



## Stewardship Council Guidelines

### MISSION STATEMENT

It is the mission of the Stewardship Council to develop and maintain St. Thomas Aquinas Catholic Church as a vibrant stewardship parish.

#### Article I: Name

The name of this body shall be the St. Thomas Aquinas Catholic Church Stewardship Council; hereinafter referred to as the "Council".

#### Article II: Purpose

Section 1. The general purpose of the Council shall be to promote, under the authority of the Pastor, all those activities pertaining to stewardship as a priority and way of life at St. Thomas Aquinas Catholic Church.

Section 2: The specific purposes of the Council shall be the following:

1. Ensure all parishioners sense and recognize that they are invited, encouraged and provided the opportunity to be involved which will create a feeling of being welcome, served and appreciated. (Hospitality)
2. Instill the power and importance of prayer and participation in the sacraments in the hearts and minds of all. (Prayer and Worship)
3. Form each individual as they become part of the formation of the parish community. (Formation)
4. Be attentive to the needs of the parishioners in turn to provide the opportunity for parishioners to respond in gratitude and action in the recognition of the gifts they have received. (Service)
5. Seek to be a common faith community within which parishioners are invited and have the opportunity to serve and be served, giving and receiving their God-given giftedness. (Annual Stewardship Commitment Campaign)

#### Article III: Authority

Section 1. The authority of the Council is derived from the authority of the Pastor.

Section 2. The Council shall operate within the framework of the laws and teachings of the Church, Diocesan regulations and the policies of the United States Conference of Catholic Bishops.

## **Article IV: Membership & Commissions**

Section 1. Members of the Council will be appointed by the Pastor.

Section 2. The Council members are to be faithful and active members of the parish who are in full communion with the Catholic Church and who are dedicated to the welfare of the entire parish.

Section 3. The Council shall be comprised of eight (8) to 13 parishioner members.

Section 4. The Council shall include members of the pastor's staff, as he deems necessary.

Section 5. All members shall take office at the first regular meeting of the Council following their appointment.

Section 6. Members may be appointed to the Council as at-large members or to Council Commissions parallel with the four (4) pillars of parish stewardship as follows:

1. Hospitality
2. Prayer & Worship
3. Faith Formation
4. Apostolic Service

Section 7. One member shall be assigned the responsibility of being the Stewardship Commitment Campaigning Coordinator and will work in conjunction with church staff on the annual stewardship campaign.

Section 8. The Council shall establish committees or task forces to address specific issues or projects, if necessary. The Council, in consultation with the established committees or task forces, shall determine when the work of the group is finished.

Section 9. Members will serve three-year terms, with the exception of the chairperson who will serve a two-year term.

Section 10. Council members are not allowed to serve more than two consecutive terms.

Section 11. For council members wishing to serve a second term, they must be appointed by the pastor for their second term and service must be within a different capacity than the first-term served.

Section 12. Members are expected to attend all meetings. Members shall notify the Council Chairperson or Staff, in advance, if they cannot attend a meeting.

Section 13. Any member of the Council who misses four (4) regularly scheduled meetings within one (1) fiscal year may be removed from the Council. After three (3) missed meetings, written notification of absences will be sent to the said member. After four (4) missed meetings, written notification of removal, including information regarding absences and a copy of this administrative guideline, will be sent to the said member.

Section 14. Any member of the Council may resign by filing a resignation letter with the Pastor. The Pastor will notify the Chairman of the Council upon receiving filed resignations.

Section 15. Any member of the Council may be removed for just cause, by the Pastor.

Section 16. If a vacancy occurs, the Pastor will appoint a person from the parish to fill that vacancy.

#### **Article V: Duties of the Chairperson**

Section 1. The responsibilities of the Chairperson shall be to:

1. Conduct all Council meetings and to call special meetings as needed.
2. Be an ex-officio member of each Council committee.
3. Perform other such duties as the Council may direct, consistent with that office.
4. Be responsible for assuring participation of all members in Council deliberations and decision-making.
5. Prepare an agenda, in conjunction with the Pastor or his designate, and distribute it to members no later than one week prior to the regularly scheduled Council meeting.

#### **Article VI: Meetings**

Section 1. Regular meetings are open to all members of the parish, which will be held on the second Thursday of odd number months.

Section 2. Visitors must seek approval and make arrangements with the Pastor or the Council Chair, to attend a meeting and be included on the meeting agenda, at least two weeks prior to the Council meeting he or she wishes to attend. Visitors are asked not to participate in discussion unless invited.

Section 3. The agenda for regular meetings should include, but not be limited to:

1. Opening prayer
2. Approval of minutes from previous meeting
3. Pastor's report
4. Old business
5. New business
6. Agenda items for next meeting
7. Closing prayer

Section 4. Special meetings may be called by the Chairperson or Pastor. The purpose of a special meeting shall be provided in the meeting notification.

Section 5. Issues requiring immediate action or input from the Council may be handled by email.

Section 6. The Council shall meet annually to review the activities of the previous year and engage in planning for the next year, in conjunction with the Parish Council.

## **Article VII: Amendments**

Section 1. This document may be amended by the Pastor at any time.

Section 2. Amendments will be dated, properly noted in the article amended and attached to the original Guidelines.

Section 3. Amendments will be forwarded to all Council members and published as deemed necessary.