

St. Veronica Stewardship Commission

Bylaws

Article I: Purposes and Functions

The Stewardship Commission is responsible for providing to the Pastor the goals, objectives, and priorities of the Parish that will encourage discipleship that results in achieving our parish mission of living, teaching, and proclaiming the Gospel of Jesus Christ through hospitality efforts; encourage service; and promote prayer. The Stewardship Commission is a representative body of Saint Veronica Parish, with its members selected through discernment. The Stewardship Commission, as directed by the Pastor, is encouraged to collaborate with the separate ministries of the parish to implement a stewardship plan. The Stewardship Commission will encourage parishioners to find opportunities for involvement in prayer, ministries, service projects, retreats, and other parish activities that best suit their individual strengths.

Stewardship Commission Members exhibit a commitment to Christian Stewardship and seek ministry outreach/service opportunities both within the parish and in the greater community in which we live. The Stewardship Commission functions as pastoral leaders who have been entrusted with the responsibility and care for the parish. They are stewards and caretakers, not governors or legislators.

Article II: Mission and Tagline

Mission: The mission of the Stewardship Commission is to help parishioners understand that stewardship is a complete lifestyle, a life of total accountability and responsibility, which acknowledges God as creator and owner of all; to assist them, as disciples of Christ, to see themselves as caretakers of all God's gifts; and to understand that gratitude for these gifts is expressed in prayer and worship, and by eagerly sharing their gifts out of love for God and one another. Stewardship Commission members should strive to be Christian stewards.

Definition of Stewardship: A Christian steward is one who receives God's gifts gratefully, cherishes and tends them in a responsible and accountable manner, shares them in justice and love with others, and returns them with increase to the Lord.

-Stewardship: A Disciple's Response, USCCB Pastoral Letter

Tagline: The tagline of the Stewardship Commission is "Eagerly sharing God's gifts with all of God's people."

Article III: Responsibilities

For more details on responsibilities, please refer to the St. Veronica Stewardship Implementation Guide, Section on Responsibilities of a Stewardship Commission, Pages 7-9.

The responsibilities of the Stewardship Commission include, but are not limited to:

1. Carrying out the stewardship effort of time, talent, and treasure on an annual basis.
2. Recruiting individuals and/or couples to share their personal testimonies about stewardship with the parishioners.
3. Prepares a time and talent list or catalog of parish activities and organizations, and keeps the list or catalog current.
4. Ensures that those who volunteer at time of parish registration are contacted and asked to become involved.
5. Evaluates the stewardship effort and awareness efforts on a regular basis.
6. Publicizes stewardship thoughts throughout the year in the parish bulletin on a weekly basis.
7. Makes appropriate stewardship literature available in the parish booklet racks.
8. Publicizes stewardship reflections in the parish newsletter on a quarterly basis.
9. Recommends comments about stewardship in the Sunday homilies.
10. Encourages support for stewardship through the Prayers of the Faithful at Mass.
11. Develops a welcoming program for new parishioners.
12. Develops a commissioning service for those who volunteer in the parish ministries.
13. Shows appreciation for those who are involved in parish volunteer ministry.

14. Develops a program of stewardship education to be incorporated into the faith formation program for children, youth, and adults.
15. Adds a children's component to the parish stewardship effort.
16. Provides opportunities for gifts discernment.
17. Provides in-service and continuing education for the Stewardship Committee.
18. Develops an annual plan.

The Stewardship Commission will collaborate with the ministries that are in alignment with the Stewardship Commission, including, but not limited to:

- First Sunday Fellowship (Donut Social)
- Hospitality Ministry
- Holy Name Society
- Society of Seniors
- Marketing & Outreach Ministry

Article IV: Critical Success Factors

As recommended in the Shepherding Project on Stewardship, Section VII, Critical Success Factors, Page 9.

1. Support and leadership of the Pastor.
2. Create/maintain a Stewardship Commission.
3. St. Veronica must become a welcoming parish known for its hospitality.
4. Prayer is the core of everything we do.
5. Educate gradually, continuously, and on many levels.
6. Include regular communication about stewardship with the parish.
7. St. Veronica Parishioners act as God's co-workers.
8. Develop a minister appreciation function.
9. Utilize lay witness talks.
10. Schedule a Ministry Fair.
11. Teach stewardship to children and youth.
12. Discern parishioners' strengths via an assessment tool.
13. Transparency in all financial dealings.

Article V: Membership

1. The membership of the Stewardship Commission shall include:
 - a) All Priests assigned to St. Veronica Parish.
 - b) All Deacons of St. Veronica Parish.
 - c) A minimum of seven Parishioners selected through discernment to represent the laity of the parish, with one elected as the Commission Chair.

2. Members of the Stewardship Commission ideally are spiritually motivated, exemplify and live out stewardship, envision where stewardship can take the Parish, and have personal qualities that contribute to success.

3. Parishioners selected through discernment to the Stewardship Commission shall serve a term of two years, with three seats or more on the Commission selected by discernment each year.

4. In the event of a vacancy, the Stewardship Commission shall select an eligible person by discernment to fill the unexpired term of the vacant seat.

5. To be eligible to serve on the Stewardship Commission, a person must be at least 18 years of age and a registered member of the Parish.

6. Each term of the Stewardship Commission will begin in June. No person may serve more than two consecutive terms on the Stewardship Commission. Any person that serves more than $\frac{1}{2}$ of a term (13 Months or more) will have served a full term.

7. Stewardship Commission members who consistently miss meetings during their term of office are subject to replacement by the remaining members of the Stewardship Commission, with the Pastor's approval.

8. The process of discernment will be determined and conducted by the Parish Pastor.

Article VI: Officers

1. Chair:

- a. The Chair shall preside over meetings of the Stewardship Commission and coordinate its communications and the work of its committees.
- b. The Chair shall distribute the meeting agenda and the minutes from the previous meeting to the members of the Stewardship Commission prior to upcoming scheduled meetings.
- c. In the absence of the Chair, the Chair-Elect, or other assigned person, will preside over the meeting and exchange appropriate communications.
- d. The incoming Chair will enter into office upon completion or resignation of the current (outgoing) Chair, and usually upon completion of a 6-month term as Chair-Elect.
- e. The Chair will serve a term of two years.

2. Chair-Elect:

- a. The Chair-Elect is to be elected from those Stewardship Commission members who have served at least 5 months on the Commission.
- b. The Chair-Elect will serve concurrently as a Commission member and Chair-Elect for the six-month period prior to taking office as Chair.
- c. The Chair-Elect shall preside over the meetings and exchange appropriate communications in the absence of the Chair and perform other duties as assigned by the Chair and/or Commission.
- d. The election of the Chair-Elect will take place as a regular part of the Stewardship Commission's December meeting, and nominations will take place at the November meeting.
- e. At the expiration of the term of the Chair, the Chair-Elect shall assume the office of Chair for a term of two years.

3. Recording Secretary:

- a. The Chair shall appoint a Recording Secretary for the Commission.

b. The Recording Secretary's duties shall be to:

i.) Take the minutes for each Stewardship Commission meeting and submit them to the Chair not more than two weeks after the meeting.

ii.) Place minutes approved by the Stewardship Commission in a permanent record in the Parish Archives.

4. Vacancies:

a. The Chair-Elect's vacated commission seat will be filled by an eligible person selected through discernment and appointed by the Pastor.

b. In the event that an officer resigns from his/her office or is unable to complete his/her term, the unexpired term of that officer shall be filled by an eligible Stewardship Commission member, who is nominated and elected by the Stewardship Commission.

c. Vacancies of regular members of the Stewardship Commission shall be selected through discernment and appointed by the Pastor.

Article VII: Commissions and Organizations

1. The Stewardship Commission may establish committees to advise it, coordinate, and direct parish activities in designated areas.

2. Committees shall be established by, and are to be responsible to, the Stewardship Commission.

Article VIII: Conduct of Business

1. The business of the Stewardship Commission shall be conducted by the establishment of an agenda, discussion, and consensus decision-making.

2. The Stewardship Commission shall meet approximately once each month of the year at 6:30 p.m. on the first Thursday of the month, or such time as mutually agreed upon by the Stewardship Commission.

3. The Pastor, Chair, and Chair-Elect, shall prepare the agenda for each Stewardship Commission meeting at least one week before the scheduled meeting and shall distribute this agenda and the minutes of the last Stewardship Commission meeting to all Stewardship Commission members.

4. The Chair of any commission, ministry, or organization, or their delegate, shall have the right to be recognized at Stewardship Commission meetings for the purpose of addressing the Stewardship Commission on matters relating to his/her commission's or organization's mission as it pertains to the stewardship mission of the parish.

5. The Stewardship Commission shall hold a joint meeting with Parish Council, or their representatives, at least once each year.

Article IX: Concerns and Grievances

Any concern or grievance regarding the Stewardship Commission or its ministry members shall be submitted accordingly:

1. A concern regarding the conduct of a Stewardship Commission member, or an associated ministry member, shall be first addressed with the member. If the concern is not resolved with the member, then it shall be brought to the attention of the leader of the particular ministry. If the concern is still not resolved after these steps, it can be submitted to the Stewardship Commission for review.

2. A concern about the facilities shall be brought to the Business Manager.

3. A concern regarding the Chair of the Stewardship Commission shall be submitted to the Pastor.
4. If, after submission of a concern regarding an individual member of the Stewardship Commission or its associated ministries, a concern about the facilities, or a concern regarding the Chair of the Stewardship Commission, the issue is not satisfactorily resolved, a request for review by the Stewardship Commission can be made. If the decision of the Stewardship Commission is not satisfactory, a request for review by the Parish Conciliatory Committee can be made.
5. A concern about the Stewardship Commission or any member of the Stewardship Commission shall be directed to the Conciliatory Committee of Parish Council by submitting such concern to the Parish Council President.

Article X: Budgets and Fund-Raising

Currently, the Stewardship Commission is not involved with fund-raising or budgets. If this changes, the Bylaws will be amended to provide guidelines in these matters in accordance with the recommendations set forth by the St. Veronica Finance Commission.

Article XI: Bylaws

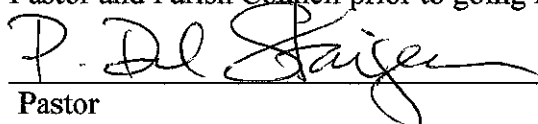
1. The Bylaws shall be amended by consensus of the Stewardship Commission, when notice of the proposed amendment has been given to all members prior to the proceeding meeting of the Stewardship Commission.
2. Bylaws shall be adopted or amended by consensus of the members present, when notice of the proposed bylaws or amendments have been given to them not less than two weeks before the meeting at which action is to be taken.

3. Upon initiation of membership of the Stewardship Commission, new members shall read, understand, and follow the directives of the bylaws.

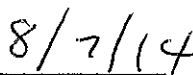
4. It is recommended that the entire Stewardship Commission review the bylaws at least every two years to ensure adherence and pertinence.

Approval:

All modifications of these Bylaws and/or amendments must be approved by the St. Veronica Pastor and Parish Council prior to going into effect.



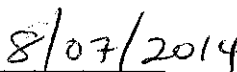
Pastor



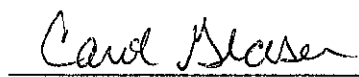
Date Approved



Stewardship Commission Chair



Date Approved



Parish Council President



Date Approved