



## St. John Fisher - Parish Council

### Minutes from Meeting – September 26, 2024

Parish Staff/Trustees		Parish Council		Other Attendees	
<b><u>Ex officio</u></b>		Jim Castellani	√		
Rev. Alvin J. LeBlanc	R	Pedro Cristavao	√		
Sr. Dcn. Em. John McKaig		Barbara Gaudette	√		
Dcn. Bill Gilles	R	Tim Geary	√		
Marlene Luebeck (Trustee)		Nancy Gianetti	√		
Peter Yorio (Trustee)	R	Julie Groene	√		
<b><u>Non-voting</u></b>		Trevor Hooker	R		
Janice Reska (DMM)	R	Paul Kriksciun	√		
Cindy Bryan (CFF)	√	Barbara Meyer (President)	√		
Helena Thomas (CFF, DYM)	√	Colin Tracey	√		
		Nancy Visco	√		
		Christina Warchut	√		
		Matt Wilson (Secretary)	√		
		√=present      R=regrets			

- I. **CALL TO ORDER** – PC President, Barbara Meyer **7:00 PM**
- II. **OPENING PRAYER** – Barbara Meyer
- III. **WELCOME, INTRODUCTIONS AND REVIEW OF RESPONSIBILITIES AND BYLAWS** – Barbara Meyer
  - Barbara Meyer distributed the “Parish Council Roles and Responsibilities” (see Attachment 1) based on the Parish Constitution (see Attachment 2). The purposes of the council include advising and assisting the Pastor in sharing the mission of Christ, and functioning as a facilitator of the lay ministry, among other purposes. Barbara described the roles of the council officers and members. Barbara also passed out and discussed the Bylaws of the Church of St. John Fisher Parish Council (see Attachment 3). Barbara said that one possible change we could consider would be to make the youth representative a voting member.
  - Barbara encouraged everyone on the council to reach out to parishioners. Barbara said that we will announce council meetings in the bulletin to encourage comments and participation.
- IV. **REVIEW MINUTES** of **May 23, 2024** – All
  - Barbara Meyer provided a markup of the minutes. Nancy Gianetti made a motion to accept the May 23, 2024 minutes with Barbara’s changes, Paul Kriksciun seconded the motion, and the minutes were approved with changes unanimously by voice vote.
- V. **PARISHIONERS’ COMMENTS** – All
  - Jim Castellani said that he heard positive reactions to moving the tabernacle.
  - Barbara Meyer said some people were concerned that the greater emphasis on a more reverent atmosphere in the presence of the tabernacle might inhibit the open, welcoming atmosphere.
  - Jim Castellani said that people can’t hear the sound system in the southwest corner of the church. Paul Kriksciun’s son, who does sound systems, said that the microphones need to be suspended above the choir.
  - Julie Groene said that parishioners don’t approach most council members spontaneously, and we should consider announcing an email address for parishioners to send in comments for the parish council. We might also consider putting pictures of Parish Council members in the bulletin, on Facebook, or the website to encourage feedback. Barbara Gaudette asked if we should consider a suggestion box. Paul Kriksciun suggested we have a meet-and-greet to introduce ourselves. Julie

Groene said we could stand outside after Mass. Paul said we could announce that the Parish Council is addressing a specific topic, and that we would be out front after Mass to gather comments.

- Barbara Gaudette said that people liked the Marian Chapel.

VI. **DEACON'S COMMENTS** – None

VII. **PASTOR'S COMMENTS** – Father LeBlanc was not able to attend and sent his regrets.

VIII. **OLD BUSINESS** – All

- Transfer of the tabernacle from the side chapel to the sanctuary behind our front altar is complete. After months of planning and coordination, the tabernacle with the presence of Jesus now sits front and center for all to see, worship and experience. Many thanks to all those involved, especially Jean Jacques (for his master woodworking and creativity), Pete for tirelessly managing and aligning resources, the Knights for funding the work on the deacon chair(s) and to both Father Al and Father Ruminski for getting the process approved.
- Work on the Marian Chapel and multi-function room continues - the process to install acoustics panels (to manage the echo), make visual/decorative enhancements and begin using the room for small meetings, prayer gatherings and other uses will begin once the room is ready.
- Colin Tracy asked if the Marian Chapel has speakers.
- Barbara Meyer said that parents want a “cry room,” but that it is controversial. Some people think that a cry room seems like we are isolating young families. We want to encourage them that if their children need a break, we would like them to come back.
- Nancy Gianetti reported that we have enough food and volunteers for the upcoming St Vincent DePaul supper.

IX. **NEW BUSINESS** – All

- Jim Castellani said that some local churches are re-introducing elements of Latin Mass. One element is kneeling at communion. Barbara Gaudette said that some churches have kneelers for communion, in the middle.
- Barbara Meyer said that Gil Thompson wants ideas for stories to put on the website.
- Cindy Bryan reported that the Children's Liturgy of the Word is getting up and running. She needs more people (at least 2) to help her, because she can't do it alone. It occurs on the first three Sundays of the month (the fourth Sunday is the family Mass). Target audience is toddler age through fifth grade, but it is adaptable to any age.
- Barbara Meyer said that Archbishop Coyne wants us to offer the Precious Blood. We are looking at doing that the week after Easter Mass.
- Barbara Meyer said that Donna Sawan are leading the Make a Difference Blood Drive in memory of Bill Beyerly, which will be held the 3<sup>rd</sup> Saturday in October. Donors have to sign up on the Red Cross website to reserve a time, but donors walk-in donors are welcome.
- Barbara Meyer reported that after the All Souls Mass, there will be a gathering for folks who have lost loved ones.
- Barbara Meyer said that we are working on a theme for this year. Pope Francis's theme for this year is “Prayer.” Last year our parish-wide theme was the Eucharist.
- Barbara said that Helena Thomas was working on a mailing to college students.
- Jim Castellani said that Father Frederico, who is in charge of Vocations for the Archdiocese, spoke at the Connecticut Men's Conference. He said that in 2024 there were 5 seminarians, but in 2025 there

will be 11 seminarians. There were 18 inquiries about vocations, and 31 women were looking into joining orders.

## **X. COMMITTEE/MINISTRY REPORTS**

### **PASTORAL CARE**

- **Christian Outreach Updates** - Barbara Meyer from September 2024 Christian Outreach Report:
  - Currently there are 25 active participants, to include a new member!
  - Events and services since the May PC Meeting include:
    - June Drive-Thru Cafe at the Congregational Church — Three new dates will be picked for 2025;
    - July Back-to-School Backpack and Supplies Drive — Successful effort with 13 new and filled backpacks delivered to Marlborough Elementary School. Parishioners were generous in their monetary support that covered all the backpacks and supplies requested;
    - August Journey Home — Home goods drive (very successful drive managed by Donna Sawan) resulting in a full truck full of useful and organized items and additional items that went to various places throughout town to help others;
    - Weekly food collections — Managed by John Noel for the Marlborough Food Bank; and
    - Monthly sandwiches for St. Vincent dePaul — Making of sandwiches after morning Mass managed by Jen O'Neil with funding by the Knights and collection of sandwiches from parishioners making them at home and then delivered the following morning, managed by Doug Meyer.
  - Coming in short order are the:
    - September 29th St. Vincent dePaul Sunday Supper — Managed by Nancy Gianetti;
    - October 26th "Make a Difference Day" Blood Drive — Honoring the memory of Carol Beyerly's husband Bill who was a life-long donor and who passed this year, managed by Donna Sawan,
    - November Thanksgiving Food Drive — Managed by John Noel;
    - Christmas Cards for the Bereaved and Those Who Are Ill — Managed by Gale Busemeyer and Sabrina Paradise; and
    - Christmas Giving Program — Currently finalizing organizations to be supported.
- **Community Garden** – Peg Filloramo from September 2024 Community Garden report
  - The community garden has done well this year and is winding down for the season. We have donated many pounds of fresh vegetables to the Marlborough Food Bank. We will have a total weigh in when we finish donating. We are a small team of volunteers but we make a big impact on helping to feed those in need right here in the community.
- **Lending Library and Book Club** – Barbara Gaudette from September 2024 Lending Library Committee report
  - We continue to accept and process books in our library. We are open to suggestions to increase the use of our wide variety of books.

- In June the SJF Book Club met to discuss *The Four Winds* by Kristin Hannah. This month we discussed *The Poisonwood Bible* by Barbara Kingsolver. In December we will discuss *The Christmas Train* by Davis Baldacci. We currently have 18 members and new members are always welcome.
- **Comfort and Warmth (Prayer Shawl) Ministry** – Mary Horrigan from September 2024 Prayer Shawl Ministry report
  - Since May, we have distributed two Baptismal blankets and three Prayer Shawls.
  - We have received more donations of yarn. While most of this yarn is not suitable for shawls or blankets (not enough or not the right weight), we are able to use much of it to make hats, scarves, and mittens which we will donate to clothing drives. The Knights of Columbus clothing drive and American Vets are our main recipients.
  - We recently discovered another use for scraps of yarn and have been making crocheted baskets. We plan to bring the finished baskets to the Marlborough Arts Center's Gift and Art Sale and Show that will run during November. The proceeds from these sales will go into our fund for purchasing yarn and supplies.

## LITURGICAL

- **Altar Serving Ministry** – No report
- **Ministers of Communion** – Peter Yorio from September 2024 Ministers of Communion report
  - Home and Infirm Visits – Marlborough Health and Rehab Center has been on and off our Friday visit schedule over the summer as they navigated through Norovirus and Covid outbreaks. We continue with our visits to the By The River. We also have three homebound individuals that we visit each week.
  - We continue with a 5 person/team rotation for the Ministers of Communion coverage:
    1. First Friday on the month, Melissa Jordan/Jen O'Neill,
    2. Second Friday of the month, Sue Hurley.
    3. Third Friday of the month, Peter Yorio.
    4. Fourth Friday of the month, Tom Reiser.
    5. Barbara Myers covers the 5th Friday of the month, when they occur.
- **Liturgical Committee** – no report
  - Jim Castellani mentioned that some local churches are re-introducing elements of Latin Mass. One element is kneeling at communion. Barbara Gaudette said that some churches have kneelers for communion, in the middle.
- **Reader and Greeter Ministry** – Julie Groene from September 2024 Report
  - The reader ministry welcomes Lisbeth Leichter who was trained this summer and will begin this fall with the new schedule beginning in October. Lisbeth expressed interest during our Ministry in Motion event in the spring.
  - To date, there are 16 readers and 10 greeters.
- **Music Ministry** – Janice Reska from September 2024 Music Ministry Report
  - Our Adult Choir began rehearsals on September 11 and sang at the September 15 mass to celebrate the tabernacle being moved to the altar.
  - We welcome our newest choir members, Virginia Mitchell and Brian Hurlbutt.
  - This summer, the Wilcox family donated \$500 to the music ministry which will be used to purchase new floor microphones for the choir. We are waiting for Jean Jacques and Carlos Pina to hang the microphones that the choir currently uses from the ceiling. This should significantly improve our sound.

- Several members of our Adult Choir sang at our Sunday masses during the summer, which greatly helped. Jeanne Boulay, Mike Bogue and Mike Gaudette continue to serve as cantors.

## EDUCATION & FAITH DEVELOPMENT

- **Faith Formation (Grades K,1,3,4,5,6)** – Cindy Bryan from September 2024 Faith Formation Report
  - Family Faith Formation K,1,3,4,5 and 6th grades have 19 families enrolled this year with a total of 22 children. We kicked the year off, partnered with the 7th and 8th grade families, with a Parent Prayer Service and Ice Cream Social for the children. All ages were invited. There are 12 children enrolled in the 7th and 8th grade classes this year. The older children helped with serving the younger children and playing games with them while their parents attended the service upstairs in the church. It was a very successful event.
  - Eileen Gilles will lead the 7th and 8th grade Faith formation classes to be held on Sunday Evenings beginning on this Sunday. The Family Faith K,1,3,4,5, and 6th will hold the first family night on Saturday, October 5 after the 4:00 mass.
  - We are excited to try out the “Finding God” series from Loyola Press which includes a family power point at the start of each month. The lessons for all age groups carry the same basic theme each month but contain age-specific material. We will be following the same “schedule” as last year:
    1. Family night the first Saturday of the month;
    2. “Homework” for the second week;
    3. Children only on the third Thursday of the month from 4-5pm; and
    4. Family Mass at 10:30am on the fourth Sunday.
  - I am still in need of assistance if you know anyone interested in working with me and the children on Saturday evenings (I have a 9th grade volunteer some of the time) or Thursday afternoons. I have a few volunteers but one cannot be there every time. On Thursdays, we separate the children into their age groups.
  - In lieu of our December classes, we will hold an all-day Advent event on Sunday November 24 and all parishioners will be invited. More details to follow.
  - I also hope to get the Children’s Liturgy Program up and running beginning in November. We will hold it during the 10:30 Mass, the first 3 weeks of the month letting families remain together during the Family Mass on the fourth week. I am in need of volunteers to run the sessions. Ideally, we would like at least 6 volunteers, i.e., 2 people per week so that they only need to cover 1 week a month.

## 2nd Grade and 9th Grade Faith Formation – Helena Thomas from September 2024 report

- We had successful kick-off meetings for both 2nd Grade and 9th grade Confirmation classes on September 8. Right now, we have 9 children enrolled for the 2nd grade First Reconciliation/First Holy Communion Faith Formation Program (we had a few late enrollees) and 8 enrolled for the 9th grade Confirmation program. Right now, I am relying on parents to stay for the 2nd grade class and assist me if necessary. Deacon John and Paul Kriksciun have agreed to assist me with the Confirmation class this year. The 9th grade Confirmation program began on September 21, the 2nd grade Faith Formation program began on September 24, and the 10th grade Confirmation program will have the first lesson this year on Saturday, September 28. The 2nd grade and 9th grade programs will run through the end of April next year.
- 2nd Grade Sacramental Year: The 2nd grade class will meet bi-monthly on Tuesdays from 4:30 to 5:30. The children will continue to utilize the We Believe books for 2nd grade. Classes will combine catechesis instruction and a related activity. As last year, siblings from other grades are welcome to attend my Tuesday classes which will only affect a few families. Right now, 1st Reconciliation is scheduled for January 18 at 10:00am and 1st Holy Communion is scheduled for May 2 next year.
- 9th Grade Confirmation Year: The 9th grade Confirmation teens will also meet bi-monthly on Sundays from 3:45 to 5:00 for instruction and an additional 1 hour after class on 5 scheduled Sundays

throughout the year. The mandatory retreat is scheduled for April 6 next year once again at the Holy Family Retreat Center in West Hartford. Last year's class had a wonderful experience here.

- **10th Grade Confirmation Year:** Confirmation is scheduled for November 3 at the Cathedral of St. Joseph's in Hartford. We have two classes scheduled, one on September 28 and another on October 5; these classes will be a review of key lessons from last year. We will have mandatory confession on October 26; afterwards, the teens will read letters written from their parents/guardians offering support and congratulations to them. Then, on October 27, we will have a Confirmation Dedication Mass at 10:30.

**Youth Ministry:** Helena Thomas from September 2024 report

- We currently have four Youth Ministry dates scheduled this school year on a Saturday night from 5:30 to 7:00. We also have two 10th grade leaders who will facilitate the meetings with my help and guidance. This will only be for high school students. This year, we will open it up to all high school teens even those who do not belong to St. John Fisher Church. We want the teens to feel comfortable bringing a friend who may have no religious affiliation or may belong to a different parish. Our goal is to provide high school teens the opportunity to grow in the understanding and living of the Christian faith within a fun, casual, non-intimidating atmosphere that involves community outreach events, prayer and scripture reflection, fun activities, and food.
- **Order of Christian Initiation for Adults/Adult Confirmation** — Jim Castellani from September 2024 Report
  - One OCIA/RCIA Candidate — stepping back:
    - I have been working with a one OCIA candidate, Larry Zeisner, throughout the summer. We were about to begin Phase I Pre-Catechumenate discussions this week. Our candidate has decided to continue to discern his personal readiness. Hopefully, we are on a hiatus. He intends to continue attending mass and doing personal Bible studies. I have opened a line of communication with him and will follow through regularly. If you happen to meet Larry during or after masses, please seize the opportunity to welcome him.
  - Fall 2024 — Two OCIA/RCIA Candidate:
    - There are two cycles yearly in the Archdiocese, Spring and Fall. Currently, I am working with TWO Adult Confirmation candidates, a father-and-son duo, Alex (father) and Joseph (son) Lombardi both living in Marlborough.
    - I have progressed with Alex & Joseph through the 4th of 6 structured discussion sessions. We will conclude during the week of September 30, 2024.
    - I will be registering them with the Archdiocese of Hartford shortly. The FALL Adult Confirmation services will be held at the Cathedral of St. Joseph on Wednesday, November 6, 2024.
    - Both are members of our parish and attend mass regularly. So, if you run into them, say "Hello!"
  - Adult Confirmation - No inquiries

**ADMINISTRATIVE**

- **Finance Council** – No report.
- **Maintenance Committee** – No report
  - Peter Yorio said that Jean Jacques put a book holder on the Deacon's chair.
- **Communications/Social Media** – no report
- **Web Ministry** – No report

## PARISH LIFE

- **Social Committee** – Christina Warchut from September 2024 Social Committee Report
  - We are starting Coffee Hour on September 29 after Sunday Masses.
  - A date needs to be set for the Spaghetti Dinner which was postponed. Since many Saturdays are taken for Confirmation and Faith Formation, we are considering holding it on a Friday Night.
  - A reception will be held on Sunday, Dec 15 when Archbishop Coyne visits our parish. We will reach out to the parish to furnish finger foods and baked goods.
- **Knights of Columbus** – Jim Castellani from September 2024 report
  - Carlos Pina assumed the position of the 5th Grand Knight of the St. John Fisher Knights of Columbus Council 15734 on July 1, 2024 following annual elections in June 2024. Please support our new Grand Knight in whatever way possible through your support of the Knights and with your prayers.
  - Mike Schadt has been named our District Deputy overseeing 5 KofC Councils in Connecticut providing organizational assistance to 5 area councils, including Council 15734. Again, “Thank you, Mike,” for your 5 years of dedicated and enthusiastic service and leadership.
  - Hebron Harvest Fair – Again in September, our Knights volunteered to assist the Lions Club of Hebron by manning a gate at the annual fair as ticket sellers and greeters.
  - SJF Lighting – “Thank you” 3C Electric Systems (Carlos and Pedro Cristovao for expanding electrical service in the front of the church and out to the street sign. Pedro is Chancellor of Council 15734.
  - Tabernacle Relocation – “Thank you” to Knight Jean Jacques who worked with Trustee Pete Yorio to move the Tabernacle into the Sanctuary in the main nave of the church while also contributing to the refinishing of two sanctuary chairs funded by the Knights.
  - Acoustic Panels in the BVM Adoration Chapel – The Knights have contributed to the installation of acoustical, sound-control panels to be installed in the chapel.
  - 11th Annual Golf Classic 2024 – On September 19, 2024, the Knights held our annual golf fundraiser at Blackledge CC in Hebron. The golfer turnout was the best in many years with 127 golfers with 127 golfers hitting the links supported by 25 sponsors and 28 volunteers. The event dodged the weather, and we had a spectacular day. “Thank you” to the growing number of St. John Fisher parishioners who supported us this year as golfers, sponsors, donors, patrons and volunteers. “Thank you!”
  - 12th Annual Golf Classic 2025 – We have reserved Thursday, September 18, 2025 for our next golf fundraiser. Mark your calendars. Our event continues to grow and needs your continuing support and that of the whole parish.
  - 2024 KofC Scholarship – Winners will be announced shortly.
  - Knights Annual Coat Drive – Planned for November 2, 2024
  - Keep Christ in Christmas 2024 – The process to run this competition has begun.
  - KofC Ornaments are available. Ask any Knight.
  - JOIN THE KNIGHTS – Contact Carlos Pina or any Knight. Informational materials are available in the vestibule.
- **Men’s Prayer Group** – Jim Castellani from September 2024 report
  - Regular Gatherings - We continue to meet in-person the 1st Thursday (7pm) and 3rd Saturday (7am) of each month. (NOTE: Meetings continue throughout the year.) Contacts - All are welcome to

participate, just contact Jim Castellani or Pete Yorio to get on the mailing list or to have questions answered about the Group.

- CT Catholic Men's Conference – Held September 21, 2024 at Northwest Catholic High School in West Hartford. The Theme was "The Four Last Things: Death, Judgement, Heaven, Hell." Four wonderful speakers gave insightful and hope-filled summaries on these inevitable life experiences and choices. The underlying theme was "lead an eternity-focused life." The Procession of Saints added a beautiful opportunity to view and make contact with the relics of 31 saints including St Francis of Assisi, St Therese of Lisieux, Blessed Michal McGivney and additional relics of and with the relics of True Cross, the Holy Family, and the Twelve Apostles. These relics are available for viewing at the Basilica of the Immaculate Conception in Waterbury. Only two men from our parish attended, but we joined an estimated 900 men from throughout the 3 dioceses of CT with many men coming from NY, VT and MA. Mass was celebrated with Archbishop Coyne and Bishop Betancourt.
- Christmas Lights – WE never got them down and it's almost time to put the lights back up.
- Bookmarks and Mission Cards – Both of these are located at the Exits of the church and are FREE to take. The latest bookmark offers the encouraging statement – "The Messiah is among you."
- Join the Men's Group - Just come to any session and see if the experience is or you. God Bless.
- **Women's Prayer Group** – Barbara Meyer from September 2024 report
  - Currently 21 active members who meet monthly on the last Tuesday of the month.
  - We just completed many sessions of the book *Hearing God's Whisper* and we plan to start a new 10 session focus on *Wrapped Up: God's Ten Gifts for Women*, with a companion journal.
  - Given that we are starting a new program, we will reach out with an offer to new members (who are welcome to join at any time).
  - We are considering a field trip to the Padre Pio Foundation in Cromwell during October.

- XI. **NEXT MEETING** - Thursday, **November 21, 2024 (7:00-8:30 PM)**  
Email Committee Reports to the Parish Council email list by **November 14, 2024**
- XII. **ADJOURNMENT** – **8:40 PM**
- XIII. **CLOSING PRAYER** – Offered by Barbara Meyer



## Attachment 1

### Parish Council Roles and Responsibilities

#### St. John Fisher, Marlborough, CT

The following “purpose and function” of the Parish Council is taken from our Parish’s Constitution:

“The Council is a **consultative body** of the Church of St. John Fisher. The main purposes of the Council are to **give direction, to serve** and to be a **catalyst for development**. The purposes include:

- To **advise and assist** the Pastor/Administrator on present and future directions for the parish community, based on the mission of Christ and the presence of the Holy Spirit;
  - To **assist** the Pastor/Administrator as an instrument for **sharing the mission** of Jesus, **proclaiming** His Gospel, **building** His Community, **celebrating** His Liturgy and **serving** His People;
  - To set an **example of unity and cooperation as a Christian community** to the Parish and the Church at large;
  - To function as a **facilitator of the lay ministry** of the Parish;
  - To **encourage a greater involvement** of all in the life and ministry of the Parish, so that each member can **determine his or her own specific ministry** and the **ways to fulfill such ministry**; and
  - To cooperate and work with other churches and civic organizations in **service to the community at large.**”
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## **Attachment 1 (continued)**

The duties for the following positions on the Parish Council have been taken from our Parish's Constitution:

### **President:**

- Setting an atmosphere of prayer, charity and unity;
- Communications between Council and parishioners;
- Communications with the Pastor/Administrator;
- Organization and coordination of Council activities to accomplish goals;
- Chairing all regular and special meetings; and
- Communication with committee chairs.

### **Vice President:**

- Performs duties ascribed to the President in the President's absence;
- Assists President in the execution of duties;
- Performs such duties as shall be designated.

### **Secretary:**

- Records the minutes of all meetings;
- Maintains membership roster and attendance records;
- Distributes information and correspondence to members as necessary;
- Receives and forwards all Council correspondence."

### **Elected and Appointed Members:**

- Regularly attends and actively participates in Parish Council meetings;
- Applies knowledge of parish happenings, needs and goals to help accelerate and implement stated direction;
- Actively communicates with and seeks out suggestions and opinions of parish members;
- Participates in at least one parish committee; and
- Supports fluid parishioner feedback by cultivating an open and welcoming atmosphere for parishioners to share suggestions and/or concerns at Parish Council meetings.

## **Attachment 2**

### **CONSTITUTION OF THE CHURCH OF ST. JOHN FISHER PARISH COUNCIL**

SO THAT WE MAY JOIN TOGETHER and more accurately inform ourselves as to the spiritual, intellectual and physical needs of The Church of St. John Fisher Parish and each of its members, and so that we may more effectively seek out the means pleasing to God of meeting such needs, the CONSTITUTION of THE CHURCH OF ST. JOHN FISHER PARISH COUNCIL is hereby established.

#### **ARTICLE I**

The name of this organization shall be The Church of St. John Fisher Parish Council (the "Council"). The Council shall be convoked by the Pastor or Administrator, shall exist until that Pastor/Administrator terminates his parish assignments, and shall function in a supportive capacity to that Pastor/Administrator.

#### **ARTICLE II – PURPOSE & FUNCTION**

The Council is a consultative body of The Church of St. John Fisher Parish (the Parish"). The main purposes of the Council are to give direction, to serve and to be a catalyst for development. The purposes include:

- A. To advise and assist the Pastor/Administrator on present and future directions for the parish community, based on the mission of Christ and the presence of the Holy Spirit;
  - B. To assist the Pastor/Administrator as an instrument for sharing the mission of Jesus, proclaiming His Gospel, building His Community, celebrating His Liturgy and serving His People;
  - C. To set an example of unity and cooperation as a Christian community to the Parish and the Church at large;
  - D. To function as a facilitator of the lay ministry of the Parish;
  - E. To encourage a greater involvement of all in the life and ministry of the Parish, so that each member can determine his or her own specific ministry and the ways to fulfill such ministry; and
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## **Attachment 2 (continued)**

F. To cooperate and work with other churches and civic organizations in service to the community at large.

### **ARTICLE III – MEMBERSHIP**

SECTION I. The Council will consist of no more than 15 members, who are active, participating and contributing members of the Parish and who are confirmed. The voting members of the Parish will elect nine of these members. Each elected Council member shall serve on a Parish committee. The Pastor/Administrator will appoint no more than six other members. Ex-officio members shall be the priests of the Parish (exclusive of the Pastor/Administrator), the Deacon(s) and the two lay Trustees. Ex-officio members have the right and duty to vote on all matters that come before the Council.

A. The Council shall have the right to appoint, from the most recent list of nominees or alternate members of the Council, members to fill vacancies as they occur for the remainder of an unexpired term. If no such persons are available, the Council may appoint a member of the Parish.

B. The term of office for elected members shall be for three years. No member may serve more than two consecutive full terms of three years each. After having served two terms, members shall be ineligible for two years, unless there are no other available nominees. In the initial election of members of the Council, one-third of the members shall serve for one year, one-third shall serve for two years and one-third shall serve for three years as determined by the Council. The one and two year terms of the first Council will not count as full terms.

C. The term of office of those members of the Council appointed by the Pastor/Administrator shall be for a period of one, two or three years, renewable, in accordance with the procedures of elected members.

D. An Election Committee comprising the two Trustees and a member appointed by the Pastor/Administrator shall monitor nominations and elections. Nomination to the Council shall be held in April of each year. All eligible parishioners may seek election or nominate other members of the Parish. If the number of those nominated is the same as or fewer than the number needed, those nominated will be considered elected. Only one member of the same household may serve on the Council at the same time. Members of the same household are encouraged, however, to serve on parish committees.



## **Attachment 2 (continued)**

E. Election of Council members shall take place in May of each year. Each voting member of the Parish shall be entitled to vote for as many vacancies as there are to fill. Those persons receiving the highest number of votes shall be considered elected.

F. Ballots for nominations, as well as for the final election, may be either placed in the regular Sunday offertory or mailed to the Church Office and will be considered valid if postmarked no later than the previously announced date of nomination or election.

G. Persons who run for election to the Council but who do not receive sufficient votes to become elected members may serve as alternate members of the Council. There shall be no more than two alternate members at any one time. Alternate members should attend Council meetings. If there is no quorum of regular members at a Council meeting, alternate members may be seated as voting members of the Council for such meeting at the discretion of the Council President. If a regular member of the Council decides not to vote on a particular matter before the Council, an alternate member may be seated to vote on that issue at the discretion of the Council President. Alternate members may serve for a term of one year unless, in the interim, they become regular members of the Council by either election or appointment.

SECTION II. Membership on this Council requires attendance at all regularly scheduled meetings of the Council. Therefore, any member absent from two consecutive regular meetings, with having notified an officer of the Council in advance of the meeting, shall be immediately removed from the rolls of the Council. Any member who moves from the Parish or ceases to be an active practicing Catholic shall also be removed from the rolls of membership.

### **ARTICLE IV – OFFICERS**

SECTION I. The officers shall be a President, Vice President and Secretary. They shall be elected annually from the elected members of the Council by a majority vote. Three-fourths of the Council must be present for the election of officers. In the event there are more than two candidates receiving the highest number of votes, voting shall continue until a candidate receives the required majority. In the event of a vacancy in any office, a new officer shall be elected in the same manner.

SECTION II. The election of the President, Vice President and Secretary shall take place at the first regular meeting of the Council following the annual parish election, and officers so elected shall serve until their successors are duly elected. The newly elected officers shall take possession of their office immediately upon election.

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## **Attachment 2 (continued)**

### SECTION III. Duties of the offices are as follows:

President: The President is responsible for:

- A. Setting an atmosphere of prayer, charity and unity.
- B. Communications between Council and parishioners.
- C. Communications with the Pastor/Administrator.
- D. Organization and coordination of Council activities to accomplish goals.
- E. Chairing all regular and special meetings.
- F. Communication with committee chairs.

Vice President: The Vice President performs duties ascribed to the President in the latter's absence, assists the President in the execution of his or her duties, and performs such duties as shall be designated.

Secretary: The Secretary's duties shall include:

- A. Recording the minutes of all meetings.
- B. Maintaining membership roster and attendance records.
- C. Distributing information and correspondence to members as necessary.
- D. Receiving and forwarding all Council correspondence.

Certain duties of the Secretary may be delegated to the parish secretary, whenever appropriate, with the consent of the Pastor/Administrator and the Parish Council.

### ARTICLE V – COMMITTEES

A. **STANDING COMMITTEES:** As a means to implement Parish goals and broaden participation and representation of the Parish, the Standing Committees of the Council will be:

- 1. Liturgy – A committee to develop plans for spiritual development of parishioners through liturgy, celebrations and services.
- 2. Education – A committee to develop, recommend, promote and evaluate all Religious Education programs for all parishioners.
- 3. Christian Outreach – A committee to develop and coordinate programs that promote justice and charity and to encourage participation in programs outside the Parish.
- 4. Maintenance – A committee to assist in the planning of, providing for and supervising the physical plant, but without intruding into the responsibility of the Finance Council.
- 5. Altar Guild – A committee to prepare, maintain and decorate the altar, chapel and the interior and exterior of the church for liturgy and liturgical seasons.
- 6. Social Activities – A committee to plan parish social activities.

## **Attachment 2 (continued)**

B. Additional standing and ad hoc committees shall be established as determined from time to time by the Council with the approval of the Pastor/Administrator.

C. Members of standing and ad hoc committees serve in an advisory capacity to the Council and do not vote on matters before the Council. The chairperson or a representative of each committee shall attend Council meetings or submit a report to the Council.

D. Each committee shall hold an annual election in September for chairperson of said committee.

### **ARTICLE VI – MEETINGS**

SECTION I. Regular meetings of the Council shall be held on the second Tuesday of September, November, January, March and May each year, as determined by the Bylaws. If necessary, the date may be changed by the President in consultation with the Pastor/Administrator.

SECTION II. The Secretary shall give a notice of at least five days of any regular meeting of the Council.

SECTION III. The regular meetings of the Council shall be open to the members of the Parish and shall be publicized in advance.

SECTION IV. The agenda for the regular meetings shall be promulgated to the members of the Parish by the Sunday preceding each meeting.

SECTION V. Special meetings of the Council may be called, upon consultation with the Pastor/Administrator, under any of the following conditions:

- A. Upon the call of the President.
- B. Upon a written petition signed by at least a majority of the Council.
- C. Upon vote of the Council at any regular meeting.
- D. Upon written request by 25 registered members of the Parish at large.
- E. Under such other conditions as may be set out in the Bylaws.

## **Attachment 2 (continued)**

### **ARTICLE VII – QUORUM**

A majority of members of this Council shall constitute a quorum for all meetings. No issues requiring a vote may be decided in the absence of a quorum. Unless otherwise specified in the Bylaws or this Constitution, all actions of the Council shall be determined by a majority vote of members present and voting.

### **ARTICLE VIII - VOTING**

Each member of the Council shall be entitled to one vote. All members must be present to vote on matters before the Council, including the election of officers.

### **ARTICLE IX - BYLAWS**

This Constitution shall be amplified by a set of Bylaws.

### **ARTICLE X – AMENDMENTS**

This Constitution may be amended with the approval of the Pastor/Administrator by a two-thirds vote of the members of the Council. All amendments shall be voted upon at the next regular or special meeting following the regular or special meeting at which said amendment is submitted for consideration.



## Attachment 3

### **BYLAWS OF THE CHURCH OF ST. JOHN FISHER PARISH COUNCIL**

**PURPOSE:** The purpose of these Bylaws is to amplify and expand upon the Constitution of The Church of St. John Fisher Parish Council.

#### **SECTION I. Definitions of terms referred to in either the Constitution or Bylaws**

- A. "Registered" members shall include all members of The Church of St. John Fisher Parish whose names are listed on the Parish Census.
- B. "Voting" members of the Parish shall be "registered" members who are eighteen years of age or over.
- C. "Council" shall mean The Church of St. John Fisher Parish Council.

#### **SECTION II. Meetings**

- A. Regular meetings – The Council shall hold regular meetings on the second Tuesday of September, November, January, March and May. All regular meetings of the Council shall begin at 7:00 p.m. All meetings are open to parishioners.
- B. Special meetings shall be called in accordance with the provision of the Constitution. These meetings shall be limited to the purpose for which the special meeting is called.
- C. The Annual Meeting of the Council shall be held in September.

#### **SECTION III. Committees**

- A. Committee membership convoked by the Constitution or established by the Council shall have a term of one year. Said committee membership will be reviewed by the Council once a year and may be renewed at the Annual Meeting.
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## **Attachment 3 (continued)**

B. Ad hoc committees are to be formed as needed. The Council may from time to time appoint interim committees to assume responsibility for special tasks that fall outside the normal duties of the regular standing committees. The Council, with the approval of the Pastor/Administrator, shall determine the composition, scope, powers, term and responsibilities of any such committee.

### **SECTION IV. Finances**

All financial requirements of the Council or any of its committees shall be provided from general parish funds, subject to the approval of the Pastor/Administrator. All revenues earned by committees shall automatically become part of the general parish funds.

### **SECTION V. Amendments**

These Bylaws may be amended with the approval of the Pastor/Administrator and an affirmative vote of at least two-thirds of the Council, all of whom must be present at the time the vote is taken at any regular or special meeting.

All proposed amendments to the Bylaws must be submitted in writing to the members of the Council at least five days prior to a meeting at which said amendment is to be voted upon.

May 2008