

CHURCH LIFE TEAM BY-LAWS FOR ST. ANNE'S CHURCH

10/5/21, 10/14/21, 4/13/22

MISSION STATEMENT:

To serve the St. Anne's Catholic Church community by ensuring the vitality and growth of our faith and parish family through collaboration and open dialogue among parishioners, clergy and the Church Life Team. The Church of St. Anne accepts Christ's call to holiness, hears and proclaims the word of God to celebrate, nourish and serve our brothers and sisters.

NAME:

This organization shall be known as the Church Life Team of St. Anne's Church.

PURPOSE:

The Church Life Team's (CLT) objective is to build a vibrant community of faith by:

- Offering consultation to the Pastor on matters of planning and policy,
- Prayerfully providing vision, focus, guidance and direction for the church, assisting parishioners in understanding the essential elements of the Mission of *St. Anne Church*,
- Providing all parishioners with a voice in various aspects of church and parish life,
- Collaborating with staff, ministries, commissions and CLT groups in accomplishing the church Mission and goals.

CHURCH LIFE TEAM AUTHORITY:

The CLT functions within the guidelines established by the Diocese of Portland.

Each year the Team, in developing a sense of vision for the church, will be in close communication with the parishioners. This may take the form of a survey and reports to the parishioners. The Team will strive to know the Church's needs and make recommendations to the Pastor. The Pastor/Deacon and the Team will work with the various commissions, task groups, ministries, committees, staff and parishioners to put the vision, planning, evaluation, and feedback into action.

CHURCH LIFE MEETINGS:

REGULAR MEETINGS:

The CLT shall hold one regular monthly meeting in St. Anne's People's Room or virtually. Items may be brought to the attention of the CLT through a member. If a church member wants to bring an issue before the CLT, or provide expertise, he/she has to receive approval of the Chair.

QUORUM:

Attendance at regular meetings is required. Three excused absences per year are allowed, if excused by the Chair. Half the number of filled positions on the CLT, plus one, shall be necessary to constitute a quorum for the transaction of business. Team members may attend these sessions via conference call, or other electronic means.

CHURCH LIFE TEAM MEMBERSHIP:

ELIGIBILITY:

The ministry is open to any registered member of the church, 18 years of age or older, who is a fully initiated Roman Catholic in good standing with the church.

QUALIFICATIONS:

- Able to consider the needs of the entire St. Anne Church and St. Anthony of Padua Parish.
- Willing to participate in training provided by a CLT member(s).
- Committed to working in a spirit of prayer, dialogue, consensus building and planning.
- Willing to commit the time to prepare for and attend monthly meetings, task group meetings and other Team sponsored activities.
- Willing to solicit other members of the church for their ideas and input.

COMPOSITION:

Ex-officio members will include the Pastor, Parochial Vicar, Deacons and Pastoral Life Coordinator. The Team will also include no less than seven (odd number makes it easier) and no more than 11 appointed/elected members and should be reflective of the many groups and demographics that make up our church. Future members of the Team may be chosen by appointment or the lottery process.

OFFICERS:

The office of the Chair of the Team will be filled by consensus or vote from the members of the Team. The office of Vice Chair of the Team will be filled by a consensus of the Team. The office of Recording Secretary will be filled by a consensus of the Team. Nominations for these positions will come from within the Team of active members.

TERMS OF OFFICE:

Members of the CLT will serve for three years, beginning on July 1 of the selection year. Team members will be staggered in a three year cycle, with one-third of the members commencing a new three-year term each year. This three-year term may be renewed. A Team Chair will serve on the Team throughout his/her tenure as Chair.

REPLACEMENT OF VACATED POSITIONS:

If a CLT member leaves the Team prior to his/her term expiration, the Team will appoint a replacement who will serve for the remainder of the term, or the Team may elect to leave the position vacant.

REMOVAL:

Any elected member of the Team may be removed for cause, by a three-fourths vote of all members present at any regular or special meeting of the Team, at which a quorum is present, after at least ten days prior written notice that such removal action is to be considered. A full opportunity to be heard shall be afforded before any member can be removed. Any member who misses three consecutive meetings, or six meetings in one calendar year, without being excused by the Chair, will be presumed to have voluntarily resigned. The Chair will send a letter (email) to the resigned member, thanking him/her for his/her service on the Team. If a member desires reinstatement, a simple majority vote by the remaining members can be taken to reinstate a member who has resigned under these circumstances.

RESPONSIBILITIES OF OFFICERS:

CHAIRPERSON:

- Responsible for preparing and sending out the agenda in consultation with members and Pastor/Deacon, two days prior to the scheduled meeting;
- Determines appropriate method for soliciting agenda items;
- Facilitates the Team meetings and any other special meetings;
- Mentors his/her successor.

VICE-CHAIRPERSON:

- Assumes the role of the Chair with the advice of the Chair if he/she is absent;
- Assists the Chair in conducting the Team's work;
- Trains new member(s) of the Team.

SECRETARY:

- Transcribes and sends out minutes of regular and special meetings to the Team, Pastors, and staff, preferably a week before the next meeting;
- Maintains a historical file of all CLT minutes within the church office.
- Responsible for providing information (monthly meeting minutes) about the Team to the Communication group for insertion in the bulletin, website, announcements, Facebook, and similar means to the church secretary;
- Maintains a roster of current Team members complete with contact information;
- Maintains a record of attendance at meetings.

CHURCH LIFE TEAM TASK GROUPS:

The Team may appoint ad hoc groups as it deems necessary, to facilitate its work in the study of agenda items, church needs, strategic planning, visioning and goal setting. Examples of existing CLT task groups: Environment, Communication, and Hospitality.

STANDING LIASON ASSIGNMENTS:

FINANCE COUNCIL:

Twice a year, or as needed, representation by Chair of the Finance Council and Business Manager at a monthly meeting of the CLT.

MEMBERS ON THE ST. ANTHONY OF PADUA PARISH COUNCIL:

Four members of the CLT will serve on the Parish Council. The selection of the CLT members to serve on the Parish Council (PC) will be voluntary or by appointment. The term to serve on the PC will be three years. If a member cannot complete his/her term on the PC, another member will be asked to serve.

DUTIES OF MEMBERS SERVING ON THE PASTORAL COUNCIL:

- Bring information from the Church to the attention of the PC;
- Bring attention of the Team activities in the other churches in order to bring unity and collaboration to St. Anthony of Padua Parish.
- No staff member of St. Anne's may serve as a representative to the PC.

Any or all of this document may be changed when the consensus of the CLT and PC are reached.

Date of review and finalization: April 13, 2022