

Sts. Simon & Jude Church Hospitality Commission Bylaws

1. Vision

We are guided by the parish value of hospitality, the spirituality of St. Francis, nourished by the Holy Spirit and fulfilled by Jesus Christ. The Hospitality Commission will endeavor to facilitate and sustain the biblical tradition of hospitality in the parish faith community of Sts. Simon & Jude, all its ministries and the greater community of Huntington Beach. It is our goal to create a higher awareness that hospitality flows out of the good news that Christ lives in each of us.

2. Principles

In our words and practices we will assess and identify our successes and failures as a spiritual refuge to those in need and seeking the faith. We will recommend to other boards and commissions areas where we could better demonstrate the Franciscan virtues of hospitality, welcoming, understanding and compassion to ensure a Christ-like reality is brought to every ministry in which we serve and every action which we perform.

3. Purpose

The Commission will convene to develop plans to:

- Improve the overall spirit of welcoming and hospitality within the parish community and within the greater Huntington Beach area
- Assess, evaluate and provide recommendations to improve effectiveness of various forms of hospitality in the parish and create a strong sense of commitment and membership
- Serve as a liaison between parishioners, committees, ministries, boards, school, and staff.

4. Strategy

To achieve the plans' goals, the Hospitality Commission shall strategically:

- Provide guidelines for media selection and message content for internal and external communications regarding the hospitality activities of the parish
- Communicate with those on the staff responsible for preparing and executing internal and external communication, providing insight and recommendations for enhanced methods of hospitality and increasing visibility and awareness based on reflections, surveys, discussions and other interactions with members of the parish
- Be accessible to parishioners for discussion and input on parish hospitality.

5. Membership

A. Qualifications

Persons who wish to serve on this Commission must:

- Be a registered active member of the parish
- Be a regularly participating member of the community
- Be available to attend the Commission meetings
- Be experienced, knowledgeable and/or skilled in the area of hospitality
- Be genuinely interested in an understanding and commitment to parish hospitality
- Be committed to a consensus-building model.

B. Responsibilities

The members of the Hospitality Commission are responsible for overseeing the overall communications and events involving hospitality of the SSJ community, working with the Pastor, Pastoral Staff, parish boards and councils, and ministries. As such they guide, rather than implement, hospitality strategies and decisions parish wide.

C. Term

The term of any member shall be determined by that individual member's discernment, the communication needs of the Commission, and the discretion of the pastor.

D. Number

There are to be a minimum of nine members on the Commission. There must be a minimum of five members present at the meeting to come to a consensus on action items

6. Members

A. Ex-Officio Members

Those members serve on the Commission by virtue of the office they hold and shall continue to serve on the Commission as long as they hold that position. Those persons are:

- The Pastor, who shall also be designated as the presider
- The Pastor's Representative
- The Former Chair

B. At-Large Members

There shall be nine to twelve at-large members. The position is open to any member of the parish community who is a registered, regularly contributing member of the community. When a vacancy occurs on the Commission, an announcement shall be made in the parish bulletin or other media as appropriate. Parishioners willing to serve on the Commission will apply to the pastor. The sitting members of the Commission and the pastor shall then select applicants to fill the vacancies.

7. Elected and Appointed Officers

A. The Presider

The presider, who is the pastor or his designated representative when he is unable to attend, will be present at all Hospitality Commission meetings. Together with the Chair, the Presider will prepare the agenda. The presider will participate in Hospitality Commission deliberations and be an active participant of the consensus process.

B. The Chair

The Chair, one of the commission members, is elected with a majority vote by the sitting members of the Commission and approved by the pastor for a one-year term, and may be re-elected for an additional one-year term.

• **Qualifications for the Chair**

- ◆ Be an at-large member of the Commission
- ◆ Demonstrate leadership skills and abilities
- ◆ Be willing to listen to the concerns of all the members with compassion and understanding
- ◆ Be familiar with group dynamics and consensus building.

• **Responsibilities of the Chair**

- ◆ Prepare the agenda
- ◆ Chair the meeting of the Commission
- ◆ Invite the members to read the Gospel and lead the opening prayer
- ◆ Facilitate the invitation of any experts and guests to the Commission meetings
- ◆ Oversee all the activities of the Commission
- ◆ Appoint a Recording Secretary

C. The Vice-Chair

The Vice-Chair is elected with a majority vote by the sitting members of the Commission and approved by the pastor for a one-year term, serving in the absence of the Chair.

- **Qualifications for the Chair**
 - ◆ Be willing to assume the responsibilities of the Chair for the year
 - ◆ Be an at-large member of the Commission
 - ◆ Demonstrate leadership skills and abilities
 - ◆ Be willing to act in the absence of the chair
 - ◆ Be willing to listen to the concerns of all members with compassion and understanding
 - ◆ Be familiar with group dynamics and consensus building.
- **Responsibilities of the Vice-Chair**
 - ◆ Perform the duties of the Chair when the Chair is not present
 - ◆ Work closely with the Chair to coordinate the activities of the Commission
 - ◆ Facilitate the order of the agenda
 - ◆ Report to the Chair on the meeting activities and future actions

D. The Recorder

The Chair shall appoint a Recorder who will be responsible for taking minutes at the meeting, preparing minutes, distributing minutes to commission members, and posting minutes on the parish website. Minutes will clarify understanding of agreements at the meeting and to accurately reflect them in the written summary.

8. Election Process to Determine Chair and Vice-Chair

A secret ballot will be used to assure the privacy of each individual's voting rights and the fairness of the overall decision. Since several Commission members might be well qualified for the position, a secret straw ballot will precede the final secret ballot. The Recorder will count the ballots and announce the results to the group. As necessary, multiple ballots may be used until one person receives a majority vote.

9. Meetings

A. Commission Meetings

The Commission shall meet regularly as determined by its members at the parish office or other appropriate facility on the SSJ campus. If the Commission meeting is to be held at a location other than the SSJ campus, the Chair will arrange accommodations and notify the Commission members. All sitting members of the Commission shall attend the meeting. Guests and experts may be invited to attend. Commission meetings shall be open to all members of the parish community.

B. Open Forum

Once a year (February), the Commission will host an open forum that may be attended by any member of the parish. This open forum may be held at a time and place as the Commission may decide. Announcement of the meetings will be made at least two weeks in advance via the parish bulletin and website. At those meetings, the Commission will hear comments, suggestions, and reactions from the parishioners. The floor will be open; however, priority will be given to those who contact the Chair prior to the meeting.

C. Quorum

A majority of the minimum number of Commission members will constitute a quorum for the transaction of business. Every action taken or decision made by a consensus of the quorum members present will be the act of the Commission. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of members, if any action or decision made is approved by consensus quorum for that meeting.

D. Action Without a Meeting

Any action that the Commission is required or permitted to take may be done without a

meeting if all of the members of the Commission consent in writing. Written actions may be in the form of electronic or hard (paper) copy correspondence. The action by written consent will have the same force and effect as any other validly approved action of the Commission. All consents will be filed with the minutes of the proceedings of the Commission.

10. Consensus Model Process

Consensus is a group process for decision making in which all come to a common understanding and agree to support the decision of the whole. It is not negotiation-based. Instead, it is built on prayer, based on mutual trust among persons making the decision and honors the teachings and scriptures of the Church. Consensus does not involve majority rule (no votes), compromise (people don't give up to keep peace), competition (no winners or losers), quick decisions (consensus takes time) and has a dependence on the leader to engage all in the discussion to come to a decision.

A. Requirements of the Consensus Process

- Relinquishing individual pride while retaining values
- Acceptance of the position of others without the expediency of compromise
- The honesty of each member
- Compassion in listening
- Acknowledgment that the Spirit is present in the gathering
- The expression of each individual position
- The commitment to invest the time necessary to consider all relevant positions
- Preparation for a meeting
- The commitment by all to abide by the decision

B. Responsibilities of Commission Members in the Consensus Model Process


- Speaking to the issue
- Listening actively in cooperation with the Holy Spirit
- Voicing the gifts of ideas
- Striving for the good of the whole
- Trusting that a path to a solution exists
- Being willing to recognize the solution
- Accepting the solution when it appears
- Publishing or putting the solution into practice
- Feeding the results back to the process

11. Amendment of By-Laws

Subject to the rights and the limitations of members, the Commission may adopt, amend or repeal bylaws unless the action would materially and/or adversely affect the members' ability to achieve a consensus of the Commission.

Once members have been admitted to the Hospitality Commission, the members may not, without a consensus of the Commission, specify or change any bylaw provision that would fix or change the authorized number of members; fix or change the minimum or maximum number of members, or; change from a fixed number of members to a variable number of members or vice versa

Adopted: December 3, 2005


Reverend Michael L. Harvey, OFM – Pastor


Mara O'Bymachow and Cindy Hyink – Co-Chairs