

Mission San Luis Rey Parish
Advisory Board By-Laws
(Revised April 2007)

ARTICLE I
MISSION STATEMENT

The work of Parish Advisory Boards is “to examine and consider all that relate to pastoral work, and to offer practical conclusions on these matters, so the life and activity of the People of God be brought into greater conformity with the Gospel.” Pope Paul VI, Vatican Council II.

The Mission Statement of Mission San Luis Rey Parish is:

- . to welcome all, and
- . to live the gospel of Christ.

The Mission Statement of the MSLR Parish Advisory Board is:

- . to foster an environment in which all are welcomed, the Gospel of Christ is lived, and stewardship is practiced in response to that Gospel;
- . to act as liaisons between the Pastor and the parishioners;
- . to facilitate and enhance the educational, pastoral, social, spiritual and charitable works of the Parish.

To these purposes, we commit ourselves to:

- . model leadership through training opportunities (educational)
- . respect our multicultural diversity (pastoral)
- . show hospitality by building community (social)
- . worship & pray together in order to promote reconciliation & evangelization (spiritual)
- . model social justice (charitable)

ARTICLE II **MEMBERSHIP**

Section 1 – Number:

The Advisory Board shall consist of no fewer than nine (9) members and no more than eleven (11), plus the Pastor and Business Manager.

Section 2 – Membership:

Board Members shall be at least 18 years old, registered members of the parish, have received the sacraments of Baptism, Confirmation, Reconciliation, Eucharist, & been selected to the Board. {Three (3) members may be appointed by the Pastor & need not be parishioners. }

Section 3 – Selection: [see **ARTICLE V: Selections**]

Three (3) Board Members shall be selected every March. These members are selected by either a quorum vote or mutual consensus of the Pastor & current Board members.

A maximum of two (2) **Alternate Members** may be selected. An Alternate will become a regular Board Member when a regular member needs to step down.

Section 4 – Additional Alternates:

If a member must be replaced in mid-year and there are no remaining Alternates, the Pastor will approve a new member proposed by the Board to complete that term.

Section 5 – Term of Office:

All selected members shall serve for three (3) years. Alternate members shall serve the remainder of the term of the member they replace.

Section 6 – Vacancy:

A “vacancy” occurs with the death/resignation of a member, the inability of a member to attend four consecutive Board meetings, or three unexcused absences of a member within one calendar year.

Vacancies due to **absences** will be dealt with on a case-by-case basis. The Chairperson is responsible for enforcing attendance requirements.

Section 7 – Expansion:

The total number of members may be increased by recommendation of the Pastor. The change in the number of members shall constitute an Amendment to these Bylaws and must be approved according to Article VII.

ARTICLE III

OFFICERS

Section 1 – Annual Designation of Officers:

During the Annual Spring Retreat, the Advisory Board will select the following officers: Chairperson; Vice-Chairperson; Secretary.

Section 2 – Chairperson:

The Chairperson of the Advisory Board is responsible for:

- . preparing the agenda for each meeting
- . enforcing attendance requirements (see **ARTICLE II: Section 6**)
- . providing the Secretary with the agenda at least 48 hours in advance
- . presiding at all meetings of the Board
- . calling for approval of all minutes and Board Correspondence
- . calling for votes on issues when necessary
- . representing the Advisory Board with the Board's sanction or by the Pastor's request
- . appointing Standing Committees and Chairpersons
- . exercising general supervision over the affairs of the Board

Section 3 – Vice-Chairperson:

The Vice-Chairperson is responsible for:

- . preparing and closing the meeting place.
- . serving as timekeeper at Board meetings
- . performing the duties of the Chairperson in his/her absence.

Section 4 – Secretary:

The Secretary is responsible for:

- . sending the agenda for upcoming meetings and minutes of previous meetings to all Members within forty-eight (48) hours of the next scheduled meeting
- . recording the minutes & attendance at each meeting
- . communicating matters of importance to all Board Members
- . updating the contact list of Members
- . submit all official Board documents to the parish Business Manager

The **Business Manager** will maintain all official Board records & documents, including By-Laws and minutes, at the parish so that these documents can be made available at all times.

ARTICLE IV **MEETINGS**

Section 1 – Annual Spring Retreat:

The Advisory Board shall hold an Annual Spring Retreat. During this Retreat, the Advisory Board will:

- . select new officers: Chairperson, Vice-Chairperson, Secretary
- . swear in new Board members
- . conduct the training of new members (See **ARTICLE V/Sect.2--#8**)
- . select a theme to focus the Board's energies for the coming year

Section 2 – Monthly Meetings:

Regular meetings of the Advisory Board shall be held on the day/time/place voted on at the Annual Retreat. Meetings will be restricted to one and one-half (1½) hours. All of these meetings are open to the public.

Any individual wishing to submit topics for discussion at a meeting, or to address the board must notify the Chairperson ten days prior to agenda publication. The Pastor and Business Director approve all agenda items.

Section 3 - Sample Agenda:

- 7:00 PM** *Call to Order/Chairman*
Opening Prayer/designated member
Attendance/Secretary
- 7:05 PM** *Approval of Previous Meeting's Minutes*
- 7:10 PM** *Administrative Report/Vice-Chairman*
- 7:15 PM** *Committee/Ambassador* Reports (*Appendix A/#8)*
- 7:30 PM** *Old Business—in-depth discussions*
- 7:45 PM** *New Business—topics briefly introduced*
- 8:00 PM** *Business Manager's Report*
- 8:15 PM** *Pastor's Report*
- 8:25 PM** *Next meeting designated*
Closing Prayer/designated member
Adjourned/Chairman

Section 4 – Reports:

Reports to the Board must be written, and a copy sent to the Secretary a week in advance of the Board meeting so that copies can be distributed to all Members. {These are official documents and part of the minutes.}

Section 5 – Special Meetings:

Special meetings of the Advisory Board may be called by the Chairperson, Pastor, Business Manager, Vice-Chairperson or any three (3) members. Notice shall be given to all Board Members of the date, time & place of such a meeting at least forty-eight (48) hours in advance.

Missing a special meeting shall not constitute an absence.

Section 6 – Executive Session:

An Executive Session of the Advisory Board is a session which is closed to the public in order to discuss particularly sensitive issues, as determined by the Pastor and Business Manager. Only Board Members may attend these meetings.

Section 7 – Quorum:

One half (1/2) of the total Board Members plus one (1) shall constitute a quorum. Early departure of a Member from a meeting shall not deprive the Board from acting after a quorum has been established.



ARTICLE V
SELECTION of BOARD MEMBERS

Section 1 – Eligibility:

See **ARTICLE II, Section 2: Membership.**

Section 2 – Selection Process:

New Board Members may be selected by one of two processes:

- . Election [See **ARTICLE II:**
- . Consensus **Section 3-Election]**

Section 3 – Nomination Committee:

Every November, the Board Chairperson shall appoint a Nomination Committee of at least three (3) members, with one representative from each of the three-year groups annually selected or appointed. This Committee shall be responsible for:

1. Establishing **requirements for application:**

- . brief biography, to include work-experience & religious background
- . working knowledge of our parish
- . ability to listen to & empower others
- . desire to work with groups & build consensus
- . desire for spiritual growth

2. Soliciting **nominations** from Board members & general parishioners by personal contacts, pulpit announcements, Sunday handouts, presentations to the parish leaders and groups, and any other Parish media.

2. Providing each prospective nominee with a **written description** of the Board and its functions. (See **APPENDIX A: Advisory Board Members’ Agreement**)

4. Providing the Board with **guidelines for interviewing** prospective members. Nominees will present themselves to the Board for interviews at the March meeting. At least half (1/2) of the current Board must be present. Board Members will then discuss and reach a consensus as to which nominees will be invited to join the Board.

5. Formally **notifying newly selected members** of the determination of the Board within one week of the Board’s decisions.

6. No later than the third week in March, **publishing** in the Bulletin the results of the election and a short resume of those elected.

7. Obtaining **photos** of each new member for public display.

8. Formulating a **training program** for new members, so that they may better understand their new positions. This training will include:

- . copy of the Advisory Board By-Laws
- . copy of the Advisory Board Members’ Agreement (**APPENDIX A**)
- . current Board member to sponsor each new member for O.J.T.

ARTICLE VI
DUTIES AND FUNCTIONS

Section 1 – Attendance:

All Board members must attend all regular meetings. Absences will be treated in accordance with **ARTICLE II, Section 6.**

Alternate Members will be expected to:

- . attend/participate in at least half of the regular meetings
- . participate as Committee members
- . not vote until they become regular Board Members.

Section 2– Committee Appointments:

Committee Chairpersons shall be appointed by the Advisory Board Chairperson and shall serve until a successor is appointed or the objectives of the committee are accomplished.

STANDING COMMITTEES:

Nomination & Election Committee: (See **ARTICLE V: Section 2**)

Retreat Committee: makes preparations for Annual Spring Retreat:

- . make all arrangements for a day of reflection
- . prepare activities and materials for spiritual enrichment

Ministers’ Appreciation Committee: formed in April, this committee works with Hospitality and Stewardship to put on an old-fashioned parish picnic in June that offers a “thank you” to all parishioners who have served the parish as good stewards. The entire Advisory Board will assist with setting-up, food preparation & serving, cleaning up and any other work required to make this celebration a success.

Communication Liaison: reviews **the parish website**, publications, and public relation efforts to make our goals known to both the parish and larger community.

Q.L.M. Committee: assists in preparations for the Quarterly Leadership Meetings by working with the Q.L.M. Coordinator.

Section 3 – Committee Reports:

See **ARTICLE IV/Section 4: Reports.**

ARTICLE VII
AMENDMENTS TO THESE BY-LAWS

Section 1 – By-Laws:

These By-Laws must be reviewed and/or amended by the entire Board at least **every three years** at the Spring Retreat, or as needed, and ratified by at least **two-thirds** of the members.

Section 2 – Amendments:

All amendments to these By-Laws must be presented to the Advisory Board at a regular meeting. No vote can be taken until the following regular meeting of the Advisory Board. Amendments shall be ratified by a **two third (2/3) vote** of the members of the Advisory Board.

APPENDIX A

Advisory Board Members' Agreement

By serving as a member of the MSLRP Advisory Board, we agree to the following:

1. Our chief duty is to advise the Pastor.
2. To that end, we will attend all Advisory Board meetings.
3. We will submit all ideas/suggestions/presentations for improvements to the Advisory Board & Pastor for approval before any discussion with general members of the parish,.
4. Statements made by individual Advisory Board members in Executive Sessions are private and confidential.
5. We are elected for a three-year term and, as elected members of the Board, we each have one vote.
6. At the Pastor's discretion, we may be called on to serve on a Fact-Finding Committee to discern the needs of the parish and report the findings to him. We are willing to serve the parish in this capacity.
7. Part of our role is to be Parish Ambassadors at events in our parish community. To this end, we will wear our AB badges at all parish events to facilitate recognition by parishioners.
8. As Parish Ambassadors, it is also our role to be the eyes and ears of the Pastor in discerning what is on the minds of our fellow parishioners and to bring both positive and negative concerns to the attention. To this purpose, we will strive to meet three or four fellow parishioners who may move outside our own social circles each month, to listen to their thoughts, suggestions, problems, and concerns, & to submit a written report of our findings to the Secretary for presentation to the full Board at the next regular meeting.

(See **APPENDIX B**)

Signed _____
Date _____

APPENDIX B

Interviewing Parishioners

Helpful information to gather—

Name:

Approximate Age:

Occupation:

Sample Questions to use:

How long have you been a *parishioner* here?

What *changes* have you seen during that time?

How well does the parish *serve you* and your family?

Liturgy? Education? Social Activities? **Spiritual Growth?**

What *strengths* of the parish do you see?

What *concerns* do you have about our parish?

Why do you think these conditions exist?

What do you see as our most pressing need?

What do you think would *improve* our community?

Are you involved in a *ministry* in the parish?

How is that going?

If they are not involved in a ministry, refer them to the **Stewardship Office** at ext. 325 and tell them the hours of operation:

(Tu./Wed./Fri./Sat: 9A-4P; Thurs. 9A-12N)

Thank them! Let them know the Advisory Board and our community are here for them.

RESOURCE LIST

Books and Articles

Fischer, Mark F., ***I Like Being in Parish Ministry: Pastoral Council.***
Mystic, CT: Twenty-Third Publication, 2001.

Fischer, Mark F., ***Pastoral Councils in Today's Catholic Parish.***
Mystic CT: Twenty-Third Publications, 2001.

John Paul II, Pope, ***“Christifideles Laici. Apostolic Exhortation on the Laity.”*** Based on the ***1987*** World Synod of Bishops, whose theme was “Vocation and Mission of the Laity in the Church and in the World 20 Years after the Second Vatican Council.” January 30, 1987.

Winseman, Albert, et. al. ***Living Your Strengths. The Catholic Edition.*** Princeton, New Jersey: Gallup Press, 2006. (How to increase active members in your parish.)

Booklets

Suggestions for Pastoral Councils: Guiding the Parish and Moved by the Spirit. Office for Pastoral Planning, Diocese of Oakland, January 2000.

Websites

The Conference for Pastoral Planning and Council Development (CPPCD), a national Catholic organization devoted to the promotion of pastoral planning and the development of pastoral councils at the diocesan and parish levels.
<http://www.cppcd.org>

The Diocese of Los Angeles Online Parish Council Handbook
<http://www.la-archdiocese.org/english/>

**ADVISORY BOARD
MASTER CALENDAR**

January—Q.L.M. _____

February—New Parishioners' Breakfast _____
—Nominating Committee begins search for new Board members
—appoint Annual Spring Retreat Committee

March—select new Board members

April—Q.L.M. _____
---appoint Ministers' Appreciation Committee

May—Spring Retreat _____

June—Ministers' Appreciation Picnic _____
—New Parishioners' Breakfast _____
—Q.L.M. _____

July—

August—

September—Q.L.M. _____
—determine calendar for next year

October—St. Francis Day Fair _____
—New Parishioners' Breakfast _____

November—appoint Nominating Committee

December—Christmas dinner _____