

Resurrection University
Parish
Pastoral Council
By Laws and Operating Procedures

2010 Edition

Table of Contents

2019 Members	3
Campus Ministry Council	3
Community Outreach Committee.....	3
Facilities Council.....	3
Finance Council	3
Knights of Columbus	3
Liturgy Committee	3
Membership Council.....	3
Pastoral Council	3
Faith Formation.....	3
General Meeting and Reporting Requirements.....	4
Campus Ministry Council Standard Operating Procedures	6
Community Outreach Committee Standard Operating Procedures.....	7
Facilities Council Standard Operating Procedures.....	9
Finance Council Standard Operating Procedures	10
Knights of Columbus Committee Standard Operating Procedures	12
Liturgy Committee Standard Operating Procedures	13
Membership Council Standard Operating Procedures	15
Pastoral Council Standard Operating Procedures	16
Young Church Faith Formation Standard Operating Procedures.....	19

2010 Members

Campus Ministry Council

Community Outreach Committee

- Jim and Rosemary Doyle (Chairs)
- Milly Gutkoski: millyg@mcn.net

Facilities Council

- Scott Makoutz (Chair): ScottMakoutz@hotmail.com
- Les: lfmoose@bresnan.net
- Joel Murdy: jmurdy@lifesys.com

Finance Council

- Fr Val

Knights of Columbus

- Mike Josten (Chair): mjosten@techlosion.com

Liturgy and Worship

- Diane Dwyer (Chair): resparadmin@bresnan.net

Membership Council

- Linda Johnson: shse1900@yahoo.com
- Linda Lozano: peostahm@msn.com

Pastoral Council

- Caryl Perdaems (Chair): montanakids@hotmail.com

Faith Formation

- Diane Dwyer (FF Parish Coordinator): resparadmin@bresnan.net
- Chair-Stephanie Bishop: Sbishop@cardinaldistributing.com
- Ann Buckner: resparks@bresnan.net
- Annette Carson: resparkids@bresnan.net
- Cyndi Huemphner: resparhs@bresnan.net

General Meeting and Reporting Requirements

Meeting dates scheduled monthly, in advance.

Meeting duration limited to one hour.

Agenda:

Chairperson responsible for creating, distributing agenda one day in advance.

Chairperson consults with Fr. Val and Diane for any additional items in agenda

Agenda includes (1) agenda topics, (2) last month's meeting summary, (3) last month's action items

Reporting:

Chairperson creates and distributes (1) summary and (2) action items, including responsible person and due date

Written report sent to committee members and Fr. Val and Diane

Chairperson, or other member, gives oral report to Pastoral Council at next Pastoral Council meeting

Record Keeping:

Chairperson keeps notebook of Standard Operating Procedures, agendas and all materials and reports provided at meetings

At end of term, Chairperson revised Standard Operating Procedures in accordance with work accomplished during the year.

Meeting Agenda for _____

Assign Roles

Leader:

Facilitator:

Time Keeper:

Recorder:

Opening Prayer

1. First Year Accomplishments: 20 min

What do we want to be able to report as accomplishments in one year?

Develop a Strategic plan overall goals for Pastoral Council

2. Quick Hits: (*3 immediate things we need to accomplish/can be fluid*) 15 min

a.

b.

c.

A. First Month Targets 15 min

B. Second Month Targets

C. Third Month Targets

Evaluate meeting 2 min

Campus Ministry Chair Standard Operating Procedures

GOALS: Support RCCM activities

- a) Mentoring MSU students via parish families
- b) Assist with SEARCH retreat
- c) Fund raising for mission trips

METHODS:

1. Encourage families to meet students (many attend 11:00am Sunday mass) and offer friendship and a lived Catholic life experience.
2. SEARCH retreat: contact church office re needs and contact info
3. Fundraising: contact church office

Community Outreach Chair Standard Operating Procedures

Purpose: To facilitate the involvement of unique groups in the Parish at large

Responsibilities and Action Items:

Outreach

- Develop list of specific groups or areas that outreach addresses
- Form a directory of names, families, etc in the groups
- Develop outreach programs that address needs of targeted groups
- Implement programs and monitor effectiveness

Friday Lunch Students

- Plan meal main course
- Purchase what is needed beyond donations
- Contact cooks
- Call for donations of salads and desserts
- Prepare meal presentation, table decoration and set up
- Plan for clean-up

Health and Illness

- Ministry to sick and homebound, assist with family of the dying
- Assign parish nurses

Hispanic

- Form directory of names, family, and addresses
- Special Service – Mass, prayer service, liturgy, recognize special holidays
- Outreach to children

Youth Fellowship

- Scout troops, 4-H, campfire girls
- Plan events for various age groups

Contact Information

- Jim and Rosemary Doyle (Chairs): jmrtdoyle@aol.com
- Milly Gutkoski: millyg@mcn.net

Facilities Chair Standard Operating Procedures

Purpose: To ensure maintenance and upkeep of existing building and assist with development of new building.

Responsibilities and Action Items:

Develop needs of existing building

- Interior
- Exterior and grounds landscaping
- Work on safety issues that need attention
- Correspond and coordinate with maintenance companies
 - Set up work order request
 - Be aware of accessibility needs
 - Compile list of service providers/contractors for parish needs.

Reporting and recordkeeping

- Report to parish council on facility/building progress and completed & pending projects
- Procure bids on work projects
- Develop and manage a communication tool for committee process and notation of required facilities needs

Contact Information

- Scott Makoutz (Chair): ScottMakoutz@hotmail.com
- Les: lfmoose@bresnan.net
- Joel Murdy: jmurdy@lifesys.com

Finance Chair Standard Operating Procedures

Purpose: To ensure accurate and timely parish budgeting and reporting

Responsibilities and Action Items:

Develop and prepare parish budget

- Obtain last year's budget
- Develop proposed budget accounting for revenue trends, inflation, program changes
- Submit budget to Fr. Val and Diocese for approval by June 1

Report yearly financial condition to Diocese

- Obtain financial statements from bookkeeper and provide with required budget

Report monthly financial condition to Pastor and Pastoral Council

- Obtain financial statements for month preceding meeting
 - Income Statement
 - Balance Sheet
 - Last month's detailed expenses
 - Comparison of actual to budget
- Review financial statements at meeting
 - Review variances with budget
 - Review last month's expenses
- Report high level expenditures to Pastoral Council

Monitor and ensure compliance with parish budget

- See above

Review and approve expenditures for “out of the ordinary course” expenditures

- Document any request for out of the ordinary course expenditures
- Document consideration and approval or denial of expenditures

Review and approve applications for grants

- Document any application for grant or other funding
- Document consideration and approval or denial of request

Review and approve plan for building fund, both maintenance and new capital expenditures

- Obtain input from Facilities Committee for ongoing maintenance
- Obtain input from Facilities Committee for capital expenditures
- Develop and prepare multi-year plan for meeting ongoing and upcoming capital expenditures

Knights of Columbus Chair Standard Operating Procedures

Purpose: To provide support for the religious education programs of the Parish.
Also, provide volunteer support for projects or events that are approved by the Knights of Columbus council.

Responsibilities and Action Items:

- Coordinate communications between the Parish and the Knights of Columbus
- Manage volunteers as needed
- Provide assistance where needed

Contact Information

- Mike Josten: mjosten@techlosion.com

Liturgy and Worship Chair Standard Operating Procedures

Purpose: To review, prepare, and execute parish liturgical celebrations.

Responsibilities and Action Items:

Familiarity with the Liturgical Cycle

- Planning for Advent, Christmas, Winter OT, Lent, Triduum, Easter, Summer OT, Holy Days of Obligation, Sacramental Celebrations, (1st Communion, Confirmation, Penance Services)
- Assign and support Liturgical Ministers-Parish Sacristan-mass sacristans-Greeters-Ushers-Extraordinary Ministers of the Eucharist-Lectors, Cantors, Server training
- Assist Diane in the choosing and executing of liturgical music
- Coordinate with pastor any environment (banners-wall hangings-params for altar), inside flower and plants used for liturgical environment.
- Review of past liturgical events/celebrations
- Ministry schedule, sign up, organize, and train all new members
- Liturgy sheets (monthly)
- Liturgy core – Impact of budgeting
- Children’s Liturgy – Christmas Eve
- Special Hispanic Celebrations

Weddings

- Weddings/The wedding coordinator – meets with the couple 3 to 6 months prior to wedding/reviews expectations and details
- Organize and attend rehearsal
- Collect fees
- Organize wedding party
- Coordinates overall flow and seating

Contact Information

■ Fr Val Zdilla-Diane Dwyer

Membership Chair Standard Operating Procedures

Purpose: To increase membership and social interaction among parishioners

Responsibilities and Action Items:

For new members

- Organize brunch and dinner for new members once a year
- Organize Cuisine for the Spirit regularly
- Provide card for pastoral care with registration
- Provide personal contact/phone and assign parishioners to new families
- Arrange for members to send greeting cards
- Organize brunch for new members

Reporting and recordkeeping

- Yearly census updates
- Copies to all committees

Contact Information

- Linda Johnson: shse1900@yahoo.com
- Linda Lozano: peostahm@msn.com

Pastoral Council Standard Operating Procedures

Committee Description:

is a group of parishioners who works as a consultative body in collaboration with the pastor to provide pastoral leadership and direction for the parish.

Purpose:

To plan, review, evaluate and support pastoral activities of the parish and its ministries; and to set forth practical conclusions concerning the day to day actions of the people of God in accordance with the Gospel and the traditions of the Catholic Church.

Membership:

A. The Council shall consist of 8 resident members, plus the council chair, and at large members will rotate depending on the needs of the parish and pastoral council. These members would specifically include the designated person (chair) from each of the following committees:

- Membership Chair
- Faith Formation Chair
- Campus Ministry Chair
- Liturgy and Worship Chair
- Community Outreach Chair
- K Of C Chair
- Facilities Chair
- Finance Council Chair (as needed)

There will a separate Chair from the aforementioned members. The pastor will provide oversight, direction, and spiritual guidance to the committee. During the first year of council development, members from the Building Committee and Capital Committee would sit as temporary members to assist with the current

building campaign, then revert to ad hoc members. All subcommittee representatives will serve as a liaison between their respective committee and would comprise the Pastoral Council.

B. 50% of the members personally attending a regular or special meeting shall constitute a quorum for by law purposes. C. Each council member is responsible for familiarizing themselves with the

Council's by-laws and attending and participating in all council meetings. If a member cannot attend a meeting, he or she is responsible for finding representation at each council meeting by designating a substitute to represent the respective committee. Each member will be responsible for keeping themselves informed of what transpired at that meeting; minutes will be sent via email to all active members. A meeting agenda will be sent out at least 48 hours prior to the meeting date to allow for thorough review by all members.

Terms of Council Members:

A. Terms of resident membership commence and are completed each year at the January meeting.

B. Resident Council members will serve **two year** terms; four members rotate off Council annually. During the first year of council operation, January-December 2010, the pastor will select members to fill the resident chairs from each subcommittee and pastoral council chair. He will designate the at large members as well which may fluctuate dependent on pastoral needs.

C. If, for any reason, Council members are unable to fulfill their responsibility, they should contact the Council chair at the earliest opportunity and notify him/her of the need to step down from their position. If arrangements can be made for the leave, the pastor will designate the new appointment to the committee. Replacements shall be selected from the list of qualified candidates.

Organizational Structure:

A. During the January Meeting, two members of the Council will be selected by consensus to serve a one year term as chair and vice chair. The chairs will:

1. Be the primary liaison and communicate regularly with the Council and the pastor.
2. Collect subcommittee reports for distribution prior to monthly meetings (electronically).
3. Set the recurring monthly agenda and see it is distribute.
4. Conduct the meetings.
5. See that minutes are kept and distributed.
6. Initiate the annual process of selecting new members.

Young Church Faith Formation Chair Standard Operating Procedures

Purpose: To work on continuing education for all interested persons of every age

Responsibilities and Action Items:

For K-12

- Implementing the assigned curriculum
- Assign teachers and organize teacher training
- Register students, make roll cards, collect fees and order books
- Plan youth events, create year calendar, organize retreats, and plan for refreshments
- Coordinate confirmation scheduling, first communion, first reconciliation
- Organize Christmas program/mass

For Moms

- Offering the ability for moms to reach out to others for fellowship, support, encouragement, etc for moms
- Schedule classes, order books and recruit members
- Plan for refreshments
- Schedule events, classes, retreats
- Organize prayer sponsors and speakers

Adult Faith Formation

- Identifying the need and facilitating an adult faith program
- RCIA – work with coordinator/sponsors/team, bible studies
- Coordinate Father lecture series
- Organize guest speakers
- Organize women’s evening of prayer
- Organize missions, refreshments and retreats

Contact Information

- Stephanie Bishop (Chair): Sbishop@cardinaldistributing.com
- Ann Buckner: annbuckner@bresnan.net
- Annette Carson: amcarson@msn.com
- Cyndi Huemphner: DWS128@aol.com