

# Our Lady of the Black Hills

Piedmont, South Dakota



2018 – 2019

Parish Leadership Booklet

Fall 2018

# Our Lady of the Black Hills

12365 Sturgis Road  
Piedmont, SD 57769

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Web: [www.olbh.org](http://www.olbh.org)

Facebook: Our Lady of the Black Hills

Twitter: @OLBH\_church

**Office hours: Monday-Friday, 8:30 AM – 2:30 PM**

## Parish Staff

### **Pastor:**

**Fr. Andrzej Wyrostek**  
awyrostek@diorc.org

**Deacon Walt Wilson (Retired)**  
panma@wescomm.com

**Deacon John Osnes**  
josnes@diorc.org

**Deacon Greg Sass**  
gsass@diorc.org

**Administrative Assistant & Safe  
Environment Coordinator:**  
Katie Harwood  
katie.harwood@olbh.org

**Bookkeeper:**  
Lorinda Collings  
lorinda.collings@olbh.org

**Librarian:**  
Mary Coffin  
library@olbh.org

**Director of Music Ministry & Liturgy  
Coordinator:**  
Lorraine Rieth-Ptacek  
lorraine.ptacek@olbh.org

**Maintenance Coordinator:**  
Todd Phillipe  
todd.phillipe@olbh.org

**Coordinator of PreK-12 Faith Formation:**  
Rhonda Gehlsen  
Rhonda.gehlsen@olbh.org

**Coordinator of Evangelization & Adult Faith  
Formation:**  
Joni Osnes  
joni.osnes@olbh.org

**RCIA Coordinators:**  
Brad Blauvelt  
Brad.blauvelt@k12.sd.us

## **Liturgy and Prayer**

**Sunday Liturgy: Saturday 5:00 PM; Sunday 8:00 AM & 11:00 AM**

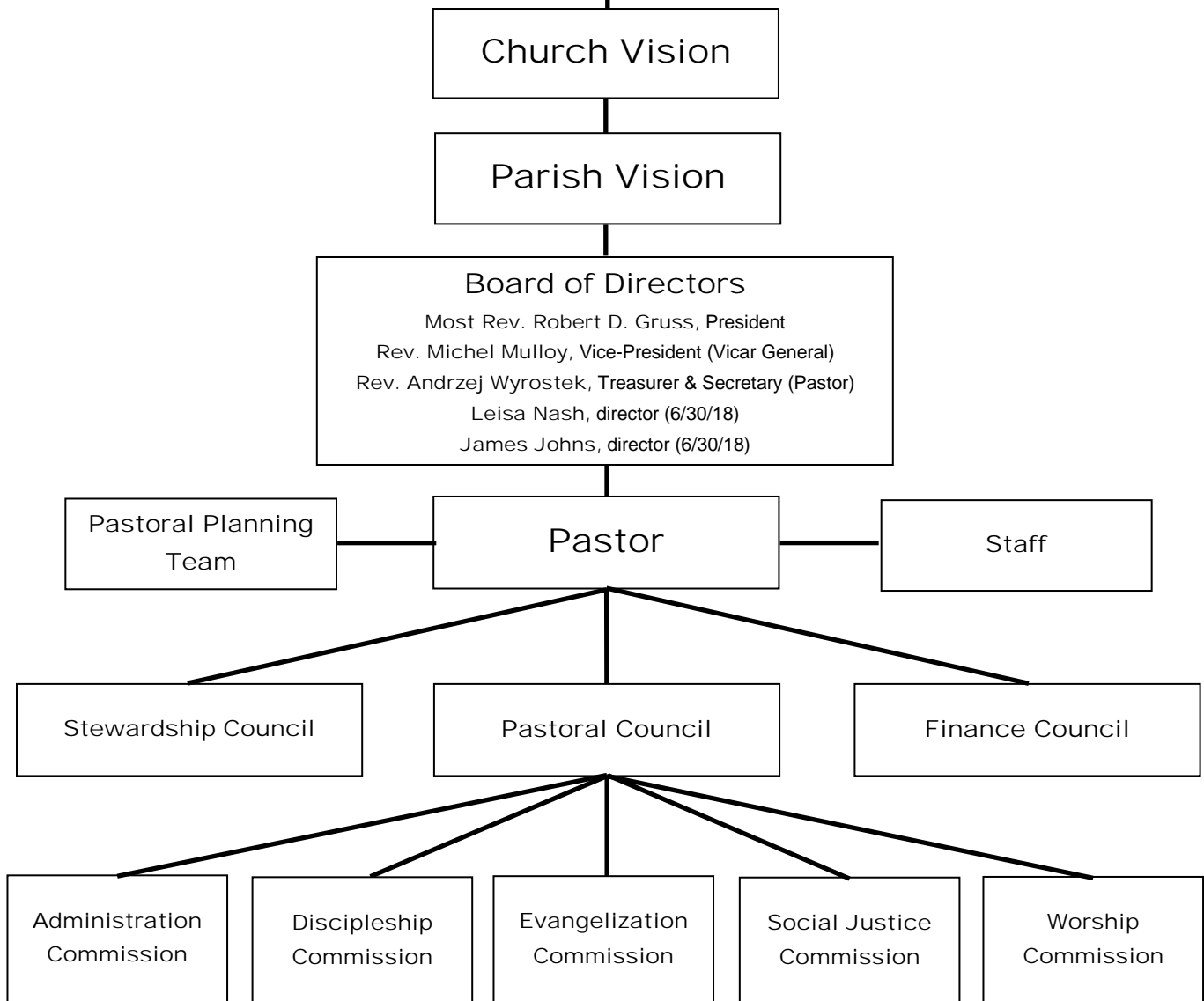
**Daily Liturgy: Monday through Friday 8:00 AM**

**Eucharistic Adoration: Wednesday 8:30 AM – 7:30 PM**

**Sacrament of Reconciliation: Wednesday 5:30-6:30 PM; Saturday 3:30-4:30 PM**

**First Friday Devotion: Following 8 AM Mass on the first Friday of each month; reconciliation  
offered until 9:30 AM**

# Our Lady of the Black Hills Leadership Structure



**Mission – Diocese of Rapid City**  
 We, the Diocese of Rapid City, through the power of the Holy Spirit,  
 are called to attract and form intentional disciples who joyfully, boldly and  
 lovingly proclaim and live the mission of Jesus Christ, leading to eternal life.

**Vision – Diocese of Rapid City**  
 Reconcile. Make disciples. Live the mission.

| Pastoral Council Members                      |                     |                                  | Term Expires |              |              |
|---|---------------------|----------------------------------|--------------|--------------|--------------|
| Name (Commission)                             | Phone               | Email                            | 2018<br>2019 | 2018<br>2019 | 2019<br>2020 |
| Cathleen Denekamp – Chair ( <i>At-Large</i> ) | 605 787-6398        | Cathleen.Denekamp@K12.sd.us      | X            |              |              |
| Brad Blauvelt ( <i>Worship</i> )              | 605 390-0683        | brad.blauvelt@k12.sd.us          |              |              | X            |
| John Gehlsen ( <i>At-Large</i> )              | 605 391-3939        | Johnny97210@gmail.com            |              |              | X            |
| Wade Rhodes -Vice-Chair                       | 605 415-3781        | Waderhodes71@gmail.com           |              |              | X            |
| Nikki Dyczek ( <i>Social Justice</i> )        | 605 484-2801        | rndyczek@hotmail.com             |              | X            |              |
| Joni Osnes ( <i>Evangelization</i> )          | 605 787-5168        | joni.osnes@olbh.org              | X            |              |              |
| Lorinda Collings ( <i>Finance</i> )           | 605 787-5623        | Lorinda.collings@olbh.org        |              |              | X            |
| Audrey Montileaux ( <i>Administration</i> )   | 605 430-7557        | aamont2011@hotmail.com           |              |              | X            |
| Erik Haakedahl<br>( <i>Youth</i> )            | 605 209-1492        | Erik.haakedahl@olbh.org          |              |              | X            |
| Deacon John Osnes ( <i>Stewardship</i> )      | Deacon Greg<br>Sass | Katie Harwood – Recorder (Staff) |              |              |              |

| Stewardship Council Members |              |                              | Term Expires |              |              |
|-----------------------------|--------------|------------------------------|--------------|--------------|--------------|
| Name                        | Phone        | Email                        | 2018<br>2019 | 2019<br>2020 | 2020<br>2021 |
| Andrew Boyd - Recorder      | 605 920-8842 | andrewb@boyder.net           | X            |              |              |
| John Kerstiens              | 308 249-7499 | John.kerstiens@gmail.com     |              |              | X            |
| Megan Kerstiens             | 308 249-7500 | Harkin.megan@gmail.com       |              |              | X            |
| Kodi Carlin                 | 605 484-5334 | kodicarlin@yahoo.com         |              |              | X            |
| Amanda Horn                 | 605 999-1542 | Amanda.horn@jacks.sdsate.edu |              | X            |              |
| Pam Freeman                 | 605 390-6608 | trixief@me.com               |              |              | X            |
| Matt Gottlob                | 605 421-8821 | mattgottlob@gmail.com        |              | X            |              |
| Deacon John Osnes - Chair   | 605 787-5862 | Johnosnes@aol.com            |              | X            |              |

| Finance Council Members       |              |                             | Term Expires |              |              |
|-------------------------------|--------------|-----------------------------|--------------|--------------|--------------|
| Name                          | Phone        | Email                       | 2017<br>2018 | 2018<br>2019 | 2019<br>2020 |
| Leisa Nash – Chair            | 605 787-6676 | bnash@rap.midco.net         |              | X            |              |
| Trista Hedderman – Vice Chair | 605 431-4664 | tristahedderman@hotmail.com |              | X            |              |
| James Johns                   | 605-390-4911 | James.johns@rcgov.org       |              |              | X            |
| Larry Williamson              | 605-484-8050 | larryw@rap.midco.net        |              | X            |              |
| Aaron Johnson – Recorder      | 605-415-6580 | Arma4j@gmail.com            |              |              | X            |
| Tom Collings                  | 605-391-9799 | Thomas.collings@us.af.mil   |              |              | X            |
| Lorinda Collings (Staff)      |              |                             |              |              |              |

| Pastoral Planning Team Members |              |                         | Term Expires |              |              |
|--------------------------------|--------------|-------------------------|--------------|--------------|--------------|
| Name                           | Phone        | Email                   | 2017<br>2018 | 2018<br>2019 | 2019<br>2020 |
| Fr. Andrzej Wyrostek           | 605-787-5168 | awyrostek@diorc.org     |              |              |              |
| Dcn. Greg Sass                 | 605-341-1765 | gsass@diorc.org         |              |              | X            |
| Leisa Nash                     | 605-390-0040 | bnash@rap.midco.net     | X            |              |              |
| Brad Blauvelt                  | 605-390-0683 | Brad.blauvelt@k12.sd.us | X            |              |              |
| Dcn John Osnes                 | 605-787-5862 | johnosnes@oaol.com      |              |              | X            |
| Aaron Johnson                  | 605-421-8821 | Arma4j@gmail.com        |              | X            |              |

# PRIORITY PLAN: 2016 – 2019

## Our Sacred Purpose

**Our Lady of the Black Hills exists to proclaim the joy of the Gospel to all creation and to transform lives with the Father's mercy.**

## Vision

**Build with the Mercy of the Father**

## Core Values

### **MERCY – God's steadfast love for us and our imitation of His love for others.**

- We will listen daily to the Word of God in order to receive His mercy.
- We will share mercy through caring and compassionate ministries.
- We will seek repentance for our faults and forgiveness of ourselves and others who have wronged us.
- We will emphasize the corporal and spiritual works of mercy.
- We will invite everyone to receive the outpouring of God's mercy through the sacraments.
- We will reach out to show our understanding and compassion for those who are not able to receive all the sacraments.

### **STEWARDSHIP – Gratefully acknowledge that God provides us with everything and calls us to care for and share these gifts.**

- Each day we will examine our generosity as stewards by recalling the abundance of God's gifts.
- We will make annual commitments to deepen our spiritual lives.
- We will share generously the gifts God has given us individually and as a parish.
- We will form intentional disciples who courageously proclaim the gospel to everyone they meet.
- We will welcome all with joyful hospitality.
- We will be co-responsible for the Church's mission.

### **PRAYER – Intimate communication and communion with God.**

- We will begin each parish meeting with 15 minutes of prayer and reflection with Scripture.
- Through daily prayer we will open ourselves to the work of the Holy Spirit and to God's will.
- We will consistently provide prayer experiences in faith formation and ministries.
- We will attend Mass weekly.
- We will deepen our relationship with Christ through intentional times of personal and family prayer each day.

### **EXCELLENCE – Striving for the highest ministry standards to give glory to God.**

- We will equip members to know, to understand, and to utilize their talents and charisms.
- We will focus and share OLBH's vision, purpose and values with all members.
- We will view the ministry standards through the lens of vision, purpose, and values.
- We will be faithful to the voice of God as expressed in the teachings of the Catholic Church.
- We will train the members to help them succeed in the delivery of their ministries.
- We will evaluate annually the work of all the ministries for continuous improvement.

## Pastoral Priorities for 2016-2019

Over the next three years, as members of Our Lady of the Black Hills Catholic Church, we will focus our efforts on the following three pastoral priorities and associated goals in order to fulfill the vision of our parish.

### Priority #1: ***Stewardship – Forming Disciples to be Stewards***

*“As each has received a gift, use it to serve one another as good stewards of God’s varied grace” (1 Pet. 4:10).*

*“Once one chooses to be a disciple of Jesus Christ, stewardship is not an option” (Stewardship: A Disciple’s Response).*

#### **GOAL: 160-180 individuals growing as disciples by June 1, 2019.**

- ✓ Offer an adult retreat on discipleship annually from March 1, 2016 - May 31, 2019.
- ✓ Supplement the faith formation program for adults with weekday small faith formation groups to achieve an increase of 100 to 120 participants by May 1, 2019.
- ✓ Offer classes on prayer annually for all parishioners until May 31, 2019.

#### **GOAL: 110-125 adults living a stewardship lifestyle by June 1, 2019.**

- ✓ Offer Called & Gifted workshops every two years from January 1, 2017 - May 31, 2019.
- ✓ Offer Financial Peace University every two years from October 1, 2016 - May 31, 2019.
- ✓ Call all inactive families currently registered at OLBH at least once annually beginning Jan. 1, 2016 - Dec. 31, 2018.
- ✓ Increase the number of families utilizing electronic contributions to parish by 15-20 families per year from January 1, 2016 - December 31, 2018.
- ✓ Visibly incorporate OLBH into 2-3 Piedmont Valley events annually until May 31, 2019.

### Priority #2: ***Evangelization – Reaching out with Boldness and Mercy***

*“They were all filled with the Holy Spirit and continued to speak the word of God with boldness” (Acts 4:31).*

#### **GOAL: Promote evangelization mission of conversion of hearts to Jesus Christ to all OLBH parishioners by September, 2018.**

- ✓ Develop teams and provide training for team members for ChristLife Process
- ✓ Open ChristLife to all OLBH members in the fall of 2018
- ✓ Communicate with parish staff and leaders so that they understand the vision of the first seven sessions, entitled Discovering Christ, and are able to help out, p
- ✓ Communicate acts of evangelization that are taking place at OLBH by posting short inserts that describe these acts in the church bulletin once a month. Invite other commissions to write evangelization stories to be shared in the church bulletin.
- ✓ Letter to every commission and committee member with explanation of ChristLife process and an invitation to participate followed by personal contact .

**GOAL: Encourage prayer warriors to pray for this process with daily prayer and to enlist others to pray for our church evangelization process.**

- ✓ Increase the number of prayer warriors July 1, 2019.
- ✓ Communicate with prayer warriors two to three times during the ChristLife sessions.

**GOAL: Identify ways to encourage a spirit of invitation of spirit by parishioners.**

- ✓ Mailings to 57718 and 57769 addresses before Christmas and Easter that invite others to worship and take part in activities with our parish.
- ✓ Hand out books for Mass attendees at Christmas and Easter with book mark
- ✓ Pilot Group to use Mass Books( Perhaps First Communion or Confirmation groups)ties with our parish.

Priority #3: ***Social Justice – Serving God’s Beloved Children***

*“Whatever you did for one of these least brothers of mine, you did for me” (Matt. 25:40).*

**GOAL: Create and implement a plan to raise awareness of Catholic social justice teachings and issues by June 1, 2019.**

**Subgoals**

- ✓ Establish a Speaker Series – 4 speakers a year discussing Catholic Social Justice issues (local, state, national, and international) by June 1, 2019.
- ✓ Schedule 4 homilies per year dedicated to Catholic Social Justice issues by January 1, 2019.
- ✓ Increase awareness of availability of homebound/nursing home ministry by communication (bulletin, website, etc.) by June 1, 2019
- ✓ Make electronic messaging available in the narthex by June 1, 2019.
- ✓ Increase community awareness of the Piedmont Valley Ministerial Association (PVMA) food pantry by posters in community locations by June 1, 2019.

**GOAL: Increase by 40-50 the parishioners participating in social justice activities by June 1, 2019.**

**Subgoals**

- ✓ Increase participation of OLBH members in the PVMA food pantry by 5 members by June 1, 2019.
- ✓ Encourage parishioners to support at least one social justice issue per year that is local, diocesan, or national starting in June 1, 2019.
- ✓ Each faith formation class will participate in 2-3 social justice activities annually by September 1, 2019.

# CONSTITUTION of the Pastoral Council

## ARTICLE I PURPOSE

The purpose of the council is:

- a. to act as a consultative body for the pastor;
- b. to discern the pastoral needs and goals of the parish according to the regulations of the Code of Canon Law;
- c. to promote the best interests of the parish and to make recommendations for its management and development, both spiritual and temporal;
- d. to serve as a medium whereby all members of the parish may make known their views of parish matters.

## ARTICLE II MEMBERS

1. The Pastoral Council will consist of:
2. One member from each active commission: Worship, Social Justice, Discipleship, Evangelization, Administration Commissions (cf. Parish Leadership Booklet, p. 18, B.5.a).
3. One member of the Pastoral Planning Team.
4. One Finance Council member.
5. One Stewardship Council member.
6. Three at-large members appointed by the pastor.
7. Two High School youth who have been confirmed. The youth representatives will be asked to serve on a commission of their choice.
8. The Pastor, deacons and parish administrative assistant will be ex-officio members without vote.
9. The criteria for membership are the same as for the commissions (cf. *Parish Leadership Booklet*, Guidelines for the Commissions, Criteria for Members, p. 18).
  - a. Registered and active member of the parish in good standing with the Catholic Church.
  - b. People with proven faith, good morals, and prudence or practical wisdom. This implies knowledge of the situation of the parish.
  - c. Those who have "process skills" of listening, cooperating, thinking creatively and discerning spiritually.
  - d. They should be capable of working with all ages (youth through elderly) and parishioners of various backgrounds.
  - e. They should be able to plan and provide vision while inviting others to participate in the implementation.
10. Members of the council shall take office at the close of the June meeting. If joining the board to fill a vacancy, the member shall take office immediately upon confirmation by the pastor and serve the remainder of the term.

## ARTICLE III OFFICERS

1. The pastor will choose a chair prior to the June meeting. The Pastoral Council will select from among its members a vice-chair at the June meeting. Officers will serve for one year terms.
2. The parish administrative assistant will act as recorder. The recorder will keep a record of all council meetings including, but not limited to, minutes of the meetings, commission membership lists and the membership roll.
3. The chair and vice-chair will meet with the pastor one week prior to meetings so that together they may prepare the agenda.
4. No member shall be eligible to serve more than three consecutive one year terms in the same office.

## ARTICLE IV MEETINGS

1. Regular meetings of the council shall be held in conjunction with Leadership Nights when the parish commissions meet.
2. The deliberations of the council shall be conducted in a prayerful Christian manner. Recommendations of the council shall be reached through the process of prayer and consensus or vote in accordance with need. The





# BYLAWS for the Pastoral Council

## 1. TERM OF OFFICE

- a. High School Youth members will serve a one-year term and may serve no more than two consecutive terms. The term for other members shall be three years and no member shall serve more than two full consecutive terms (6 years).
- b. The term of office for the members shall be staggered to provide council stability.
- c. Members who have three consecutive unexcused absences from regular meetings shall be asked to resign by resolution of the council.
- d. The council shall select and the pastor shall appoint a parish member to complete the term of a member who for any reason resigns or is removed from the council.

## 2. ELECTION OF MEMBERS

- a. Councilors from the commissions will be chosen by their fellow commission members at the June meeting prior to the next fiscal year (cf. *Parish Leadership Booklet*, p. 18, B.5.a).
- b. If the above councilors do not already include one rep from the Finance Council and the Stewardship Council, then these Councils will each select one member to serve from among their own members shortly after the June Leadership Night.
- c. The high school students will nominate 2-4 youth candidates in April. The pastor may also invite students to consider being a candidate. The candidates will be interviewed by the pastor who will subsequently appoint two youth representatives.
- d. The newly elected members will take office at the end of the June meeting. They will receive the articles and by-laws of the Constitution of the Pastoral Council.

## 3. GOOD STANDING.

Good standing shall be determined by the pastor according to canonical discipline of the Catholic Church. In general, this means Catholics living in harmony with the faith, receiving the Sacraments and attending Mass regularly.

## 4. MEETINGS.

- a. The Council shall conduct its regular meetings in conjunction with Leadership Nights or more regularly as needed.
- b. Each meeting shall be preceded by a period of prayer or reading from Sacred Scripture prepared by a council member.

## 5. AMENDMENTS.

Amendments to the bylaws are made by two-thirds vote of the total council members.

| Revision History         | Pastor              | Chair         |
|--------------------------|---------------------|---------------|
| Adoption: April 15, 2013 | Rev. Steven Biegler | Aaron Johnson |
| Amended: June 2, 2014    | Rev. Steven Biegler | Leisa Nash    |

# BYLAWS for the Stewardship Council

## PURPOSE

The purpose of the Stewardship Council is:

1. To assist the pastor in promoting the diocesan vision of stewardship: "Faithful Steward: A Catholic Way of Life" which focuses on hospitality, faith and discipleship.
2. To invite others to participate in the development and implementation of the vision and mission of stewardship.
3. To help communicate the vision of stewardship to other parish groups.

## MEMBERS

1. The Stewardship Council will consist of 9-12 members:
  - a. The Pastor and Parish Administrative Assistant will be ex-officio members.
  - b. At least one member will be from the Finance Council.
  - c. The remaining members will be from the parish at large; may include high school students.
2. Appointment of new members:
  - a. The pastor will solicit names for new members and the pastor will choose and appoint the new members.
  - b. Vacancies will be filled as outlined above (2.a).
3. Tenure:
  - a. Members will serve three year terms. Members' terms will expire on June 30 of the third year of the term. New members shall begin their term at the close of the June meeting.
  - b. If joining the board to fill a vacancy, the member shall begin and serve the remainder of the term.
  - c. Members may serve two full terms.
  - d. A member may resign at any time by giving written notice to the pastor.
4. Criteria for membership:
  - a. A readiness to be educated about stewardship and to apply it to every aspect of life.
  - b. People of prayer who are seeking to grow in their relationship with God and who are concerned about parishioners' relationship with God.
  - c. A personal commitment to stewardship as a way of life. The desire to grow in this lifestyle and to serve the Lord with discipleship, hospitality, and faith.
  - d. Registered and active member of the parish in good standing with the Catholic Church.

## OFFICERS and PASTORAL COUNCIL REPRESENTATIVE

1. The pastor will select the chair. The chairperson shall work in consultation with the pastor while:
  - a. Assisting the pastor in preparing the agenda for meetings.
  - b. Supervising and directing council work.
  - c. Presiding at all meetings.
  - d. And performing all duties incident to the office of Chairperson.
2. Stewardship Council will select from among themselves a vice-chair, recorder and Pastoral Council Representative.
  - a. Vice-Chair: At those meetings where the Chairperson is unable to preside, the vice-chair shall act as temporary chair for the purpose of conducting the business of that meeting.
  - b. The recorder will keep a record of all meetings and the membership roll.
  - c. The Pastoral Council representative will support communication between the Stewardship and Pastoral Councils through participation in both groups.
3. Officers and the Pastoral Council Representative shall be elected at the June meeting. Officers will serve for one year, and the Pastoral Council Representative's service shall be coincidental with their term on the Stewardship Council.
4. No member shall be eligible to serve more than three consecutive one year terms in the same office.

**MEETINGS** The council will meet on Leadership Night, with other meetings as agreed by the members and the pastor.

## AMENDMENT

These Guidelines may be altered, amended or repealed when so enacted by the majority of the Stewardship Council members and accepted by the pastor.

| Revision History        | Pastor              | Chair      |
|-------------------------|---------------------|------------|
| Adoption: June 16, 2014 | Rev. Steven Biegler | John Usera |

# BYLAWS for the Finance Council

1. Purpose The primary objective of the Parish Finance Council is to provide assistance to the pastor in applying the principles of good stewardship to the use of all parish resources, both human and financial. To fulfill this role, the Finance Council will meet regularly with the pastor to provide specific recommendations in a number of areas. These meetings will be in accordance with Canon Law, which directs that the council serves under the authority of the pastor. Those areas will include:
  - a. Review, preparation and approval of the annual budget.
  - b. Recommending and overseeing business management policies of the parish and human resource issues such as salaries and insurance.
  - c. Long term recommendations on investment and management of the financial resources of the parish.
  - d. Maintenance and improvement of the physical plant (facilities).

When necessary, the parish Finance Council will work in cooperation with outside consultants to develop and implement the programs necessary for the parish to achieve its long-term goal of financial stability.

2. Number, Tenure and Qualifications
  - a. The council will consist of six to nine members, serving three year terms with a third of the membership serving each year. They will be appointed by the pastor with the approval of the Parish Council. Members' terms will expire on June 30 of the third year of the term.
  - b. Each council member may serve two full terms before leaving the council. Any former council member who has not served for at least one year is eligible for reappointment.
  - c. The pastor, parish administrative assistant and bookkeeper are ex-officio members of the council.
3. Representatives for the Pastoral Council and Stewardship Council: One member of the Finance Council will serve on the Pastoral Council and at least one member will serve on the Stewardship Council. They will be selected at the first meeting of the fiscal year. These appointments will be for a period of one year.
4. Regular Meetings The council will meet at least once each quarter, with other meetings as agreed by the members.
5. Special Meetings As needed.
6. Notice Notice of any meeting shall be reasonable and given at least three business days prior thereto by written notice delivered personally, by e-mail, fax or by mail to each member.
7. Action At any meeting of the council, an act of the majority of the members present at a meeting shall be the act of the council.
8. New Members and Vacancies:
  - a. The pastor will solicit potential names for new members from the Finance Council or the Pastoral Council. After prayerful discernment, the pastor will choose and appoint the new members.
  - b. Vacancies will be filled as outlined above (8.a).
  - c. The parish administrative assistant will maintain the record of appointments.
9. Removal of Members At any regular or special meeting duly called, any of the members may be removed for cause by a vote of two-thirds of the entire council.
10. Resignation A member may resign at any time by giving written notice to the Finance Council, the president of the Pastoral Council or the pastor.
11. Compensation No compensation shall be paid to the members for their services.

## OFFICERS

1. Officers The officers of the council shall be a Chairperson, Vice Chairperson and Secretary. Other officers as deemed necessary may be selected by the members.
2. Chairperson The chairperson shall work in consultation with the pastor while accomplishing the following tasks:
  - a. Supervise and direct council work.
  - b. Preside at all meetings.
  - c. And perform all duties incident to the office of Chairperson.
3. Secretary The secretary shall perform the following:
  - a. Keep minutes of the meetings in written and/or electronic form and shall provide those to the Pastor in an unapproved form.
  - b. See that all notices are duly given in accordance with this policy or as otherwise required.
  - c. And perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the council.
4. Vice Chairperson At those meetings where the Chairperson is unable to preside, the Vice Chairperson shall act as temporary chair for the purpose of conducting the business of that meeting.
5. Terms Officers will serve for one year. No member shall be eligible to serve more than three consecutive one year terms in the same office.

Amendment: This policy may be altered, amended or repealed when so enacted by the majority of the Finance Council members and accepted by the pastor.

| Revision History                      | Pastor              | Chair       |
|---------------------------------------|---------------------|-------------|
| Adoption:                             | Rev. Steven Biegler |             |
| Amended: June 17, 2014                | Rev. Steven Biegler | Eric Scherr |
| Amended July 15, 2015 – officer terms | Rev. Steven Biegler | Eric Scherr |

### Financial Management Policy

This policy is adopted by the Parish Finance Council of Our Lady of the Black Hills to assist the parish finance officer/bookkeeper in managing the budget to best meet our parish goals. The purpose of this policy is to balance the flexibility necessary for cost-effective administration with the responsibility of the Finance Council and parish finance officer/bookkeeper to ensure the funds are wisely spent in light of budget priorities.

1. For items not included in the budget and not reasonably contemplated by the normal budget process, the parish finance officer/bookkeeper has authority to incur such expenses up to a maximum of \$2,000 per month. To authorize expenditure of more than \$2,000, the parish finance officer/bookkeeper will consult with the pastor and e-mail/fax Board members at their respective electronic addresses with a brief explanation of the anticipated expenditure. The anticipated expenditure is deemed approved unless a majority of the Parish Finance Council members respond within 48 hours disapproving it.
2. For those approved contracts for capital repairs, capital improvements or capital equipment purchases, the parish finance officer/bookkeeper, in consultation with the pastor and the Building Committee, has authority to approve an overage of up to 10% of the contract amount, subject to a maximum overage of \$5,000, consistent with contract requirements. Before exercising this authority, the parish finance officer/bookkeeper will e-mail/fax Board members at their respective electronic addresses with a brief explanation of the anticipated expenditure.
3. Emergency Expenditures. The Parish Finance Council recognizes that in rare cases employee safety or other health and safety risks or emergency conditions, including the structural integrity of parish facilities, could occur. In that case, the parish finance officer/bookkeeper will consult with the pastor and attempt to give electronic notice to Finance Council members if time permits. However, it is anticipated that in such emergency circumstances, the parish finance officer/bookkeeper, acting in conjunction with the pastor will make a decision without necessarily waiting for responses from Finance Council members.

This policy is adopted with the expectation that it will require periodic reassessment. The parish bookkeeper will provide a written summary to the Parish Finance Council each month of any exercise of this budgetary discretion. Twelve months after its adoption, the parish bookkeeper will review the implementation of this policy with the pastor and the Finance Council. Approved this 25<sup>th</sup> day of April 2012.

\_\_\_\_\_  
Eric Scherr

\_\_\_\_\_  
Fr. Steve Biegler, Pastor

## Administration Commission

Its purpose is to offer assistance to the groups listed below and to ensure the proper administration of the parish as a whole. Liaisons to each group provide updates or discuss progress on activities, share information on future activities, and when needed seek assistance from the commission.

### **Building and Grounds**

- Electrical
- Heating/Cooling
- Landscaping
- Maintenance/Cleaning
- Plumbing/Water/Sewer
- Policies

### **Communications**

- Bulletin
- Bulletin folders
- Documents
- Information Technology
- Website

### **Finance Council**

- Collection Counters
- Fundraising/Solicitations

### **Parish Office**

- Annual Census
- Computers, Phones, Cable & Internet
- Emergency Management
- Legal/Insurance
- Security

### **Goals:**

1. Maintain a technology plan which supports efforts to evangelize focused on the current diocese objectives and guidance. Continue to update and monitor the technology plan by June 1, 2018.

b. Update inactive members in the parish database by June 1, 2018– 25% returned.

2. In cooperation with the Finance Council and Concept Committee, establish a ten year Master Facility Plan and budget by June 1, 2018. Dependent on Concept Committee and “needs assessment”

### **Members**

| <b>Administration Commission Members</b> |              |                          | <b>Term Expires</b> |              |              |
|--|--------------|--------------------------|---------------------|--------------|--------------|
| <b>Name</b>                              | <b>Phone</b> | <b>Email</b>             | 2018<br>2019        | 2019<br>2020 | 2020<br>2021 |
| Aaron Johnson – Chair; Recorder          | 605 721-4295 | arma4j@gmail.com         |                     |              |              |
| Audrey Montileaux – Vice-Chair;<br>PC    | 605 430-7557 | aamont2011@hotmail.com   |                     |              | X            |
| Erik Haakedahl                           | 605 209-1492 | Erik.haakedahl@olbh.org  |                     |              | X            |
| Abby Philbrick                           | 605 877-1005 | The_Philbricks@yahoo.com | X                   |              |              |
| LaChel McCollar                          | 605 484-1510 | mccollarc@gmail.com      |                     |              | X            |
| Lorinda Collings (Staff)                 |              |                          |                     |              |              |
| Katie Harwood (Staff)                    |              |                          |                     |              |              |

## Discipleship Commission

Its purpose is to support the faith formation program and guide its development in accordance with the Parish Purpose Statement, Vision, Core Values, Priorities and Goals. The role of the commission is to foster cooperation, coordination, and communication among the various groups and individuals involved in faith formation at Our Lady of the Black Hills.

**Adult Faith Formation**  
**Catechist Formation**  
**Children's Ministry**  
 - Catechesis of the Good Shepherd  
**Parish Library**  
**Sacramental Preparation**  
 - Baptismal Preparation  
 - 1<sup>st</sup> Communion / Reconciliation  
 - Confirmation Preparation  
 - Marriage Preparation  
 - RCIA/RCIC

**Safe Faith Environment**  
**Youth Ministry**  
**Vacation Bible School**  
**Vocations**  
**Diocesan Faith Formation**  
**Opportunities**  
**Nursery**

### Members:

Non-staff members will serve three year terms.

| Discipleship Commission Members          |              |                               | Term Expires |              |              |
|--|--------------|-------------------------------|--------------|--------------|--------------|
|  |              |                               | 2018<br>2019 | 2019<br>2020 | 2020<br>2021 |
| Name                                     | Phone        | Email                         |              |              |              |
| Teresa Thompson                          | 605 787-5168 | teresa.thompson0924@gmail.com |              | X            |              |
| Joni Osnes, <i>Adult Faith Formation</i> | 605 787-5168 | joni.osnes@olbh.org           |              |              |              |
| Rhonda Gehlsen, <i>PreK-12 FF</i>        | 605 787-5168 | Rhonda.gehlsen@olbh.org       |              |              |              |
| Stacy Tate                               | 605-858-5371 | Ranae92@yahoo.com             |              |              | X            |
| Deacon John Osnes                        | 605 787-5862 | josnes@diorc.org              |              |              |              |
| Deacon Greg Sass                         | 605 348-2213 | gsass@diorc.org               |              |              |              |
| Brad Blauvelt                            | 605 343-6906 | brad.blauvelt@k12.sd.us       |              |              | X            |
| John Usera                               | 605 431-0875 | jjusera@midco.net             |              |              |              |
| Brenda Czmowski                          | 605 390-2727 | rbczmowski@rap.midco.net      | X            |              |              |
| LaChel McCollar                          | 605 484-1510 | mccollarc@gmail.com           |              | X            |              |

## Evangelization Commission

Its purpose is to support the Parish Purpose Statement, Vision, Core Values, Priorities and Goals. This group has a three year evangelization plan currently in progress; they will report to the pastoral council regarding the efficacy of the plan.

**Goals:**

1. Promote evangelization to OLBH parishioners so that 1 out of 4 can state how they are involved in this mission by July 1, 2018.
2. Form core group of prayer warriors to pray novena for specific intentions monthly and increase the number of prayer warriors by a factor of two by July 2018.
- Goal 3: Develop Evangelization Resources and Training with small group participation of 90 parishioners by November 1, 2018.

| Evangelization Commission Members |              |                         | Term Expires |              |              |
|-----------------------------------|--------------|-------------------------|--------------|--------------|--------------|
| Name                              | Phone        | Email                   | 2018<br>2019 | 2019<br>2020 | 2020<br>2021 |
| Joni Osnes – Chair                | 605 787-5168 | joni.osnes@olbh.org     |              |              | X            |
| Jean Hohm – Recorder              | 605 399-9522 | jeamaho@yahoo.com       |              | X            |              |
| Stacy Tate                        | 605 858-5371 | Ranae92@yahoo.com       | X            |              |              |
| Audra West                        | 308 520-5455 | mrsawest@hotmail.com    |              | X            |              |
| Jane Abernathy                    | 605 431-3374 | Songbird678@hotmail.com |              |              | X            |
| Eileen Desmond                    | 605 430-0209 | edesrap@gmail.com       | X            |              |              |

## Social Justice Commission

Its purpose is to continue the work of Christ in caring for those in need through ministries to the parish community as well as to the larger community. The ministries (listed below) include pastoral care, social concerns and service, peace and justice initiatives. The commission strives to help parishioners understand the various needs so that, as individuals and as a parish, we might help address those needs. Goals listed

**Cornerstone Mission Meals**  
**Habitat for Humanity**  
**Sister Parish Committee**  
**Pastoral Care to the Homebound & Sick**

**SCOPE Foundation**  
**Prayer Chain/Card Ministry**  
**Jail Ministry**  
**Healing Meals**  
**St. Vincent de Paul Conference**  
**Prayer Blankets**

**Piedmont Valley Ministerial Association**  
**Food Pantry**

**Goals:**

1. Create and implement a plan to raise awareness of Catholic social justice teachings and issues by June 1, 2019.
2. Increase by 40-50 the parishioners participating in social justice activities.

| Social Justice Commission Members |              |                       | Term Expires |              |              |
|-----------------------------------|--------------|-----------------------|--------------|--------------|--------------|
| Name                              | Phone        | Email                 | 2018<br>2019 | 2019<br>2020 | 2020<br>2021 |
| Barb Landers                      | 605 787-4018 | barbland@rushmore.com | X            |              |              |
| Robert Dyczek                     | 605 484-3725 | rndyczek@hotmail.com  |              | X            |              |
| Nikki Dyczek                      | 605 484-2801 | rndyczek@hotmail.com  |              | X            |              |

## Worship Commission



*“The full and active participation by all the people is the aim to be considered before all else, for it is the primary and indispensable source from which the faithful are to derive the true Christian spirit.” Second Vatican Council, Sacrosanctum Concilium, no. 14*

The Worship Commission supports the following ministries:

**Art & Environment**

- Altar Linens & Laundry
- Candles
- Flowers
- Seasonal & Liturgical Decor

**Liturgical Ministers**

- Altar Servers
- Cantors and Music Ministers
- Extraordinary Ministers of Holy Communion
- Ministers of Hospitality
- Proclaimers of the word (Lectors)
- Sacristans

**Funeral Committee**

**Prayer Experiences**

- Adoration of the Blessed Sacrament
- Devotionals
- Lectio Divina
- Rosary
- Stations of the Cross
- Taize

**Liturgy Planning Committee**

**Goals:**

1. Implement initiatives each year to enhance the participation of the Congregation through Music and prayers at Mass and other Liturgies.
  - i. Create a children’s/youth music ministry group to participate at least once a month at a mass and initiate participate of youth and families in other ministries, such as Greeting and Proclaiming the Word. Seasonally have special participation of children/youth in the liturgies.
  - ii. Have Music Ministry prepare the congregation for new music or prayers through ‘teaching moments’ before Mass including implementing witness talks before Mass sometime during the Advent and Lenten Seasons on various topics, esp. including the initiative pertaining to Reconciliation.
  - iii. Continue to enhance Communal Penance Services with special music and environment.
2. Implement at least four specific prayer times during Adoration to increase participation.
  - i. During Advent have at least one prayer during Wednesday Adoration in which an assigned group i.e. Knights, RCIA class, Music lead those gathered in a special adoration prayer; during Lent have at least two prayer times during Wednesday Adoration in which an assigned group leads those gathered in special adoration prayer; during Ordinary Time, ask individuals/groups to lead those gathered in special adoration prayer.
3. Provide at least two Healing Services at OLBH which reaches out to other churches and the community.
  - i. Provide Healing Services with collaboration with but not to conflict with Mercy Nights at OLPH.
4. Provide information about Prayer and Worship opportunities at OLBH to the surrounding area.
  - i. Create a *History of OLBH* brochure for visitors.
  - ii. Provide information about our liturgies at community events including the July 4 parade or before special events.

| Worship Commission Members    |              |                          | Term Expires |              |              |
|-------------------------------|--------------|--------------------------|--------------|--------------|--------------|
| Name                          | Phone        | Email                    | 2016<br>2017 | 2017<br>2018 | 2018<br>2019 |
| Lorraine Ptacek (Staff) Chair | 605 716-9239 | lorraine.ptacek@olbh.org |              |              |              |
| Todd Phillipe – Vice Chair    | 719 207-1245 | toddphillipe@hotmail.com |              | X            |              |
| Brad Blauvelt – PC            | 605 390-0683 | brad.blauvelt@k12.sd.us  | X            |              |              |
| Jim Landers                   | 605 341-3044 | jimlanders@juno.com      |              |              | X            |

## **Role of the Commissions**

1. Connect with each ministry that is associated with the commission twice annually. Identify issues that need attention from the commission or any concerns to be communicated to the pastoral council. Ask the leaders of each ministry to review the volunteer description of each ministry to determine if the summary correctly describes what the volunteer position entails, the time commitment involved, and what special training or skills are required. Updated volunteer descriptions are forwarded to the parish administrative assistant in order to update the *OLBH Ministry Guide*.
2. Evaluate the effectiveness of these ministries in meeting the needs of the parish. If something needs addressing, invite the leaders of that group to attend a commission meeting to discuss what the next steps might be.
3. Provide vision in your area and set goals for the future.
  - a. As deemed appropriate, the commissions will set immediate (1-yr.), short term (3-5 yr.), and long term (5-10 yr.) goals. The goals should be consistent with the Vision and Mission Statement of the Parish.
  - b. Create action plans in order to accomplish these goals. Ideally, a commission would propose to the pastor and pastoral council some concrete steps toward achieving the goal.

## **Commission Guidelines**

### **A. Criteria for members**

1. Be a registered and active member of the parish who is in full communion with the Catholic Church. A person who knows what is happening in the parish and engages with parishioners.
2. Prepare for the commission meetings by prayerfully reviewing the agenda items.
3. Share one's wisdom whenever necessary both on and off the commission. Work collaboratively.
4. Speak (link) with one or more ministries or groups associated with the commission.

### **B. Membership**

1. The membership of each commission will number from six to nine people, as determined by the needs of each commission.
2. Terms:
  - a. Members will serve three year terms, and they may serve two full consecutive terms (6 years).
  - b. Officers will serve one year terms which may be renewed.
  - c. Prioritize the list of potential new members so that the chair could invite them prior to June.
  - d. Identify those who will be invited to be the Chairs so that they have agreed to the position prior to the June meeting. The chair should have the following qualities and capabilities:
    - i. At least one year of experience on the commission.
    - ii. Organizational ability to establish the agenda, run an effective meeting, follow-up on "action items" from the meeting, etc.
    - iii. Good communication skills.
3. June meeting: each commission selects the following positions for the next year:
  - a. One member to serve on the Pastoral Council (three year term – if the term exceeds the members commission term the commission term will be extended).
  - b. Vice-chair (one year term).
  - c. Recorder (one year term) to keep a record of commission meetings including minutes of the meetings and membership lists with terms.

### **C. Meetings**

1. The chair of each commission prepares the **agenda** which is sent to the pastor and the respective members by the Friday preceding Leadership Night.
2. The Commissions can choose to utilize other forms of communication such as email to accomplish their work, in lieu of attending every Leadership Night.

### **D. Communication**

1. Ordinarily, all commission meetings are open meetings.
2. The recorder will provide a concise report (150 words max) which will be sent to the parish administrative assistant within 48 hours. The report will be published in the parish bulletin.
3. The staff resource person on each commission will have the responsibility of communicating information between the commission and the staff.
4. The commission members who also serve on the Pastoral Council are responsible for communicating pertinent matters between their commission and the council.

## **Leadership Night Meeting Dates**

**September 13, October 11, November 8, January 10, February 14, March 14, April 11, May 9, June 13**

### **Agenda for meetings**

- 5:45 PM Evening Prayer (Church)
- 6:00 PM Meal
- 6:15 PM General Announcements
- 6:30 PM Individual Commission meetings (various locations)
- 7:15 PM Share out

### **Annual calendar**

All commissions need to attend the September and June meetings. However, the effectiveness of each commission may not necessitate a monthly meeting, so the members could choose to decrease the number of meetings for their commission.

The Commissions should link with the respective groups under their commission at least twice annually.

Commissions should establish goals by **February** and action plans by **March** (See #3, *Role of the Commissions* on p.18 above). This will ensure proper planning for the parish in the next fiscal year.

In **March** each commission discerns how many current members will continue to serve and how many new members are needed. The goal is to have a good cross-section of parish membership.

Potential names for new members are communicated to the chair of each commission prior to their meeting in **May** so that these new members can be invited to attend the June meeting. Before the June meeting, outgoing members pass on their knowledge of "how we do things around here," using this leadership booklet as a guide.

In **June**, the newly chosen commission members are welcomed onto the commissions. Each commission discerns the leaders for the next fiscal year (cf. p. 18, *Guidelines for the Commissions*). All the new and current members, as well as those leaving the commissions, participate in an evaluation session. They identify what worked in each area of ministry and what did not. They also investigate the reasons things worked or did not work in order to build on strengths and avoid repeating mistakes.

The commissions do not meet during the summer.

## Parish History

- 1904** Earliest written record of Catholic services held in Piedmont Valley at the school house in French District.
- 1916** Construction of St. Mary's Catholic Church began in the fall. Captain C. V. Gardner donated five lots on the SW corner of Park and Second Streets in Piedmont for the church building and rectory. P. T. Casserly, a farmer from Elkton S.D. donated an entire year's income of \$500 towards the building of the church - in memory of his wife, who died in childbirth. Volunteers helped in the construction. Fr. Fitzgerald celebrated the first Mass.
- 1959** Under the direction of Father Dominic Lavan, a Benedictine monk, the little white church and rectory were completely remodeled with volunteer help.
- 1979** A new church, Our Lady of the Black Hills, was built on land located halfway between Piedmont and Black Hawk, part of which was a gift from Richard and Heloisa Burns in memory of Richard's mother. The \$300,000 church, rectory and social center complex was built with a savings of \$140,000 due to the work of dedicated volunteers. The first Mass was celebrated October 10<sup>th</sup> by Fr. Emilio Nebiolo.
- 1983** New classrooms were added by excavating the area under St. Joseph's Hall. All the labor and materials were donated by parishioners at a savings of \$16,000.
- 1985** Our Lady of the Black Hills parish was completely out of debt.
- 1996** Our Lady of the Black Hills started expansion on the existing building, adding more classrooms, office space and enlarging the church area. Under the direction of Fr. Peter Kovarik, volunteer labor again saved the church several hundred thousand dollars in building costs. The first Mass was celebrated in the new church on the weekend before Christmas, 1996. The construction costs of \$276,976 were paid off in 2005.
- 2005** The interior of the church was updated. A new altar, ambo and baptismal font were fabricated from brass and Crazy Horse granite. The former cry room was converted into the Blessed Sacrament chapel. A new crucifix was painted by Terry Nelson. A new confessional and a holy family shrine room were built. Construction costs of \$74,538 were paid in 2007.
- 2010** South of the narthex a patio was added with a sidewalk leading to the prayer garden. Tom Van Asma did the concrete work, and Marty Quinn finished the patio surface. Thomas Jerzak installed the outdoor Stations of the Cross as an Eagle Scout project. Walt Wilson constructed the grotto for the Blessed Virgin Mary.
- 2011** The parish purchased Cecilia Keller's house for a rectory at a cost of \$225,000. The old rectory was named St. Joseph Hall.
- 2013** A bronze bas-relief of the Madonna & Child by Dale Lamphere was installed in the grotto. The Memorial to the Unborn was added to the prayer garden.
- 2014** A granite monument was added to the Memorial to the Unborn

## The Parish Corporation

Every parish in the Diocese of Rapid City is incorporated separately under the State of South Dakota as Non Profit Corporations. Like any other corporation, these parish corporations may own property, hire employees, file tax returns, etc.

Each parish corporation should have its own bylaws which direct certain aspects of its operation. The directors of each corporation must hold at least one annual meeting.

### Tax-exempt status

Each parish corporation is treated as a not-for-profit, tax-exempt organization by federal and state governments. This occurs via a blanket ruling by the IRS and therefore, parishes are NOT required to file their own individual income tax exemption paperwork.

To prove tax exempt status, a parish corporation should provide the vendor with a copy of the Official Catholic Directory (OCD) page on which the parish appears and a copy of the group ruling from the Internal Revenue Service (the most current of which is always available on the web pages of the diocesan finance office). This ruling says that every officially recognized Catholic parish is automatically tax exempt. A parish is "official" if it is listed in the OCD.

In the state of South Dakota, churches are NOT exempt from paying sales tax.

Parishes are exempt from paying property tax. An application for property tax exemption is required to be filed with the county every three (3) years. This application should be completed and submitted by the parish with a copy sent to the Diocesan Archivist when it is submitted.

### Fiscal Authority

Under our civil law in the state of South Dakota, every Catholic parish in the Diocese of Rapid City operates as a nonprofit corporation, defined and directed primarily by the following documents.

- Articles of Incorporation – Establishes the legal existence and identity of the parish as a corporation.
- Bylaws – Establishes the overall structure of the parish corporation and identifies its officers. The diocesan Bishop is the president of the corporation. The Vicar General is the vice-president and the pastor is the Secretary/Treasurer of the corporation.
- Appointment Letter – Establishes a specific priest as pastor or administrator of the parish (and therefore the director and officer of the corporation with fiscal authority over all of the corporation's assets).

Any financial accounts using the parish's tax IDs are, by definition, under the authority of the pastor/administrator of the parish.

### Corporate Bylaws

Like any corporation, parish corporations should have written bylaws. In the Diocese of Rapid City, the corporate bylaws of each parish should closely follow a standardized template. It is

hoped that consistent use of this model, which has been carefully crafted and reviewed by civil and canon lawyers, will help parishes avoid possible legal and financial pitfalls.

Some guiding principles concerning parish corporate bylaws:

- In no case may parish corporate bylaws contradict federal law, state law, canon law (for the universal Catholic Church), or diocesan policy (particular laws promulgated for our diocese).

*Note that parish corporate bylaws should not be confused with bylaws used to define parish finance and pastoral councils.*

## Parish Directors

Under civil law, each parish corporation is run by a board of five directors consisting of:

- The Bishop of the diocese
- The Vicar General of the diocese
- The pastor of the parish
- Two people chosen from the parish

As with every civil corporation, this board of directors designates officers who are each responsible for certain functions in the company. In each parish corporation, these officers consist of:

- President - this is always the diocesan Bishop
- Vice President - this is always the Vicar General
- Treasurer/Secretary - this is always the pastor of the parish

## Role of the Parish Corporation Director

Directors fulfill a civil role as members of the parish corporate board. They serve in a position of trust in both a fiduciary and custodial role with the duty to care for the temporal goods of the parish. Parish By-Laws specifically require five directors. These positions must be filled.

Two directors are appointed by the Pastor for a term of three years or until their successors are chosen. Only such members of the parish who are members in good standing shall be appointed to the board. A member of the parish in good standing shall be any member in full communion with the church and shall have attained the age of twenty-one (21) years. It is recommended that these Directors serve only two (2) consecutive terms. An individual who leaves the parish or is no longer in good standing automatically ceases to be a director.

Duties of the Director include:

- Keep informed of the parish's performance in all secular areas.
- To the extent that uniform policies are promoted within the Diocese, the directors should consider and, if deemed appropriate, adopt resolutions approving such policies (i.e., Parish Staff Handbook).
- Ensure that regular meetings are held by the Parish Finance Council. Keep the pastor aware of all important happenings of the parish affairs when the pastor is unable to attend meetings he has authorized to take place.

- Be knowledgeable of the parish's pastoral needs, financial statements, books and records.
- Sign with the pastor on forms requesting permission for diocesan approval of major parish building construction or renovation projects and other parish transactions over \$10,000.
- Be cognizant of the administrative staff to ensure that they are competent, motivated individuals.
- Review, approve and sign: Budget Resolution, Summary of Financial Data, Finance Council Report and Internal Control Questionnaire.
- Attend the Annual Parish Corporate Board Meeting.
- Ensure filing of all required reports.
- When applicable, sign required banking resolutions (i.e., change in authorized signature on parish accounts).
- Assist with developing policies and monitoring results of convening long-term strategies to ensure financial stability of the parish.
- If applicable, assist with developing strategies to accelerate repayment of parish debt.
- Assist with developing policies to ensure maintenance of parish facilities.
- Assist with developing policies that produce proper insurance risk management control for protection of buildings and to minimize liability insurance claims.
- At least one director along with the pastor should be authorized signers on each checking account.
- Directors could serve as ex-officio members of the Parish Finance Council and/or the Parish Pastoral Council.
- Be aware of the nature and extent of the corporation's exempt purposes and assure that those purposes are properly pursued and maintained.  
Parish directors and pastors are not to initiate or respond to any lawsuit in the name of the parish without the written permission of the Bishop, who is president.

### Annual Corporate Meeting

Like other civil corporations in the state of SD, the board of directors of each parish corporation must meet at least once annually

Three members of the board of directors constitutes a quorum at all meetings for the transaction of business. Such corporate actions may also be authorized by written consent signed by all members of the board without a meeting.

The Secretary records the minutes of these meetings, distributes copies to the other members of the board, and permanently retains in a secure manner with other important parish documents a copy of the approved minutes of each meeting. A copy of the annual meeting of the Corporation also needs to be sent to the diocesan archivist.

*Note: It is not necessary, for the Bishop and Vicar General to attend all meetings of the parish corporation. However, major decisions regarding parish finances, fundraising, real estate transactions, or capital expenditures do require a Corporate Resolution signed by the Directors of the Board.*

**Notes:**