

## **PREAMBLE TO THE CONSTITUTION**

*We, the people of Saint John Vianney Roman Catholic Church of Bettendorf, Iowa recognize our responsibility to our community and our diocese, in our role as members of the Body of Christ, in union with our Holy Father, the Pope, our Bishop, and his representative, our pastor.*

*Therefore, aware of our Diocesan mission to facilitate and encourage the spiritual growth, development and well-being of the people of southeastern Iowa, as well as achieving our own parish vision as “a welcoming, liturgical community calling all members to Christ action”, we do hereby establish this constitution of the Parish Council of Saint John Vianney Church.*

## **ARTICLE I: NAME**

The name of this council shall be “The Parish Council of Saint John Vianney Roman Catholic Church of Bettendorf, Iowa.” *Hereinafter, “The Parish Council of Saint John Vianney Roman Catholic Church of Bettendorf, Iowa” is referred to as “council” or Parish Council.*

## **ARTICLE II: PURPOSE**

Section 1. The purpose of this council shall be to provide a forum for the discussion of all issues of pastoral concern to the parish, thus providing an organized opportunity for mutual, open reflection and dialogue between the pastor and the people of this parish.

Section 2. The council shall advise the pastor in pastoral issues and share in the responsibilities of visioning, budgeting, and strategic planning for the parish according to the norms of Canon Law, so that the pastoral welfare of the people of God may be carried forward as effectively as possible. (Cf. Canon 536.1)

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### **ARTICLE III: MEETINGS**

Section 1. The Parish Council shall meet every November, January, March, May, July and September at a time and place to be designated by the council.

Section 2. The pastor may call special meetings of the Parish Council.

Section 3. A quorum shall consist of seven (7) voting members of the Parish Council, including at least one of the elected officers.

Section 4. Each Commission Chair/Liaison and key committee chair shall provide, in advance of the meeting, a report. That report shall make special mention of committee's activities that tie specifically to one of the required Six Areas of Ministry. (Cf. Article IX) The chair/liaison shall be prepared to discuss items in that report, as well as the commissions/committee's business in general.

Section 5. In the event of a commission or key committee chairperson's absence from a meeting, he or she shall appoint another member of Saint John Vianney Parish, knowledgeable in the matters before the council, to take his or her place. The replacement shall be empowered to vote at the meeting. Substitutes are not appointed for at large members.

Section 6. Any motion is carried by a simple majority vote.

Section 7. A council member may move that the floor be opened for comment by a non-council member, if that individual is present to speak on matters under discussion. A simple majority vote is required to open the floor.

Section 8. Robert's Rules of Order shall govern the proceedings of the council.

Section 9. The Finance Council shall provide a financial report to the parish council.

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## **ARTICLE IV: MEMBERSHIP AND VOTING**

Section 1. The Parish Council membership shall consist of the pastor, one permanent deacon, nine (9) 'at large' members, the chairperson of each of the council commissions, chairs of the four key committees, and both of the Parish Lay Directors. The directors of Education, Youth, Preschool, and Pastoral Care are members of the council but will not vote on motions.

Section 2. Chairs/Liaisons for the Commissions may be selected from 'at large' members of the council. The Chair/Liaison of any commissions, except for the Liturgy Commission may also be the Vice Chair of the Council. Even if serving two roles, they will be entitled to one vote.

Section 3. In all matters before the council, at large members, commission chairs/Liaisons or their appointed representatives, the Deacon and both Parish Lay Directors are entitled to vote and each will carry one vote. The chairs of the four key committees or their appointed representatives are entitled to vote and each will carry one vote.

Section 4. The pastor and the Parish Council chairperson will not vote on motions unless there is a tie.

Section 5. The pastor will have the right to veto any resolution of the council.

## **ARTICLE V: OFFICERS**

Section 1. The officers of the Parish Council shall be the pastor, the chairperson, the vice-chairperson, and the secretary.

Section 2. The permanent deacon, by the will of the pastor, may represent the pastor at council meetings.

Section 3. At the July meeting, the chairperson, vice-chairperson, and the secretary are elected from among the membership of the council and shall serve for one year, beginning with the September meeting. (Cf. Article VII)

Section 4. The chairperson, nor the vice-chairperson, nor the secretary shall serve in the same office for more than two consecutive terms.

Section 5. The council may choose to appoint someone not on the council to record the minutes of the meeting.

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## **ARTICLE VI: DUTIES OF OFFICERS**

Section 1. The pastor shall have the right to call special meetings of the council, to place matters of concern on the agenda of the council.

Section 2. The chairperson

- A. Shall consult with the pastor in preparing the agenda for each council meeting.
- B. Shall preside at meeting of the council
- C. Shall see to it that a report from the Finance Council is presented at each Parish Council meeting.

Section 3. The vice-chairperson

- A. Shall be prepared to assume the duties of the chairperson should it be necessary.
- B. Shall chair the meeting in the absence of the chairperson.

Section 4: The secretary

- A. Shall record the minutes of each meeting unless the council chooses to appoint someone else for this purpose. (Cf. Article V 4)
  - B. Shall keep the record of the council.
  - C. Shall ensure that members of the council are notified of the time, place, and agenda of each meeting.
  - D. Shall ensure that a copy of the minutes is inserted into the parish bulletin within one month of the meeting.
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## **ARTICLE VII: NOMINATING COMMITTEE**

Section 1. The council shall have a nominating committee consisting of at least four (4) members of the current council, one person to be appointed by the pastor, and a representative of as many commissions that wish to be represented on the nominating committee. The four members shall represent each of the staggered terms. This will thus ensure that qualified candidates for membership to the council, and for officers of the council, are presented to the council in an unbiased manner while addressing the needs of the parish.

Section 2. The purpose of the nominating committee shall be two-fold:

1. To present to the council a slate of candidates to replace those at large members whose terms are next to expire. This consists of three (3) at large positions and one (1) alternate. The adoption of this slate shall be the result of a parish Council acclamation
2. To later select and present a slate of officers to lead the council in the up-coming year.

Section 3. The nominating committee shall develop logical criteria for their selections, including but not limited to:

1. Consideration of a candidate's current or past involvement in the work of the Church;
2. Consideration of the strengths/expertise needed on the council
3. Consideration of an individual's desire to serve on the council
4. Consideration of the recommendations or lack thereof of the administrative staff

Section 4. The pastor, or his designee, shall inform the new council members and the alternate of their selection to the slate, and shall also inform those who applied but were not selected.

Section 5. The nominating committee ensures that new council members receive a "member kit" containing parish and council information pertinent to the work of the council. This kit should contain, but is not limited to, this constitution, a roster of council members, the parish vision and mission, and the strategic plan.

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## **ARTICLE VIII: AT LARGE MEMBERSHIP SELECTION**

Section 1. Every registered parishioner of Saint John Vianney Catholic Church of Bettendorf, Iowa, eighteen (18) years of age or older is eligible to serve as an at-large member of the Parish Council. There are nine (9) at large members on the council, three (3) elected each year.

Section 2. In April of each year, the nominating committee shall extend, via publication in the parish bulletin for three (3) consecutive Sundays, an invitation to serve on the Parish Council. Interested individuals will be afforded the application process.

Section 3. No later than the July council meeting of each year, the slate of 3 at large candidates and one alternate at large candidate shall be presented to the council for approval.

Section 4. New at large council members will begin their term of service in September of the same year.

Section 5. The term of service for at large council members shall be three (3) years, beginning in September, and concluding at the end of the July meeting. The alternate's eligibility of appointment expires after one year. The alternate is then eligible to apply to the nominating committee for an at large position.

Section 6. At large council members can serve two consecutive terms. The same parish member can again be considered for nomination to the council only after they have been off of the Parish Council for at least one year.

Section 7. Any un-expired, vacated term of an at large council member, caused by his or her resignation, disability, or death, but not limited to these reasons, shall be filled by the alternate. The pastor shall fill any subsequent vacancies by appointment.

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## **ARTICLE IX: AREAS OF MINISTRY**

Section 1. In order to more effectively serve the needs of God's people and allow the parish to live out the fullness of our faith, parish commissions shall be established that address six areas of ministry, as defined by the Diocese of Davenport.

Defined by the Diocese of Davenport, the Six Areas of Ministry are:

- Church Life
- Faith Formation
- Family Life
- Finance and Administration
- Liturgy
- Social Action

*Hereinafter, the "Six Areas of Ministry" is referred to as the six commissions.*

It is understood that much of the responsibility for Finance and Administration is held by the Finance Council. Within each commission/committee, some responsibility for finance management rests in work of the commission/committee and shares this ministry area.

Section 2. In addition to the six Commissions, the following Key Committees shall be represented on the Parish Council and shall be entitled to one vote:

- A. Building and Grounds
- B. The Curé of Ars
- C. Fellowship
- D. Stewardship

Section 3. The six Commissions shall meet as often as necessary, but at least once a year to assess needs, set goals, and evaluate respective programs and projects. The chair of each committee is a member of their Commission. See Addendum A for a list of commissions and committee relationships. The Director of Liturgy is the Chair of the Liturgy Commission.

**Special Note** - The Commissions may exist, not as separate entities, but rather integral to each or many commissions/committees. The Chairs of these commissions act more as a liaisons or conduits to gather information and report on the Parish's overall activities in these areas, they do not exist as another layer of administration.

Section 4. Anyone who is a registered parishioner of Saint John Vianney Catholic Church may serve on any commission/committee.

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Section 5. Each commission and/or committee shall consist of a chair/liaison and at least two other individuals who are willing to devote their time and talent to a particular aspect of parish life. Social Action and Family Life will have their chairs/liaisons selected from the At Large Council members. The Director of Liturgy is the Chair of the Liturgy Commission.

Section 6. The Stewardship committee shall coordinate a “Ministry Sunday” for the express purpose of making known the work of the areas of Ministry and committees and inviting interested parishioners to volunteer, and to utilize their talents to the betterment of the parish.

Section 7. The Stewardship Committee shall inform each of the committee chairpersons of parishioners who wish to serve on their committees as soon as practicable after Ministry Sunday.

Section 8. Each commission/committee shall plan for the succession of the chair. The chairperson shall be selected to one-year terms under rules agreed to. Chairpersons can serve two consecutive terms and must be approved by the pastor. Former chairpersons have the right to remain on after the completion of their term as Chair, for as long as they choose, provided that the association is beneficial to the commission and the parish.

Section 9. Each group shall see to it that new members are added to replace those who may leave the parish or who choose to resign from their groups.

Section 10. The chairperson of each key committee, or someone designated by him or her, who is knowledgeable in the matters before the council, to take his or her place shall attend the meetings of the Parish Council and are entitled to one vote. If the key committee chair is not available, any representative of that committee, knowledgeable in the matters before the council, shall attend council meetings and are entitled to one vote.

Section 11. Each chair of a key committee or commission shall provide to the council, in advance of the Parish Council meeting a report. That report shall denote activities that tie specifically to one of the Six Areas, and commission reports shall include reports or information on, of all committees under their commission. The chair shall be prepared to discuss items in that report, as well as their business in general. Committees not members of the Parish Council will send reports to their commission chair.

Section 12. Each committee may present to the council for discussion any subject matter or new business that is outside their scope. The pastor must approve any undertakings that are outside the scope of their committee.

Section 13. Each commission shall present an annual expense budget to the parish Finance Council to provide for the needs of their undertakings, and include budgets for committees under their commissions. Key committees shall submit budgets directly to Parish Finance Council.

Section 14. The pastor shall be an ad hoc member of each commission.

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## **ARTICLE X: THE BUILDINGS AND GROUNDS COMMITTEE**

Areas of Ministry include:

- Church Life
- Finance and Administration

Section 1. The purpose of the Buildings and Grounds Committee is to inspect and maintain parish properties.

Section 2. Functions:

- a. Present an annual budget to the parish Finance Council to adequately provide for the physical needs of the parish.
- b. Periodically inspect parish properties and provide for repairs and improvements that are included in the budgeted plan.
- c. Be responsible for maintaining contractual relationships with service providers in the repair, improvement, and cleaning of the parish facilities.
- d. Gain approval from the Pastor and Finance Council for those repairs and improvements that are not included in the budget. Gain approval from the Pastor and Finance Council for any one-time expenses that exceed three thousand dollars (\$3000.00)
- e. Propose guidelines concerning the use of parish facilities
- f. Develop a list of parishioners who are willing to donate their time and talents to parish maintenance tasks.
- g. Advise Pastor on the performance of the custodial staff and assist pastor as requested on hiring of custodial staff.

**Section 3. Membership**

**Section 4. Meeting Schedule**

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## ARTICLE XI: THE SOCIAL ACTION COMMISSION

Areas of Ministry include:

Social Action  
Finance and Administration

Section 1. The purpose of the Social Action Commission is to promote and provide direct service for those in need as well as encourage the participation of parish members in the apostolic work of the Church. It includes several committees and groups that work to provide services. All commissions, committees and groups within the parish incorporate social justice and Christian service within their performance

Section 2. Functions:

- A) Provide Direct Services
  - 1) Funeral dinners
  - 2) Welcome newcomers
  - 3) Visit shut-ins and nursing home residents
  - 4) Reach out to the un-churched
- B) Organize parish committees to promote existing support groups,
  - 1) Birthright
  - 2) Bettendorf Food Pantry
  - 3) Salvation Army Free Kitchen
  - 4) Meals on Wheels
  - 5) Red Cross Blood Drive
  - 6) Prayer Shawl
  - 7) Meal Site
  - 8) Angel Gifts at Christmas
  - 9) Scott County Teenage Pregnancy Program
  - 10) Thanksgiving Baskets
  - 11) Police Chaplain Fund
  - 12) Humility of Mary
  - 13) Haiti
  - 14) Backpack Program
  - 15) Habitat for Humanity
  - 16) School Supply Distribution
  - 17) Flu clinic
  - 18) Café on Vine
- C) Offer assistance on the local, state, national, and worldwide levels in response to the needs of the poor, the hungry, and the oppressed.
- D) Identify potential opportunities for parish, community, and diocesan social action efforts and affect a means for participation.
- E) Work in harmony with the Department of Social Action of the Diocese of Davenport in determining other concerns and areas of involvement, especially in helping to assess priorities of real need.
- F) Receive all requests for financial assistance and make recommendations to the Finance council as to allocations.

Section 3. Membership. Committee Chairs and volunteer coordinators for the committees and groups working under the auspices of Social Action/Christian Services

Section 4. Meeting Schedule – Varies by committee or group

Section 5. Financial

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## **ARTICLE XII: THE Curé of Ars Committee**

Areas of Ministry include:

- Family Life
- Church Life
- Social Action
- Finance and Administration

Section 1. The purpose of the Curé of Ars Committee is to coordinate the activities of the Ladies Circles of St. John Vianney parish.

Section 2. Functions:

Projects done by each circle will be decided by the members with the aim of providing service and social activities for the parish and the community. These may include, but are not limited to, fund raising, hosting receptions, helping with youth activities and hosting a fall luncheon and spring brunch for graduating seniors.

Section 3. Membership:

Church circles shall consist of women from the parish who share a common interest and meet on a regular basis. The number of circles will be decided by the number of ladies interested. New circles may be formed at any time. All ladies of the parish are members of the Curé of Ars, even if they do not belong to a circle.

The Curé of Ars Committee shall consist of a representative from each circle from which a President, Vice-president, Secretary and Treasurer shall be chosen for terms lasting no longer than 3 years. The Treasurer shall handle the Guild's checking account with reports submitted to the circles, Finance Council and Pastor no less than twice a year.

A representative of the committee shall be chosen to serve on the Parish Council.

Section 4. Meeting Schedule:

Each circle shall meet once a month during the school year and shall choose a meeting day and time that best fits their group. Meetings may be held wherever the membership of the circle decides to meet.

Section 5. Financial:

Major spending will be determined by the committee at their annual meeting. All fund raising projects must have the approval of the Finance Council and /or pastor. Curé of Ars is accountable to the Finance Committee in matters concerning commission finances.

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## ARTICLE XIII: THE FAITH FORMATION COMMISSION

Areas of Ministry include:

- Faith Formation
- Social Action
- Finance and Administration

Purpose: The Faith Formation Commission is responsible for the educational policies and programs for all parishioners, as well as those seeking membership in the Catholic Church.

Function: By teaching Catholic beliefs, traditions, and values, the Faith Formation Commission of St. John Vianney Parish invites and empowers members and prospective members of our parish community to strengthen their relationship with God and enhance the spiritual life of our parish.

Membership:

The Preschool Education Committee (serving students of SJV Preschool)

Section 1. The purpose of the Preschool Education Committee is to support the staff of SJV Preschool in maintaining a Catholic-oriented program that will benefit the child, the family, the community, and the church. The program's philosophy in early childhood education is to provide a relaxed, yet rich and stimulating environment which enhances the physical, social, emotional, intellectual, and spiritual development as well as caring for and working toward the well-being for each child.

Section 2. Functions:

- A. Evaluate all programs and curriculum annually.
- B. Assist the Director in finding applicants to fill vacancies on the staff as needed; although hiring is the responsibility of the Director, with approval of the pastor.
- C. In April, collaborate with the office accountant in making budget recommendations to the parish Finance Council for the operational needs of SJV Preschool.

Section 3. Membership:

- A. Pastor (ad hoc)
- B. Director of SJV Preschool
- C. 2 head preschool teachers and 3 parents; 1 from each class

The Elementary Education Committee (serving students preschool-6<sup>th</sup> grade)

Section 1. The purpose of the Elementary Education Committee is to serve the educational needs of students from preschool to 6<sup>th</sup> grade.

Section 2. Functions:

- A. Assist the Director of Religious Education in the recruitment of catechists for the religious education program.
- B. Maintain an education program that fulfills the vision and mission of St. John Vianney parish.
- C. Evaluate all education programs and materials annually.

Section 3. Membership:

- A. Pastor (ad hoc)
- B. Director of Religious Education
- C. Nine members each serving a three year term. Terms are scattered for each group of three with three members being considered for replacement each year. These three members form the nominating committee for potential replacements. Any of the three members may be replaced or retained, based upon the Commission's need, with primary consideration being given to the acceptance of new members. The pastor must approve all changes.
- D. In April, collaborate with the office accountant in making budget recommendations to the parish Finance Council for the educational needs of the students.

The Youth Committee (serving students 7-12<sup>th</sup> grades)

Section 1. The purpose of the Youth Committee is to serve the educational needs of students in 7-12 grades.

Section 2. Functions:

- A. To support the Director of Youth Ministry by attending Jr. High Alive meetings or Youth Ministry meetings on a regular basis.
- B. To provide opportunities for spiritual growth, socializing, and service opportunities.
- C. Evaluate all youth ministry programs annually.
- D. In April, collaborate with the office accountant in making budget recommendations to the parish Finance Council for the educational needs of the students.

Section 3. Membership:

- A. Pastor (ad hoc)
- B. Director of Youth Ministry
- C. Adults who choose to be on the Youth Ministry TEAM for the school year.

The Adult Faith Formation Committee (serving all adults)

Section 1. The purpose of the Adult Faith Formation Committee is to serve the educational needs of the adults in our parish.

Section 2. Functions:

- A. Assist the Adult Faith Formation Coordinator in developing a program that meets the varying educational needs of the adults in our parish.
- B. Assist the RCIA Coordinator in meeting the educational needs of the candidates in the RCIA program.
- C. Collaborate with the office accountant in making budget recommendations to the parish Finance Council for the educational needs of the RCIA candidates.

Section 3. Membership:

- A. Pastor (ad hoc)
  - B. Adult Faith Formation Coordinator
  - C. RCIA Coordinator
  - D. Adults who choose to serve on the committee for the year.
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## **ARTICLE XIV: THE FAMILY LIFE COMMISSION**

Areas of Ministry include:

- Family Life
- Social Action
- Finance and Administration

Section 1. Purpose: The Family Life ministry promotes the dignity and value of human life in all its forms, particularly in relation to the quality of family life within the parish and community. It proclaims that family life is sacred and that God's love is revealed and communicated in new ways each day through Christian families

Section 2. Functions: Work in harmony with the Family Life office of the Diocese of Davenport in determining areas of concern and potential areas of involvement, including but not limited to:

- A. The unborn
- B. Children
- C. Teenagers
- D. The poor
- E. The mentally handicapped
- F. The physically handicapped
- G. The engaged
- H. The newly married
- I. Parents
- J. Married couples
- K. Families
- L. Singles
- M. The divorced
- N. Widowers and widows
- O. Vocations
- P. Families in need of counseling services
- Q. Substance abuse

Section 3. Membership:

All parishioners are invited to participate.

Section 4. Meeting Schedule as often as necessary, but at least once a year to review activities and report specifics to the parish and/or the diocese.

Section 5. Financial: The Family Life Commission is accountable to the Finance Committee in matters concerning commission finances.

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## **ARTICLE XV: THE FELLOWSHIP COMMITTEE**

Areas of Ministry include:

Family Life  
Social Action  
Finance and Administration

Section 1. The purpose of the Fellowship Committee is to create positive social opportunities for the adult men of our parish in a faith-filled environment.

Section 2. Functions:

- Raise funds to support parish and Fellowship social activities, as well as programs and activities of parish organizations and groups.
- Hold monthly meetings to enable frequent social opportunity for adult men of the parish.
- Provide volunteers for various activities within the parish as needs arise.

Section 3. Membership:

All parish men twenty-one years of age and older are invited to participate.

Four officers shall lead the Fellowship Committee: chairman, vice-chairman, secretary, and treasurer. Election of officers is to be held in August. A key election goal is to have the newly elected vice-chairman become the chairman the following year.

Section 4. Meeting Schedule:

The Fellowship Committee shall meet the first Thursday of every month at 7:00 PM in the Parish Activity Center or other designated site.

Section 5. Financial:

The Fellowship Committee is accountable to the Finance Council in matters concerning commission finances.

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## **ARTICLE XVI: THE LITURGY COMMISSION**

Areas of Ministry include: Liturgy

Section 1. The purpose of the Liturgy Commission is to provide for the spiritual development and enhancement of worship for the parish community of St. John Vianney; to plan and implement all aspects of parish worship; to study and evaluate parish liturgies for further improvement; and to provide education to the parish on Church law as it applies to liturgical celebration. The Director of Liturgy will serve and Chair of this commission.

Section 2. Functions:

Plan and implement all aspects of parish worship, within the laws of the Church, and directives of the bishop, and pastor, including but not limited to:

- A) Recruit, schedule, and train ministerial roles of worship
- B) Provide spiritual enrichment opportunities
- C) Be responsible for the liturgical environments and decorations of the church
- D) Provide periodic evaluation of all aspects of parish worship
- E) Develop and support a parish music program that will integrate and coordinate the music with parish liturgies
- F) Provide Liturgy training opportunities for Commission members

Section 3. Membership:

- A) Pastor (ad hoc)
- B) Deacons
- C) Director of Liturgy & Music (Director of Liturgy)
- D) Ministry Coordinator of:
  - 1) Altar Servers
  - 2) Arts & Environment
  - 3) Eucharistic Ministers
  - 4) Eucharistic Ministers to the Sick/Confined
  - 5) Gift Bearers
  - 6) Lectors
  - 7) Music
  - 8) Ushers
  - 9) Sacristans

New ministry coordinators are to be nominated by consensus of the Liturgy Commission every three (3) years (or less). These persons must be approved by the pastor.

The chair shall be the Director of Liturgy.

Liturgy Commission meetings are open to any interested parishioner. Notice of each meeting will be in the Sunday bulletin prior to the meeting.

Section 4. Meeting Schedule:

Meetings shall be held the third Thursday of each month at a time and place to be designated by the commission. The Director of Liturgy may call special/additional meetings. The Director of Liturgy may cancel regular meetings when necessary.

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## **ARTICLE XVII: THE STEWARDSHIP COMMITTEE**

Areas of Ministry include: Church Life, Finance and Administration

Section 1. The purpose of the Stewardship Committee is to help St. John Vianney parish, through the sharing of our time, talent and treasure to build up the Church and live out a commitment to be Christ-centered, making stewardship a way of life for the parish.

Section 2. Functions/ Duties and responsibilities:

- Assist the pastor and parish leadership in the overall design, implementation and evaluation of a parish stewardship process.
- Be responsible for parish stewardship awareness.
- Work with the appropriate parish committees to develop programs for welcoming new parishioners and introducing them to the stewardship way of life.
- Evaluate the annual stewardship renewal process, and provide opportunities for improvement.
- Coordinate a “Ministry Sunday” for the express purpose of making known the work of the areas of Ministry and committees and inviting interested parishioners to volunteer, and to utilize their talents to the betterment of the parish.
- Inform each of the committee chairpersons of parishioners who wish to serve on their committees as soon as practicable after Ministry Sunday.
- Help to create opportunities for stewardship reflection throughout the year using the parish bulletin and other correspondence.
- Work with the pastor and Finance Council in providing regular and appropriate communications to parishioners about their stewardship commitment and how those commitments benefit the parish community.
- Attend stewardship educational opportunities as schedules allow.
- Other responsibilities related to parish stewardship, and as assigned by the pastor.

Section 3. Membership:

- Pastor (ad hoc)
- Parish members who exemplify stewardship by their own gifts of time, talent and treasure and who have an interest in helping to make stewardship an integral part of parish life.

Length of service will be two years with the possibility of extended service in order to accommodate staggered terms and/or leadership transition opportunities.

Section 4. Meeting schedule: 1<sup>st</sup> Monday, every other month, Feb, Apr, June, Aug, Oct, Dec

Section 5. Financials: The Stewardship Committee is accountable to the Finance Council in matters concerning committee finances.

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## **ARTICLE XVIII: AMENDMENTS TO THE CONSTITUTION**

Section 1. This constitution of the Parish Council of Saint John Vianney Church, or any portion thereof, may be amended upon a resolution approved by a three-quarter vote of the membership of the Parish Council. If a quorum, but not three-quarters of the membership is present, a virtual vote may be taken to obtain the votes of three-quarters of the voting membership of the council>

Section 2. Proposed amendments shall be presented to the Parish Council at least two weeks in advance of the meeting date on which the vote will occur.

Section 3. The pastor has the power to veto any amendment.

Section 4. Every three years, between the May and July meetings, a committee appointed by the pastor, shall review this constitution for possible revision. Next Review will be in 2014.

**This constitution of the Parish Council of Saint John Vianney Church was approved and is effective as of**

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**Fr. Robert McAleer**  
**President and Pastor**

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**Parish Council Chairperson**

## **ADDENDUM A**

**Six Commission (tied to the six areas of Ministry) and committees (\* indicates Key Committee with Voting seat on Council) Several committees could easily be placed under more than one commission.**

- **Finance and Administration**
  - Buildings & Grounds \*
  - Finance Council
  - Money Counters
  - Parish Council
  - Emergency Response Team
  
- **Church Life**
  - The Cure of Ars Committee \*
  - The Fellowship Committee \*
  - Prayer Chain
  - Stewardship \*
  - Welcoming
  
- **Faith Formation**
  - Religious Ed
    - Preschool
    - Elementary
    - Youth
    - Adult
  - Bible Studies
  - RCIA
  - Sprouts Nursery
  - Religious Ed Teachers/Aides
  
- **Liturgy** (Director of Liturgy is Chair)
  - Arts & Environment
  - Altar Servers
  - Eucharistic Ministers
  - Eucharistic Ministers to the Sick and confined
  - Gift Bearers
  - Music Ministry
  - Readers
  - Sacristans
  - Ushers

- **Family Life** (This Commission is not a separate entity; it is integral to each commission/committee. An At Large Council member may serve as its chair and act as a liaison or conduit for reporting and/or coordination)
  - Christian Family Movement
  - Donut Sunday
  - Forever Young (50+)
  - Grief Support
  - Caregiver Support
  - Diocesan Marriage Prep
  - Meals for Families with New Babies
  - Mom's Morning
  - St JV/Lourdes Singles Group
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- **Social Action** (This Commission is not a separate entity; it is integral to each commission/committee. An At Large Council member may serve as its chair and act as a liaison or conduit for reporting and/or coordination)
  - Haiti
  - Bettendorf Food Pantry
  - Birthright
  - Prayer Shawl
  - Back Pack Program
  - Habitat for Humanity
  - Meals on Wheels
  - Meal Site
  - School Supply Distribution
  - Angel Gifts at Christmas
  - Flu Clinic
  - Café on Vine
  - Chaplain's Fund
  - Humility of Mary Center
  - Scott County Teenage Pregnancy Program
  - Hospital Visitors/communion Ministers
  - Thanksgiving Baskets
  - Red Cross Blood Drive