

## **PARISH NORMS OF ST. MARY**

### **Appleton, Wisconsin**

#### **PARISH MISSION STATEMENT**

St. Mary of the Seven Dolours was founded in 1859 by an Irish farm community and is the oldest Catholic parish in Appleton. We have grown from our Irish heritage to become a faith community of diverse backgrounds characterized by a history of sacrifice, generosity, hospitality and involvement in Church community. We recommit ourselves to these values as we participate in the mission of Jesus Christ.

We make Eucharist the primary celebration of our unity in Christ and with one another through the planning, participating and sharing of many in liturgical ministries. This bond of unity is strengthened in the building of community through social gatherings, religious activities and mission outreach.

We are committed to nourishing the spiritual needs of our people through meaningful preparation and reception of the sacraments, Scripture study and a variety of prayer expressions. We support Catholic education through our schools, religious education and adult formation.

We challenge one another to generously share our time, talent, and treasure. We strive not only to be good stewards of the finances, buildings and property under our care, but we likewise hear Christ's call to respond with our gifts in the spirit of the Last Judgment scene in Matthew 25:31-40\* both locally and in our world.

In the Spirit of Christ, we strengthen the faith, hope and love of each other as well as those who already know Christ with the universal Church and those who are searching for God within their lives.

#### **\*MATTHEW 25:31-40**

**The Judgment of the Nations:** "When the Son of Man comes in his glory, and all the angels with him, he will sit upon his glorious throne, and all the nations will be assembled before him. And he will separate them one from another, as a shepherd separates the sheep from the goats. He will place the sheep on his right and the goats on his left. Then the king will say to those on his right, 'Come, you who are blessed by my Father, Inherit the kingdom prepared for you from the fountain of the world. For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.' The righteous will answer him and say, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink? When did we see you a stranger and welcome you, or naked and clothe you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'

*(Saint Joseph Edition THE NEW AMERICAN BIBLE)*

#### **COUNCIL STRUCTURE OF ST. MARY PARISH**

St. Mary Parish shall consist of two Council organizations:

- St. Mary Parish Pastoral Council
- St. Mary Parish Finance Council

The St. Mary Parish Pastoral Council exists by the mandate of the Bishop of the Diocese of Green Bay that requires every parish to have a Parish Pastoral Council.

The St. Mary Parish Finance Council exists in accordance with the universal law of the Church (Canon Law) that requires each parish to have a Finance Council.

The Mission Statement identifies the vision and values of St. Mary Parish. The Pastoral Council shall be the body with the responsibility and authority to formulate parish policy in the light of that vision. It establishes goals and priorities as well as coordinates the programs and organizations of the parish. The Finance Council is responsible for soliciting funds, managing the parish budget and facilities. The two bodies work together collaboratively and in close consultation with the pastor.

Both Councils are advisory and consultative to the pastor, who by Canon Law, has the final responsibility for the parish.

**PART ONE – ST. MARY PASTORAL COUNCIL**

- Sec. 1** The name of this organization shall be "The St. Mary Parish Pastoral Council", hereafter referred to as the Pastoral Council.
- Sec. 2** The purpose of the St. Mary Pastoral Council shall be to promote and foster the spiritual growth of all parish members, to assist in planning and establishment of parish goals and priorities, to encourage and involve parish members in activities sponsored by the Pastoral Council. The Pastoral Council is consultative to the pastor and shall assist him in carrying out the overall pastoral mission.
- Sec. 3** The Ex-officio members of the Pastoral Council are: the Pastor/Parish Director, the Pastoral Associate(s), the Parish Secretary (Trustee), the Liturgist, and the Business Administrator.
- Sec. 4** The Pastoral Council shall also consist of eleven (11) voting members, of which nine (9) will be adult members and two (2) will be youth members (a high school sophomore, junior or senior), determined by a selection process.
- Sec. 5** Each of the nine voting members of the Pastoral Council will act as a liaison for one or more Parish Committees and representing their needs to the Pastoral Council.
- Sec. 6** To facilitate collaboration between the Pastoral Council and Finance Council, these two bodies shall meet at least annually to discuss parish priorities.
- Sec. 7** To promote communication between the Councils, all minutes, agendas, reports, documents, budgets and other material normally submitted to Pastoral Council members should also be submitted to the Finance Council Chair(s) at the same time.

**Article 1 – Officers**

- Sec. 1** CHAIRPERSON - shall call and preside at all meetings of the Pastoral Council and coordinate all Pastoral Council activities. With the approval of the pastor, the office of Chairperson may be shared with a Co-Chairperson.
- VICE-CHAIRPERSON - shall preside as Chairperson of the Pastoral Council in the absence of the Chairperson, and shall perform duties and responsibilities during such absence.
- SECRETARY – shall prepare and publish, in a timely manner, all meeting minutes and notices. The Secretary is also responsible for all Pastoral Council correspondence, attendance and records of the Pastoral Council.
- Sec. 2** Officers shall be elected to a one-year term by a majority vote of the Pastoral Council at the June meeting. The term of office shall begin July 1<sup>st</sup>.

**Article 2 – Nominations/Selections/Elections and Terms of Office**

- Sec. 1 a)** Nominations for any of the voting members of Pastoral Council shall be conducted annually on a weekend in February. All nominees must be parish members. Any voting member of the parish may submit names, including his/her own, for consideration as a candidate. Membership of the parish shall be determined by the official roster of the parish.
- b) Nominations for non-voting members (ACES, QuEST, Xavier, and IPRF shall be submitted by any Pastoral Council member to the Selection Committee and the Pastor. Final selection rests with the Pastor.
- c) The Selection Committee shall be composed of the Vice-chairperson, two (2) Pastoral Council members and, at the discretion of the Pastoral Council, other qualified members of the parish.

- d) The nominees shall be sent an informational packet and, in order to be eligible, must attend a Selection Committee orientation meeting.
  - e) No more than one member of a family may serve on the Pastoral Council at the same time. (Wife, husband, mother, father, daughter, son, brother, sister). Parish employees and employees of parish funded programs, and members of their immediate families, are not eligible.
  - f) The Selection Committee shall consider all names submitted for nomination under (a) of this section and shall select a list of those who are qualified and willing to serve as Pastoral Council members. Any names not included for selection must be made known to the Executive Committee and approved by the pastor.
- Sec. 2** The new (*voting*) members shall be selected by lot by the pastor during a Mass on or before the first Sunday of April. If the selection conflicts with Palm Sunday or Easter, it will be conducted a week prior to the conflict.
- Sec. 3** The three (3) nominees selected shall be the new members. They are expected to attend Pastoral Council meetings, prior to taking office, as part of their orientation process.
- Sec. 4** The term of office shall be three (3) years for adult members and two (2) years for youth members beginning July 1st.
- Sec. 5** A Pastoral Council member, at the end of his or her term, who wishes to remain in office, may submit his or her name to the selection process described above.
- Sec. 6** The pastor may, after consulting with the Pastoral Council, extend by the maximum of one year the term of a Pastoral Council member. This would allow the standard three-year term to be extended to four (4) years if the talents or expertise of that member were needed at that time. This extension may extend the *number of voting members by one*.
- Sec. 7** Vacancies occurring for any reason shall be filled by appointment of the Chairperson from names remaining in the selection process. The final approval of the appointment rests with the pastor. All such appointments shall be for the remainder of the term of the retiring Pastoral Council member.
- Sec. 8** Names of the entire Pastoral Council, including newly selected members, shall be published in the parish bulletin following the selection process.
- Sec. 9** The Secretary-Trustee and the Treasurer-Trustee are elected in accord with the civil law of the State of Wisconsin and are subject to approval of the bishop. The two trustees shall be elected in March or April to a two-year term by the Pastoral Council acting as representatives of the congregation. The pastor shall nominate the candidates for trustee and there is no need that the nominations create a contest. If the trustee does not complete the term, the vacancy will be filled by repeating the nomination and election process described above in a timely manner.

### **Article 3 – Removal from Office**

- Sec. 1** If a member is not working in the best interests of the parish, his/her term is subject to termination by the pastor.
- Sec. 2** The concerns shall be discussed with the person by the pastor and the chairperson in an attempt to rectify the situation.
- Sec. 3** If the situation does not improve, the pastor, after consulting Pastoral Council members, shall remove the individual from the Pastoral Council.

- Sec. 4** If a parish trustee is found not to be working in the best interests of the parish, the Diocesan prescribed process for removal will be observed. The Diocesan rules for replacement will also be observed.

**Article 4 - Meetings**

- Sec. 1** Pastoral Council shall hold regular meetings at a time determined by the Pastoral Council.
- Sec. 2** Special meetings may be called by the chairperson or the pastor.
- Sec. 3** All meetings, except executive sessions, shall be open to all members of the parish.
- Sec. 4** Notices of Pastoral Council and special meetings shall be published in the church bulletin on two (2) consecutive weekends preceding the meeting. However, the Pastoral Council may meet in an extraordinary situation without prior notice.
- Sec. 5** Any parishioner may address the Pastoral Council at a time determined by the chairperson.
- Sec. 6** The Pastoral Council shall follow the New Version of Robert's Rules of Order unless suspended.

**Article 5 – Operation**

- Sec. 1** All members including the Secretary Trustee may vote. All other ex-officio members may not vote.
- Sec. 2** A majority of voting members shall constitute a quorum.
- Sec. 3** A quorum must be present for all voting matters.
- Sec. 4** All decisions shall be determined by a majority of the votes cast.
- Sec. 5** The Pastor bears the final responsibility for the total parish ministry. The pastor must approve all actions for them to be the policy of the parish.
- Sec. 6** The Pastoral Council shall form an Executive Committee. The members shall be Pastoral Council officers and various pastoral team members. The Executive Committee is advisory to the Pastoral Council and shall provide a leadership role in its mission.
- Sec. 7** During a Pastoral Council meeting the Vice-Chairperson has the responsibility to notify the Chairperson when the allotted time has expired on a particular agenda item.

**Article 6 - Committees**

- Sec. 1** Committees of this Pastoral Council are responsible for specific areas of Church activities and are accountable to the Pastoral Council. Their decisions shall be in the spirit of the Mission Statement and in the context of the goals and policies established by the Pastoral Council. The Ministry Flow Chart establishes lines of responsibility/accountability for committees and sub-committees.
- Sec. 2** Committees are formed as needed in the areas of:
- a. Liturgy
  - b. Spiritual Life
  - c. Christian Education and Formation
  - D. Christian Service and Social Justice
  - e. Community Building, Evangelization and Ecumenism
  - f. Stewardship – Time/Talent
  - g. Social Activities

- Sec. 3** Each committee will meet on a regular basis and at a frequency necessary to accomplish its mission.
- Sec. 4** The committees are responsible to stay within their assigned budget.
- Sec. 5** The various committees are responsible for promoting their membership.
- Sec. 6** Chairpersons for the committees are selected by and from the committees.
- Sec. 7** The various committees are to keep a written record of their activities with a copy sent regularly to the Pastoral Council.

**Article 7 - Amendments**

- Sec. 1** Proposed amendments to the Parish Norms of St. Mary must be presented to the Pastoral Council in a written form on two (2) consecutive Pastoral Council meetings. A vote shall be taken at the third meeting. Adoption of the amendment requires a two-thirds (2/3) vote.
- Sec. 2** Evaluation and revision of the Parish Norms of St. Mary shall be an agenda item at a regularly scheduled Council meeting every three (3) years.

**Article 8 – Law and Guidance**

- Sec. 1** Parish Pastoral Council decision shall be in accord with the Gospel of Jesus Christ, the teaching of the Roman Catholic Church, Canon Law, and the Statutes of the State of Wisconsin
- Sec. 2** The pastor has the obligation to work in the best interests of the parish and is accountable for his actions.
- Sec. 3** All concerns of Church life shall be resolved, if possible, within the parish using the skills and talents available to address the difficult issues.
- Sec. 4** In instances of irreconcilable disputes and after varied attempts to resolve the issue on the parish level, the parish shall have recourse to agencies of the Diocese.

**Article 9 - Adoption**

- Sec. 1** After Parish Pastoral Council study, this document shall be made available to the parish membership for study. Following the opportunity for input, these Parish Norms of St. Mary shall be in effect when approved by a two-thirds (2/3) vote of the members of the current Parish Pastoral Council.

**Article 10 - Implementation**

- Sec. 1** The Pastoral Council Chairperson has the responsibility to implement the provisions of these Parish Norms of St. Mary.

**PART TWO – ST. MARY FINANCE COUNCIL**

- Sec. 1** The name of this organization shall be "The St. Mary Parish Finance Council", hereafter referred to as the Finance Council.
- Sec. 2** The universal law of the church, Canon Law, requires each parish to have a Finance Council. The primary purposes are to aid the pastor in the administration of the parish goods, i.e., finances, buildings and grounds, and insure that members of the parish receive an understandable annual finance report.
- Sec. 3** To facilitate collaboration between the Finance Council and the Pastoral Council, these two bodies shall meet at least annually to discuss parish priorities.
- Sec. 4** To promote communication between the Councils, all minutes, agendas, reports, documents, budgets and other material normally submitted to Finance Council members should also be submitted to the Pastoral Council Chair(s) at the same time.

**Article 1 Membership**

- Sec. 1** Membership includes the Pastor, Treasurer Trustee, a minimum of six (6) and a maximum of twelve (12) members of the parish who have specific expertise in matters of finance, insurance, law, buildings and grounds, and the Business Administrator. The Secretary Trustee and the Parish Council Chairperson are considered concerned members and as such receive agendas and minutes of meetings.
- Sec. 2** Membership to St. Mary Parish is required. Membership is determined by the official roster of the parish.
- Sec. 3** With the exception of the Treasurer Trustee, the Pastor appoints members to the Finance Council to staggered terms of (3?) years each with the possibility of one additional term. At the discretion of the Pastor, one additional member may be selected by the Pastoral Council.

**Article 2 - Officers**

- Sec. 1** The Finance Council should elect annually, a (co-)Chairperson, a vice-chairperson, and a secretary. The chairperson shall preside at all Finance Council meetings and coordinate all Finance Council activities. The vice-chairperson shall preside when the chairperson is absent. The secretary is responsible for taking and preparing minutes of the meetings, preparing the agenda, and informing members of meeting dates.
- Sec. 2** Officers shall be elected to a one-year term at the June meeting by a majority vote.

**Article 3 – Removal from Office**

- Sec. 1** If a member is not working in the best interests of the parish, his/her term is subject to termination by the pastor.
- Sec. 2** The concerns shall be discussed with the person by the pastor and the chairperson in an attempt to rectify the situation.
- Sec. 3** If the situation does not improve, the pastor, after consulting Finance Council members, shall remove the individual from the Finance Council.
- Sec. 4** If a parish trustee is found not to be working in the best interests of the parish, the Diocesan prescribed process for removal will be observed. The Diocesan rules for replacement will also be observed.

**Article 4 - Meetings**

- Sec. 1** Finance Council shall hold regular meetings at a time determined by the Finance Council.
- Sec. 2** Special meetings may be called by the chairperson or the pastor.
- Sec. 3** All meetings, except executive sessions, shall be open to members of the parish.
- Sec. 4** Notices of regular and special meetings shall be published in the church bulletin on two (2) consecutive weekends preceding the meeting. However, there may be meetings in an extraordinary situation without prior notice.
- Sec. 5** Any parishioner may address the Finance Council at a time determined by the chairperson.
- Sec. 6** The Finance Council shall follow the New Version of Robert's Rules of Order unless suspended.

**Article 5 – Operation**

- Sec. 1** All members, including the trustees may vote. All other ex-officio members may not vote.
- Sec. 2** A majority of voting members shall constitute a quorum.
- Sec. 3** A quorum must be present for all voting matters.
- Sec. 4** All decisions shall be determined by a majority of the votes cast.
- Sec. 5** The Pastor bears the final responsibility for the total parish ministry. The pastor must approve all actions for them to be the policy of the parish.

**Article 6 - Committees**

- Sec. 1** Committees of this Finance Council are responsible for specific areas of Church activities and are accountable to the Finance Council. Their decisions shall be in the spirit of the mission statement and in the context of the goals and policies established by the Finance Council.
- Sec. 2** Committees are formed as needed in the areas of:
- a. Stewardship – Treasure
  - b. Facilities Management
- Sec. 3** Each committee will meet on a regular basis and at a frequency necessary to accomplish its mission.
- Sec. 4** The committees are responsible to stay within their assigned budget.
- Sec. 5** The committees are responsible for promoting their membership.
- Sec. 6** Chairpersons for the committees are selected by and from the committees.
- Sec. 7** The committees are responsible to select members who will report in person to the Finance Council on a regular basis regarding the committee's activities and needs. These representatives are responsible for bringing back to their committees the Finance Council's recommendations.
- Sec. 8** The committees are to keep a written record of their activities to be compiled by a volunteer member of that committee with a copy sent regularly to the Finance Council.

**PART THREE – PARISH CORPORATION**

- Sec. 1**           **Purpose:** Catholic parishes in the state of Wisconsin are incorporated under Wisconsin Statute Section 187.12. The parish corporation is a civil body created primarily for legal purposes. This corporation administers all the temporal matters that are affected by civil law such as when the parish acquires or sells property, executes a building or remodeling project, investment management, lends or borrows money. This also includes oversight of the temporal matters of parish organizations as well as the parish cemetery.
- Sec. 2**           **Membership:** This body consists of the Bishop of the Diocese of Green Bay, Vicar General of the diocese, Pastor/Parish Director, and two elected lay members of the parish who are referred as the Secretary and Treasurer Lay Trustees.
- Sec. 3**           **Lay Trustees:** By civil law, two Lay Trustees must be elected every two years by members of the parish and approved by the Bishop or appointed by the Pastor/Parish Director and approved by the Bishop to fill temporary vacancies. There is no legal limit to the number of terms. The diocese strongly recommends that parishes establish a limit of three terms with possibility of reelection following one year absence from this office. The signatures of the Pastor/Parish Director and one of the trustees are required on all parish checks. The Treasurer Lay Trustee is also a member of the Finance Council while the Secretary Lay Trustee is also a member of the Parish Pastoral Council.
- Sec. 4**           **Relationship to Parish Pastoral Council and Finance Council:** The Corporation plays a role in the life of the parish when there is a designated real estate or financial action recommended by the Pastor/Parish Director after consultation with the Parish Pastoral Council and the Finance Council. This corporation then acts as a legally recognized body according to state law that allows the parish to enter into such contracts or agreements.
- Sec. 5**           **Budget Approval:** The Pastor/Parish Director and both trustees must review the annual parish budget, with the Pastor/Parish Director giving final approval.
- Sec. 6**           **Annual Parish Meeting:** To meet the requirements of state law, annually one meeting of the parish must be designated and so recorded in the parish records at the annual parish meeting. The Pastor/Parish Director and both lay trustees should be present for this meeting. An annual parish finance report must be presented as part of this meeting. The meeting requirement can be satisfied through a special open parish meeting, or by designating and publicizing a special meeting of the Parish Pastoral Council or other meeting of parish leaders and parishioners at the annual meeting.