

**ST. FRANCIS de SALES Church,  
ABINGDON, MARYLAND**

**PASTORAL COUNCIL**

**CONSTITUTION  
AND BY-LAWS**

**Revised & Ratified 6/25/2013**

**ST. FRANCIS DE SALES  
VISION STATEMENT**

---

***God calls us,  
the members of St. Francis de Sales Catholic Parish,  
to be a welcoming, worshiping, caring community  
of faith, hope and love.***

***Through His Spirit,  
the Lord Jesus  
lives in us and reaches into the world with His saving  
message and healing love.***

# TABLE OF CONTENTS

ARTICLE I. NAME .....	1
ARTICLE I. NAME .....	1
ARTICLE II. PURPOSE .....	1
ARTICLE III. OPERATION .....	2
ARTICLE IV. MEMBERSHIP .....	2
ARTICLE V. ELECTIONS.....	3
ARTICLE VI. OFFICERS.....	4
ARTICLE VII. EXECUTIVE COMMITTEE .....	5
ARTICLE VIII. COMMITTEES / MINISTRIES.....	6
ARTICLE IX. COMMITTEE / MINISTRY DUTIES .....	6
ARTICLE X. MEETINGS .....	7
ARTICLE XI. AUTHORITY AND DECISION MAKING .....	7
ARTICLE XII. RATIFICATION AND AMENDMENTS .....	8
APPENDICES .....	9
Appendix A - MINISTRY AREAS.....	9
Appendix B - RESPONSIBILITIES OF PASTORAL COUNCIL OFFICERS .....	10
Appendix C - PROCEDURES FOR THE ELECTION OF COUNCIL OFFICERS.....	11
Appendix D - PASTORAL COUNCIL NOMINATION COMMITTEE PROCESS .....	12

## ARTICLE I. NAME

The name of the body shall be St. Francis de Sales, Abingdon, Pastoral Council, hereinafter referred to as “the Council.”

## ARTICLE II. PURPOSE

**Section 1.** The purpose of this council shall be:

- To accept responsibility as a collaborative and consultative body with the pastor for the life and mission of the Church in the parish;
- To assist the pastor in the ministerial development of the parish through recommendations and active cooperation in the setting of broad - policy directions for the parish;
- To act as an authentic representative voice of the People of God, which includes laity, professed religious, and the ordained;
- To provide an open, honest and respectful forum of communication and dialogue regarding parish affairs among pastor, staff, religious, and laity;
- To actively encourage by all available means vigorous and effective volunteerism;
- To participate, through active cooperation with the regional council and the archdiocesan pastoral council, in the total life and mission of the Church within the archdiocese;
- To collaborate with other religious and civic groups in working for the common good of the community;
- To take whatever action it may deem appropriate to fulfill the purpose set forth in Section 1 of this Article.

**Section 2.** Pursuant to the purpose set forth in Section 1 of this Article, the council shall perform the following functions, as recommendations to the pastor:

- ❑ It shall review parish's vision statement and mission priorities statements on a regular basis.
- ❑ It shall prepare, through use of long and short range planning, a statement of the needs and goals of the parish and, in union with the pastor and the administrative staff, determine priorities among such needs and goals with respect to the allotment of personal, physical, and financial resources.
- ❑ It shall review and recommend, with emendations at its discretion, the proposed budgets of all offices and operations subsidized by parish funds, and shall review the proposed annual parish budget, prepared by the finance committee.
- ❑ It shall review and recommend ways and means of increasing parish income and reducing expenditures, taking necessary steps to provide for their practical implementation, in consultation with the pastor and the development committee.
- ❑ It shall review the proposed maintenance and upkeep plan of the maintenance committee of parish property and recommend any improvements or expansions to the property, which may be deemed necessary, in conjunction with the pastor and maintenance committee, except where the decision in such matters is reserved to the archbishop.
- ❑ It shall make recommendations to the pastor regarding membership of the parish in any civic or professional organization.
- ❑ It shall assure that all parishioners receive, from time to time, but at least annually, a full report on the parish's spiritual, material, and financial condition.
- ❑ It shall assure that annually to the parish corporation receives a full report on the parish's spiritual, material and financial condition.
- ❑ It shall do all that is necessary to provide for the dignified and reverent celebration of the Sacred Liturgy, in such a manner and at such times as to enhance the spiritual welfare of all the faithful of the parish, in conjunction with the pastor and liturgy committee.

## ARTICLE III. OPERATION

**Section 1.** The council shall submit its recommendations to the pastor in the form of conclusions resulting from the considered reflection and discussion by the council. Ordinarily, the pastor's determination regarding any recommendations by the council is final.

**Section 2.** The pastor shall communicate to the council by the next regularly scheduled meeting, a response to its recommendation(s). If the pastor, for grave reasons of fidelity to the Gospel, obedience to Church or civil law, other serious financial or administrative considerations, or religious / spiritual reasons, feels that he cannot in good conscience accept or carry out the recommendation(s) of the council, he shall fully and frankly communicate such reservations with regard to them to the assembled council.

**Section 3.** If, notwithstanding the reservations expressed by the pastor, the council determines, by two-thirds vote, to sustain its original recommendation(s), and all other means available at the parish level are exhausted and inadequate to resolve the situation, either the pastor or the council through its chair may petition the matter at issue to the vicar bishop for such action as he may deem fitting. In such instances then, the decision of the vicar bishop shall be final.

## ARTICLE IV. MEMBERSHIP

**Section 1.** The council shall consist of no more than sixteen voting members and no fewer than nine, all 10<sup>th</sup> grade level age or older, registered members of the parish and in good standing with the Church. Membership shall be in three categories: clerical, religious, and lay, and four types: ex officio, selective, elective and appointive. All members shall serve at the Pastor's discretion.

- Section 2.** Ex officio members of the council shall include the pastor, associate priest(s) regularly assigned to the parish, permanent deacons, religious assigned to the parish, director of religious education, pastoral associate, youth minister, and any other staff person(s) involved in the direct pastoral care of parishioners. Said members shall have full voice in council discussions but shall have no vote.
- Section 3.** One representative from each of the eight standing ministries shall be selected by the pastor and council, considering suggestions from each committee / group / organization, to serve on the council and such members shall serve for a two year term of office. In addition six lay-persons who are members of the parish at large shall be elected to serve on the council as per the regulations specified in Article V, "ELECTIONS", and Section 3.
- Section 4.** The pastor shall name up to two lay-persons to be appointed members of the council, and such appointed members shall serve for a two-year term. One such appointment shall endeavor to maintain a proper balance among sexes, ethnic groups, age groups, and areas of knowledge and competence desired on the council.
- Section 5.** All members shall serve until their successors are duly appointed, selected or elected and qualified. No member shall be eligible to serve more than two consecutive full terms; however, they can be elected, selected or appointed again after at least one year off the council. At the discretion of the council, a term of any member may be extended by 1 year to facilitate the continuity of the council.
- Section 6.** Parish lay corporators shall serve on the council as ex-officio members with full voice but shall have no vote.
- Section 7.** Council members with unexcused absences from three regular meetings shall forfeit membership on the council. A member will be allowed four excused absences per council year. The delinquent member will be notified in writing by the council chair prior to forfeiture of membership. A replacement may be procured according to the procedure specified in Article V, ELECTIONS: Section 4, 5, and 6.

## ARTICLE V. ELECTIONS

- Section 1.** Any layperson who:
- Has attained the 10<sup>th</sup> grade level age by the date of elections, and who;
  - Is a baptized, confirmed, and/or registered member in good standing of the parish, and who;
  - Maintains a public posture not inconsistent with Church teaching, and who;
  - Is a contributing member of the parish,
- shall be eligible to serve on the council. All persons meeting these same qualifications shall likewise be eligible to vote in such election.
- Section 2.** The council, at the general meeting held in the month of November, shall appoint a nominating committee and designate the chair thereof. Committee members need not be members of the council. The committee shall actively seek and identify qualified parishioners and obtain their consent to stand as candidates for the council. The ideal situation would be to have more candidates than open positions and every effort should be made to cause this to happen. The Pastoral Council Nomination Committee Guidelines, outlining the entire nomination process and including sample announcements and notifications, are contained in Appendix D.
- Section 3.** Elections shall be held on or about the first weekend in February by secret ballot, which will be distributed to all registered parishioners via ballots at all masses or made available at the office

after notification has been made in advance to allow for those not able to attend mass. Depending on the number of open elected positions to be filled, the persons receiving the highest number of votes on the returned qualified ballots shall be declared elected to a two-year term. In the event of a tie, the candidate shall be chosen by coin toss.

**Section 4.** The February meeting will be a day-long spiritual retreat and planning session, normally held in Kilduff Hall on a Saturday, ending at the 5:00 Mass on Saturday in the Worship Center. The general format of the meeting will be as follows, with modifications being made as necessary:

**Morning:**

Will include a spiritual retreat (new and old council members)

**Lunch:**

“Working” Lunch:

- Departure/Thank you to members leaving Council
- Introduction of new members. Prior to the February meeting, the parish office staff will be asked by a member of the Executive Committee to prepare an Orientation Binder for each new member of the Council. This will be distributed at the February meeting and will include copies of the Constitution and Bylaws, Renewing the Vision, and the General Information document.
- Introduction of pastoral staff

**Afternoon**

5-Year Plan Review and Revision (new/old council, pastoral staff)

**5:00 Mass**

Pastoral Council Blessing/Commitment for new members

**Section 5.** The new council shall take office at the March council meeting. In the event that a vacancy occurs among the elected membership during the council year, the person who received the next highest number of votes in the most recent council election shall be asked to fill out the remaining term of the vacating member; and in the event that he / she declines, the remaining candidates shall be similarly asked, and in the order of the number of votes which each received. If no candidate is available, the pastor may appoint someone to complete the term.

**Section 6.** In the case of an appointed member who resigns, or is removed, the pastor shall appoint another person to fill out the remainder of the vacated term.

**Section 7.** In the case of a selected person who resigns, or is removed, the council and the pastor shall select another person to fill out the remainder of the vacated term.

## **ARTICLE VI. OFFICERS**

**Section 1.** Whereas the pastor presides over the work of the pastoral council, the chairing and facilitation of the council meeting is delegated to duly selected council officers. The officers of the council shall be chair, vice-chair, and secretary.

**Section 2.** The members of the incoming council, prior to the March council meeting, will be advised to reflect on the upcoming election of officers. Voting will take place at the March council meeting to determine among themselves the three officers specified in Section 1. The current officers shall remain in office until the new officers have been selected. Following nominations, voting shall be by secret ballot, and in the event of a tie, balloting shall be continued until a candidate receives a majority. Each office shall be taken individually, thus permitting candidates not

elected to be nominated for the next subsequent office. If only one person accepts the nomination then the election can be made by voice vote.

**Section 3.** The chair shall facilitate meetings of the council and in consultation with the pastor, shall call such special meetings as may be necessary. The chair shall appoint the chair of all special committees. The chair shall be an ex officio member of all committees except the nominating committee. The chair of the council shall render periodic reports to the pastor and the parishioners on the completed and projected work of the council and shall perform all other duties that customarily devolve upon the office of chair, not specifically mentioned herein.

**Section 4.** The vice-chair, in the absence of the chair or in the event of the latter's inability for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the chair. The vice-chair shall perform such other duties as may be delegated to it by the chair.

**Section 5.** The secretary shall take minutes of all regular and special meetings of the council, reduce such minutes to writing, preserve them in a permanent record, and distribute copies of such minutes to all members of the council at least one week prior to the next regularly scheduled meeting, along with the agenda (which may also be managed and distributed by the chair) for that meeting. The secretary shall ensure that copies of the minutes are made available for all parishioners by forwarding a copy electronically to the parish office manager, requesting copies be made and posted in the Narthex, and to the parish webmaster, requesting that the minutes be posted to the Pastoral Council/minutes page of the parish website. The secretary shall forward in writing to the pastor all council resolutions and recommendations. The secretary shall prepare and send out all correspondence necessitated by the work of the council and shall maintain permanent files of such correspondence. The secretary shall also prepare notes to appear in the parish bulletin pertaining to the work of the council, as well as any other publicity material that is desired for use in various media.

**Section 6.** In addition to the officers named above, two members of the parish, at least one of which shall be a member of the council, shall be designated by the Chair and Pastor as representatives to the Regional Council and shall attend all meetings of the Regional Council.

**Section 7.** In the event of a vacancy in any office except that of the chair, the council shall elect someone from among its own membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of the chair, the vice-chair shall automatically succeed and fill out the unexpired portion of the term.

**Section 8.** Each officer shall, at the expiration of his / her term of office, turn over to his / her successor all books, papers, and other records and property pertaining to the office not later than ten days after said expiration.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall be composed of the officers of the council and pastor.

**Section 2.** It shall be the responsibility of the executive committee to coordinate and prepare the agenda for all the regular meetings of the council and to distribute the agenda, via e-mail, to the members of the council.

## ARTICLE VIII. COMMITTEES / MINISTRIES

**Section 1.** The standing ministries of the council and their corresponding parish organizations / groups / committees shall have such powers as may be delegated to them by the full council and pastor. Because of its canonical importance, the finance committee shall be named in consultation with the pastor or may be appointed in full by the pastor. Standing ministries of the council shall be:

Liturgy	Service	Latino Community
Connections	Faith Formation	Youth
Stewardship	Parish Life	

The committees / groups / organizations that fall under each ministry are listed in Appendix A.

**Section 2.** The chair of each standing committee, and group / organization in consultation with the pastor and chair of the council, shall be free to name to their respective entity, parishioners who are not members of the council in order to provide for breadth and depth for the work required. Such members shall have the right to attend all regular and special meetings of the council and to have full voice therein but shall have no vote.

**Section 3.** The committee chair shall call meetings of the committee, shall be prepared to or delegate the committee representative to render a report on the work of the committee to the chair of the standing ministry, who will then present it at designated meetings of the council.

**Section 4.** The council chair, in consultation with the executive committee, may create any special or ad hoc committees, which may from time to time be deemed necessary, and to designate the members thereof.

**Section 5.** The standing ministry chair shall act as liaison and coordinator for all subordinate committees / groups / organizations.

## ARTICLE IX. COMMITTEE / MINISTRY DUTIES

**Section 1.** Each ministry shall have one member from one of the committees / organizations / groups selected by the pastor and council to serve on the pastoral council for representation.

**Section 2.** A representative of each committee shall present written reports to the ministry chair no less than once each quarter who, in turn will present a copy to the council at the next scheduled council meeting. Each committee shall meet regularly to implement its work and shall report the progress or limitations of such work to the ministry chair as required during the course of the year.

**Section 3.** Each committee shall be responsible for submitting a budget estimating its overall annual expenses as well as estimates of any annual income derived from fundraising activities, fees or other means to the chair of the standing ministry, who will then present it) to the finance committee in February.

**Section 4.** The chair or head of each committee / organization / group shall submit the names of all members to the chair of the standing ministry, who will then present this to the council for review and publication, if deemed appropriate. This shall be done no later than the scheduled meeting following their appointment.



**Section 5.** The chair or head of each committee / organization / group shall see that they have a written vision statement outlining its function in cooperation with any staff persons associated with them.

**Section 6.** The chair or head of each committee / organization / group shall initiate an annual evaluation of their work in conjunction with the council's annual planning effort and shall present any proposals or initiatives generated by them to the ministry chair for its planning considerations.

## **ARTICLE X. MEETINGS**

**Section 1.** The regular meeting of the council shall be held on the fourth Tuesday of each month, unless another day is selected with advance notice and agreement upon a majority of the members, excepting, possibly, the months of July and August.

**Section 2.** The All Day Retreat held in the month of February shall be known as the annual meeting, for the purpose of receiving reports, reviewing the Five Year Plan, and for any other business that may arise . Any such matters left unfinished at that adjournment of the annual meeting shall constitute the first order of business at the next regular meeting.

**Section 3.** Special meetings may be called by the pastor, the chair, the executive committee, or at the written request of a simple majority of the members of the council; the purpose of which shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.

**Section 4.** Regular meetings of the council shall be open to all parishioners as observers. It shall be left to the discretion of the executive committee as to whether any special meetings shall be open. Parishioners who wish to speak at an open meeting need to make arrangements, prior to the meeting, with the Executive Committee so they may be placed on the Agenda for that meeting.

**Section 5.** A majority of the voting members of the council shall constitute a quorum.

## **ARTICLE XI. AUTHORITY AND DECISION MAKING**

**Section 1.** In matters of serious consequence to the parish community, the council shall make every effort, in union with the pastor, to arrive at a decision through consensus. Every member of the council must be involved in the consensus building process and is urged to speak to the assembled council his or her consent or reservations regarding the matter under discussion. The discussion must continue, addressing any reservations until every member is either in favor of the decision or is willing to support the decision even though it may not be the preference of the individual. However, if a consensus cannot be reached, a two-thirds vote of the members present shall be required for a decision.

**Section 2.** In all other matters not requiring a consensus decision, the rules contained in the current edition of Robert's Rules of Order shall govern the council in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the council may adopt.

**Section 3.** The chair of the council may appoint a parliamentarian, who need not be a member of the council, to assist and advise in presiding at all meetings.

## **ARTICLE XII. RATIFICATION AND AMENDMENTS**

**Section 1.** The draft of this constitution shall be made available to all parishioners. Its approval shall be by pastor and two-thirds vote of the membership of the council.

**Section 2.** This constitution may be amended at any regular meeting of the council by a two-thirds vote of the membership of the council.

- a. Proposed amendments to this constitution shall be submitted in writing to the council at any regular meeting and voted on at the next regular meeting.
- b. The chair shall appoint a committee to review the amendment. The committee shall mail a written report on its recommendations to all council members two weeks prior to the next regular meeting.
- c. The council shall review the amendment and committee recommendations and shall approve or disapprove said amendment.
- d. A copy of the final document shall be placed in a permanent file with the pastor and all members of the council shall be given an updated final copy version as well.
- e. Notification of changes should be published in the bulletin and on the parish website.

# APPENDICES

## APPENDIX A: Ministry Areas

<p><b><u>LITURGY</u></b>          Altar Servers          Eucharistic Ministers          Greeters          Lectors          Liturgy Committee*              Environmental Committee          Music              Adult Choir, Children’s Choir              Contemporary Ensemble, Hand Bell Choir              Instrumental Ensemble, Resurrection Choir          Marriage              Wedding Arrangements, Wedding Planning sessions</p>	<p><b><u>CONNECTIONS</u></b>           Christian Reflections Groups          Faith Forum          Adult Bible Study          Merton Study Group          Faith Sharing Groups from PSDP          Come and See          Baptism Follow-Up Program</p>
<p><b><u>SERVICE</u></b>          Blood – Drive          Funeral Luncheon          Homeless Shelter          Legislative Education Group (LEG)          Ministry of care          Our Daily Bread          Prayer Line          St. Vincent de Paul Society          The Sharing Table          Visitation to the Sick          Sister Parish in Haiti</p>	<p><b><u>STEWARDSHIP</u></b>          Time &amp; Talent Volunteer Coordinator          Building Committee          Counters          Development Committee*          Finance Committee*          Gardening Angels          Hall Rental          Maintenance Committee*          Office Help          Vocations Committee</p>
<p><b><u>PARISH LIFE</u></b>          Boy Scouts / Cub Scouts          Bus Trips          Donut Sunday Social          “Fun” Raising Committee*          Girl Scouts / Brownies          Hispanic Community          Knights of Columbus          K of C Ladies          Seniors Social</p>	<p><b><u>FAITH FORMATION</u></b>          Baptism Class              Baptismal Garment Sewers ,Baptismal Cards          Children’s Liturgy of the Word          Christian Initiation of Children          Education*              Adult Bible Study, Adult Confirmation, Adult              Education, Introduction to Catholicism Classes,              First Eucharist, First Reconciliation,              Confirmation, Religious Education (PreK-5,              Grade 6-11), Home Religious Education           Pre-Cana          Pre-school          RCIA          Vacation Bible School          Middle and High School Youth Group          Journey in Faith (JIF)</p>
<p><b><u>LATINO COMMUNITY</u></b></p>	<p><b><u>YOUTH</u></b></p>

\*Standing Committee

# Appendix B – RESPONSIBILITIES OF PASTORAL COUNCIL OFFICERS

## THE CHAIR

The council chair works closely with the pastor to ensure that the council works to fulfill the vision statement of the parish through active collaboration with staff, parishioners, other church and civic groups, and archdiocesan officials. The chair is responsible for the organizational aspects of the council and chairs all meetings of the council. In light of these responsibilities, it is important that the chair possesses a good understanding of group process and has the necessary facilitation skills to fulfill this role effectively. Duties of the chair include:

- Chair executive committee meetings,
- Chair all regular and special meetings of the council,
- Adhere to the agenda in terms of time and focus,
- Encourage the full participation of all council members,
- Ensure that all members have an opportunity to speak and that no one member exerts control over the agenda or its time frame
- An atmosphere of respect is maintained at all times,
- Begin and end meetings on time,
- Clarify council procedures,
- Ensure the opportunity for periodic evaluation of council effectiveness,
- Ensure good communication procedures,
- Organize and conduct, in cooperation with the executive committee, any parish assemblies called by the council,
- Oversee the physical setting of the meeting room to facilitate interaction and collaboration among members and,
- Keep open the channels of communication between the pastoral council and parishioners.

## VICE-CHAIR

The vice-chair performs the duties of the chair in the latter's absence and assists the chair in conducting the council's work.

## SECRETARY

Duties of the secretary are:

- Provide an accurate record of the minutes of all meetings,
- Maintain a roster of membership and attendance,
- Monitor terms of members,
- Continually update council documents,
- Forward, in writing, to pastor all council resolutions and recommendations,
- Distribute information and correspondence to council members directed,
- Maintain a file of council correspondence,
- Prepare parish bulletin and website announcements and other information pertaining to the work of the council and,
- Prepare publicity material for use in various media,

It is the responsibility of the secretary to ensure that these duties are performed, either by the secretary or other members of the council or pastoral staff who may be solicited to assist.

## **Appendix C - PROCEDURES FOR THE ELECTION OF COUNCIL OFFICERS**

- To elect is to choose or come forth. In electing persons to fulfill the duties and responsibilities of the offices of the pastoral council is important that we do so in a spirit of prayer so that we can discern the persons who are best able to respond to God's call as spoken through us.
- The election process should take place during the March council meeting. All persons should be informed of the election and encouraged to attend and participate.
- The members of the council then write the name of persons they wish to nominate for this office.
- The nominees verbally inform the chair if they will accept or reject the nomination.

## Appendix D - PASTORAL COUNCIL NOMINATION COMMITTEE PROCESS

- ❑ Beginning in early January, place an announcement in the Bulletin to the following effect:

### **NOMINATIONS FOR NEW PASTORAL COUNCIL MEMBERS**

The Pastoral Council is a collaborative and consulting body which meets once a month with the Pastor to provide an open, honest and respectful forum of communication and dialogue regarding parish affairs.

For the March, 20XX through February 20XX term, there are \_\_\_\_ elected positions open on the Council. Nominees must be 10<sup>th</sup> grade age or older, fully initiated, registered members of the parish and in good standing with the Church. If you would like to nominate yourself or someone else, please call [Committee member(s)] or complete the online form on the parish website (provide site specifics) by [close date].

Elections for the Pastoral Council positions will be held at all Masses the weekend of [typically first weekend of February].

- ❑ E-mail the Parish web master, requesting that this information be placed on the Pastoral Council page of the website, with a link from the main page, and the online nomination form. (Page already exists but is hidden; needs updating with contact info, e-mail, and deadline dates.)
- ❑ Existing council members should approach parishioners who would make good council members: sometimes it takes an invitation to get people thinking about being a candidate.
- ❑ When a nomination is received, ensure the form is filled out completely (sample form attached) and request a picture (digital preferred). Convey to each nominee (whether received by web or form):
  - the specifics of the process including timeline of election process, when they can expect to be notified, etc.
  - the purpose and date of the February Retreat and planning meeting.
  - For the third and fourth weekends of January put a flyer insert in the Bulletin:

### **PASTORAL COUNCIL ELECTIONS TO BE HELD FEBRUARY \_\_\_\_.**

Elections to the Pastoral Council will be held the weekend of \_\_\_\_\_ at all masses (votes will be accepted in the Parish office until Tuesday following). For the \_\_\_\_ open elected positions on the Pastoral Council, we have received the following nominations:

[Include the picture, name and brief bio of each candidate].

- ❑ During the third or fourth weeks of January, notify the Office Manager to prepare the ballots.
- ❑ The Nominating Committee Chairman (or their designee) should be at all Masses on election weekend to help ushers get ballots and pencils into the pews, be available for questions, and to collect ballots from anyone after Mass.
- ❑ Count ballots after last Mass. Check with the office Tuesday afternoon for any additional votes and tally all votes.
- ❑ Notify the Pastor and Pastoral Council Executive Committee of results. After concurrence, Pastoral Council Chair will notify all of the candidates of the results.
- ❑ Pastoral Council Chair (or designee) will send a Welcome Message (attached) to the newly-elected Council members, as well as to any Selected and Appointed members. The Welcome Letter should include:
  - A request for the member's complete contact information: mailing address, home/work/cell phone numbers, e-mail address, etc., if not previously provided.

- > A request that the member review the prior six month's of minutes posted on the parish website prior to the March meeting.
- > A reminder that they are invited to attend the February Retreat and planning meeting [provide date again, location and time].

**Sample Form for Nominees to Complete:**

Thank you for your interest in serving on the Pastoral Council for St. Francis de Sales Church. If elected, your term would begin in March and run for two years. The Council meets on the fourth Tuesday of each month, usually from 7 to 9 p.m.

For your information, here's a timeline of events:

- Last 2 weeks of January: a flyer will be placed in the bulletin listing all nominees, their picture and a brief bio.
- First weekend of February: Vote to be taken at all masses; votes can be made until Tuesday noon following.
- Immediately following the final tally, the Pastoral Council Chair will contact all nominees with results.

**NOTE: Those who win election will be invited to the February Council meeting, which will be a spiritual retreat and planning meeting, followed by a mass. That meeting is usually held on a Saturday, concluding with attendance at the 5:00 p.m. mass.**

Please complete the information below and e-mail to [nominating committee chair e-mail], or leave at Parish Office in an envelope addressed to [nominating committee chair].

\*\*\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Brief Bio:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for seeking election to Council:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Photo: Please include a recent photo (digital format preferred but not required).

***Sample Welcome Letter, sent to candidates who have won election, and any Selected or Appointed members:***

[Date]

Dear [new member],

Congratulations and welcome to the St. Francis de Sales Pastoral Council. In preparation for your term on the Council, we ask that you do the following:

1. Please contact me, either by phone [number] or e-mail [e-mail address] with the following information by [mid-February date] if you have not already provided it:
  - Your mailing address
  - Phone numbers: home, work, and cell phone
  - Your e-mail address
2. Please review the attached “General Information” document.
3. To familiarize yourself with the recent pastoral council meeting discussions, you may wish to review the prior six month’s of pastoral council minutes posted on the parish website prior to the March meeting.

Also, I want to extend an invitation to you to attend the Council’s February Retreat and planning meeting, [date, time, location]. This is a day-long event, which begins with a spiritual Retreat led by the Archdiocese, followed by lunch with existing Council members and parish staff, followed by a planning session for the parish’s five-year plan. We will end the day with celebration at the 5:00 mass, where new Pastoral Council members will receive a special blessing. Please let me know if you are unable to attend the February meeting.

Thank you.

[Pastoral Council Chair]