

Resurrection University
Parish
Pastoral Council
By-Laws and Membership

2016 Edition

Mission Statement

Hebrews 13:1-2 "Keep on loving one another as brothers and sisters. Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it." And so we are Resurrection University Catholic Parish

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Pastoral Council 2016 Members

Mike Josten (Chair): josten.mike@yahoo.com

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MaryShaun Mize: mmize@msubobcats.com *

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* staff, delegate of the pastor.

** non-voting

Pastoral Council Basics

Committee Description:

The Pastoral Council 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 up to 12 resident members, who will rotate depending on the needs of the parish and pastoral council. The following are the present areas of service. New areas can be developed at any time as needs arise.

- Membership
- Faith Formation
- Campus Ministry
- Youth Ministry
- Liturgy and Worship
- Community Outreach
- Knights Of Columbus ***
- Facilities
- Hispanic and Ethnic Ministry
- Finance Council (as needed)

The pastor or his delegate will provide oversight, direction, and spiritual guidance to the committee.

***-adjunct will invite when need arises

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 2016, the pastor will seek members to fill the resident chairs.

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 committee reports for distribution prior to monthly meetings (electronically).
3. Set the recurring monthly agenda and provide to chairs.
4. Conduct the meetings. Roberts Rules of Order is an accepted format.
5. See that minutes are kept and distributed.
6. Initiate the annual process of selecting new members.

General Meeting Format

Meeting dates scheduled monthly, in advance. Council adjourns for the summer months of June and July.

Meeting duration limited to one hour.

Agenda:

Chairperson responsible for creating, distributing agenda no less than one day in advance.

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

Agenda includes (1) review of minutes of past meeting (2) agenda topics, (C) new items if time allows

Reporting:

Each Chair creates and distributes written summary or may give an oral report.

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.

Campus Ministry

Purpose: Support RCCM activities

Responsibilities: Report to the PC RCCM goals, activities; invite parishioners as advisors and helpers with events to include annual retreats, social events, and fundraisers.

Contact: MaryShaun Mize

Community Outreach

Purpose: To facilitate the involvement of unique outreach groups in the parish at large. Groups serve beyond the parish into the larger community.

Responsibilities: To communicate and forward needs/concerns of the following outreach ministries including: Thursday Community Lunch, Health and Wellness (Parish Nurse), Ministry to sick and homebound, Family Promise, Love INC., Community Café, Food Bank and other groups who may seek support through the parish.

Contact:

Facilities

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

Responsibilities: Report concerns of parishioners in regards to the physical plant to include: Interior, Exterior and grounds, landscaping, safety issues that need attention, concerns of accessibility needs, (ADA) when needed, assist in providing list of service providers/contractors for parish needs.

Contact:

Finance

Purpose: To inform PC of decisions of Finance Council

Responsibilities: When requested (at least once per year after budget is approved) review annual Budget, Report yearly financial condition to PC.

Contact: Mike Acuff

Knights of Columbus (adjunct-see Fr Val for clarification)

Purpose: To provide support for the Parish in Catholic Education and other services as requested in conformity to K of C mission.

Responsibilities: Coordinate communications between the Parish and the Knights of Columbus, manage volunteers as needed, provide assistance where needed. K of C support of the parish and her programs is criteria.

Contact: Mike Josten: josten.mike@yahoo.com

Liturgy and Worship

Purpose: Communicate to PC pastoral needs that prayer and worship through the sacred liturgy may offer support.

Responsibilities: To work with pastor in planning and executing all parish liturgical celebrations.

Contact: Fr Val Zdilla and Diane Dwyer

Membership

Purpose: To welcome all new members.

Responsibilities: track new members through parish registrations .

Coordinate the following: Organize annual social event for new members, arrange for members to send greeting cards, and letter of welcome from the pastor.

Contact:

Children Faith Formation

Purpose: Ensure that we have a viable and vibrant Religious Education for children K-6th grade.

Responsibilities: Reports from Director of Religious Education on programs. Reports from teachers and aids on progress in education to include sacramental preparation, events to increase spiritual growth; i.e., children's masses, opportunities for social events. Assists in preparing for academic year in the late summer. Participates in annual Garage Sale to fund FF activities.

Contact:

Youth Ministry

Purpose: Ensures a viable and vibrant youth program for Middle and High School Students.

Responsibilities: Reports on all programs that include MS and HS students; communicates with parents on programming, invites parent/guardian participation and support. Coordinates annual Garage Sale fundraiser.

Contact: Kelly Ruby: BozemanCatholicYM@gmail.com

Adult Faith Formation

Purpose: To work on continuing education for all parish adults

Responsibilities: Identifying the needs of adults seeking faith formation programs to include: RCIA, bible studies, lecture series, guest speakers, women's and men's evening of prayer/Day of recollection/retreats. Organize missions in larger community to surface spiritual response.

Contact:

Hispanic and Ethnic Ministry

Purpose: To support total integration of the largest Catholic group migrating to the United States as envisioned by the US Catholic Bishops as well as other newly arrived Catholic immigrants regardless of country of origin or immigration status.

Responsibilities: Identifying the needs of new immigrants who do not speak English and supporting them through a rich and complete liturgical life. To cultivate cultural exchanges that benefit all parish members. Emphasis in helping them to become US citizens by education to include ESL. To support comprehensive immigration reform according to USCCB norms.

Contact: David Claudio: dave.claudio@gmail.com