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**APPENDIX**  
**Saint Frances Cabrini Pastoral Council**  
**West Bend, Wisconsin**  
November 5<sup>th</sup>, 2020

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**MEMBERSHIP**

- 3.1 The Council shall have 13 members.
- 3.4 The Council shall have the following *ex officio* members: Pastor, Associate Pastor, Trustee - Treasurer, Trustee - Secretary
- 3.5 The Council shall have 9 at-large representatives selected from and by the membership of the parish.
- 3.7 The Council shall have 0 youth representative selected by the youth members of the parish.

**NOMINATION AND SELECTION OF NEW MEMBERS**

- 4.1 At large members may be selected on a term of every three years.
- 4.3 The Council shall follow the nomination and selection process as outlined:
- a. **Education of Parishioners.** Bulletin notice and pulpit announcements in the early spring of the year announcing the number of open seats and the opportunity to be in advisory role to parish mission by serving on the Council.
  - b. **Nomination.** Parish members, other Council members, priests submit names to one of the departing Council members who serves as a coordinator of the nomination process.
  - c. **Notification of Nominees.** The same departing Council member who serves as coordinator of the nomination process informs the nominees and invites them to come to upcoming Spring Council meetings
  - d. **Nominee Orientation.** Interested nominees attend any spring meetings (usually March, April, or May) that they can make.
  - e. **Slate of Nominees.** All nominees are invited to discern if they should serve. Interested nominees are invited to the process. If there are as many open seats as there are interested nominees, they are asked to officially join. If there are more nominees, there is a formal discernment session.
  - f. **Facilitation of the Selection Process.** A guest facilitator leads the assembled pastoral council members along with the nominees in a process of gift sharing, and dialogue in

the spirit about who is the best fit for the Council at this time. Final candidates are officially considered selected.

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

### **OFFICERS**

- 5.4 The vice-chair serves the Pastoral Council.
- b. Becoming chair in the event of vacancy

### **MEETINGS**

- 6.1 Council meetings shall be held 10 times a year. Saint Frances Cabrini Pastoral Council meets with the Saint Mary's Immaculate Conception Pastoral Council for a joint session with our shared Pastor, then breaks off into separate parish meetings by parish with the pastor's presence divided between them.

### **COMMISSIONS OR COMMITTEES**

- 11.1 The Council shares commissions/committees with St. Mary's Immaculate Conception in these areas of mission. The following commissions/committees are conducted collaboratively with Saint Mary's Immaculate Conception. We have one representative from Pastoral Council attend each commission and are selected by volunteering. And/or The following Standing Commissions/Committees of the Council shall be known as:

- a. **Prayer and Worship**
- b. **Catholic Formation and Evangelization**
- c. **Human Concerns.**
- d. **Stewardship.**
- e. **School (stands alone as a Saint Frances Cabrini only committee)**

- 11.4 The Council selects liaisons to each standing commission to attend the meetings

- 11.6 The Council has established the following committee at the request of a standing commission.

- a. **School Together Event at the request of the School Committee**

### **COMMISSION GUIDELINES**

- 12.4 **Membership.** The recommended number of commission members is from 5 members.

b. Members serve a three year term.

**12.5 Officers.** Each commission shall have a chair, a vice-chair and a secretary.

b. Becoming 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.