

**CONSTITUTION OF  
St. Anthony on the Lake Parish Council  
Pewaukee, Wisconsin**

**ARTICLE I: NAME**

The name of this organization shall be St. Anthony on the Lake Parish Council, hereinafter referred to as the “Council”.

**ARTICLE II: PURPOSE**

- Section 1.** The Council shall be a vehicle for fulfilling the pastoral mission of the parish. It does this by fostering growth within the parish family and the sharing of spiritual gifts and talents; by encouraging positive relationships among all members of parish, and by collaborating with other parishes, especially those parishes in our cluster and the wider community.
- Section 2.** The Council formulates parish policy, fosters good communication, and provides leadership by clarifying parish vision, establishing goals and witnessing the Gospel message in the larger community and the world.
- Section 3.** The Council, after prayerful discernment, shall advise the pastor and develop policies to support those activities and programs which foster the spiritual, intellectual, moral and temporal well-being of the parish, and shall make a contribution to archdiocesan goals and policies.

**ARTICLE III: SCOPE**

- Section 1.** The Council shall be the policy formulating body in all matters of the parish, including but not limited to spiritual, educational, social and financial concerns, except to the extent limited by faith and moral, Church or civil law or archdiocesan policy/norms.
- Section 2.** In any case where any member of the Council interprets an action of the Council or any of its committees to be outside the limits set forth in Section 1, such member shall present such interpretation no later than the next meeting of the Council and ask for reconsideration. Pending consideration, the effect of the action shall be suspended.

**Section 3.** In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

#### **ARTICLE IV: MEMBERSHIP**

**Section 1.** The Council shall be comprised of 13 members, 10 elected and 3 ex officio, all of whom must be baptized, practicing Catholics, at 18 years old, registered members of the parish, and participants in the parish life, especially Mass and the sacraments.

**Section 2.** The Council shall have the following ex-officio members: the pastor and two lay trustees. Ex-officio members participate fully and equally in all Council decisions.

**Section 3.** Ten at-large members shall be selected from and by the membership of the parish 18 years of age or older, as further provided by Article 1 of the By-Laws.

**Section 4.** The term for selected members shall be three years and shall be limited to two consecutive terms. The new members shall begin their terms with the conclusion of the annual transition meeting.

**Section 5.** One youth representative who is at least 14 years of age but not yet 18 may be selected annually from and by the youth members of the parish.

#### **ARTICLE V: OFFICERS**

**Section 1.** The officers of the Council shall be a chairperson, a vice-chairperson and a secretary. They shall be selected by and from the Council at the annual transition meeting. They shall serve for a one-year term beginning with the conclusion of the transition meeting. Ex-officio members of the Council are ineligible to serve as Council officers or committee chairpersons.

**Section 2.** The Council chairperson shall serve as the parish delegate to the Archdiocesan Pastoral Council (APC) **district meetings**. Another Council member may be delegated to perform this function.

## **ARTICLE VI: MEETINGS**

- Section 1.** Regular Parish Council meetings shall be held monthly. For decisions to be binding two-thirds of the total members, including the pastor, must be present.
- Section 2.** Special meetings may be called by the chairperson, pastor, or a quorum. A quorum consists of two-thirds of the total members of the council, including the pastor. For decisions to be binding two-thirds of the total members, including the pastor, must be present.
- Section 3.** A transition meeting shall be held at the next regular Council meeting following the annual selection of Parish Council members. At this meeting the newly selected members shall join the existing Council for the purpose of selecting Council officers for the following year.

## **ARTICLE VII: RELATIONSHIP OF PASTOR TO COUNCIL**

- Section 1.** The pastor is the Parish Council president. He presides at the Council by:
- A. Attending all Council meetings;
  - B. Making certain that the scope of the Council's concerns reflects the entire mission of the Church;
  - C. Enabling the Council to build a community of faith and an atmosphere of trust among Council members;
  - D. Making certain that Parish Council members have adequate training;
  - E. Assisting in formulating the Council agenda;
  - F. Sharing in the dialogue that leads to the formulation of policy;
  - G. Serving as chief administrative officer of the parish; and
  - H. Executing with the parish staff the policies formulated by the Council.

If the pastor judges that the decision is contrary to Church teaching or discipline, or violates a diocesan norm, the pastor may withhold execution, giving to the Council the reasons. In such case the Council may appeal to the Office of the Archbishop or one appointed by him for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

- Section 2.** The pastor does not chair Council meetings.
- Section 3.** Before requesting a proxy from the archbishop, the pastor will consult with the Council. The consensus of the Council shall be represented in the request for proxy.

**ARTICLE VIII: MANNER OF OPERATION**

The Council’s manner of operation shall be communal discernment that includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. Reaching decision through prayerful discernment that leads to consensus shall be the usual process for decision making.

**ARTICLE IX: STANDING COMMITTEES**

**Section 1.** The Council shall have the following standing committees:

- ❖ Prayer and Worship
- ❖ Spiritual Formation and Education (SFEC)
- ❖ Human Concerns
- ❖ Finance
- ❖ Building and Grounds
- ❖ Personnel

**Section 2.** Council Committee Liaison

The Council shall select from its at-large members a liaison to each of its standing committees at the annual transition meeting following the selection of new officers. Liaisons shall serve for a one-year term beginning with the conclusion of the transition meeting. Ex-officio members and officers of the Council are ineligible to serve as liaisons.

**ARTICLE X: AMENDMENTS**

This constitution may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and thereafter by approval of a majority of the parishioners participating in the parish approval process.

**Date of Approval by the Archdiocese:** September 28, 2005

**Date of Parish Ratification:** September 26, 2005

**Date of Most Recent Amendment:** September 26, 2005

**Date of Next Full Review:** September, 2010

## PARISH COUNCIL BYLAWS

### ARTICLE I: NOMINATION AND SELECTION OF NEW MEMBERS

- Section 1.** At each annual selection, approximately one-third of the members shall be selected for a term of three years to fill the vacancies caused by the members whose terms are due to expire. The specific number of members selected each year will maintain the total number of elected members specified in Article IV, Section I, of the Constitution.
- Section 2.** At least 60 days prior to each annual selection of new members, the chairperson shall appoint a selection committee of at least four members, two of whom are Council members. The selection committee's responsibility is to manage all aspects of the selection process including:
- A. **Education of Parishioners:** Parishioners are educated through bulletin and Stewardship Day announcements about the Council and the selection process for at least two weeks. They are asked to give prayerful consideration to nominating parishioners or themselves for the Council.
  - B. **Nomination:** Nomination forms are printed in the bulletin on a designated weekend. Parishioners are invited to write down the names of persons they feel have the essential characteristics of a Council member.
  - C. **Notification:** Persons whose names were submitted by parishioners are contacted by selection committee members to inform them of their nomination and of the required orientation.
  - D. **Orientation:** The selection committee plans the local orientation session and requires nominees' attendance at a local and/or archdiocesan orientation.
  - E. **Acceptance:** Those who feel called to serve as Council members accept nomination and participate on the final slate of nominees. The selection committee ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed nominated unless the selection committee receives and expression of willingness to serve. If a member of the selection committee becomes a nominee, that person ceases to be a selection committee member.
  - F. **Final Slate of Nominees:** Nominees submit biographical information and their statement of parish vision to the selection committee for publication in the parish bulletin at least two weeks prior to the selection of new members.
  - G. **Facilitation:** The selection committee facilitates the actual selection process and informs the parish of the results.

**Section 3.** The selection of new members of the Council shall be by election. The selection committee provides ballots, including absentee ballots, for all parishioners. The selection committee administers, supervises, tabulates and keeps records of the selection. A tie vote is resolved by lot.

**Section 4.** For the youth representative, the same selection procedure shall be followed. Only eligible youth shall participate in this process.

## **ARTICLE II: VACANCIES AND REMOVALS**

**Section 1.** Any member of the Council may resign by filing a written resignation with the pastor, with a copy to the chairperson.

**Section 2.** At any meeting of the Council, any at-large member may be removed for good cause by consensus or by an affirmative vote of three-fourths of the Council. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Council member.

**Section 3.** A vacancy among the at-large members shall be filled by one appointed to serve the remainder of the term. The chairperson will make the appointment, with the approval of the Council. Consideration should be given to previous nominees.

## **ARTICLE III: OFFICERS**

**Section 1.** Selection of the officers of the Council shall be by discernment from among and by the Council members present at the annual transition meeting. Offices shall be filled in the following order: chairperson (affirm chair-elect or select new chairperson) , vice-chairperson and secretary.

**Section 2.** At the transition meeting following the annual selection of Council members, newly selected members join the existing Council for the purpose of selecting Council officers for the following year.

**Section 3.** No Council officer may serve more than three consecutive 1 year terms in any one office.

**Section 4.** The chairperson:

1. Is aware of the tasks and responsibilities of the Council and communicates these to the Council, committees and parish community.
2. Organizes/coordinates activities and processes of the Council. Develops and maintains an annual Council calendar consistent with the parish calendar.
3. Prepares the meeting agendas in consultation with the pastor and other Council members at least three days before the meeting.
4. Provides formation/education for the Council members, utilizing the parish staff and offerings at the district and archdiocesan levels.
5. Conducts meeting by assisting the Council members to work together effectively and arrive at appropriate decisions through consensus. He/she also conducts parish meetings.
6. Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish guidelines and archdiocesan structure and goals.
7. Monitors implementation of all Council decisions.
8. Ensures that a Council budget is established and communicates budget information to the Finance committee.
9. Establishes ad hoc committees and appoints their chairpersons; assigns specific tasks to individuals, delegates responsibilities and encourages cooperation.
10. Is an Ex-officio member of all standing and ad hoc committees of the Council?
11. Assists the next chairperson in understanding the Council's history, responsibilities and resources. Transfers all Council materials to the new chairperson.
12. Serves as the parish delegate to the Archdiocesan Pastoral Council district meetings.
13. Performs duties consistent with the office as the Council may direct.

**Section 5.** The vice-chairperson:

1. Conducts meetings in the absence of the chairperson.
2. Becomes chairperson in the event of a vacancy.
3. Performs duties consistent with the office as the chairperson or as the Council may direct.
4. Serves as the chairperson-elect for the following year.

**Section 6.** The secretary:

1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the Council members, committee chairpersons and the parish. Provides a condensed report of the meeting for publication in the parish bulletin.
2. Takes attendance at the meetings and records absences. Maintains the official list of all Council and standing committee chairpersons and members and their terms, the list of all ad hoc committee chairpersons and members and keeps these lists current with regard to addresses and phone numbers.
3. Updates the Archdiocesan Extranet whenever a change in membership on Council occurs. This is done on-line. The Council secretary works with the parish web administrator to keep the archdiocesan registry current.
4. Reports to the Council all communication. Handles correspondence for the Council, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
5. Performs such duties consistent with office of chairperson or Council may direct.

## **ARTICLE IV: MEETINGS**

**Section 1.** Regular meetings of the Council shall be held at such times, place and date as the Council may designate. Prayer shall be an integral part of the meeting.

**Section 2.** The agenda shall be developed in advance of the meeting based upon the proposals from committees, liaison reports, the Parish Council annual calendar, strategic/mission goals ongoing needs and concerns of the parish. Parishioners may submit items for consideration to any Council member one week before the meeting.

**Section 3.** Advance notice of the time and place of the meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Council may open any meeting to discussion by parish members on such subjects and under such rules as the Council may announce.

**Section 4.** **Special Meetings.** Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. No other business than that stated as the purpose shall be conducted at that meeting.

**Section 5. Closed Session.** When a question arises at a Council meeting that relates to a person's right to privacy, the Council may request the absence of visitors for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

**Section 6. Absence.** Notification of intended absence should be given to the Council chairperson, vice-chairperson or secretary before the meeting.

## **ARTICLE V: STANDING COMMITTEES**

**Section 1. Purpose.** Each standing committee implements the Council's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

**Section 2. Scope.** All committees are accountable to the Council. Committees make decisions in their areas of responsibility following the principle of subsidiarity, which means making decisions at the most appropriate level in the parish committee structure.

**Section 3. Functions.** The basic functions of each Council standing committee are to:

1. Identify needs of the parish within its areas of responsibility and in keeping with the parish mission.
2. Establish priorities among the needs and communicate how these needs can realistically be addressed and where inter-committee collaboration might be effective.
3. Formulate long-range and short-term goals and objectives.
4. Research and investigate options to implement goals.
5. Submit the proposed programs to the Council for support.
6. Communicate with the pastor and pastoral staff about the implementation.
7. Maintain communication with the parish concerning programs, encouraging active support and involvement.
8. Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources.
9. Provide on-going formation of committee members in its areas of responsibility through workshops, study, spiritual formation, etc.
10. Determine budget priorities in the area of the committee's responsibility and make recommendations to the Council through the Finance Committee.
11. Periodically evaluate existing programs and activities.
12. Provide the Council with regular, oral or written reports of the work of their committees.

**Section 4.** The descriptions of the individual standing committees of the Council are:

**Prayer and Worship:** This committee nourishes and gives direction to the liturgical aspect of parish life. They provide opportunities for parishioners to deepen their faith through a variety of prayer experiences and liturgical celebrations. They identify the spiritual needs of parishioners and maintain an ongoing program of education and training for liturgical ministers.

**Spiritual Formation and Education (SFEC):** The role of this committee is to develop an awareness within the parish that the parish community has the responsibility for promoting the educational/formation aspect of the mission of the Church. Christian Formation is a lifelong process aimed at personal conversion and growth in faith. This committee is advisory to educational administration in the design, implementation and evaluation of the total Christian educational/formation programs in the parish, which include: sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry. This committee includes the School Committee, Christian Formation Committee, and Adult Education Committee.

**Human Concerns:** This committee discerns needs of persons in the parish and wider community, especially the poor, and identifies resources to meet those needs enlisting the active cooperation of parish members. This committee fulfills the justice dimensions of scripture and our Church tradition acknowledging that every Christian is called to service and to work for justice, including Respect Life efforts. The committee's scope of responsibility is two-fold: 1) to meet immediate needs; 2) to work for changes in the structures of society, which are oppressive. Committee members are not responsible to do all of the committee's work but rather to involve others in actively accepting the responsibility of their baptism. The committee supports those in the parish who are already involved in service, advocacy, justice education and empowerment of people. This committee works with community groups and parishes to help solve related problems. They keep parishioners aware of issues relating to justice, peace, hunger and homeless persons on local, national and international levels so that appropriate Christian action on such issues can be determined.

**Finance:** This committee makes recommendations to the Council concerning all aspects of parish stewardship, financial and budget matters and fundraising for the parish. The activities and recommendations of this committee are firmly rooted in the biblical concept of stewardship. The committee works closely with the Council and is supportive all other committees. This committee does not decide priorities for the parish-that is the responsibility of the Council. The pastor and trustees are ex-officio members of the Finance Committee.

**Buildings and Grounds:** This committee is concerned with the physical conditions of parish property, its maintenance, and upkeep. This standing committee identifies and articulates the needs of the parish in this area and makes recommendations to the Parish Council.

**Personnel:** This committee makes recommendations to the Parish Council concerning the adoption of parish personnel policies. Actual hiring, supervising, evaluating, or terminating of employees are the proper roles of the Pastor/Parish Administrator or Director, or the person delegated by them. A well-functioning personnel committee can be a valuable asset to the pastor/parish director in providing current professional and legal expertise. The Personnel Committee can help educate the Pastor/Parish Director, Parish Council, and staff in the broad areas of Human Resource management.

## **Section 5. Membership.**

1. All committee members must be baptized, practicing Catholics and registered members of the parish. All members participate equally in decision-making.  
*(The pastor, with the approval of the Council, may appoint a non-Catholic or non-parishioner to serve as an advisor to a committee for a limited time. An advisor gives in-put to the committee but does not participate in the decision-making task of the committee. However, in the case of the School Education Committee, non-catholic and/or non-parishioner school parents are eligible for membership on the committee. They participate fully in the decision-making and other work of the committee, according to the School Education by-laws)*
2. Committee members need to be recruited actively and continuously by the committee itself and its subcommittees.
3. The Term for committee members shall be one year. Annual membership lists shall be submitted to the Parish Council secretary.
4. Any Committee member may resign by filing a written resignation to the committee chairperson.
5. At any regular meeting a member may be removed for a good cause by consensus or by an affirmative vote of three-fourths of the committee. Any member whose removal has been proposed shall be given an opportunity to be heard at that meeting. Good cause includes missing two consecutive meetings without a good reason, physical or mental incapacity, or failure to perform duties as a committee member.
6. A vacancy shall be filled by appointment by the committee chairperson. The Parish Council secretary shall be notified of the change.
7. Each new member is to be adequately prepared for membership on the committee by being provided with opportunities for spiritual growth, appropriate theological foundation and the skills and information required for membership on the committee.

8. Optional: A young person at least 14 years of age but not yet 18 may be recruited annually to serve as a representative of the parish youth to the committee.

**Section 6. Committee Officers.** The chairperson of each committee shall be discerned by and from the committee members, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the chairperson is one year. Other officers determined by the committee, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an ex-officio member of the Council shall be eligible to be an officer.

**A. The committee chairperson:**

1. Is aware of the tasks and responsibilities of the committee and communicates these to the committee, Parish Council and the parish community.
2. Organizes/coordinates the activities of the committee. Develops and maintains an annual committee calendar consistent with the Parish Council calendar.
3. Prepares the meeting agenda and submits it to the committee members at least three days before the meeting.
4. Provides formation/education for committee members in its area of responsibility, utilizing the parish staff and offerings on the district and archdiocesan levels.
5. Conducts meetings by assisting the committee members to work together effectively and arrive at appropriate decisions through consensus.
6. Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish guidelines and archdiocesan structures and goals within the committee's area of responsibility.
7. Monitors implementation of all committee decisions.
8. Establishes a budget based on committee objectives; and communicates budget information to the Finance Committee.
9. Forms ad hoc committees when necessary and appoints their chairperson; makes appointments of subcommittee chairpersons; assigns individuals specific tasks; delegates responsibilities; and encourages cooperation both in and out of meetings.
10. Maintains committee membership roster and notifies Parish Council secretary of any changes.
11. Is an ex-officio member of all subcommittees of the committee.
12. Oversees recruitment and orientation of new committee members.
13. Assists the next chairperson in understanding the committee's history, responsibilities and resources. Transfers all committee materials to the new chairperson.

14. Performs duties consistent with the office as the Parish Council or committee may direct.

**B. The committee vice-chairperson:**

1. Conducts meetings in the absence of the chairperson and is familiar with the parish structures, committee guidelines and activities, and consensus decision-making so as to provide continuity for the group.
2. Becomes chairperson in case of a vacancy.
3. Performs special tasks consistent with the office as assigned by the chairperson or the committee.

**C. The committee secretary:**

1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and agenda are made available to the committee members, Parish Council other committees and the parish.
2. Takes attendance at the meetings and records absences.
3. Maintains the official list of all committee members and their terms, the list of all ad hoc and subcommittee chairpersons and members and keeps these lists current with regard to addresses, phone numbers and e-mail.
4. Handles correspondence for the group, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
5. Performs duties consistent with the office as the chairperson or committee may direct.

**Section 7. Meetings.**

1. Regular committee meetings are held at such time, place and date as the Parish Council may designate. Each meeting consists of prayer/formation, decision-making and planning. An agenda is prepared before the meeting by the chairperson, after appropriate consultation with other committee members, based on an understanding of the on-going needs and concerns of the parish within the scope of the committee's responsibilities. A written agenda is presented to committee members at least three days before each meeting.
2. Special meetings may be called by the chairperson, Parish Council chairperson, pastor, or a quorum of the committee. A quorum consists of a majority of the members. Notice of such meetings is given to all committee members within a reasonable time prior to the meeting, indicating its time, place and purpose. No business other than that stated as the purpose is conducted at that meeting.

3. Advanced notice of the time and place of the committee meetings is published in the parish bulletin, and all members of the parish are entitled and welcome to attend as observers. The committee chairperson may open any meeting to discussion by parishioners on such subjects under such rules as the chairperson may announce.

**Section 8. Manner of Decision-Making.**

Committees' manner of decision-making is communal discernment which includes gathering of information, prayerful reflection and dialogue, leading to consensus.

**Section 9. Subcommittees.**

The committee chairperson shall form subcommittees as needed. Each subcommittee shall have a chairperson or representative who speaks for the subcommittee at standing committee meetings. The initial task of each subcommittee is to delineate its responsibilities for review by the standing committee and Parish Council. Upon approval, the subcommittee must develop its own goals. Guidelines and operating procedures should be established if they are significantly different from the standing committee guidelines.

**ARTICLE VI: AMENDMENTS TO THE BYLAWS**

The Council may amend the bylaws by consensus or a two-thirds vote of the members, including the pastor, at two consecutive meetings of the Council.

**Date of Approval by the Archdiocese:** September 28, 2005

**Date of Parish Ratification:** September 26, 2005

**Date of Most Recent Amendment:** September 26, 2005

**Date of Next Full Review:** September, 2010