



APPENDIX
Saint Catherine Parish Pastoral Council
Milwaukee, Wisconsin
December, 2020

MEMBERSHIP

- 3.1** The Council shall have twelve to fifteen members.
- 3.4** The Council shall have the following *ex officio* members: Administrator/Pastor, Director of Administration and Operations, Trustee-treasurer, Trustee-secretary.
- 3.5** The Council shall have eight to nine at-large representatives serving three-year terms selected from the membership of the parish and by the Council.

NOMINATION AND SELECTION OF NEW MEMBERS

- 4.1** At-large members may be selected by annual selection.
- 4.3** The Council will appoint an ad hoc committee headed by the vice chair to be responsible for the development and coordination of the nomination and selection process as well as a timeline. They shall follow the nomination and selection process as outlined:
- a. **Education of Parishioners.** The Council will educate parishioners through bulletin and pulpit announcements about the Council and the selection process. This is done on several consecutive weekends in the spring. They will be asked to give prayerful consideration to possible nominees.
 - b. **Nominations** Parishioners are invited to self-nominate or to identify others who have the essential characteristics of a Council member (on ballots during liturgy on a designated weekend or to the nomination committee). Usually three or four new councilors will be selected each year replacing an equal number who have completed their three-year term.
 - c. **Notification of Nominees.** The ad hoc committee will call those who have been nominated, ascertain their willingness and/or eligibility to serve, and are invited to at least one discernment meeting. This may include nominees who surfaced after the nomination weekend.
 - d. **Nominees Orientation.** The director of administration and operations will plan and conduct an orientation. Nominees will be encouraged to participate in an Archdiocesan orientation available at the Archdiocesan website. At the conclusion of



the orientation, nominees are provided with an opportunity to accept or decline the nomination.

- e. **Slate of Nominees.** The nominees will submit biographical information and a statement about why the nomination was accepted. This information will be posted in the bulletin.
- f. **Discernment Process.** This session will start with a trustee leading with prayer and a brief description of council processes related to the Archdiocese and specific to Saint Catherine Parish. Attendees are asked if they have any questions. Nominees are then invited to state whether or not they are willing to be considered for a position on the council.
 - a. **When there are more candidates than needed.** Nominees are invited to share the gifts and talents they believe they will bring to the council. Once we have a list of those willing to be considered for the position, everyone present is invited to write down their choice. In the case of a tie, further discussion is held another “vote” is taken.

- 4.4 A brief introduction of new council members will be posted in the bulletin and new members may be introduced at Mass.

OFFICERS

- 5.4 Each year officers are discerned to serve the Pastoral Council. We have three officers: the chairperson, the vice-chair (who serves in the absence of the chairperson) and a recording secretary.
 - b. In the event that the chairperson is unable to complete their term of office, the vice-chair assumes responsibility for leading the council.

MEETINGS

- 6.1 Council meetings are planned monthly, except in July. We are in a cluster relationship with St. Sebastian Parish and holds joint council meetings when meetings are in person.

COMMITTEES

- 11.1 The Councils of St. Catherine and St. Sebastian parishes have separate standing committees. Occasionally, and when appropriate, the committees meet together. Standing committees at St. Catherine are:
 - a. **Spiritual Life and Worship** This committee meets with the similar committee at Saint Sebastian to plan joint liturgies and Holy Days’ Mass schedules.



- b. Christian Formation. The formation staff is shared with St. Sebastian. There are no regular committee meetings, but there are collaborative efforts.
 - c. Human Concerns. There are no regular committee meetings, but a liaison who reports on the ministry activities.
 - d. School Advisory Board. The School Advisory Board meets monthly with the school principal and representatives of Seton Schools. The parish supports the school financially and with projects and promotional activities.
- 11.4** The Council members are appointed as liaisons to specific committees and report back to the Council.
- 11.6** The Council has established the following ministry teams at the request of a standing commission.
- a. Worship – Choir, Eucharist and liturgical ministers, ushers, decorations
 - b. Formation - Children’s Liturgy of the Word; Catechesis of the Good Shepherd (Montessori type) for children ages 3 years old through about twelve years of age (6th grade); youth program (7th grade through high school + Confirmation) offered at St. Sebastian Parish. Young adult/adult formation opportunities are also offered throughout the Liturgical year.
 - c. Human Concerns - Food Pantry, Society of Saint Vincent de Paul, Common Ground, Facing Racism, SPARC (Sherman Park Association of Religious Communities), Senior Ministry.
 - d. School – Soles for Catholic Schools

COMMITTEE GUIDELINES

- 12.4 Membership.** The recommended number of committee members is between seven and twelve members.
- b. Members serve at least one three-year term with the option of renewing once.
- 12.5 Officers.** Each committee shall have a chair and a recording secretary. The council liaison does not assume any office of the committee. The role of recording secretary can be a rotational position shared by the members of the committee.
- b. In the event that the chairperson cannot fulfill the time of service, the committee will discern a member of the committee to fill the role.



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.