

COMMITTEE GUIDELINES

St. Frances Cabrini Congregation West Bend, Wisconsin

I. PURPOSE

Each standing committee implements the Parish Council's priorities and goals in its own areas of responsibility, working together to accomplish the parish's stated mission in light of the parish vision statement. All work of commissions and their sub-committees will lead to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others. Each committee interprets the mission and vision of parish as it relates to their area of responsibility. They oversee the financial, formational, spiritual, and vision of their sub-committees who directly coordinate Ministerial activities.

II. SCOPE

All committees are accountable to the Parish 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 structure.

III. FUNCTIONS

The basic functions of each Parish Council standing committee are to:

1. Identify needs of the parish within its areas of responsibility and in keeping with the parish mission and vision.
2. Establish priorities among needs and communicate these needs to the Parish Council, discerning with them which needs can be realistically addressed and where inter-committee or inter-parish collaboration might be effective.
3. Formulate long-range and short-term goals and objectives.
4. Research and investigate options to implement goals.
5. Submit program proposals to the Parish Council for support.
6. Develop and recommend policy in their area of responsibility to the Council.
7. Communicate with the pastor and pastoral staff about the implementation.
8. Maintain communication with the parish concerning programs, encouraging active support and involvement.
9. Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources; and maintain communication with their counterparts in neighboring parishes to facilitate and make effective use of collaboration.

10. Provide on-going formation of committee and sub-committee members in its areas of responsibility through workshops, study, spiritual formation, etc.
11. Determine budget priorities in the areas of the committee's responsibility and make recommendations to the Parish Council through the Finance/Administrative Services Committee.
12. Periodically evaluate existing programs and activities.

In any case where any committee member interprets an action of a committee to be outside the limits of its responsibilities, that member shall present such interpretation to the Parish Council liaison or a Council Officer, no later than the next Parish Council meeting and ask for reconsideration by the Council. Pending reconsideration, the effect of the committee action shall be suspended.

IV. MEMBERSHIP

1. All committee members must be baptized, practicing Catholics and registered members of the parish. All members participate equally in decision-making.
2. Committee members need to be recruited actively and continuously by the committee itself and its sub-committees.
3. The term for committee members shall be reviewed annually. Annual membership lists shall be submitted to the Parish Council secretary.
4. Any committee member may resign by filing a written resignation with the committee chairperson.
5. At any regular meeting a member may be removed for good cause by consensus or by an affirmative vote of three-fourths of the committee. 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 a good reason, physical or mental incapacity, or failure to perform duties as a committee member.
6. A vacancy shall be filled by appointment by the committee chairperson. The Parish Council secretary shall be notified of the change.
7. Each new member is to be adequately prepared for membership on the committee by being provided with the opportunities for spiritual growth, appropriate theological foundation and the skills and information required for membership on the committee.

V: OFFICERS

The officers of the each committee shall be a chairperson and a secretary. Officers are selected annually by and from the committee based on their competence, leadership and knowledge of the committee's responsibilities. Offices are filled in the following order: chairperson first, then secretary. *Ex officio* members of the Committee are ineligible to serve as committee officers.

A: The committee chairperson:

1) Is aware of the tasks and responsibilities of the committee and its sub-committees and communicates these to the committee, sub-committee, Parish Council, parish community.

2) Organizes/coordinates activities of the committee and its sub-committee. Develops and maintains an annual committee calendar consistent with the Parish Council calendar.

- 3) Prepares the meeting agendas and submits it to committee members, at least 1 week before the meeting.
- 4) Provides formation/education for committee and sub-committee members in its area of responsibility, utilizing the parish staff and offerings at the district and archdiocesan levels.
- 5) Conducts meetings by assisting the committee members to work together effectively and arrive at appropriate decisions through consensus.
- 6) Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish guidelines and archdiocesan structures and goals within the committee's areas of responsibility.
- 7) Monitors implementation of all committee recommendations and decisions.
- 8) Establishes a budget based on committee objectives; and communicates budget information to the Finance /Administrative Services Committee.
- 9) Forms ad hoc committees when necessary and appoints their chairpersons; makes appointments of sub-committee chairpersons; assigns individuals specific tasks; delegates responsibilities; and encourages cooperation both in and out of meetings.
- 10) Maintains committee membership roster and notifies the Parish Council secretary of any changes.
- 11) Is an ex-officio member of all sub-committees of the committee.
- 12) Oversees recruitment and orientation of new committee members.
- 13) Assists the next chairperson in understanding the committee's history, responsibilities and resources; transfers all committee materials to the new chairperson.
- 14) Performs duties consistent with the office as the Parish Council or committee may direct.

B: The committee secretary:

- 1) 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 Parish Council members, committee members, its sub-committees, other committees and the parish.
- 2) Takes attendance at meetings and records absences.
- 3) Maintains the official list of all 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, phone numbers and e-mails.
- 4) Handles correspondence for the committee, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
- 5) Performs such duties consistent with office as the chairperson or committee may direct.

VI: MEETINGS

- 1) Regular committee meetings shall be held at such time, place and date as the Parish Council may designate to meet the needs of their areas of ministry. Each meeting consists of prayer/formation, decision-making and planning.
- 2) An agenda shall be developed in advance of the meeting by the chairperson, after consultation with other committee members and based on an understanding of the on-going needs and concerns of the parish within the scope of the committee’s responsibilities. A written agenda is presented to committee members at least three days before each meeting.
- 3) Special meetings may be called by the chairperson, Parish Council chairperson, pastor, or a quorum or the committee. A quorum consists of a majority of the members. Notice of special meetings shall be given to all committee 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 these meetings.
- 4) Advance notice of the time and place of committee meetings is communicated to all members of the parish, who are entitled and welcome to attend as observers. The committee chairperson may open any meeting to discussion by parish members on such subjects and under such rules as the chairperson may announce.

VII: MANNER OF DECISION-MAKING

Commissions’ manner of decision-making is communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus.

VIII: SUB-COMMITTEES

Each standing committee shall oversee sub-committees as needed. Each sub-committee shall have a chairperson or representative who speaks for the subcommittee at committee meetings. It is the task of each subcommittee to manage and coordinate its ministerial needs and responsibilities under the direction of the committee and Parish Council. Each sub-committee must develop its own goals. Guidelines and operating procedures should be established if they are significantly different from the standing committee guidelines.

IX: AMENDMENTS TO THE GUIDELINES

The Parish Council may amend these Standing Committee guidelines by consensus or a two-thirds vote of the Parish Council.

Date of Approval by the Parish Council: _____

Date of Most Recent Amendment: _____

Date of Next Full Review: _____