

Sts. Simon and Jude Church

FESTIVAL 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."*

Parish Values: *Eucharist * Gospel * Hospitality * Stewardship*

1. Vision of the Festival Board

To provide a community building, fundraising event, celebrating the Feast of St. Francis, where parishioners and neighbors from the surrounding community can have fun in an environment that is safe and friendly.

2. Purpose of the Festival Board

To oversee the organization and execution of the annual Fall Festival.

3. Goals of the Festival Board

- Create a weekend (including the first Sunday in October) of festivities around the Feast of St. Francis, including rides, games, food and entertainment.
- Raise funds for church projects.
- Foster community.
- Provide a safe, fun, family oriented atmosphere.
- Encourage participation by all parishioners.

4. Members of the Board

• Qualifications for Membership:

Persons who wish to serve on this Board must:

- Be registered members of the parish.
- Have worked the Festival for at least two (2) years.
- Be available to attend the Board meetings.
- Be committed to active listening and participation.
- Be committed to a consensus-building model.

• Duties of the Members

The members of the Board shall commit themselves to:

- Attend at least 70% of Board meetings.
- Be an active member of SSJ Church.
- Oversee all aspects of the Fall Festival.
- Ensure that their duties and strategies are recorded and easily understandable to the Pastor and to the incoming Board Members.
- Be active participants in all evaluation processes of the Festival.

• Kinds of Members

There are two (2) Ex-Officio members, six (6) representative members, four (4) at-large members of the Board, the secretary & recording secretary. The following are the members and the method by which they are selected to the Board.

- **Ex-Officio Members**

These members serve on the Board by virtue of the office they hold. They shall continue to serve on the Board as long as they hold that position. These persons are:

- The Pastor or his delegate
- The Business Manager

- **Representative Members**

These members shall be selected from key Festival entities. It is up to the current Board Members to nominate these representatives for the Pastor's approval. The term of a representative member is normally 2 years. At the request of the members of the Board, a representative member may continue to serve with the approval of the Pastor. The representative members shall be:

- Representative Member #1
Responsibilities: Food & Beverages; Maintenance & Operations
- Representative Member #2
Responsibilities: Entertainment; Books & More Store
- Representative Member #3
Responsibilities: Volunteers; Security; Parking
- Representative Member #4
Responsibilities: Sponsorship; Raffles; Publicity & Advertisement
- Representative Member #5
Responsibilities: Rides; Games; Safety
- Representative Member #6
Responsibilities: Finance; Contracts; Insurance; Permits/Licenses

- **At-Large Members**

These members shall be active, registered, contributing members of the parish community who have worked the Festival for two years. The sitting members of the Board shall nominate these at-large members for the Pastor's approval. The at-large members will serve for a term of two years. A member may be nominated to serve additional years.

5. **The Chair of the Board**

If the Chair position is vacated, then at the January meeting of the Board, the Board elevates the Vice-Chair to the Chair of the Board.

- **Qualifications for the Chair**

In order that a person is elected Chair, he/she must:

- Be a representative or 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.
- Understand and practice group dynamics and consensus building.

- **Duties of the Chair**

- Oversee all the activities of the Board for a one year term.
- Chair the meetings of the Board.
- Make sure there is an agenda for each Board meeting.
- Invite the members to read the Gospel and lead the opening prayer.
- Facilitate the invitation of any experts and guests to the Board meetings.
- Ensure that the duties and strategies of each Board Member are recorded.
- Maintain an organizational system that ensures new membership and smooth transitions for all positions.

6. **The Vice-Chair of the Board**

If the Vice-Chair position is vacated, at the January meeting, the Vice-Chair is chosen by consensus by the sitting members of the Board and approved by the Pastor for a one-year term. Should a Vice-Chair's at-large term expire before the end of their Vice-Chair term, they will continue to serve out the remainder of the term. The Board will allow another person to fill the vacancy of the at-large member and the number of the Board will increase accordingly.

- **Qualifications for the Vice-Chair**

In order that a person is elected Vice-Chair, he/she must:

- Be willing to assume the responsibilities of Chair in the next Festival year.
- Be a representative or 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.

- **Duties of the Vice-Chair**

- In the absence of the Chair, the Vice-Chair will:
 - Oversee all the activities of the Board.
 - Chair the meetings of the Board.
 - Make sure there is an agenda for each Board meeting.
 - Invite the members to read the Gospel and lead the opening prayer.
 - Facilitate the invitation of any experts and guests to the Board meetings.

7. **The Secretary**

At the January meeting, the secretary is chosen by consensus by the sitting members of the Board and approved by the Pastor for a one-year term. Should a secretary's at-large term expire before the end of their secretary term, they will continue to serve out the remainder of the term. The Board will allow another person to fill the vacancy of the at-large member and the number of the Board will increase accordingly.

- **Qualifications for the Secretary**

In order that a person is elected secretary, he/she must:

- Be a representative or at-large member of the Board.
- Demonstrate organizational skills and abilities.
- Demonstrate communication skills and abilities.
- Be competent at word processing and computer emailing.

- Be willing to work with the recording secretary.
- Be familiar with group dynamics and consensus building.

- **Duties of the Secretary**

- Work with the Chair and Vice-Chair to prepare the agendas.
- Email meeting reminders to all Board Members.
- Bring copies of the agenda to the meetings.
- Bring sign in sheet to meetings.
- Take minutes if the recording secretary is not present at the meetings.
- Review and update the meeting minutes presented by the recording secretary.
- Email the minutes to Board Members and bring copies to the meetings.
- Prepare the contact list with names, phone numbers and emails.

8. The Recording Secretary

- The secretary shall appoint a recording secretary with Pastor approval. He/she will be responsible for taking minutes at the meetings, typing them up, and forwarding them to the secretary for review and distribution.


9. Meetings

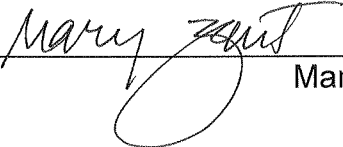
During the months of October through August (excluding November & December), the Board will meet the second Tuesday of every month from 7:00 p.m. until 9:00 p.m. During the month of September, the Board will meet every Tuesday from 7:00 p.m. until 9:00 p.m. All the sitting members of the Board shall attend the meetings. Guests and experts may be invited to attend. The meetings in August and September will be open meetings for all those working on the Festival.

10. Amending these By-Laws

These by-laws may be amended by a consensus of the sitting members of the Board.

Revised and Adopted: 2-21-06


 Reverend Michael L. Harvey, OIEM – Pastor


 Mary Zant – Chair