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**APPENDIX**  
**St. Anthony on the Lake Pastoral Council**  
**Pewaukee, Wisconsin**  
**November 23, 2020**

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**MEMBERSHIP**

- 3.1** The Council shall have 13 members.
- 3.4** The Council shall have the following *ex officio* members: Pastor, Trustee Secretary, and Trustee Treasurer.
- 3.5** The Council shall have 10 at-large representatives selected from and by the membership of the parish.

**NOMINATION AND SELECTION OF NEW MEMBERS**

- 4.1** At large members may be selected by annual selection.
- a. Each year, one-third of the at-large members are selected to serve three-year terms. Terms are staggered for a gradual introduction of new members.
- 4.3** At the January Pastoral Council meeting, a Nomination Committee will be formed. The Nomination Committee is an ad hoc committee consisting of a total of at least five members appointed by the Council Chairperson after consultation with the Council and is headed by the Vice-Chair. The Council shall follow the nomination and selection process as outlined:
- a. Education of Parishioners. Parishioners are educated through the bulletin, testimonials and pulpit announcements about the purpose and work of the Pastoral Council over two weekends. Parishioners are asked to give prayerful consideration to nominating other parishioners or themselves for Council membership. In order to maximize opportunities for succession planning, continuity and leadership development, nominees ideally should have served at least one year on a Standing Committee of a parish.
- b. Nomination. Nomination weekend is scheduled in March. Nomination forms are distributed at all weekend liturgies and available on the parish website. Parishioners are invited to write down the names of the person(s) that they feel have the essential characteristics of a Council member. Self-nomination is encouraged.
- c. Notification of Nominees. All those nominated will be notified of their nomination and asked to accept or decline the nomination. The Nomination Committee may then need to recruit additional nominees. In the event that more than two nominees come from one of the five standing committees, only the two with the most nominations



will be accepted to eliminate the possibility of one committee losing more than two members to the Pastoral Council in one year. If the number of nominations is a tie, the nominees will be contacted to discern who might be most interested so that no more than two from one standing committee remain.

- d. Nominee Orientation. Nominations will be asked to take the Archdiocesan Pastoral Councilor orientation at a scheduled meeting or online to get the full scope of what is involved. The Nomination Committee will also invite Pastoral Council nominees to attend the March Pastoral Council meeting to become familiar with the workings of the Council.
- e. Slate of Nominees. The Nomination Committee, having confirmed that the nominees are baptized, practicing Catholics, at least 18 years of age, registered members of the parish, participants in the parish worship life, especially Mass and the sacraments, and preferably have served for at least one year on a standing committee of the parish, will compile a list of validated nominees who have accepted their nominations.
- f. Facilitation of the Selection Process. At the April Pastoral Council meeting, a trained facilitator designated to conduct the discernment process will provide discernment materials and will facilitate the discernment. In addition to the Pastoral Council Members, the nominees themselves shall cast their ballot for new members. The fourth nominee mentioned most often will become an alternate in the event that one of those elected cannot fulfill his or her term. New councilors' terms begin July 1. Nominees for the Pastoral Council not discerned to the Pastoral Council shall be invited to become a nominee for a standing committee and shall be invited to participate in that discernment process.

**4.4** The selection of new members of the Council shall be by discernment.

## **OFFICERS**

**5.4** The vice-chair serves the Pastoral Council becoming chair in the event of vacancy.

## **MEETINGS**

**6.1** Council meetings shall be held at least 6 times per year. As of 2020, the Pastoral Council currently meets 10 times per year.

## **STANDING COMMITTEES**

**11.1** The following Standing Committees of the Council shall be known as:

- a. **Prayer and Worship.**
- b. **Lifelong Faith Formation.**
- c. **Human Concerns.**



- d. **Stewardship.**
  - e. **School.**
- 11.4 The Council selects liaisons to each standing committee to attend the meetings and schedules each committee to meet annually with the Council to discuss their areas of mission and ministry.
- 11.6 The Council has established the following committees, subcommittees or ministry teams at the request of a standing committee. A complete list of over 80 sub-committees or ministry teams can be found in the St. Anthony on the Lake Ministry Handbook which is updated on a yearly basis.
- a. **Prayer and Worship.**
  - b. **Lifelong Faith Formation.**
  - c. **Human Concerns.**
  - d. **Stewardship.**
  - e. **School.**

## **COMMITTEE GUIDELINES**

- 12.4 **Membership.** The recommended number of committee members is at least seven but no more than 12. Note: If there are more interested parishioners who wish to participate on a Standing Committee than exceeds the 12 member limit, those parties may become ad hoc members of the Committee. That is, they may participate in the Committee meetings and activities but cannot be listed on the official membership roster. Ad hoc committee members may not run for Chair, Vice Chair or Secretary.

The selection of new members of the Standing Committees shall be by discernment using the following process:

- a. **Education of Parishioners.** Parishioners are educated through the bulletin, testimonials and pulpit announcements about the purpose and work of the five Standing Committees over two weekends. Parishioners are asked to give prayerful consideration to nominating other parishioners or themselves for committee membership on one of the committees.



- b. Nomination to Standing Committee. Nomination weekend is scheduled at least four weeks prior to the April Common Leadership Night (CLN). Nomination forms are distributed at all weekend liturgies and available on the parish's website. Parishioners are invited to write down the names of persons they feel have the essential characteristics of a committee member. Self-nomination is encouraged.
  - c. Slate of Nominees. The Nomination Committee, having confirmed that the nominees are baptized, practicing Catholics, and registered members of the parish, at least 18 years of age, will forward the individual lists of nominees to the Chair of the appropriate Standing Committee who shall oversee the remaining steps of the process as follows.
  - d. Notification of Nominees. All those nominated will be notified of their nomination. They shall be informed about the committee they have been nominated to and the discernment process reviewed with them. They shall be asked to accept or decline the nomination. Those who accept their nomination or are considering accepting, will be invited to the April Common Leadership Night (CLN).
  - e. Nominee Orientation. At the April CLN, each committee proceeds with five agenda items to help the nominees become familiar with the workings of the committee.
    - 1. Distribution of the roster of members followed by introductions around the table. This helps the nominees get to know the members' names and realize the scope of membership.
    - 2. Summary of mission, purpose and vision of committee provided by Committee Chair or Cabinet designee.
    - 3. Review of last year's goals and what went well the past year and what did not.
    - 4. Preliminary discussion of goal setting for upcoming year. (Discussion will include nominees thoughts and comments.)
    - 5. Usual committee business is discussed with the potential members present.
  - f. Facilitation of the Selection Process. At the May Standing Committee meetings, a trained facilitator designated to conduct the discernment process will provide discernment materials and will facilitate the discernment. In addition to the Standing Committee members, the nominees themselves shall cast their ballot for new members. The fourth nominee mentioned most often will become an alternate in the event that one of those elected cannot fulfill his or her term. New members terms begin July 1.
- b. Members serve three-year terms, renewable without limit. An annual membership list is submitted at the start of committee year to the Council Secretary.



- 12.5 Officers.** Each committee shall have a chair, a vice-chair, becoming the chair in the case of vacancy of the chair, and a secretary.

### **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.