

Sts. Simon & Jude Parish  
Catechetical Board By-Laws  
Revised 1/2006

**1. Purpose and Goals:**

The Catechetical Board will work to support the faith formation journey of the members of the parish by developing strategies to implement the principles of the USCCB pastoral plan “Our Hearts Were Burning Within Us.” This work will be guided by:

- Franciscan theological and spiritual values, reflecting the Franciscan vision of equality (justice for all); ecumenism; love for all God’s creation (inclusiveness); sister-brotherhood; empowerment of the laity; and bringing people of means and need together.
- The following 8 dimensions of faith formation: Scriptures and Tradition; Knowledge of the Faith, Liturgical Life; Moral Formation; Stewardship; Prayer; Communal Life; and Missionary Spirit.

The board will work to foster faith formation for each age group in the parish, will work to foster and build an environment of intergenerational and cross-cultural respect, and will work collaboratively and on a consensus basis with parish staff to accomplish this work.

**2. Members of the Board**

**A. Qualifications for Membership:**

Persons who serve on this Board must be registered active members of the parish, be regular participating members in the parish community, be available to regularly attend the Board’s meetings as required by these by-laws, and be genuinely interested in implementing the purpose and goals discussed above.

**B. Quorum and Vote:**

A quorum consists of five ex-officio or at-large members of the board (one of whom must be the chairperson or vice-chairperson), who are personally present, participating in person telephonically, or voting by written proxy, at any board meeting. Whenever these by-laws refer to a “vote of the board,” this means the vote of a majority of the quorum participating at the meeting.

**C. Types of Members:**

The board will consist of ex-officio members and at-large members. The ex-officio members are the pastor and the members of the pastoral staff of the parish designated by the pastor to act as ex-officio members at any meeting of the board. There shall be no more than twelve at-large members nominated by the other members of the board and appointed by the pastor. All at-large members must meet the qualifications for membership described above. At-large members are expected to serve for a minimum term of two years and a maximum of no more than two consecutive terms.

**Removal or Resignation of Members:**

Any at-large member may be removed upon a vote of the board, or with the written consent of both the pastor and chairperson (as determined at their sole discretion). Possible grounds for removal include, but are not limited to, absence from 3 meetings between June and May, failure

to take on and perform a fair share of the board's work, inability to work on a consensus basis, or being disruptive at meetings of the board. Upon the removal, or written resignation of any member of the board, a replacement may be nominated by other members of the board, and appointed by the approval of the pastoral leader team. Such replacements shall serve out the remainder of the term of the member who is being replaced

### **3. Officers:**

The board will have the following officers: a chairperson and a vice-chairperson. All will be selected by vote of the board (upon secret ballot) and must be approved by the pastor. Each will serve for a term of one year from the date of selection. No person may serve in any one office for more than two terms (either consecutively or separated by a period of time outside of such office). Any vacancies in any office shall be filled for the remainder of the term by vote of the board (upon secret ballot), and approval of the pastor. The secret ballots for the election of officers will be counted by the pastoral leader and the recorder.

The chairperson shall be responsible for working to foster consensus in decisions required to be made by consensus under these by-laws, chairing each meeting, preparing the agenda for each meeting, inviting the members to read the up-coming Sunday Gospel and leading the opening and closing prayers, overseeing the activities of the board, and oversee forming committees consisting of board members to carry out tasks of the board or to investigate and report to the board on various matters.

The vice-chairperson shall be responsible for performing the duties of the chairperson at any meeting of the board that the chairperson cannot attend, and for assisting the chairperson in the performance of the chairperson's duties.

The recorder takes minutes of meetings and circulates them to pastor, pastoral associate and members of the board. The recorder does not participate in voting or decision making.

### **4. Meetings:**

The Board shall have regular meetings (no more frequent than once a month and no less frequent than once every three months) at a date, time, place and frequency as determined by vote of the board (with the chairperson making the determination if the members cannot determine the date by vote of the board at the preceding meeting).

Once a year, the Board will have 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 open forum will be made two weeks in advance via the parish bulletin and website. At the forum, the Board will hear comments, suggestions, and reactions from the parishioners. The floor will be open, but the amount of time available for speaking shall be at the discretion of the chairperson.

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 copy (paper) media. 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.

**5. Consensus Decision-Making**

Unless these by-laws specifically require a decision to be made by a vote of the board or by officers or ex-officio members, all decisions shall be made by consensus decision-making. Consensus decision-making is a group process in which all come to a common understanding and agreement, and all agree to support the decision of the whole. Consensus is built on prayer, based on mutual trust among the 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), or quick decisions (consensus takes time).

To encourage and build consensus, the members of the Board shall speak to the issue; listen actively in cooperation with the Holy Spirit; respect those with "minority" views (remembering that Jesus was Himself in the "minority"), voice the gifts of ideas; strive for the good of the whole; trust that a path to a solution exists; be willing to recognize the solution; accept the solution when it appears; publish or put the solution into practice; and feed the results back to the process.

The consensus process requires that members give up our pride while keeping our values; be accepting of the position of others without running to the expediency of compromise; be honest; be compassionate as we listen and acknowledge that the Spirit has gathered us together; express their positions; be committed to invest the time necessary to consider all relevant positions; be prepared for meetings, and commit to abide by and support consensus decisions.

**6. Amending these by-laws:**

Subject to the provisions of this part, the Board may (by consensus) amend any portion of these bylaws. However, no such amendment shall be valid if it extends the term of a member or officer beyond that stated in these by-laws, for which the member was selected, or if it changes the decision-making process from consensus to vote of the board (or vice versa). By-laws will be reviewed annually at the June board meeting.

 date 6/29/06  
 Camilla Stark - Chairperson

 date 6/29/06  
 Patsi Wagner - Pastoral Associate

 date 6/29/06  
 Michael Harvey, OFM, Pastor