

St. Mary & St. John the Baptist Parish Directives

Set Forth by Most Reverend David L. Ricken, Bishop of Green Bay

Pre-June 30, 2021

1. In the Matter of Parish Governance:

In accordance with Diocesan *Parish Trustee Instructions* (Decreed August 30, 2017), each parish will hold trustee elections for all expired trustee two-year term of service and soon to be expired terms of service.

Effective immediately, an annual parish annual meeting will be held for each parish separately, not jointly; in accordance with Diocesan *Parish Finance Council Policies* (Decreed January 21, 2015).

2. In the matter of Parish Review and Audit Recommendations, completed July 17, 2020, by Hawkins | Ash as an Independent Accountants' Report on applying agreed-upon procedures:

The Business Manager, and associated parish staff, will immediately begin implementing the recommendations set forth in areas of cash, checks, script policy, bank reconciliations and IRS/taxes.

Gabriel (the diocesan standard parish census software) will be implemented for each parish, with the goal of completing by July 1, 2021.

3. Regarding Parish Councils:

As the primary role of the Parish Pastoral Council is consultative to the pastor, and given the pastor assignment change, parish pastoral council meetings are suspended until after July 1, 2021.

Parish Finance Councils may meet as necessary to complete the 2021-22 budget that ensures operational and ministry obligations are being met.

No decisions involving pastoral plans or exceptional facility or finance changes will be made until after July 1, 2021, this includes St. John the Baptist School building.

Post-July 1, 2021

1. Implement the remaining Review and Audit Recommendations:

As a part of each parish's Finance Council, a Parish Scrip Committee is to be implemented. Each parish's Finance Council will recommend a 3 – 5 year operations plan for pastor's approval.

2. Regarding Parish Councils:

In accordance with Diocesan *Parish Pastoral Council Policies* and *Parish Finance Council Policies* (Decreed January 21, 2015), each parish will take the necessary steps to ensure the parish council members and council chairs are duly selected, nominated and approved by Fr. Michael Lightner. Specifically, taking into account tenure (years of service).

3. Regarding Operations and Ministry:

St. John the Baptist Pastoral and Finance Councils are to provide recommendation and consultation to the incoming priest administrator (Fr. Michael Lightner) regarding the school building.

St. John the Baptist and St. Mary Pastoral and Finance Councils are to assess and recommend to Father Michael Lightner areas of operational shared services and collaborative ministry opportunities, especially in context of benefit for each parish community and the shared parish's mission field.

Note: Directives vary in implementation; allocated to begin immediately and prior to June 30, 2021 and after July 1, 2021 upon the arrival of Fr. Michael Lightner, with the facilitation/support of Barry Metzentine to parish leadership and parish staff.