



APPENDIX
Lumen Christi Catholic Church Pastoral Council
Mequon, Wisconsin
April 20, 2021

MEMBERSHIP

- 3.1** The Council shall have fifteen to eighteen members depending on whether the parish has an Associate Pastor and/or one or two youth representatives.
- 3.4** The Council shall have the following *ex officio* members: Pastor, Associate Pastor, two Trustees.
- 3.5** The Council shall have twelve at-large representatives selected from and by the membership of the parish.
- 3.7** The Council may have one or two youth representatives selected by the youth members of the parish.

NOMINATION AND SELECTION OF NEW MEMBERS

- 4.1** At large members will be selected each year upon the completion of the term of existing members.
- 4.3** The Council shall follow the nomination and selection process as outlined:
- a. Education of Parishioners.** Information regarding the purpose of the Council and the role of parishioners will be posted on the parish website and/or in the bulletin. The information will be made available to parishioners at least three weeks before nominations are requested. At least one brief pulpit announcement and explanation will be made at Sunday Masses before or at the start of the nomination process.
 - b. Nomination.** The nomination process will begin at least 60 days prior to the annual selection of new members. The selection process will include: education of parishioners, orientation of potential nominees, nominations, introduction of nominees to the Parish Pastoral Council and discernment. The nomination process includes and invitation to parishioners, who must be registered members at least eighteen years of age, to nominate one or more individuals. Individuals may nominate themselves.
 - c. Notification of Nominees.** Nominees are contacted to ensure they are willing to be nominees and reviewed to ensure they satisfy the requirements of Sections 3.2, 3.3 and 4.2 of the Pastoral Parish Council Norms. Potential nominees are informed of their acceptability and the schedule for introduction of nominees to the Parish Pastoral Council and discernment, usually occurring in April and May, respectively.



- d. **Nominee Orientation.** Nominees will receive documents describing the role and function of the Parish Pastoral Council, be invited to an upcoming Parish Pastoral Council meeting and participate in individual discussions with the Chair of the Parish Pastoral Council or designee.
- e. **Slate of Nominees.** The slate of nominees is prepared and provided to the Pastoral Council in advance of the discernment process.
- f. **Facilitation of the Selection Process.** The discernment process will be facilitated via input from the Pastor, Parish Pastoral Council members and others experienced in the process and approved by the Pastor.

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

OFFICERS

5.4 The chair-elect serves the Pastoral Council by

- b. As chair-elect assumes the office of chair upon completion of the current chair's term.

MEETINGS

6.1 Council meetings shall be held monthly, twelve 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. The liaison acts as a communication link between the commission and the Parish Pastoral Council, while providing guidance, as needed, to ensure the activities of the commission effectively support the vision/mission of the Parish.



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	Child Ministry
Youth Ministry	Evangelism

c. Human Concerns

Twinning Partners	Franciscan Peacemakers
Respect Life	Employment Network
Eucharistic Ministers to the Homebound	Outreach Grants
Bereavement Ministry	Helping Hands
Age of Wisdom	St. Vincent de Paul
Habitat for Humanity	Knights of Columbus
Elizabeth Ministry	Scouting

d. Stewardship

New Parishioner Welcoming	Time, Talent and Treasure
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e. School

School Committee	Education Quality Assurance
Faith Formation	Communications
Development	Technology
Finance/Budgeting	Evaluation

COMMISSION GUIDELINES

12.4 Membership. The recommended number of commission members is seven to twelve 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 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 Missionary Planning and Leadership whenever changes are approved. The copy is placed in the parish or multi-parish 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.

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