

**ST. JOHN'S PARISH GUILD  
BYLAWS**

**UPDATED: July 12, 2017**

**OFFICER'S DUTIES**

**PRESIDENT** – You shall conduct all regular meetings. If you cannot be present, you will inform the Vice-President so she may prepare to conduct the meeting in your absence. The President shall be of assistance to the circle chairmen whenever necessary. You will serve on the Parish Council for one year during your term. Attend any wakes to lead rosary if you can.

**VICE-PRESIDENT** – You are to aid the President whenever necessary. Attend all meetings. Conduct all meetings that the President is unable to attend. Send sympathy cards when necessary to the members of the Guild. Attend any wakes to lead rosary if you can.

**SECRETARY** – You are to attend all regular meetings and keep accurate minutes of these meetings. You will read provide a copy at the meetings for each member to read on their own prior to the meeting. Notify members of lunch and entertainment for meetings, notify chairpersons for nursing home visits. Arrange bingo dates for the upcoming year. Attend any wakes to lead rosary if you can.

**TREASURER** – Your office is one of TRUST. You are responsible for collecting and recording money that the guild receives and give to the parish secretary for her to deposit. You will record and bringing all bills to the parish secretary for her to pay. Our current priest will also sign all checks, as the signature card will only contain the current priest, and 2 trustees. Projected bills are as such: guild dues (income), (payments) dues to the Council of Catholic Women, to the Deanery, birthday card/\$25 for assigned priest, and card/\$150 for Christmas for assigned priest. Christmas card/\$75 to Father Remmes. Send a birthday card to Father Remmes on Oct 16<sup>th</sup>. Pick up the necessary change for guild functions from the parish secretary. Order Masses for Guild members and for each member upon their deaths (see Articles 2, 3, & 4). The treasurer will report income/expenses at Guild Meetings. Attend any wakes to lead rosary if you can.

## ARTICLES

1. Any Catholic woman, age 21 or older, who is a member of St. John's Parish, is automatically a member.
2. Every deceased member will receive three Masses.
3. Twelve Masses a year will be read for the living and deceased members of the Guild.
4. A Mass will be read in thanksgiving, for all members of the parish, on Thanksgiving Day.
5. Meetings will be held the 2<sup>nd</sup> Thursday of October and May. Lunch/entertainment consists of 4 members less than 65 years of age.
6. Dues of \$10 are paid each year by January 1st, by each member. The year runs from October 1<sup>st</sup> through September 30<sup>th</sup>. Single men of the parish are not asked to pay dues.
7. When a member reaches either 65 or 75 years of age, members notify the Secretary to "star" or "double star" the member on the circle sheets. One star members will still be active with helping with fundraisers, bingo, church cleaning, funerals. Two star members will be asked to donate for funerals, or fundraisers if they choose to.
8. Easter flowers for the altar will be purchased by the Guild.
9. \$100 will be paid annually to the Knights of Columbus for the Radio Rosary Fund in December.
10. DCCW terms are to be held for two terms beginning in July with alternates being elected every year. Parish affiliation dues are \$60 and parish per capita dues are \$2. They are due in October or when a notice is received.
11. The coffee for meetings and Guild events will be paid for from the Guilds treasury.
12. The Guild has 26 roasters that can be used by organizations or anyone renting the hall. They are not to be taken out of the hall.
13. Officers and members can amend the bylaws by a majority vote whenever needed.
14. The out-going officers will update the bylaws before the first meeting in September.**2.**
15. The new tables and chairs are NOT to be taken out of the hall. No parish hall items are to be taken out of the hall at any time.
16. The guild has 2 wet mops that are stored in storage room at parish hall..
17. Members will form an honor guard at funeral Masses.
18. Pat Vogl, Peg Scheidt, or Joleen Mooney volunteered to lead rosary for any members wake, with the help of other members the Guild, and any officers that can attend.

## **ELECTION OF OFFICERS**

1. New officers will be announced at the May meeting. The current officers will serve as the nominating committee. Letters along with a single ballot, will be mailed out 3 weeks before the May meeting to all members of the parish. Members are asked to vote and send the ballot by mail to the current secretary, or drop off in the collection basket on either of the 2 weekends prior to the May meeting, or bring the signed ballot to the May meeting to be counted.
2. A person must be a member two years before they can be nominated.
3. A person need only hold the office of President once.
4. The Vice-President will move up to the office of President.
5. You have a 10 year grace period after holding an office.
6. 65 year olds and above are exempt from holding office and no longer help with the lunch and entertainment at meetings.
7. There is a 3 year grace period for outgoing officers from being a chairman.

## **EVENTS**

1. The first grade mothers will host the First Communion Reception held on the evening of practice. The guild will pay for the punch/coffee/lunch/decorations/mementos (within reason). The guild will also pay for flowers for the teachers and students the day of First Communion. The first grade mothers will organize and serve lunch. If there are too few 1<sup>st</sup> grade mothers, they may call some members of circles to help serve.
2. A Junior mother be asked to order flowers & purchase gifts for the graduates. The guild will reimburse this mother. Michelle Schuette will organize the mass. No reception.

## **CIRCLES**

1. There will be four circles, Oct/Nov/Dec, Jan/Feb/Mar, Apr/May/June, and July/Aug/Sept.
2. Two members, 65 & under will be drawn as chairman, heading each circle. New members are exempt from holding a chairman position for one year.
3. No member will be expected to serve as a circle chairman two consecutive years.
4. All circles will organize and work the annual fish supper during lent, visit nursing homes to help with bingo, donate salads/desserts for funerals, and may be needed for clean up following the luncheon, help with the meal for priest holy hour, help with the parish breakfast and help with church cleaning. Circles will rotate each year for responsibilities.

5. Bingo will be played at Hawkeye Center, Regency Park, and SARH. Prizes will be purchased by chairman of the circle, and reimburse by the guild treasurer. There is a volunteer list available as well. Members will be contacted to help.
6. Members with 1 star (ages 65-75) are required to participate in all circle duties.
7. Members with 2 stars (ages 75 and over) will be contacted and given the option of participating.
8. **Funeral Committee Members** will not be placed on a circle unless requested.
9. **Funeral Volunteer Members** will be placed on a circle if younger than 75.

### **CHURCH SPRING CLEANING**

1. The church will be given a spring cleaning, the Monday following Palm Sunday. Beginning in the morning on Monday, until the cleaning is completed Monday evening. All members will be contacted to help. Each circle will have a rotation schedule of areas to be cleaned. Chairman will contact each member on their circle to help. Letters will be sent out from the Guild secretary prior to the event.
2. Officers will wax under pews after scrubbing has been completed.
3. MONTHLY CLEANING will be hired done throughout the year.

## FUNERALS

1. **Directors** (Kathy Berg, Stephanie Hansen, Bev & Mae Vonnahme) duties.. call the circle, prepare the meal for the luncheon, set tables, and help with serving, and work with the family whom the funeral is for.
2. **Funeral Volunteers**..list is included on circle sheets...cut desserts, help serve the meal. Directors **may** need to contact the circle that is asked to provide salads & desserts to help serve the funeral.  
**Funeral Clean Up**...we have a group of members that will do the clean up. **IF**, needed, the circle chairmen, of the circle asked to donate salads & desserts, will be contacted to help clean as well.
3. A designated circle will provide salads/desserts. There is a rotation schedule used. The two chairman of the circle are asked to contact members on their circle. Members with no star and one Star\* by their names are asked to donate a food item. Two star\*\* members are invited to donated if they wish. When calling one star\* members, ask if they would be available to help serve at the luncheon.
4. If a member wishes to help and not on the particular circle, they are welcome to do so.
5. **Meal made by Guild at Parish Hall:**
  - \$1 per plate ordered by the family when we prepare the meal.
  - Family chooses the meal of their choice & purchases that food.
  - Salads, desserts, drinks, plates, FAC placemats & cups, funeral home napkins, serving, & clean up furnished by the guild.
  - Lunches are served on paper plates.
  - Rent is free for registered parishioners (deceased member).
  - Unregistered parishioners (deceased member) \$100 donation for rent.
- Meal catered by someone else at Parish Hall:**
  - Registered and unregistered parishioner (deceased member) **\$200 donation**
  - Salads, desserts, dessert plates, set up, decorate hall, provide FAC placemats & cups, funeral home napkins, serve, clean up guild dishes, clean off tables, vacuum & scrub.
6. **Meals Served at the Legion Hall:**
  - Registered and unregistered parishioner (deceased member), the guild **will not** cater a meat, potato, vegetable, drinks, or dinner plate.
  - Registered and unregistered parishioner (deceased member), **\$200 donation** to guild.
  - Salads, desserts, set up, serve, decorate, provide FAC placemats & cups, funeral home napkins, & small dessert plates, clean up guild dishes, wipe off tables
  - Guild will not vacuum floors or scrub floors.