



APPENDIX
St. Alphonsus Pastoral Council
Greendale, Wisconsin
June 10, 2021

MEMBERSHIP

- 3.1 The Council shall have a maximum of seventeen members.
- 3.4 The Council shall have the following *ex officio* members: Pastor, Associate Pastor (if assigned), Trustee Secretary, and Trustee Treasurer.
- 3.5 The Council shall have twelve at-large representatives selected from and by the membership of the parish.
- 3.7 The Council shall have a maximum of two youth representatives selected by the youth members of the parish and the Director of Christian Formation. If there are two youth representatives, the total number of Council members will be eighteen.

NOMINATION AND SELECTION OF NEW MEMBERS

- 4.1 At large members may be selected annually.
- 4.3 The Council shall follow the nomination and selection process as outlined:
- a. **Education of Parishioners.** There is a parish-wide nomination process to surface candidates for each at-large position to be filled at the annual discernment. The call for nominations is sent via parish-wide email, and also communicated in the parish bulletin. In this communication, the purpose of the Council is stated, along with the benefits of being a council member. Throughout the year, the monthly agendas and minutes also appear in the bulletin, to help educate the parish.
 - b. **Nomination.** Not later than three months prior to each annual discernment, the Council chairperson shall appoint an ad hoc nomination and discernment committee. This committee has at least three members to develop a parish-wide nomination process. This ensures that candidates for at-large positions are as representative as possible of the parish community. The names of candidates are determined at least thirty days prior to the date of the discernment. Additional nominations if submitted are accepted in writing up to the orientation and discernment process.
 - c. **Notification of Nominees.** Nominees are notified and invited to an orientation. Members of the Pastoral Council also attend the orientation for support of the process.



- d. **Nominee Orientation.** Nominees are orientated on the spirituality of leadership, the work of Council leadership, and group communication skills. The parish mission is discussed, along with feedback from each nominee on why they wish to be considered for this service. All Council nominees are adequately prepared for their role as Christian leaders by being provided opportunities for spiritual growth, appropriate theological foundation, and the skills required for assuming Council responsibilities.
 - e. **Slate of Nominees.** The final slate is prepared after orientation, and the wish of each nominee is expressed, with regards to their desired involvement.
 - f. **Facilitation of the Selection Process.** The discernment of at-large members is held at the Pastoral Council meeting during the last two months of the fiscal year. Designated Pastoral Staff, Council, and all nominees, participate in this process.
- 4.4 The selection of new members of the Council shall be by discernment. If consensus is not reached, then election will take place. This is done by secret ballot. Ballots are collected and tallied by the out-going Councilors. Final vote is announced. New members are affirmed.

OFFICERS

- 5.4 The Vice-Chair serves the Pastoral Council.
- b. The Vice-Chair becomes chair only in the event of vacancy. Vice-chair does not automatically succeed the Chair.

MEETINGS

- 6.1 Council meetings shall be held at least six times per year. A minimum of one joint Pastoral/Finance Council meeting each year will take place.

COMMITTEES

- 11.1 The following Standing Committees of the Council shall be known as:
- a. **Liturgy (Worship).**
 - b. **Christian Formation.**
 - c. **Human Concerns.**
 - d. **Stewardship.**
 - e. **School.**
 - f. **Long Range Planning.**



- 11.4** The Council selects liaisons to each Standing Committee. Liaisons attend their assigned Standing Committee meetings.
- 11.6** The Council has established the following Standing Committees, and receives their reports:
- a. Liturgy (Worship).**
 - b. Christian Formation.**
 - c. Human Concerns.**
 - d. Stewardship.**
 - e. School.**
 - f. Long Range Planning**

The Council has established the following affiliated organizations/associations:

- a. Athletics
- b. Home and School
- c. Endowment

COMMITTEE GUIDELINES

- 12.4 Membership.** The recommended number of committee members is a minimum of five at the discretion of the committee.
- b.** Members serve one, two or three year terms at the discretion of the committee.
- 12.5 Officers.** Each committee shall have a Chair. Vice-chair and Secretary are at the discretion of the committee.

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.