

Constitution and Bylaws

For

St. Charles Borromeo Parish Milwaukee, Wisconsin

**Originally Prepared by
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May 1995**

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February, 2011

Parish Council Constitution

Constitution of

St. Charles Borromeo Parish Council
Milwaukee, Wisconsin

ARTICLE I: NAME

The name of this organization shall be St. Charles Borromeo Parish Council, hereinafter referred to as the "Council".

ARTICLE II: PURPOSE

- Section 1.** The Council shall be a vehicle for fulfilling the pastoral mission of the parish. It does this by fostering growth within the parish family and sharing of spiritual gifts and talents, by encouraging positive relationships among all members of the parish, and by collaborating with other parishes and the wider community.
- Section 2.** The Council shall be involved in planning to meet the needs of the parish, the archdiocese, and the broader community, with vision for the future and strong basis in stewardship.
- Section 3.** The Council, after prayerful discernment, shall advise the pastor and develop policies to support those activities and programs which foster the spiritual, intellectual, moral, and temporal well-being of the parish, and shall make a contribution to the archdiocesan goals and policies.

ARTICLE III: SCOPE

- Section 1.** The Council shall be the planning, consultative and policy formulating body in all matters of parish life, including but not limited to spiritual, educational, social and financial concerns, except to the extent limited by faith and morals, church or civil law or archdiocesan policy/norms.
- Section 2.** In any case where any member of the Council interprets an action of the Council or any of its commissions to be outside the limits set forth in Section 1, such member shall present such interpretation no later than the next meeting of the Council and ask for reconsideration. Pending consideration, the effect of the action shall be suspended.
- Section 3.** In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, for clarification or arbitration. Any decision resulting from

such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

ARTICLE IV: MEMBERSHIP

- Section 1.** The Council shall be composed of 14 members, all of whom must be baptized, practicing Catholics, at least 18 years old, registered members of the parish for a minimum of one year, and participants in the parish worship life, especially Mass and the Sacraments.
- Section 2.** The Council shall have the following three ex officio members: The pastor and two lay trustees. Ex officio members participate fully and equally in all Council decisions.
- Section 3.** Eleven at-large Council members shall be nominated from and by the membership of the parish who are 18 years of age or older. At the time of annual selection, Council members shall be selected on a rotation basis in groups of 4, 3, 4 to ensure constant stability of membership on the Council.
- Section 4.** The term for selected members shall be three years and limited to two consecutive terms. The new members shall begin their terms with the conclusion of the annual transition meeting. Any extension of term due to extraordinary circumstances is at the discretion of the pastor and is limited to one additional year.

ARTICLE V: OFFICERS

- Section 1.** The officers of the Council shall be a chairperson, a vice-chairperson, and a secretary. They shall be discerned by and from the Council at the annual transition meeting. They shall serve for a one-year term beginning with the conclusion of the transition meeting. Ex officio members of the Council are not eligible to serve as Council officers or commission chairpersons.
- Section 2.** The Council chairperson shall serve as the parish representative to the Archdiocesan Pastoral Council district assembly. The Council vice-chairperson or secretary may be delegated to perform this function

ARTICLE VI: MEETINGS

- Section 1.** Regular Parish Council meetings shall be held at least monthly, with the exception of the month of July.
- Section 2.** The chairperson, pastor, or a quorum may call special meetings. A quorum consists of two-thirds of the total membership and includes the pastor.

Section 3. A transition meeting shall be held at the next regular Council meeting following the annual selection of Parish Council members. At this meeting, newly discerned members shall join the existing Council for the purpose of discerning Council officers for the following year.

ARTICLE VII: RELATIONSHIP OF PASTOR TO COUNCIL

Section 1. **The pastor is the Parish Council president. He presides at the Council by:**

- A. Attending all Council Meetings.
- B. Making certain that the scope of the Council's concerns reflects the entire mission of the Church.
- C. Enabling the Council to build a community of faith and an atmosphere of trust among Council members
- D. Making certain that Parish Council members have adequate training.
- E. Assisting in formulating the Council agenda.
- F. Sharing in the dialogue that leads to the formulation of policy.
- G. Serving as chief administrative officer of the parish.
- H. Executing the policies formulated by the Council,

If the pastor judges that the decision is contrary to Church teaching or discipline, or violates a diocesan norm, the pastor may withhold implementation, giving to the Council the reasons. In such case the Council may appeal to the Office of the Archbishop or one appointed by him for clarification or arbitration. Any decision resulting from such an appeal shall be final. In the meantime, the effect of the action shall remain suspended.

Section 2. The pastor does not chair Council meetings.

Section 3. Before requesting a proxy from the archbishop, the pastor will consult with the Council. The consensus of the Council shall be represented in the request for the proxy. A proxy is required from the archbishop when expenses exceed the amount set forth in the archdiocesan guidelines.

ARTICLE VIII: MANNER OF OPERATION

The Council's manner of operation shall be communal discernment that includes prayerful reflection, gathering of information, dialogue, and sharing of conclusions. Reaching decisions through prayerful discernment that leads to consensus shall be the usual process for decision-making.

ARTICLE IX: STANDING COMMISSIONS

Section 1. The Council shall have the following standing commissions:

- ❖ Prayer and Worship
- ❖ Christian Formation / Evangelization

- ❖ Human Concerns
- ❖ Finance/Administrative Services
- ❖ Parish Life
- ❖ Parish School

Section 2. Council Commission Liaison

The Council shall select from its at-large members a liaison to each of its standing commissions at the annual transition meeting following the selection of new officers. Liaisons shall serve for a one-year term beginning with the conclusion of the transition meeting. Ex officio members and officers of the Council are ineligible to serve as liaisons.

ARTICLE X: AMENDMENTS

Section 1. The Constitution may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and thereafter by approval of a majority of the parishioners participating in the parish approval process.

Date of Approval by the Parish Council: February 28, 2011

Date of Approval by the Archdiocese: April 26, 2011 - Mike

Date of Most Recent Amendment: _____

Date of Next Full Review: _____

Parish Council Bylaws

ARTICLE I: NOMINATION AND SELECTION OF NEW MEMBERS

Section 1. At each annual selection, one-third of the members shall be selected for a term of three years to fill vacancies caused by members whose terms are due to expire. The term of the Council members will be rotated in groups of 4, 3, and 4. This method ensures there is constant stability of membership on the Council.

Section 2. At least 60 days prior to the annual selection of new members, the chairperson shall appoint a Selection Committee of at least three Council members, one of whom is an officer. The Selection Committee's responsibility is to manage all aspects of the selection process including:

1. **Education of Parishioners:** Parishioners are educated through bulletin and pulpit announcements about the Council and the selection process for at least two weeks. They are asked to give prayerful consideration to nominating parishioners or themselves for Council.
2. **Nominations:**
 - Nominations are first opened and accepted from each commission.
 - Nomination forms are distributed at all liturgies on a designated weekend. Parishioners are invited to write down the names of the persons they feel have the essential characteristics of a Council member.
3. **Notification:** Persons who have been nominated are contacted by the Selection Committee to inform them of their nomination and of the required orientation and time commitment.
4. **Orientation:** Nominees must attend an orientation session provided by the archdiocese.
5. **Acceptance:** Those who feel called to serve as Council members accept nomination and participate on the final slate of nominees. The Selection Committee ensures that the slate of nominees is representative of the parish community. In no event shall any person be deemed nominated unless the Selection Committee receives an expression of willingness to serve. If a member of the Selection Committee becomes a nominee, that person ceases to be a Selection Committee member.
6. **Facilitation:** The pastor and/or chairperson secure proper facilitation for the discernment process.

Section 3. The selection of new members of the Council shall be by discernment. In the context of prayer and with the help of the facilitator, the nominees who are best suited to serve on the Council at this time are discerned.

ARTICLE II: VACANCIES AND REMOVALS

Section 1. Any member of the Council may resign by filing a written resignation with the pastor, with a copy to the chairperson.

Section 2. At any meeting of the Council, any at-large member may be removed for good cause by consensus or by affirmative vote of three-fourths of the Council. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity or failure to perform duties as a Council member.

Section 3. A vacancy among the members at-large, vice-chairperson or secretary shall be filled by one appointed to serve the remainder of the term. The chairperson, with the approval of the pastor, will make the appointment, with the approval of the Council. Consideration should be given to previous nominees.

ARTICLE III: OFFICERS

Section 1. Selection of officers of the Council shall be by discernment from among and by the Council members present at the annual transition meeting. Offices shall be filled in the following order: chairperson, vice-chairperson and secretary.

Section 2. At the transition meeting following the annual selection of Council members, newly selected members join the existing Council for the purpose of selecting Council officers for the following year.

Section 3. No Council officer may serve more than three consecutive one-year terms in any one office. Any extension of term due to extraordinary circumstances is at the discretion of the pastor and is limited to one additional year.

Section 4. The chairperson:

1. Is aware of the tasks and responsibilities of the Council and communicates these to the Council, commissions, and parish community.
2. Organizes / coordinates activities and processes of the Council. Develops and maintains an annual Council calendar consistent with the parish calendar.
3. Prepares the meeting agenda in consultation with the Pastor and other Council officers. Ensures that that time is spent in prayer. The agenda is published in the parish bulletin the weekend before the meeting or posted for parishioners to review. Submits the agenda to Council members at least three days before the meeting.

4. Provides formation / education for Council members, utilizing the parish staff and offerings at the district and archdiocesan levels.
5. Conducts meetings by assisting the Council members to work together effectively and arrive at appropriate decisions through consensus. Also conducts parish meetings.
6. Facilitates the task of determining priorities and setting goals for programs and services to be developed within parish guidelines and archdiocesan structure and goals.
7. Monitors implementation of all Council decisions.
8. Monitors the implementation of STOC (Strengths, Trends, Opportunities, and Challenges) goals for the Council and all commissions.
9. Ensures the Council provides any required direction to the Finance/Administrative Services Commission to guide the Budget Committee in the preparation of the budget. Coordinates the Council's review of the budget submitted by the Finance/Administrative Services Commission.
10. Establishes ad hoc committees and appoints their chairpersons. Assigns specific tasks to individuals, delegates responsibilities, and encourages cooperation.
11. Is an ex officio member of all standing commissions and ad hoc committees of the Council.
12. Assists the next chairperson in understanding the Council's history, responsibilities and resources. Transfers all Council materials to the new chairperson.
13. Serves as the parish representative to the Archdiocesan Pastoral Council district assembly. May delegate this function to the Council vice-chairperson or the Council secretary.
14. Performs duties consistent with the office as the Council may direct.

Section 5. The vice-chairperson:

1. Conducts meetings in the absence of the chairperson.
2. Becomes the chairperson in the event of vacancy.
3. Performs duties consistent with the office as the chairperson or the Council may direct.
4. Serves as a resource to all standing commissions and ad hoc committees of the Council.

Section 6. The secretary:

1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes are made available to the Parish Secretary for publication in

the parish bulletin and to be distributed to the Council members seven days prior to the Council meeting.

2. Takes attendance at meetings and records absences. Maintains the official list of all Council and standing commission officers and members and their terms, the list of all ad hoc committee chairpersons and members and keeps those lists current including addresses and phone numbers. Works with the parish web administrator to keep the archdiocesan registry current through the Archdiocesan Extranet whenever a change in membership occurs. This is done on-line.
3. Reports all communications to the Council. Handles correspondence for the Council, including minutes, notifications of regular and special meetings, notes of thanks, etc.
4. Performs such duties consistent with office as the chairperson or Council may direct.
5. Serves as a resource to all standing commissions and ad hoc committees of the Council.

ARTICLE IV: MEETINGS

Section 1. Regular meetings of the Council shall be held at such time, place and date as the Council may designate. Prayer shall be an integral part of the meeting.

Section 2. The agenda shall be developed in advance of the meeting based upon proposals from the pastor and Council officers, committees, liaison reports, the Parish Council annual calendar, strategic / mission goals, ongoing needs and concerns of the parish.

Section 3. Advance notice of time and place of the meetings of the Council shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The Council may open any meeting to discussion by parish members on such subjects and under such rules as the Council may announce. Parishioners may submit items for consideration to any Council member at least seven days prior to the Council meeting.

Section 4. Special Meetings: Notice of a special meeting shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. No other business than that stated as the purpose shall be conducted at that meeting.

Section 5. Closed session: When a question arises at a Council meeting that relates to a person's right to privacy, the Council may request the absence of visitors from that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

Section 6. **Absence:** Notification of intended absence should be given to the Council chairperson, vice-chairperson, or secretary before the meeting.

ARTICLE V: STANDING COMMISSIONS

Section 1. **Purpose.** Each standing commission implements the Council's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All commission work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

Section 2. **Scope.** All commissions are accountable to the Council. Commissions make decisions in their areas of responsibility following the principle of subsidiary, which means making decisions at the most appropriate level in the parish commission structure.

Section 3. **Functions.** Each Council standing commission has these basic functions:

1. Identify needs of the parish within its areas of responsibility and in keeping with the parish mission.
2. Establish priorities among the needs; communicate how these needs can realistically be addressed and where inter-commission collaboration might be effective.
3. Formulate long-range and short-term goals and objectives.
4. Research and investigate options to implement goals.
5. Submit the proposed programs to the Council for support.
6. Communicate with the pastor and pastoral staff about the implementation.
7. Maintain communication with the parish concerning programs, encouraging active support and involvement.
8. Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources.
9. Provide ongoing formation of commission members in its areas of responsibility through workshops, study, spiritual formation, etc.
10. Determine budget priorities in the area of the commission's responsibility and make recommendations to the Council through the Finance/Administrative Services Commission.
11. Periodically evaluate existing programs and activities.
12. Provide the Council with regular oral and written work of their commissions.

Section 4. The descriptions of the individual standing commissions of the Council are:

Prayer and Worship

This commission nourishes and gives direction to the liturgical aspect of parish life. It provides opportunities for parishioners to deepen their faith through a variety of prayer experiences and liturgical celebrations. It identifies the spiritual needs of parishioners and maintains an ongoing program of education and training for liturgical ministers.

Christian Formation / Evangelization

This commission develops within the parish awareness that the parish community has the responsibility for promoting the education / formation aspect of the mission of the Church. Christian formation is a life-long process aimed at personal conversion and growth in faith. This commission is advisory to educational administration in the design, implementation and evaluation of the total Christian educational / formation programs in the parish, which include sacramental preparation, adult and family ministry, youth ministry, school ministry and child ministry.

This commission also strives to stimulate an enthusiasm for our faith in all members of the parish. It provides opportunities for those who are not practicing their Catholic faith or those interested in joining the Catholic Church to experience a welcoming environment. It fosters an awareness of Catholic values in all aspects of our society.

Human Concerns

This commission discerns the needs of persons in the parish and wider community, especially the poor, sick and bereaved. It identifies resources to meet those needs enlisting the active cooperation of parish members. It fulfills the justice dimensions of scripture and our Church tradition acknowledging that every Christian is called to service and to work for justice, including Respect Life efforts. The commission's scope of responsibility is two-fold: 1) to meet immediate needs; 2) to work for changes in those structures of society which may be oppressive. Commission members are not responsible to do all of the commission's work, but rather to involve others in actively accepting the responsibility of their baptism. The commission supports those in the parish who are already involved in service, advocacy, justice education, and empowerment of people. It keeps parishioners aware of issues relating to justice, peace, hunger, and homeless persons on local, national and international levels so that appropriate Christian action on such issues can be determined.

Finance/Administrative Services

This commission makes recommendations to the Council concerning aspects of parish stewardship, financial and budget matters, personnel, maintenance of parish facilities and properties, and fundraising for the parish. The activities and recommendations of this commission are firmly rooted in the biblical concept of

stewardship. It works closely with the Council and is supportive of all other commissions. It does not decide priorities for the parish; that is the responsibility of the Council. The pastor and trustee-treasurer are ex officio members of the Finance/Administrative Services Commission.

Parish Life

This commission facilitates and coordinates various parish wide activities, which promote the parish sense of unity, fellowship and hospitality. These activities include but are not limited to Hospitality Sunday, Senior Citizen, Parish Picnic, and welcoming new parishioners.

Parish School Commission

The Parish School Commission along with the priest(s), principal, and director of religious education are dedicated to the promotion and welfare of Catholic education. The commission is responsible for identifying and expressing the educational goals and objectives of the parish community. The School Commission compiles bylaws to define its mode of governance and operational procedures subject to the approval of the Council.

Section 5. All standing commissions operate under a set of common Standing Commission Guidelines established by the Council and reviewed by the Council every year. Each commission shall be represented on the Council by a discerned liaison who will advise the Council at the monthly meeting of any and all activity and / or concern of the commission. A commission is able to make decisions only if a quorum is present which means a majority of its members. There may be majority and minority reports presented to the Council if consensus cannot be achieved.

Section 6. Commission Officers
The chairperson of each commission shall be discerned by and from the commission members, based on competence, leadership ability, and knowledge of the commission's area of ministry. The term of office for the chairperson is one year, renewable via discernment for two additional consecutive terms. Other officers determined by the commission, e.g. secretary, are selected in a similar manner. Neither an employee of the parish nor an ex officio member of the Council shall be eligible to be an officer.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

The Council may amend the bylaws by consensus or a two-thirds vote of the members at two consecutive meetings of the Council.

Date of Approval by the Parish Council: February 28, 2011

Date of Approval by the Archdiocese: April 26, 2011 - (Handwritten)

Date of Most Recent Amendment: _____

Date of Next Full Review: _____

Standing Commission Guidelines

I. PURPOSE

Each standing commission implements the Parish's priorities and goals in its own areas of responsibility, working together to accomplish the Parish Mission Statement. All commission work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

II. SCOPE

All commissions are accountable to the Parish Council. Commissions make decisions in their areas of responsibility, with the guidance of pastoral staff and Council liaison, which means making decisions at the most appropriate level in the parish commission structure.

III. FUNCTIONS

The basic functions of each Parish Council standing commission are to:

1. Identify needs of the parish within its areas of responsibility and in keeping with the parish mission.
2. Establish priorities among the needs and communicate how these needs can realistically be addressed and where inter-commission or inter-parish collaboration might be effective.
3. Formulate long-range and short-term goals and objectives, including STOC (Strengths, Trends, Opportunities, and Challenges) goals.
4. Research and investigate options to implement goals.
5. Submit the proposed programs to the Council for support.
6. Develop and recommend policy in their area of responsibility to the Council.
7. Communicate with the pastor and pastoral staff about the implementation.
8. Maintain communication with the parish concerning programs, encouraging active support and involvement.
9. Maintain communication with the respective archdiocesan offices and agencies for guidelines and resources.
10. Provide on-going formation of commission members in its areas of responsibility through workshops, study, spiritual formation, etc.
11. Determine budget priorities in the area of the commission's responsibility and make recommendations to the Council through the Finance/Administrative Services Commission.
12. Periodically evaluate existing programs and activities.

13. Provide the Council with regular oral or written summaries of the work of their commission through their liaison.

In any case where any commission member interprets an action of a commission to be outside the limits of its responsibilities, that member shall present such interpretation to the Parish Council liaison or a Council officer, no later than the next Parish Council meeting and ask for reconsideration by the Council. Pending reconsideration, the effect of the commission action shall be suspended.

IV. MEMBERSHIP

1. All commission members must be baptized, practicing Catholics and registered members of the parish. All members participate equally in decision-making.
2. Commission members need to be recruited actively and continuously by the commission itself and its subcommittees.
3. The term for the commission members shall be three years, renewable via discernment for one additional consecutive term. An annual membership list shall be submitted to the Parish Council secretary.
4. Any commission member may resign by filing a written resignation with the commission chairperson.
5. **At any regular meeting a member may be removed for good cause by consensus or by an affirmative vote of three-fourths of the commission. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a commission member.**
6. A vacancy shall be filled by appointment by the commission chairperson. The Parish Council secretary shall be notified of the change.
7. Each new member shall be adequately prepared for membership on the commission by being provided with the opportunity for spiritual growth, appropriate theological foundation and the skills and information required for membership on the commission.

V. OFFICERS

The officers of each commission shall be a chairperson, a vice-chairperson and a secretary. Officers are discerned annually by and from the commission based on their competence, leadership, and knowledge of the commission's responsibilities. Offices are filled in the following order: chairperson, vice-chairperson, and secretary. Ex officio members of the commission are ineligible to serve as commission officers. Officers will serve for one year, renewable via discernment for two additional consecutive terms. In addition, any staff members are ineligible to serve as an officer of any commission.

- A. **The commission chairperson in collaboration with the Council liaison and the pastoral staff member assigned to the given commission:**

1. Is aware of the tasks and responsibilities of the commission and communicates these to the commission, Parish Council and parish community.
2. Organizes and coordinates the activities of the commission. Develops and maintains an annual commission calendar consistent with the Parish Council calendar.
3. Prepares the meeting agenda and submits it to commission members at last three days before the meeting.
4. Provides formation / education for commission members in its areas of responsibility, utilizing the parish staff and offerings on the district and archdiocesan levels.
5. Conducts meetings by assisting the commission members to work together effectively and arrive at appropriate decisions through consensus.
6. Facilitates the tasks of determining priorities and setting goals for programs and services to be developed within parish guidelines and archdiocesan structures and goals within the commission's areas of responsibility.
7. Monitors implementation of all commission decisions.
8. Establishes a budget based on commission objectives; communicates budget information to the Finance/Administrative Services Commission.
9. Forms ad hoc committees when necessary and appoints the chairpersons; makes appointments of subcommittee chairpersons; assigns individual's specific tasks; delegates responsibilities; and encourages cooperation both in and out of meetings.
10. Maintains commission membership roster and notifies the Parish Council secretary of any changes.
11. Is an ex officio member of all subcommittees of the commission.
12. Oversees recruitment and orientation of new commission members.
13. Assists the next chairperson in understanding the commission history, responsibilities and resources. Transfers all commission material to the new chairperson.
14. Performs duties consistent with the office as the Parish Council or commission may direct.

B. The commission vice-chairperson:

1. Conducts meetings in the absence of the chairperson and is familiar with the parish structures, commission guidelines and activities, and consensus decision-making so as to provide continuity for the group.
2. Becomes chairperson in case of vacancy.
3. Performs special tasks consistent with the office as assigned by the chairperson or the commission.

The commission secretary:

1. Oversees the accurate recording of the minutes of each meeting and sees to it that the minutes and the agenda are made available to the commission members, Parish Council secretary and Council liaison.
2. Takes attendance at meetings and records absences.
3. Maintains the official list of all commission members and their terms, the list of all ad hoc and subcommittee chairpersons and members and keeps those lists current including addresses, phone numbers and e-mail addresses.
4. Handles correspondence for the group, including agendas, minutes, notification of regular and special meetings, notes of thanks, etc.
5. Performs duties consistent with the office as the chairperson or commission may direct.

VI. MEETINGS

1. Regular commission meetings shall be held at such time, place and date as the Parish Council may designate. Each meeting shall consist of prayer / formation, decision-making and planning.

An agenda shall be prepared before the meeting by the chairperson, after appropriate consultation with other commission and staff members, based on an understanding of the ongoing needs and concerns of the parish within the scope of the commission's responsibilities. A written agenda shall be presented to commission members at least seven days before each meeting.

2. The chairperson, Parish Council chairperson, pastor or a quorum of the commission may call special meetings. A quorum consists of a majority of the members. Notice of such meetings shall be given to all commission members within a reasonable time prior to the meeting, indicating its time, place and purpose. No business other than that stated as the purpose shall be conducted at that meeting. Items discussed and resolved at the special meeting shall be made available to all members of the commission within seven days after the special meeting.
3. Advance notice of the time and place of commission meetings shall be published in the parish bulletin, and all members of the parish shall be entitled and welcome to attend as observers. The commission chairperson may open any meeting to discussion by parish members on such subjects and under such rules as the chairperson may announce.

VII. MANNER OF DECISION-MAKING

Commission manner of decision-making is communal discernment, which includes:

- ❖ Gathering of information
- ❖ Prayerful reflection and dialogue
- ❖ Consensus

VIII. SUBCOMMITTEES

The commission chairperson shall form subcommittees as needed. Each subcommittee shall have a chairperson or representative who speaks for the subcommittee at standing commission meetings. The initial task of each subcommittee shall be to delineate its responsibilities for review by the standing commission and Parish Council. Upon approval, the subcommittee must develop its own goals. Guidelines and operating procedures should be established if they are significantly different from the standing commission guidelines.

IX. REVISIONS TO GUIDELINES

The Parish Council may revise these Standing Commission Guidelines by consensus or two-thirds vote of the Parish Council.

Date of Approval by Council: February 28, 2011

Date of Most Recent Revision: _____

Date of Next Full Review: _____