

# Sts. Simon and Jude Parish

## 2006/2007 Stewardship Board Bylaws

### Parish Mission Statement

*"We are Catholic disciples of Jesus Christ,  
celebrating Eucharist and welcoming and serving all God's people  
in the spirit of our brother, Francis of Assisi."*

#### 1. Stewardship: An SSJ Parish Value

The Parish of Sts. Simon & Jude recognizes four guiding values for our community:

- **Eucharist**
- **Gospel**
- **Hospitality**
- **Stewardship**

Using the American Bishops' Pastoral Letter titled *Stewardship: A Disciple's Response* as our foundation document, we define Stewardship as a way of life in which we respond in gratitude to the understanding that all we have is a gift of God. Stewardship is *grateful caretaking*.

#### 2. Purpose of the Stewardship Board:

The Stewardship Board is responsible for increasing understanding and visibility of Stewardship spirituality at every level of the parish including staff and leadership along with the entire parish family.

#### 3. Goal:

Create an environment in which the SSJ community is able to deepen their personal relationship with God and to understand Stewardship as a core parish value through the insight that everything is God's gift.

#### 4. Scope of Responsibility:

To achieve this goal, the Stewardship Board shall:

- **Influence** -Coordinate with the Pastoral Council to assure that Stewardship focus is maintained as an integral part of the long-range parish plan.
- **Implement** -Create and execute an annual Stewardship plan.
- **Infiltrate** -Be present to other parish boards and councils –*Pastoral Council, Finance Council, Liturgy Board, Hospitality Board, Faith Formation Board and Communications Board* – to support them in their mission and provide insight from a Stewardship perspective;
- **Identify** -Create awareness of the many manifestations of Stewardship that already exist in the Parish
- **Inculcate** -Provide opportunities for all parishioners to gain a deeper understanding of the concept of grateful caretaking.

- **Instigate** –Assist the parish and solicit suggestions from parishioners in identifying new ways to use our time, talent and treasure to express their gratitude to God.

## 5. **Members of the Board**

A member of the Stewardship Board is someone who has demonstrated their understanding and commitment to Stewardship through the way they lead their life.

### **A. Qualifications for membership:**

Persons who wish to serve on this board must be:

- Registered and regularly participating members of the parish;
- A prior participant in one of the parish's Stewardship Education Sessions;
- Committed to pursuing a deeper understanding of Stewardship as a way of life;
- Predisposed to listening and sharing with others
- Open to a consensus-building model of decision-making.

### **B. Duties of the members:**

The members of the Board shall commit themselves to:

- Attend all the meetings of the board;
- Actively participate in planning and leading programs established in the annual Stewardship Plan;
- Serve on one of the working teams organized by the board;
- Practice the spirituality of grateful caretaking as embodied in the American Bishops' Pastoral Letter titled *Stewardship: A Disciple's Response* and related documents;
- Participate in periodic days of reflection on the spirituality of Stewardship;

### **C. Kinds of Members:**

There will be a minimum of ten (10) active members of the board, including:

#### **1.) Ex-officio member:**

This member serves on the board by virtue of the office they hold. He/she shall continue to serve on the board as long as they hold that position.

- The Pastor and/or Pastoral Associate

#### **2.) At-large members:**

There shall be a minimum of nine (9) and up to a maximum of twelve (12) at-large members with three (3) members joining and three members leaving the board annually. The members at-large will serve for at least two and ¼ years, and no more than three, years. Additional members can be added at any time if membership falls below nine. The normal selection process will proceed as follows:

- Current board members will nominate candidates at the April board meeting
- Candidates will be approved by the Pastor
- Approved candidates will receive a personal invitation from the Pastor/Pastoral Associate in April and be invited to attend an orientation meeting in May
- Individuals who accept the invitation will be installed at the June meeting

### **3.) Emeritus members (Unlimited)**

All individuals who have served on the Stewardship Board for at least 2 years will be considered to be Emeritus members for life. This honorary status recognizes the unique insights into the Stewardship way of life that comes with the study and time commitment that board membership implies. Beyond their honorary status, Emeritus members will be called upon from time-to-time for active involvement in board projects and for assistance in furthering Stewardship education.

#### **D. Term of Office**

At least three new board members will be invited onto the board annually. They will serve for a minimum 2 1/4 year term from June 1 through August 30 to assure continuity in the development and implementation of the annual plan and especially to safeguard the underlying spirituality of gratitude to God for all His gifts. Individuals may elect to stay on the board for a third year.

### **6. Meetings:**

The board shall meet the first Thursday of every month from 7 – 9 PM. All ex-officio and at large members of the board shall attend the meeting. Guests and experts may be invited to attend. The meetings may be attended by any member of the parish. Agenda items for discussion must be submitted to the Chair one week prior to the meeting. No board meetings will be held in July or August.

### **7. Leadership Team**

The board will be guided by a Leadership Team consisting of:

- **Chairperson** (3<sup>rd</sup> year member)
- **Vice-Chairperson** (2<sup>nd</sup> year member)
- **Convener**
- **Pastor** and/or **Pastoral Associate**

#### **A. Leadership Team Selection**

- 1.) The members of the Stewardship Board nominate the new Chair and Vice-Chair by consensus, at the May meeting of the board. The Pastor approves the nominations and the new officers are installed at the June meeting.
- 2.) The new Convener will be formally installed at the September meeting.

#### **B. Chairperson:**

##### **1.) Duties of the Chair:**

- Oversee the overall activities of the board.
- Coordinate Leadership Team meetings and guide the overall direction of new Stewardship efforts;
- Facilitate the meeting of the board to reach consensus on all matters requiring decisions;
- Mentor development of the Vice-Chair;
- Manage staffing issues:

- Communicate with board members to assure that talents are used to best advantage;
- Propose creation or elimination of teams to manage key board projects or activities;
- Assure sufficient people are available to manage planned projects; and
- Prepare and distribute the board meeting agenda one week in advance.
- Attend monthly meetings of the Leadership Team and share the responsibility for overall leadership of the board.

**2.) Qualifications for the Chair:**

- Be an at-large member of the board for 2 years;
- Have demonstrated leadership skills and abilities;
- Be willing to listen to the concerns of all the members with compassion and understanding.

**C. The Vice-Chair of the Board:**

**1.) Duties of the Vice-Chair:**

- Coordinate the development of the Annual Stewardship Board Plan;
- Work with other board members and board teams to assure that focus is maintained on agreed upon annual plan objectives.
- Attend monthly meetings of the Leadership Team and share the responsibilities for overall leadership of the board.

**2.) Qualifications for the Vice-Chair:**

- Be an at-large member of the board for at least 1 year;
- Have demonstrated leadership skills and abilities;
- Be willing to listen to the concerns of all the members with compassion and understanding.

**D. Convener:**

**1.) Duties of the Convener:**

- Follow-up with board members to assure follow-through on agreements at Board meetings;
- Coordinate all meeting room requirements with the parish office.
- Attend monthly meetings of the Leadership Team and share the responsibilities for overall leadership of the board.

**2.) Qualifications for the Convener:**

- Be an at-large member of the board;
- Have demonstrated leadership skills and abilities;
- Be willing to listen to the concerns of all the members with compassion and understanding;

**8. Working Teams**

Each board member will also be expected to serve on one of several working teams defined annually by the board to carry out programs that enhance the understanding

of Stewardship within the parish. The board may add or eliminate teams at its discretion.

#### A. Team Definition

In 2006/2007 the following teams have been established:

- Leadership
- Education
- Retreat
- Ministry Recognition
- Witness Speakers
- Children/Family
- Service Ministry Formation
- Communications

#### B. Team Purpose

The purpose of each Stewardship Team for 2006/2007 is:

- **Leadership** –Provide recommendations to the full Stewardship Board for overall direction of parish stewardship activities
- **Education** –Create opportunities for formal education of all members of the parish on the concepts of Stewardship
- **Retreat** –Plan for an annual parish retreat that will embody the key concepts of Stewardship and other parish values and be open to any adult or young adult member of the parish
- **Ministry Recognition** –Make parishioners aware of the plentiful examples of Stewardship in action that they can be a part of through existing parish ministries
- **Witness Speakers** –Identify and train parishioners who are willing to share their personal story as a means to convey the key Stewardship message of *gratitude to God for all He has given us*.
- **Children/Family** –Make Stewardship spirituality available to the children of the parish through involvement of the whole family
- **Service Ministry Formation** – Create the foundation for a new service ministry in the parish that will allow SSJ to model stewardship for all its parishioners
- **Communications** –Use existing media and create new vehicles to deliver the “news” of stewardship to all members of the parish and encourage maximum participation in stewardship- sponsored events.

#### C. Team Membership

Each team will determine its own leader and membership roster consistent with the scope of its defined purpose. Each team will include one Stewardship board member who will assure communication between the board and the team. However, the board member does not necessarily have to be the team leader.

### 9. Secretary/Recorder

A secretary will be invited to assist the board through the regular writing and posting of meeting minutes. This individual will not be a voting member of the board. This person will be eligible to become an at-large member of the board after one year of service.

**A. Duties of the Secretary/Recorder:**

- Record minutes of the board meeting and distribute for review and approval within one week after the meeting; and
- Assure that meeting minutes are posted promptly on the parish website.

**10. Annual Plan**


The board will be responsible to create an annual written plan outlining its goals, objectives and strategies for the coming year. The Stewardship Plan will be consistent with the Parish Mission Statement and the long-term goals of the Parish Pastoral Plan. Each Team within the board will be responsible to develop and write the section of the overall plan that will guide the activities of their team. The annual plan will be approved at the May meeting in anticipation of activities to take place over the period July 1, through August 30, of the following year.

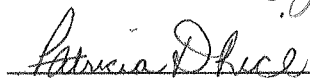
**11. Review and Amendment of by-laws:**

- By laws will be reviewed at least once annually at the June board meeting;
- By-laws may be amended at any time by a 2/3 vote of the ex-Officio and at-Large members.

Revised and Adopted: June 1, 2006

  
Fr. Michael Harvey, Pastor

  
Patsi Wagner – Pastoral Associate

  
Trish Rice – Chair