

Sts. Simon and Jude Parish Youth and Young Adult Board Bylaws

1. Vision:

To provide opportunities to the high school youth and young adults in our parish community in order to empower, enrich, challenge and affirm their Catholic faith and to develop relationships within the Church.

2. Purpose:

The purpose of the Youth and Young Adult Ministry Board is to respond as a Christian community to the needs of high school youth and young adults and to integrate them into the parish community.

3. Goals:

- Empower the youth and young adults to live as disciples of Jesus Christ in the world.
- Draw them to be responsible participants in the life, mission and work of the faith community.
- Foster the personal and spiritual growth of each person.
- To share the unique gifts of youth and young adults with the larger community.
- Provide sacramental preparation for teens choosing to be confirmed.

4. Composition of the Board: The Board will consist of members who chair committees that represent areas within the youth program. These areas include, but are not limited to:

- Communications/Public Relations
- Confirmation
- Formal Learning for all high school youth
- Liturgy
- Sacred Drama
- Service
- Social/Hospitality
- Spirituality/Retreats
- Youth Leadership Team

Committee chairs are responsible for forming a team consisting of at least two to three members to assist the chair in their duties. Each committee shall operate within its own vision/purpose and plan of action. Each committee shall be responsible for reporting their vision, purpose and plan of action to the Youth and Young Adult Board. The Board will have a final say, subject to vote by its members, on specific plans of actions within each committee. The Board agrees to be committed to a consensus/building model.

5. Members of the Board

- **Job Description**

The members of the Board are called upon to be a voice of wisdom and insight to the leadership of the parish and to remain faithful and respectful to the Church and the parish community. Duties of board members will include chairing individual committees outlined above, attend Youth and Young Adult Board meetings, vote on matters of the Board, attend various youth functions sponsored by the Board, interact with youth in the program, assist the youth minister and assist the pastoral staff in the selection of a youth minister.

- **Qualifications:**

1. Registered and active member of the parish,
2. Available to attend meetings,
3. Enthusiastic and committed to working with youth and young adults,
4. Be available to communicate in between meetings, such as by phone, email or in person,
5. Be committed to a consensus-building model.

- **Members:** There are to be a minimum of eight members on the Board. There must be a minimum of five members present at the meeting to come to a consensus on action items.

- **Ex-officio members:** Those 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. Those persons are:

1. The Pastor
2. Associate Pastor
3. Parish Youth Minister

The pastor and/or associate pastor shall attend no less than six meetings per year.

- **Term:** Board members will serve a minimum term of two years. Should a vacancy occur prior to the completion of the term, or at the end of the term, the sitting members of the Board will nominate and select members subject to a paper vote. All selections are subject to the approval of the pastor. Parishioners willing to serve on the Board will apply to board members.

6. The Chair of the Board: The Board will be chaired by one of its members. The Chair is elected with a majority vote by sitting members of the Board and approved by the pastor for a one-year term. He/she may be re-elected for an additional one-year term. Should a Chair's term expire before the end of their term, that Chair would continue to

serve out the remainder of their term as a board member. The Board will select another chair to fill the vacancy based on a majority paper vote.

- **Qualification of the Chair:** In order to serve and be elected Chair, he/she must be:
 1. A member of the Board,
 2. Demonstrate leadership skills and abilities,
 3. Be willing to listen to the concerns of all members with compassion and understanding and,
 4. Be familiar with group dynamics and consensus building.

- **Duties of the Chair:**
 1. Prepare the meeting agenda,
 2. Facilitate the board meeting,
 3. Invite the members to lead the opening prayer and Gospel reading,
 4. Be in direct communication with the pastor and associate pastor and
 5. Represent the Board at parish leadership meetings and gatherings.

7. The Vice-chair of the Board: 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. He/she may be re-elected for an additional one-year term.

- **Qualifications of the Vice-chair:** In order to serve and be elected Vice-chair, he/she must be:
 1. A member of the Board,
 2. Demonstrate leadership skills and abilities,
 3. Be willing to listen to the concerns of all the members with compassion and understanding,
 4. Be familiar with group dynamics and consensus building.

- **Duties of the Vice-chair:** In the absence of the Chair, the Vice-chair will
 1. Prepare the meeting agenda,
 2. Facilitate the board meeting,
 3. Invite the members to lead the opening prayer and Gospel reading,
 4. Be in direct communication with the pastor and associate pastor and
 5. Represent the Board at parish leadership meetings and gatherings.

8. The Recording Secretary: The Chair shall appoint a recording secretary. The secretary has no voice in the deliberation of the Board. He/she will be responsible for taking minutes during meetings and preparing minutes for approval and distribution to board members. In addition, the Recording Secretary, upon Board approval, will publish notes and minutes on the parish web site. If the Recording Secretary cannot be present at a meeting, he/she is responsible for asking a board member to assume the duty of

recording minutes for that meeting and forwarding them to the Recording Secretary for distribution.

9. Meetings:

The Board shall meet the third Tuesday of the month from 7:00 p.m. until 9:00 p.m. in the Youth Center unless noted otherwise. Board members are expected to be prompt and should notify the Chair if their arrival will be delayed. All the sitting members of the Board, as well as the Recording Secretary, shall attend the meeting. Meetings will begin with a reading of the weeks Gospel. Guests and experts may be invited to attend. The Chair will contact any board member missing three consecutive meetings, without reasonable cause, in order to discuss their continuing commitment to the Youth Board.

Once a year, the Board will have an open forum that may be attended by any member of the parish. The forum may be held at a time and place decided by the Board. Announcements for the forum time and place 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.

10. Bylaws: The bylaws will be reviewed by the board each March. Any revisions will be made with board consensus.

Colleen Murray Date 5-16-06
Colleen Murray, Chair

Vanessa Clark Date 5/16/06
Vanessa Clark, Director Youth and Young Adult Ministry

Patsi Wagner Date 5/16/06
Patsi Wagner, Pastoral Associate