

# Our Lady of the Black Hills

Piedmont, SD

## 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.



# Leadership Book

## 2019-2020

Fall 2019

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# Our Lady of the Black Hills

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Piedmont, SD 57769  
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olbh@olbh.org  
OLBH.ORG

Facebook: Our Lady of the Black Hills      Twitter: @OLBH\_church  
**Office hours: Monday-Friday 8:30-2:30 PM**

## **Clergy:**

Fr. Andrzej Wyrstek  
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Deacon Walt Wilson (Retired)  
[panma@wescomm.com](mailto:panma@wescomm.com)

Deacon John Osnes  
[josnes@diorc.org](mailto:josnes@diorc.org)

Deacon Greg Sass  
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## **Staff:**

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Brad Blauvelt, RCIA Coordinator  
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## **Liturgy and Prayer**

**Sunday Liturgy: Saturday 5 PM and Sunday 8 AM & 11 AM**

**Daily Liturgy: Monday – Friday at 8 AM**

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

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

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

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# Our Lady of the Black Hills Leadership Structure



Church Vision

Parish Vision

Board of Directors  
 Most Rev. Robert D. Gruss, President  
 Rev. Michel Mulloy, Vice-President (Vicar General)  
 Rev. Andrzej Wyrostek, Treasurer & Secretary (Pastor)  
 Leisa Nash, director (6/30/18)  
 James Johns, director (6/30/18)

Pastoral Planning  
 Team

Pastor

Staff

Stewardship Council

Pastoral Council

Finance Council

Administration  
 Commission

Discipleship  
 Commission

Evangelization  
 Commission

Social Justice  
 Commission

Worship  
 Commission

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	2019 2020	2020 2021	2021 2022
Cathleen Denekamp – Chair	605 787-6398	<a href="mailto:Cathleen.Denekamp@K12.sd.us">Cathleen.Denekamp@K12.sd.us</a>			
Brad Blauvelt ( <i>Worship</i> )	605 390-0683	<a href="mailto:brad.blauvelt@k12.sd.us">brad.blauvelt@k12.sd.us</a>	X		
Bob Weaver ( <i>Catholic Outreach</i> )	605 787-9557	<a href="mailto:rweaver8@yahoo.com">rweaver8@yahoo.com</a>			X
Wade Rhodes -Vice-Chair	605 415-3781	<a href="mailto:Waderhodes71@gmail.com">Waderhodes71@gmail.com</a>	X		
Jane Abernathy ( <i>Evangelization</i> )	605 431-3374	<a href="mailto:songbird678@hotmail.com">songbird678@hotmail.com</a>			X
Lorinda Collings ( <i>Finance</i> )	605 787-5623	<a href="mailto:Lorinda.collings@olbh.org">Lorinda.collings@olbh.org</a>			X
Audrey Montileaux ( <i>Administration</i> )	605 430-7557	<a href="mailto:aamont2011@hotmail.com">aamont2011@hotmail.com</a>	X		
Erik Haakedahl ( <i>Youth</i> )	605 209-1492	<a href="mailto:Erik.haakedahl@olbh.org">Erik.haakedahl@olbh.org</a>	X		
Deacon John Osnes ( <i>Stewardship</i> )	Deacon Greg Sass	Katie Harwood – Recorder (Staff)			

Stewardship Council Members			Term Expires		
Name	Phone	Email	2018 2019	2019 2020	2020 2021
John Usera	605 431-0875	<a href="mailto:jjusera@midco.net">jjusera@midco.net</a>	X		
Kodi Carlin	605 484-5334	<a href="mailto:kodicarlin@yahoo.com">kodicarlin@yahoo.com</a>			X
Pam Freeman	605 390-6608	<a href="mailto:trixief@me.com">trixief@me.com</a>			X
John Kersteins	605 308-7499	<a href="mailto:John.kerstiens@gmail.com">John.kerstiens@gmail.com</a>			X
Megan Kersteins	605 308-7500	<a href="mailto:Harkin.megan@gmail.com">Harkin.megan@gmail.com</a>			X
Andrew Boyd - Recorder	605 920-8842	<a href="mailto:andrewb@boyder.net">andrewb@boyder.net</a>	X		
Matt Gottlob	605 421-8821	<a href="mailto:mattgottlob@gmail.com">mattgottlob@gmail.com</a>		X	
Deacon John Osnes - Chair	605 787-5862	<a href="mailto:Johnosnes@aol.com">Johnosnes@aol.com</a>		X	

Finance Council Members			Term Expires		
Name	Phone	Email	2019 2020	2020 2021	2021 2022
Leisa Nash – Chair	605 787-6676	<a href="mailto:bnash@rap.midco.net">bnash@rap.midco.net</a>	X		
Trista Hedderman – Vice Chair	605 431-4664	<a href="mailto:tristahedderman@hotmail.com">tristahedderman@hotmail.com</a>	X		
James Johns	605 390-4911	<a href="mailto:James.johns@rcgov.org">James.johns@rcgov.org</a>	X		
Larry Williamson	605 484-8050	<a href="mailto:larryw@rap.midco.net">larryw@rap.midco.net</a>			
Ryan Turnquist	605 390-1365	<a href="mailto:rturnquist@gmail.com">rturnquist@gmail.com</a>	X		
Tom Collings	605 391-9799	<a href="mailto:Thomas.collings@us.af.mil">Thomas.collings@us.af.mil</a>	X		
Lorinda Collings (Staff)					

Pastoral Planning Team Members – Currently Inactive			Term Expires		
Name	Phone	Email	2017 2018	2018 2019	2019 2020
Fr. Andrzej Wyrostek	605-787-5168	<a href="mailto:awyrostek@diorc.org">awyrostek@diorc.org</a>			
Dcn. Greg Sass	605-341-1765	<a href="mailto:gsass@diorc.org">gsass@diorc.org</a>			X
Leisa Nash	605-390-0040	<a href="mailto:bnash@rap.midco.net">bnash@rap.midco.net</a>	X		
Brad Blauvelt	605-390-0683	<a href="mailto:Brad.blauvelt@k12.sd.us">Brad.blauvelt@k12.sd.us</a>	X		
Dcn John Osnes	605-787-5862	<a href="mailto:johnosnes@oaol.com">johnosnes@oaol.com</a>			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 and to inspire lively faith.
- We will share generously the gifts God has given us individually and as a parish.
- We will form dedicated 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.

### **1. 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.

### **2. 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.
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## B. 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).

#### 1. **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.

#### 2. **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).

#### 3. **GOAL: Increase by 40 the number of OLBH parishioners who commit to witness to others the joy of Jesus Christ in their lives by March 2020.**

- Offer ChristLife in the fall of 2019 twice – once to parents of children attending Wednesday faith formation and one as a general invitation to OLBH parishioners.
  - Encourage those who participated in ChristLife in 201-2019 to become active promoters and recruiters of the ChristLife process for the fall 2019 sessions.
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- Place an evangelization story in the bulletin once a month to illustrate evangelization.
- 4. **GOAL: Organize events to welcome others in the community to know us as a welcoming faith community.**
  - Increase the number of prayer warriors July 1, 2019.
  - Communicate with prayer warriors two to three times during the ChristLife sessions.
- 5. **GOAL: Identify ways to encourage a spirit of invitation of spirit by parishioners.**
  - Advent caroling with cards made by faith formation children and Mass times for Christmas.
  - Greeters for funerals to welcome and provide assistance with the lift.
  - Hand out books for Easter and Christmas.
  - Mail to Piedmont, Black Hawk, and Summerset at Christmas.
- 6. **GOAL: Recruit 4-5 new Evangelization Commission members by September 1, 2019.**
  - Information at Stewardship Fair March 2019 and follow up.
  - Follow up with invitation to attend the meeting to meet members and observe.

**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).*

- 7. **GOAL: Create and implement a plan to raise awareness of Catholic social justice teachings and issues by June 1, 2018.**
    - Establish a Speaker Series – 4 speakers a year discussing Catholic Social Justice issues (local, state, national, and international) by June 1, 2018.
    - 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, 2018
    - Make electronic messaging available in the narthex by June 1, 2018.
    - Increase community awareness of the Piedmont Valley Ministerial Association (PVMA) food pantry by posters in community locations by June 1, 2018.
  - 8. **GOAL: Increase by 40-50 the parishioners participating in social justice activities by June 1, 2019.**
    - Increase participation of OLBH members in the PVMA food pantry by 5 members by June 1, 2018.
    - Encourage parishioners to support at least one social justice issue per year that is local, diocesan, or national starting in June 1, 2018.
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# CONSTITUTION OF THE PASTORAL COUNCIL

## 9. 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.

## 10. 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.
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## **11. 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.
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. 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.
5. No member shall be eligible to serve more than three consecutive one year terms in the same office.

## **12. 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 pastor is to listen to the council and weigh carefully their advice and recommendations on all matters of importance concerning the spiritual and pastoral good of the parish.
3. Special meetings may be called by the pastor or by the chair and vice-chair with the consent of the pastor. Any three voting members who wish to call a special meeting may work through the chair and vice-chair and pastor. The purpose of the meeting will be stated when the members are notified.
4. A quorum for the transaction of business at any meeting shall consist of a majority of the voting members.
5. Consistent with the parish records, the fiscal year begins the first day of July.

## **13. ARTICLE V COUNCILS and COMMITTEES**

1. The parish shall have a Finance Council and a Stewardship Council which function as consultative and collaborative bodies for the pastor. These groups shall have separate bylaws.
2. Committees of the parish may be formed to implement the vision of the council under the authority of the pastor. The membership of the committee is determined by the committee itself. Committees are created with the approval of the pastor and the parish council; these include the commissions: Worship, Outreach, Formation, Administration, Community Life, and ad hoc committees (e.g., Centennial Committee).
3. Special committees of the parish council may be appointed by the chair and vice-chair with approval of the pastor to serve until the purpose for which they were appointed has been fulfilled or the committee is dissolved by the chair.

## **ARTICLE VI Bylaws**

Specific operating restrictions necessary to carry out the intent and meaning of these articles shall be provided for in the council bylaws which shall be adopted by a two-thirds vote of the total council members.

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## 14. ARTICLE VII RATIFICATION AND AMENDMENTS

1. Amendments: This constitution may be amended through the discernment process of any regular or special meeting of the Council (at which a quorum is reached). All proposed amendments shall be presented to the members of the Pastoral Council for their approval. The Bishop must ratify the amended Constitution.
2. Ratification: This Constitution, as amended, was approved by the members of the Pastoral Council of Our Lady of the Black Hills Parish by at least a two-thirds vote of total council members on 2nd day of June, 2014 at Piedmont, SD.

\_\_\_\_\_  
Fr. Steven Biegler PASTOR

\_\_\_\_\_  
Leisa Nash, CHAIR OF THE COUNCIL

\_\_\_\_\_  
James Johns, VICE-CHAIR OF THE COUNCIL

This Constitution, having been approved by at least a two-thirds vote of the total council members of Our Lady of the Black Hills Parish, and having been seen to conform to the Diocesan Statutes, it is hereby ratified and becomes effective within 10 days of this date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Most Rev. Robert D. Gruss, BISHOP OF RAPID CITY      Date

Revision History	Pastor	Chair
Adoption: April 15, 2013	Rev. Steven Biegler	Aaron Johnson
Amended: June 2, 2014 (Articles II, III, & IV)	Rev. Steven Biegler	Leisa Nash

# BYLAWS OF 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 (Pastoral Council, Finance Council, Commissions, etc.).

## 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 consist of members from the parish at large. These may include high school students.
  2. Appointment of new members:
    - a. The pastor will solicit potential names for new members from the Stewardship Council and Pastoral Council. After prayerful discernment, the pastor will choose and appoint the new members.
    - b. Vacancies will be filled as outlined above (2.a).
    - c. The parish administrative assistant will maintain the record of appointments.
  3. Tenure:
    - a. Members will serve three year terms. Ideally, one third of the membership would be rotated annually with new members. Members' terms will expire on June 30 of the third year of the term.
    - b. New members will begin their term at the close of the June meeting.
    - c. If joining the board to fill a vacancy, the member shall begin serving upon appointment by the pastor and serve the remainder of the term.
    - d. Members may serve two full terms.
    - e. 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. Persons of prayer seeking to grow in their relationship with God and who are concerned about parishioners' relationship with God. They live with gratitude because they see all things as gifts from the generosity of God.
    - c. A personal commitment to the stewardship 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. People with proven faith, good morals, and prudence or practical wisdom. This implies knowledge of the situation of the parish.
    - e. Those with "process skills" of listening, cooperating, thinking creatively and discerning spirituality. They should be capable of working with all ages and parishioners of various backgrounds.
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## **OFFICERS AND PASTORAL COUNCIL REPRESENTATIVE**

1. The pastor will select the chair. The chairperson shall work in consultation with the pastor while accomplishing the following tasks:
  - a. Preparing the agenda for meetings.
  - b. Supervise and direct council work.
  - c. Preside at all meetings.
  - d. Perform 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 cannot preside, the vice-chair shall act as temporary chair for the purpose of conducting business.
  - 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 5-7 times each year, 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 OF 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, prepare and approve the annual budget.
- b. Recommend and oversee the 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. Member terms will expire on June 30 of the third year.
- b. Each council member may serve two full terms before leaving the council. Any former council member who has not served 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 additional meetings as agreed upon.

## 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).

## 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 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.

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## 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. 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. 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 reasonable contemplated by the normal budget process, the parish finance officer/bookkeeper has the 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 Board members 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 the 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 an emergency, the parish finance officer/bookkeeper, acting in conjunction with the pastor will make a decision without necessarily waiting for response 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.

Adoption: April 25, 2012 by Eric Scherr, Chair and Fr. Steve Biegler.

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# ADMINISTRATION COMMISSION

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

## Finance Council

Collection Counters  
Fundraising  
Solicitations

## Communications

Bulletin  
Bulletin Stuffers  
IT  
Website

## Building and Grounds

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

## Parish Office

Annual Census  
Computers, phones, cable and internet  
Emergency management  
Legal/Insurance  
Security

Administration Commission Members			Term Expires		
Name	Phone	Email	2018 2019	2019 2020	2020 2021
Audrey Montileaux – Vice-Chair; PC	605-430-7557	<a href="mailto:Audrey.A.Montileaux@mwarep.org">Audrey.A.Montileaux@mwarep.org</a>			X
Erik Haakedahl	605-209-1492	<a href="mailto:Erik.haakedahl@olbh.org">Erik.haakedahl@olbh.org</a>			X
Abby Philbrick	605-877-1006	<a href="mailto:The_Philbricks@yahoo.com">The_Philbricks@yahoo.com</a>	X		
LaChel McCollar	605-484-1510	<a href="mailto:mccollarc@gmail.com">mccollarc@gmail.com</a>			X
Bridgette Fode	605-484-6767	<a href="mailto:bridgettefode@gmail.com">bridgettefode@gmail.com</a>			X
Lorinda Collings (Staff)					
Katie Harwood (Staff)					

\*Non-staff members serve three year terms.

# DISCIPLESHIP COMMISSION

The purpose of the Discipleship Commission 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

### Children's Ministry

Catechesis of the Good Shepherd

Traditional Faith Formation

### Vacation Bible School

### Sacramental Preparation

### Sacramental Preparation

Baptism

First Eucharist

Reconciliation

Confirmation

Marriage

RCIA

RCIC

## Safe Faith Environment

### Catechist Formation

### Vocations

### Diocesan Faith Formation Opportunities

### Parish Library

### Nursery

## Meetings:

The entire membership will meet about three times a year for assessment and planning in February, May and June. Otherwise, the staff members will meet as needed with the pastor.

Discipleship Commission Members			Term Expiration		
Name	Phone	Email	2019 2020	2020 2021	2021 2022
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 Faith Formation</i>	605-787-5168	rohnda.gehlsen@olbh.org			
Deacon John Osnes	605-787-5862	josnes@diorc.org			X
Stacy Tate	605-858-5371	Stacy.tate@blackhillscorp.com		X	
Deacon Greg Sass, Chair	605-348-2213	gsass@diorc.org			X
Brad Blauvelt, RCIA		brad.blauvelt@k12.sd.us			X
Brenda Czmowski	605-645-8840	rbczmowski@rap.midco.net			X
LaChel McCollar	605-484-1510	mccollarc@gmail.com		X	

\*Non-staff members serve three year terms.

# EVANGELIZATION COMMISSION

The purpose of the Evangelization Commission 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.

Evangelization Commission Members			Term Expires		
Name	Phone	Email	2019 2020	2020 2021	2021 2022
Joni Osnes – Chair	605-787-5168	joni.osnes@olbh.org			
Jean Hohm – Recorder	605-399-9522	jeamaho@yahoo.com	X		
Debra Jensen	605-484-7967	debra@blackhillsbagels.com			X
Eleanor Moriarty	515-835-1377	Elmoriart1986@gmail.com			X
Sheila Keeler	605-354-3551	thequeenbeep@hotmail.com			X
Jane Abernathy	605-431-3374	Songbird678@hotmail.com		X	

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

**GOAL: Increase by 40 the number of OLBH parishioners who commit to witness to others the joy of Jesus Christ in their lives by March 2020.**

- Offer ChristLife in the fall of 2019 twice – once to parents of children attending Wednesday faith formation and one as a general invitation to OLBH parishioners.
- Encourage those who participated in ChristLife in 201-2019 to become active promoters and recruiters of the ChristLife process for the fall 2019 sessions.
- Place an evangelization story in the bulletin once a month to illustrate evangelization.

**GOAL: Organize events to welcome others in the community to know us as a welcoming faith community.**

- 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.**

- Advent caroling with cards made by faith formation children and Mass times for Christmas.
- Greeters for funerals to welcome and provide assistance with the lift.
- Hand out books for Easter and Christmas.
- Mail to Piedmont, Black Hawk, and Summerset at Christmas.

**GOAL: Recruit 4-5 new Evangelization Commission members by September 1, 2019.**

- Information at Stewardship Fair March 2019 and follow up.
- Follow up with invitation to attend the meeting to meet members and observe.

# CATHOLIC OUTREACH COMMISSION

The purpose of the Social Justice Commission 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. The Social Justice Commission supports the following ministries:

**Cornerstone Mission Meals**  
**Prayer Chain/Card Ministry**  
**Sister Parish Committee**  
**Society of St. Vincent de Paul**  
**Pastoral Care to the Homebound and Sick**

**SCOPE Foundation**  
**Jail Ministry**  
**Healing Meals**  
**Prayer Blankets**  
**Piedmont Valley Ministerial Association**  
**Food Pantry**

<b>Catholic Outreach Commission Members</b>			<b>Term Expires</b>		
<b>Name</b>	<b>Phone</b>	<b>Email</b>	2019 2020	2020 2021	2021 2022
Barb Landers	605 787-4018	<a href="mailto:barbland@rushmore.com">barbland@rushmore.com</a>	X		
Bob Weaver	605 787-3551	<a href="mailto:Rweaver8@yahoo.com">Rweaver8@yahoo.com</a>			X
Nikki Dyczek	605 484-2801	<a href="mailto:rndyczek@hotmail.com">rndyczek@hotmail.com</a>			X

# WORSHIP COMMISSION

The purpose of the Worship Commission is to support the parish’s mission, vision, and pastoral priorities as they apply to the celebration of the Eucharist and liturgies. In particular, it seeks to do this by working on established goals.

Through direct communication with each of the liturgical ministries, this commission provides ongoing support of their needs and assists so that their ministries will support the conscious, active, and full participation of the faithful in body and in mind, a participation burning with faith, hope and charity.

The Worship Commission supports the following ministries:

### Art & Environment

Altar Linens and Laundry  
Candles  
Flowers  
Seasonal and Liturgical Décor

### Liturgical Ministers

Altar Servers  
Cantors  
Extraordinary Ministers of Holy Communion  
Ministers of Hospitality  
Music Ministers  
Lectors  
Sacristans

### Liturgy Planning Committee

### Prayer Experiences

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

### Funeral Committee

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

### Worship Commission Goals/Subgoals for 2019-2020

*“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*

GOAL: Implement two or more initiatives each year to enhance the participation of the Congregation through Music and prayers at Mass and other Liturgies: 1-2 year goal to be established/ongoing

- Create a children’s/youth music ministry group to participate at least once a month at one of the masses
- At a mass with children’s/youth music ministry, initiate participation of youth and families in the other ministries, such as Greeting and Proclaiming the Word

- Seasonally, have special participation of children/youth in the liturgies: ex. Christmas Eve Family Mass, Stations of the Cross, and Easter Mass
- Have Music Ministry prepare the congregation for new music or prayers through ‘teaching moments’ before the masses
- Implement witness talks before the masses sometime during the Advent and Lenten Seasons on various topics.
- Continue to enhance Communal Penance Liturgies with special music and environment, ex. Taize Prayer with icon and candlelighting to promote prayerful meditative environment

GOAL: Implement at least four specific pray times during Adoration to increase participation: 2-3 year goal to establish/ongoing

During Advent Season have at least one prayer time during Wednesday Adoration, in which an assigned group, ex. Knights, RCIA class, Music Ministers, lead those gathered in special Adorational prayer.

During Lenten Season have at least two prayer times during Wednesday Adoration, in which an assigned group, ex. Sunday Morning Adult Faith Formation Group, OLBH Staff, Wednesday morning Bible Study Group, lead those gathered in special Adorational prayer

During Ordinary Time, continue to ask individuals/groups to lead those gathered in special adorational prayer Increase participation through announcement of these times at masses the weekend before and also with an announcement in the bulletin

As the Worship Commission, help to provide groups who will lead special prayer times during Adoration, with materials to utilize

Add Taize Prayer Liturgy to one Wednesday a month, every couple of months or seasonally at the last hour of Adoration-initiate planned Taize prayer with invitation in advance to OLBH community and the Piedmont and Rapid City area as an Ecumenical outreach.

GOAL: Provide one or two Healing Services at Our Lady of the Black Hills: 1-2 year goal to be established

Provide Healing Services with prayer teams, music, and prayerful environment, in collaboration with and not to conflict with Mercy Nights provided at OLBH (one preferably in the summer and/or near our Feast Day.)

Invite the surrounding community and other churches to these Healing Services as an Ecumenical outreach.

GOAL: Provide information about Prayer and Worship opportunities at Our Lady of the Black Hills Church to the surrounding area: 1-2 year goal to be established

Utilize our *History of Our Lady of the Black Hills Church* brochure for visitors to the parish (ex. *Connect the Summerset yard sale weekend with a “Tour of the church”*)

Provide information about our liturgies at various community events, ex. July 4<sup>th</sup> parade, or before various special events, ex. Healing Services, Communal Penance Liturgies.

# ROLE OF THE COMMISSIONS

1. Connect with each ministry associated with the commission at least once annually. Identify issues that need attention from the commission or concerns to be communicated at 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 must be forwarded to the parish administrative assistant annually to update the OLBH Ministry Guide.
2. Evaluate the effectiveness of each ministry in meeting the needs of the parish. IF something needs addressing, invite the leaders of that group to attend a commission meeting to discuss next steps.
3. Provide vision in your area and set goals for the future.
  - a. As deemed appropriate, the commissions will set immediate (1 year), short term (3-5 year), and long term (5-10 year) 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 concrete steps toward achieving the goal.

## Commission Guidelines

### A. Member Criteria

- a. Must be registered and active members of the parish in full communion with the Catholic Church.
- b. Must know what is happening in the parish and engage with parishioners.
- c. Prepare for the commission meetings by prayerfully reviewing the agenda items.
- d. Share your wisdom both on and off the commission; work collaboratively.
- e. Speak (link) with one or more ministries or groups associated with the commission.
- f. Plan and provide vision while inviting others to participate in implementation.

### B. Membership

- a. The membership of each commission will number from 6-9 people as determined by the needs of each commission.
- b. Term: Members will serve three year terms and they may serve two full consecutive terms.
- c. Officer Term: Officers will serve one year terms which are renewable.
- d. June Meeting: each commission selects the following positions for the next year:
  - i. 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).
  - ii. Vice-Chair – one year term
  - iii. Recorder – one year term; keeps a record of commission meetings including minutes of the meetings and membership lists with terms.

### C. Meetings

- a. Commission chairs prepare an agenda and send out 5 days prior to Leadership Night.
- b. The commissions will meet in their respective groups and then share out with the other



commissions at the end of the night, thus attendance is important.

#### D. Communication

- a. All commission meetings are open meetings.
- b. The recorder will provide a concise report and send the report to the parish administrative assistant within 48 hours. The report will be published on the parish website.
- c. The staff resource person on each commission will be responsible for communicating information between the commission and the staff.
- d. The commission members also serving on pastoral council are responsible for communicating pertinent matters between their commission and the council.

## ANNUAL CALENDAR

All commission must attend the September and June meetings. Members may opt to decrease the number of meetings for their commission.

In September and October the commissions must link with parish groups and review all the ministries.

Commissions should establish **goals by March** and **action plans by April**. This will ensure proper planning for the parish in the next fiscal year.

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

Potential names for new members are communicated to the chair of each commission prior to the May meeting so new members can be invited to attend the June meeting.

In June, new commission members are welcomed and leaders are chosen for the next fiscal year. All 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.

## MEETING AGENDA

All Leadership Nights will begin with Evening Prayer in the Church at 5:45 PM. A light meal and general announcements will follow. At 6:15 PM individual commission meetings will be held throughout the parish hall. At 7:30 PM all commissions will come back together for a share out session. Individual commission work can resume post share out as needed.

# PARISH HISTORY

- 1904** Earliest written record of Catholic Masses held in the Piedmont Valley school house in the 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 and rectory. P.T. Casserly, a farmer from Elkton, SD donated an entire year's income, \$500, toward the building of the church in memory of his wife who died in childbirth. Volunteers aided in the construction. Fr. Fitzgerald celebrated the first Mass.
- 1959** Under the direction of Fr. Dominic Lava, a Benedictine monk, the little white church and rectory were completely remodeled through 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 on October 10, 1979 by Fr. Emilio Nebiolo.
- 1983** New classrooms were added by excavating the are under St. Joseph's Hall. All 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 are. Under the direction of Fr. Peter Kovarik, volunteer labor saved the church several hundred thousands of dollars in building costs. The first Mass was celebrated in the new church on the weekend before Christmas, 1996. The construction costs o f\$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 in to the Blessed Sacrament chapel. A new crucifix was painted by Terry Nelson. A new confessional and 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. 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's Hall.
- 2013** A bronze bas-relief of the Madonna and 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 to 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 IRS. This ruling states 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 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 – establish 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 a pastor or administrator of the parish (and therefore the director and officer of the corporation with fiscal authority over all the corporation’s assets).

Any financial account using the parish’s tax IDs are by definition under the authority of the pastor 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 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 – always the diocesan Bishop
- Vice President – this is always the Vicar General
- Treasury/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 bylaws 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 is no longer in good standing and automatically ceases to be a director.

Duties of a director include:

- Keep informed of the parish's performance in all secular area.
- To the extent that uniform policies are promoted within the Dioceses, 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 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 written permission from the Bishop, who is president.

## **Annual Corporate Meeting**

Like other civil corporation 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 constitute 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.*