

APPENDIX
Lumen Christi Congregation Pastoral Council
Mequon, Wisconsin
Approved October 16, 2012 by the Parish Council

MEMBERSHIP

- 3.1 The Council shall have 15 to 18 members depending on whether the parish has an associate pastor and/or 1 or 2 youth representatives.
- 3.2 The Council shall have the following *ex officio* members: pastor, associate pastor, two trustees.
- 3.3 The Council shall have 12 at-large representatives selected from and by the membership of the parish.
- 3.5 The Council may have one or two youth representatives selected by the youth members of the parish whenever youths are available and willing to serve.

NOMINATION AND SELECTION OF NEW MEMBERS

- 4.3 The Council shall follow the nomination and selection process as outlined:
 - a. **Education of Parishioners.** Information regarding the purpose of the Councils and the role of parishioners in the nomination and selection of new at-large members will be posted on the parish website and/or in the bulletin. In addition, special literature may be provided. The information will be made available to parishioners at least three weeks before nominations are requested. At least one brief announcement and explanation will be made at Sunday Masses before or at the start of nominations.
 - b. **Nomination.** At least 60 days prior to each annual selection of new members, the Chairperson shall appoint a Selection Committee of at least two members, at least two of whom are Council members. The Selection Committee's responsibility is to manage all aspects of the nomination and selection process. The selection process will include: education of parishioners, orientation of potential nominees, nominations, introduction of nominees to the Parish Pastoral Council, and discernment. Basically, the nomination process includes an invitation to parishioners, who must be registered members at least 18 years of age, to nominate one or more registered members of the parish for the Parish Pastoral Council. Individuals may nominate themselves. Nominations may be submitted to the Selection Committee or placed in receptacles labeled nominations in the lobbies of the church sites. The Selection Committee will then collect all the nominations.
 - c. **Notification of Nominees.** The Selection Committee reviews potential nominees to ensure that they are willing to be nominees and that they satisfy the requirements of Sections 3.3, 3.4 and 4.2 of the Pastoral Parish Council Norms. The Committee then informs potential nominees of their acceptability and of the schedule for parish and/or Archdiocesan orientations as well as dates regarding the introduction of

nominees to the Parish Pastoral Council and discernment usually occurring in April and May, respectively. The committee also ensures that the nominees have received appropriate documents describing the role and function of the Parish Pastoral Council as well as requesting each nominee to provide a brief biography (less than one page) for distribution to the Council and the facilitator for discernment.

- d. **Nominee Orientation.** Orientation may consist of a formal orientation provided by the parish, an Archdiocesan orientation via a seminar or a presentation on the Archdiocesan website. Nominees also receive information regarding the practices of the Council from the Selection Committee and are encouraged to talk with any Council members or to ask questions when they are introduced to the Council.
- e. **Slate of Nominees.** The slate of nominations is prepared by the Selection Committee and includes each nominees name and biography which is provided to the Council and the facilitator of the discernment process.
- f. **Facilitation of the Selection Process.** The discernment process will be facilitated by a person experienced in the process and approved by the pastor. Preferably, it would be someone independent of the Parish Pastoral Council.

4.4 The selection of new members of the Council shall be by discernment.

OFFICERS

5.4 The vice-chair serves the Pastoral Council by:

- b. Becoming chair in the event of a vacancy.

MEETINGS

6.1 Council meetings shall be held at least 10 times per year.

COMMISSIONS

11.1 The following Standing Commissions of the Council shall be known as:

- a. **Prayer and Worship.**
- b. **Catholic Formation.**
- c. **Human Concerns.**
- d. **Stewardship.**
- e. **School.**

11.4 The Council selects liaisons to each standing commission to attend the meetings and schedules each commission to meet at least annually with the Council to discuss the area of mission and ministry or both. The liaison is responsible for ensuring there is an effective communication link between a commission and the Parish Pastoral Council in

both directions. It is not the responsibility of the liaison to direct the activities of a commission or to function as one of its officers.

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

a. Prayer and Worship.

Various Choirs and Cantors	Liturgical Environment
Lectors	Eucharistic Adoration
Extraordinary Ministers of Holy Communion	Centering Prayer Group
Sacristans	Prayer Networks
Ushers	Prayer Groups
Greeters	Liturgy Committee
Altar Servers	

b. Catholic Formation.

Adult Formation – Vocations, Women’s Circle of Faith activities
 Child Ministry – Catechists, Sacrament/Family Event Volunteers
 Youth Ministry – Catechists, Confirmation, Glory Activities, Outreach
 Evangelism

c. Human Concerns.

Twinning Partners (Quito, Guatemala, St. Hyacinth)	
Franciscan Peacemakers	Just Faith
Respect Life	Outreach Grants
Employment Network	Helping Hands
Eucharistic Ministers to the Homebound	Elizabeth Ministry
Bereavement Ministry	Parish Life
Age of Wisdom	Hospitality
Men’s Basket Ball	Bowling
Habitat for Humanity	St. Vincent de Paul Activities
Knights of Columbus	Scouting

d. Stewardship.

New Parishioner Welcoming	Time and Talent
Treasure	Education
The Journey Newsletter	

e. School.

School Committee	
Faith Formation	Communications
Development	Technology
Finance-budgeting	Evaluation
Education Quality Assurance	

COMMISSION GUIDELINES

12.4 Membership. The recommended number of commission members is 7 to 12 members.

- b. Members serve a one year term.
- 12.5 Officers.** Each commission shall have a chair, a vice-chair, and a secretary.
- b. The vice-chair becomes the chair in the case of a vacancy.

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.