

# Sts. Simon & Jude Church Communications Board Bylaws

## 1. Vision

The focus of the board is to effectively communicate the Franciscan vision, the Sts. Simon & Jude Church (SSJ) mission, and the parish values of gospel, Eucharist, stewardship, and hospitality to parishioners and to the greater Huntington Beach community.

## 2. Principles

The board will identify and utilize the most effective media to reach the active and inactive members of the SSJ community and the greater Huntington Beach area. In accomplishing this, the Board will act in accordance with the principles of the Pastoral Council Foundational Document.

## 3. Purpose

The board will convene to develop plans to:

- Improve overall communication within the parish community and with the greater Huntington Beach area
- Assess, evaluate and provide recommendations to improve effectiveness of various forms of communications in the parish
- Serve as a liaison between parishioners, committees, ministries, boards, school, and staff.

## 4. Strategy

To achieve the plans' goals, the Communications Board shall strategically:

- Provide guidelines for media selection and message content for internal and external communications regarding the 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 communication strategies and methods of 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 communication.

## 5. Membership

### A. Qualifications

Persons who wish to serve on this Board must:

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

### B. Responsibilities

The members of the Communications Board are responsible for overseeing the overall communications of the SSJ community, working with the Pastor, Pastoral Staff, parish boards and councils, and ministries. As such they guide, rather than implement, communication 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 Board, and the discretion of the pastor.

**D. Number**

There are to be a minimum of nine members on the Board. 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 Board by virtue of the office they hold and shall continue to serve on the Board 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 Board, an announcement shall be made in the parish bulletin or other media as appropriate. Parishioners willing to serve on the Board will apply to the pastor. The sitting members of the Board 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 Communications Board meetings. Together with the Chair, the Presider will prepare the agenda. The presider will participate in Communications board deliberations and be an active participant of the consensus process.

**B. The Chair**

The Chair, one of the board members, is elected with a majority vote by the sitting members of the Board 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 Board
- ◆ 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 Board
- ◆ Invite the members to read the Gospel and lead the opening prayer
- ◆ Facilitate the invitation of any experts and guests to the Board meetings
- ◆ Oversee all the activities of the Board
- ◆ Appoint a Recording Secretary

**C. The Vice-Chair**

The Vice-Chair is elected with a majority vote by the sitting members of the Board 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 Board
- ◆ 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 Board
  - ◆ 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 board 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 Board 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. Board Meetings**

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

**B. Open Forum**

Twice a year, the Board 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 Board 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 Board 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.

Comment [ML1]: Put in annual plan

**C. Quorum**

A majority of the minimum number of Board 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 Board. 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 Board is required or permitted to take may be done without a meeting if all of the members of the Board 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 Board. All consents will be filed with the minutes of the proceedings of the Board.

Deleted: 1/19/2005

## 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

Formatted: Indent: Left: 0.6", Hanging: 0.28", Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 0.6" + Tab after: 0.85" + Indent at: 0.8"

Formatted: Indent: Left: 0.6", Hanging: 0.28", Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 0.6" + Tab after: 0.85" + Indent at: 0.8"

### B. Responsibilities of Board 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

Formatted: Indent: Left: 0.6", Hanging: 0.28", Outline numbered + Level: 3 + Numbering Style: Bullet + Aligned at: 0.6" + Tab after: 0.85" + Indent at: 0.8"

## 11. Amendment of By-Laws

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

Once members have been admitted to the Communications Board, the members may not, without a consensus of the Board, 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: January 19, 2005

---

Reverend Michael L. Harvey, OFM – Pastor

---

Mary Lou Ledgerwood – Chair