept nomination and participate on the final slate of nominees. The Selection Committee ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed nominated 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.

(e) **Final Slate of Nominees:** Nominees submit biographical information and a statement of parish vision to the Selection Committee in advance of selection of new members.

4.3 For the selection of a youth representative, a similar nomination and selection process is followed.

4.4 Parish employees and their immediate family members are ineligible to serve on the Council. Husband and wife, siblings or parent and child may not serve together on the Parish Pastoral Council.

ARTICLE 5 VACANCIES AND REMOVALS

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

5.2 At any meeting of the Council, any at-large member may be removed for good cause by consensus or by majority vote 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.

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

ARTICLE 6 OFFICERS

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

6.2 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.

6.3 No Council officer may serve more than three consecutive 1-year terms in any one office. *Ex officio* members of the Council are ineligible to serve as Council officers or committee chairpersons.

6.4 The pastor is the president of the Parish Pastoral Council. The pastor presides at the Council by:

- (a) Attending all Council meetings.
- (b) Making certain that the scope of the Council's concerns reflects the mission of the Church.
- (c) Enabling the Council to build a community of faith and an atmosphere of trust among Council members.
- (d) Assuring that Pastoral Council members have adequate training.
- (e) Assisting in formulating the Council agenda.
- (f) Sharing in the dialogue which leads to Council recommendations.
- (g) Serving as administrator of the parish.
- (h) Implementing the recommendations formulated by the Council.
- (i) Consulting with the Council before requesting a waiver and proxy from the Archbishop. The consensus of the Council shall be represented in the request for the waiver and proxy.

6.5 The chairman moderates the meetings of the Pastoral Council by:

- (a) Knowing the tasks and responsibilities of the Council and communicating these to the Council, committees and parish community.
- (b) Organizing/coordinating activities and work of the Council, including developing and maintaining an annual Council calendar consistent with the parish calendar.
- (c) Preparing meeting agendas in advance of the meeting, in consultation with the Pastor and ensuring that time is spent in prayer.

(d) Providing formation/education for Council members, and utilizing the parish staff and offerings at the district and archdiocesan levels.

(e) Facilitating Council meetings by helping the members work together, participating fully in discussions and decision-making through consensus, and conducting parish meetings, if necessary.

(f) Monitoring implementation of all Council recommendations and decisions.

(g) Acting as an *ex officio* member of all standing and *ad hoc* committees of the Council, if there is no council liaison.

(h) Assisting the next chairperson in understanding the Council's history, responsibilities and resources, and transferring all Council materials to the new chairperson.

(i) Serving as the parish representative to the Archdiocesan Pastoral Council district assembly, or designating someone after consultation with the Council (See Relationship to Deanery Assemblies in 10.1 and following).

(j) Performing duties consistent with the office as the Council may direct.

6.6 The vice-chairman serves the Pastoral Council by:

(a) Conducting meetings in the absence of the chairman.

(b) Becoming chairman in the event of vacancy.

(c) Serving as the chair for the Nomination and Selection Committee.

(d) Performing duties consistent with the office as the chairman or the Council may direct.

6.7 The secretary serves the Pastoral Council by:

(a) Overseeing the accurate recording of the minutes of each meeting and ensuring the minutes and the agenda are made available to the Council members, committee chairmen, and the parish, and providing a condensed report of the meeting for publication in the parish bulletin.

(b) Taking attendance at meetings and recording absences.

(c) Maintaining the official list of all Council and standing committee officers and members and their terms, the list of all *ad hoc* committee chairmen and members and keeping these lists current with regard to addresses and phone numbers.

(d) Updating, electronically or otherwise, the Archdiocesan Extranet whenever a change in membership on Council occurs, and working with the parish web administrator to keep the archdiocesan registry current.

(e) Reporting to the Council all communication, and handling correspondence for the Council, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.

(f) Performing such duties consistent with office as the chairman or Council may direct.

ARTICLE 7 MEETINGS

7.1 Regular meetings of the Council shall be held at such time, place and date as the Council may designate, no fewer than six times each year. In those cases where parishes are clustered, the Pastoral Councils may meet jointly several times each year or consolidate into a single cluster Council with representation from each parish. Prayer shall be an integral part of the meeting.

7.2 The agenda shall be developed in advance of the meeting by the pastor and council chairperson, and includes prayer, pastor's comments, Financial Council update, the proposals from committees, liaison reports, the Pastoral 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.

7.3 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.

7.4 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. The meeting is presided over by the pastor, facilitated by the chairperson, and the minutes are recorded.

7.5 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.

7.6 A quorum is one more than half of the council members. In the event a quorum is not present for a meeting, the meeting shall be re-scheduled or canceled.

7.7 The Pastoral Council cannot hold a formal meeting if the pastor is not present.

7.8 Notification of intended absence should be given to the Council Chairman, Vice-Chairman or Secretary before the meeting.

ARTICLE 8 STANDING COMMITTEES

8.1 **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.

8.2 **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.

8.3 **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.

8.4 **Membership.** The number of commission members may have up to 12 members. In addition, the pastor can appoint one or more staff members as ex officio members of a commission. It is optional for a staff member to be appointed to each commission.

- (a) All commission members must be baptized, practicing Catholics and registered members of the parish, at least 18 years of age.
- (b) Members may serve three-year terms. An annual membership list is submitted at the start of each commission year to the Council secretary.
- (c) Any commission member may resign by filing a written resignation with the commission chairperson.

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

(e) A vacancy is filled by appointment of the commission chairperson after consultation with the commission members. The Council secretary is notified of the changes to the membership list.

(f) Members are to be adequately prepared for membership on the commission by being provided with the opportunities for spiritual growth, appropriate theological formation, and the skills and practical information required for the area of mission.

8.5 Officers. Each commission is recommended to have a chairperson, a vice-chairperson or chairperson-elect, and a secretary. Officers are selected annually by and from the commission. Employees of the parish and Ex-officio members of the commission are ineligible to serve as officers.

(a) The chairperson moderates the meetings of the commission by:

(1) Being aware of the tasks and responsibilities of the commission and represents these to the members, the Council, and the parish community.

(2) Facilitating the planning and scheduling efforts of the commission.

(3) Preparing the meeting agenda based on agenda planning at the end of the previous meeting and distributing the agenda at least 3 days prior to the meeting.

(4) Providing for ongoing formation for commission members.

(5) Facilitating the meetings by promoting collaboration and arriving at decisions through consensus.

(6) Monitoring the implementation of all commission decisions or recommendations.

(7) Coordinating the commission's participation in the budget process and the monitoring of financial reports on the budget for the area of mission.

(8) Overseeing the recruitment and orientation of new commission members.

(9) Assisting the next chairperson to understand the commission's task and responsibilities. Transferring all commission materials to the new chairperson.

(10) Performing duties consistent with the office as the Council or commission may direct.

(b) The vice-chairperson or chairperson-elect serves the commission by:

- (1) Conducting meetings in the absence of the chairperson.
- (2) Becoming the chairperson in the case of vacancy and, as chairperson-elect, becoming chairperson with the completion of the chair's term.
- (3) Performing duties consistent as assigned by the chairperson or the commission.
- (c) The secretary serves the commission by:
 - (1) Recording a summary or report of each meeting and submitting it to the Council, commission members, and committees.
 - (2) Taking attendance at meetings and noting absences in the summary or report.
 - (3) Maintaining the list of all commission members and their terms and reporting any changes to the Council secretary.
 - (4) Performing duties consistent with the office as the chairperson or commission may direct.

8.6 Meetings. Regular commission meetings are held at such time, place and date as either the Council designates, or the commission determines. Each meeting consists of prayer, staff person's remarks, ongoing items, new items, and committee reports.

(a) Special meetings may be called by the chairperson, Council chairperson, pastor or a quorum of the commission to address a single, urgent matter. Notice of such a meeting is given to all commission members within a reasonable time prior to the meeting. No business other than that stated may be conducted at the meeting.

(b) The date, time and location of commission meetings are published in the bulletin or website and parishioners are welcome to attend as observers. Parishioners may submit items to the commission or chairperson for consideration on the agenda. The commission chairperson may allow observers to participate in a discussion on such subjects and under such rules as the commission may determine.

8.7 Manner of Decision-Making. The commission's manner of decision-making is communal discernment, which includes gathering of information, prayerful reflection and dialogue which leads to consensus.

ARTICLE 9 COMMISSIONS

9.1 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 of prayer experiences and liturgical celebrations. They identify the spiritual needs of parishioners and maintain an ongoing program of education and training for liturgical ministers.

9.2 Christian Formation: The role of this committee is to develop within the parish awareness that the parish community has the responsibility for promoting the educational/formation aspect of the mission of the Church. Christian Formation is a lifelong process aimed at personal conversion and growth in faith. This committee is advisory to educational administration in the design, implementation and evaluation of the total Christian educational/formation programs in the parish, which include: sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry.

9.3 Human Concerns: This committee discerns needs of persons 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; 2) to work for changes in the structures of society, which are oppressive. Committee members are not responsible to do all of the committee's work but rather to involve others in actively accepting the responsibility of their baptism. The committee supports 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.

They keep parishioners aware of issues relating to justice, peace, hunger and homeless persons on local, national and international levels so that appropriate Christian action on such issues can be determined.

9.4 Stewardship: 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 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. The commission may have committees, such as new member welcome and volunteer opportunities.

9.5 School: This individual, along with the priest(s), principal and director of religious education are dedicated to the promotion and welfare of Catholic education. This individual is responsible for identifying and expressing the educational goals and objectives of the parish community.

9.6 Standing commissions submit a summary or report of each meeting to the Council for review and discussion.

ARTICLE 10 MANNER OF OPERATION

10.1 The Council's manner of decision-making is communal discernment, which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The usual method of reaching conclusions is consensus.

ARTICLE 11 RELATIONSHIP TO FINANCE COUNCIL

11.1 At least one but not more than two at-large Pastoral Council members are selected by the Council members to serve on the Finance Council. One of the Finance Council representatives from the Pastoral Council provides an update on activity to the Pastoral Council at its regular meetings.

11.2 The Pastoral Council, in conjunction with its standing commissions/committees, participates with the Finance Council in the annual parish budget process for ministries and operations.

11.3 The Finance Council collaborates with the standing commissions/committees of the Pastoral Council in its gathering of information and communication on financial matters. The Council may request a committee chairperson or a staff member to prepare a study or to attend a meeting as a resource.

ARTICLE 12 RELATIONSHIP TO DEANERY ASSEMBLIES OF PASTORAL COUNCIL REPRESENTATIVES

12.1 Deanery assemblies are convened regularly by the deanery representatives of the Archdiocesan Pastoral Council and/or the deanery representative of the Archdiocesan Council of Priests. These assemblies allow the Archbishop to consult with Pastoral Councils on certain pastoral activities in the Archdiocese as well as provide for parishes and deaneries to bring pastoral issues to his attention.

12.2 The Council is to designate up to two members who attend each assembly as representatives of the Pastoral Council and parish. The representatives serve two-year terms which are staggered. The representatives submit a report to the Council about the meeting and conduct any other activity which may be requested.

12.3 The deanery assembly representative serves the parish and the Archdiocese by:

- (a) Attending all deanery assemblies unless excused.
- (b) Participating in discussions and consultations.
- (c) Promoting participation in diocesan-wide projects and activities which have been recommended by the Archdiocesan Pastoral Council and presented at the deanery assembly.
- (d) Reporting to the assembly about significant parish activity.
- (e) Reporting to the Parish Pastoral Council about information presented at the deanery assembly.
- (f) Seeking ideas and suggestions from the Parish Pastoral Council which can be brought to the deanery assembly for possible discussion by the Archdiocesan Pastoral Council.

(g) Performing duties consistent with the role as the Archbishop or the Archdiocesan Pastoral Council may direct.

12.4 The Council representatives to the deanery assembly participate in the selection of the deanery representatives to the Archdiocesan Pastoral Council at the expiration of a term. The deanery representatives serve a three-year term which is limited to two consecutive terms. Each deanery representative is selected from and by the Pastoral Council representatives in the deanery.

ARTICLE 13 AMENDMENTS TO THE APPENDIX

The Council may amend the Appendix by consensus, or a two-thirds vote of the members and confirmation by the Pastor, which is in accordance with the Pastoral Council Norms established by Archbishop ListECKI in March 2020.

Date of Approval by the Pastoral Council: November 12, 2022

Date of Most Recent Amendment: March 5, 2022