

APPENDIX
Queen of Apostles Pastoral Council
Pewaukee, Wisconsin
10/17/18

MEMBERSHIP

- 3.1 The Council shall have 12 members.
- 3.2 The Council shall have the following *ex officio* members:
Pastor and two Parish Trustees
- 3.3 The Council shall have 9 at-large representatives selected from and by the membership of the parish. (Must be 18 years of age or older)
- 3.5 (*Optional*) The Council may have 1 (one) youth representative selected by the youth members of the parish. (High School Religious Formation Member)

NOMINATION AND SELECTION OF NEW MEMBERS

- 4.3 The Council shall follow the nomination and selection process as outlined:
- a. **Education of Parishioners.** The Selection Commission will prepare and disperse information about the role of the Council and the selection process. This information will be in the bulletin and announced from the pulpit for 2 consecutive weeks in May.
- b. **Nomination.** Nomination forms shall be available or distributed at all liturgies during designated weekends in May. Parishioners are invited to nominate people they feel have the essential characteristics of the Council.
- c. **Notification of Nominees.** Persons whose names are submitted by parishioners will be contacted by the Selection Commission members to inform them of their nomination. Notification shall include information about responsibilities of Council members and an invitation to attend the next Council meeting.

Additional nominations are acceptable if submitted in writing to the Selection Commission within ten days after the publication.

- d. **Nominee Orientation.** The Selection Commission plans the local orientation session and requires nominees' attendance at a local and/or archdiocesan orientation.

Those who feel called to serve as Council members accept nomination and participate on the final slate of nominees. The Selection Commission ensures that the slate of nominees is representative of the parish community. In no event shall any persons be deemed nominated unless the Selection Commission receives an expression of willingness to serve. If a member of the Selection Commission becomes a nominee, that person ceases to be a Selection Commission Member.

- e. **Facilitation of the Selection Process.** The Selection Commission facilitates the actual selection process and informs the parish of the results.

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

OFFICERS

5.4 The vice-chair serves the Pastoral Council

- b. Becoming chair in the event of vacancy.

MEETINGS

6.1 Council meetings shall be held at a minimum of 10 meetings per year.

STANDING COMMISSIONS

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

a. **Prayer and Worship.**

The Mission of the Queen of Apostles' Prayer and Worship Commission is to ensure parishioners are provided with opportunities to deepen their faith through a variety of prayerful liturgical experiences and sacramental celebrations. Prayer and Worship collaborates with the Pastor, Director of Liturgy and Music, and the Staff to support the liturgical ministries of the Parish, for ordinary and seasonal celebrations, as well as nourish and give direction to the liturgical and communal prayer life of the parish community.

Ministries Include:

- Choirs/Cantors/Musicians
- Ushers/Greeters
- Lectors
- Liturgical Environment and Art
- Extraordinary Ministers of the Holy Communion
- Communion Service Leader
- Altar Servers (Youth and Adult)
- Liturgy, Funeral, Baptism Assistants
- Sacristans

Communal Prayers include:

- Vianney Cenacle Prayer for Priests
- Eucharistic Adoration
- Prayer Request Book
- Prayer Line
- Rosary

b. Faith Formation.

This Commission promotes and develops opportunities for lifelong faith formation aimed at personal conversion and growth in faith. Christian Formation is not an optional Parish program with a beginning and an end. Continual faith formation is part of being a Christian. Queen of Apostles' Faith Formation Commission strives to ensure that parishioners are provided with opportunities to deepen their faith through a variety of educational experiences and activities. The Lifelong Faith Formation Commission helps parishioners continue their faith journey, regardless of age.

Sub-commissions include:

- Christian Formation
- RCIA (Rite of Christian Initiation of Adults)
- Alpha
- Marriage Preparation
- Baptism Preparation
- Bible Study
- Adult Confirmation

c. Human Concerns.

Human Concerns Commission serves the community of Queen of Apostles to increase Parish awareness and sensitivity to the social and economic needs of our times. Our Mission is to organize Parish members into ministry teams in order to address specific needs and assist in activities and projects to further benefit Queen of Apostles and our community.

Our goal is to increase services to address additional needs of our Parish and Community. We are blessed to have a many enriching ministries and offerings enabling us to be the hands and feet of Christ for others.

Ministries include:

- Bereavement
- Funeral Luncheons
- Prayer Shawl
- St. Vincent De Paul Society
- Music Ministry
- Pro-Life
- St. Vincent De Paul Meal program
- Home Outreach program

d. Stewardship.

The Stewardship Commission educates and promotes the giftedness of all parishioners and the responsibility of disciples to steward all resources. The members collaborate with the pastor and staff to develop strategies and practices which invite all parishioners and the parish organization itself to share time, talent, and treasure. The commission has sub-commissions such as new member welcome and volunteer opportunities.

The Commission is responsible for administration of stewardship education and activities and will create opportunities and framework to help parishioners understand that Stewardship is an expression of discipleship that calls us to share our gifts of time, talent and treasure. The Commission coordinates human and financial resources in a systematic way that meets the ministry needs of the parish. The Commission is also responsible for the coordination of recruitment and maintenance through Commission chairs of the volunteers of the Parish.

- 11.4** The Council selects liaisons to each standing commission to attend the meetings and schedules each commission to meet at least annually with the Council to discuss the area of mission and ministry.

COMMISSION GUIDELINES

- 12.4 Membership.** The recommended number of commission members is a minimum of 3-5.
- b.** Members serve one year terms.
- 12.5 Officers.** Each commission shall have a chair, a vice-chair and a secretary.
- b.** Becoming the chair in the case of vacancy period.

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 Planning and Councils whenever changes are approved. The copy is placed in the parish or cluster 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.