
APPENDIX
Sheboygan North Catholic Parishes Pastoral Council
Holy Name of Jesus, St. Clement and St. Dominic Parishes
Sheboygan, Wisconsin
Revised Fall, 2017
Approved February 2018

MEMBERSHIP

- 3.1 The Council shall have 20 members.
- 3.2 The council shall have the following Ex officio members: the Pastor or Administrator, Associate Pastor, and 6 Trustees: 2 from each parish.
- 3.3 The Council shall have 12 at-large representatives selected from and by the membership of each parish. There will be 4 open seats each year, each serving 3 year terms. (4/4/4) Membership shall be limited to two consecutive terms.
- 3.5 (Optional, to pursue) The Council shall have 2 youth representatives selected from and by the youth members of the parish.

NOMINATION AND SELECTION OF NEW MEMBERS

- 4.3 The Council shall follow the nomination and selection process as outlined:
By March 1st, the Council Chairperson shall appoint a committee including the Council Vice Chairperson who will serve as the Chair of the Committee, and additional Council members and/or parishioners at large, with equal representation from each parish. This Committee is responsible for managing all aspects of the selection process.
- a. Education of Parishioners.**
The Selection Committee will educate parishioners through bulletin announcements and presentations at liturgies.
- b. Nomination.**
The Selection Committee will:
- Work with parish staff to prepare and distribute nomination forms, candidate biographical information forms, ballots needed for voting.
 - Distribute nomination forms at all liturgies on the designated weekend.
 - Invite parishioners to submit in writing the names of persons, including themselves, whom they feel have the essential characteristics of a Council member.
 - Collect nomination forms and recording results.
- c. Notification of Nominees.**
The Selection Committee will contact nominees and invite them to:
- Accept the nomination.
 - Participate in orientation sessions.
 - Confirm their willingness to engage in the parish discernment process.

d. Nominee Orientation.

The Selection Committee will:

- provide information about the orientation sessions.
- plan the parish orientation session.
- encourage nominees to participate in the Archdiocesan orientation available at the Archdiocesan web site and/or parish orientations unless a nominee is running as an incumbent for a second term.

f. Facilitation of the Selection Process. Nominees shall submit parish/church biographical information and a statement about why the nomination was accepted. The Selection Committee will be given this information for use in the discernment process, and upon completion the information will be made available to the parish via bulletin and website.

4:4 The selection of new members of the Council shall be by discernment.

MEETINGS

6.1 Council meetings shall be held 10 meetings per year.

COMMISSIONS OR COMMITTEES

**11.1 The Council has four standing committees. These are: Worship; Faith Formation; Human Concerns; Stewardship.
(Holy Name, St. Clement and St. Dominic Parishes may have individual Parish or Combined Parish Committees in areas of Evangelization; Worship; Faith Formation; Human Concerns; Stewardship)

11.4 The Council selects liaisons to each standing committee and to the St. Elizabeth Ann Seton Catholic School Board to attend the meetings and/or to schedule each committee to meet at least annually with the Council to discuss the area of mission and ministry.

11.6 The Council has established the following Sub-Committees or Ministry Teams at the request of a standing committee.

- a. Worship.** Choirs; Cantors; Eucharistic Ministers; Home Communion Team; Lectors; Ushers; Environment Committee; Media Ministry; Sacristans; Altar Servers.
- b. Faith Formation:** Pre-K to 8th grade; Family Faith Formation; Adult groups; Sacramental preparation Groups; Youth Ministry; Catholic School Liturgy of the Word for Children; RCIA; Mission Trip Ministry; Sacramental Preparation Groups; Little Rock Bible Study Group; Vacation Bible School.
- c. Human Concerns:** Senior Ministry (includes Dynamos); North side Food Pantry; Emmaus Meal; St. Vincent de Paul, Salvation Army Bell Ringers; Welcoming Committee; Rainbow Kids and Silver Linings; Elizabeth Ministry; Respect Life; Scouts; Community Outreach; Prayer Chain; Military Rosary makers; Little Lourdes Day; Emmaus Meals.
- d. Stewardship:** Time and Talent; Catholic Stewardship Appeal; Parish Directory; Fall Festival.

- e. **School:** Home and School; Athletics.
- f. **Hispanic Community** Liturgy; Evangelization; Human Concerns; Social Events; Art and Publicity; Finance.

COMMISSION GUIDELINES

- 12.5 **Officers.** Each commission shall have a chair, a Vice-chair or Chair-elect, and a Secretary.

AMENDMENTS

- 13.1 The Council Appendix may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the Pastor.

SUBMISSION OF APPENDIX COPY TO THE ARCHDIOCESE

- 14.1 A copy of the appendix should be submitted to the Office for Planning and Councils whenever changes are approved. The copy is placed in the parish or cluster file. The appendix should be reviewed on a regular basis usually in conjunction with the development of a new pastoral plan for the parish or cluster.