

# St. Gabriel Finance Council (FC)

Pastor

Trustee—SMM vote in 2017

Trustee—SFX vote in 2016

Maintenance—SMM two chairpersons, vote in alternate years

Maintenance—SFX vote in 2016

SFX Custodian (is an employee)

Parish Secretary (is an employee)

Appointed members appointed by pastor, one is president, one is secretary

## Pastoral Council (PC)

Pastor

President vote in 2017

Secretary vote in 2017

Liturgy-SFX vote in 2016

Liturgy-SMM vote in 2016

Parish Life-SFX vote in 2016

Parish Life-SMM vote in 2016

Membership vote in 2017

Vocations-Adult Ed vote in 2017

Religious Ed vote in 2017

Religious Education Directors of k-8 and 9-10

Appointed members so that each church has at least 4 members on the PC.

## Elections for Trustees, Offices and Chairs

All trustees, officers, and chairs are elected or appointed to two-year terms.

The PC president and secretary (the two offices) will be from different churches.

Chairs of membership, VAE, and RE can be from either church.

The top vote-getter for membership from the non-chair church will be invited to help the chair.

Voters can vote in races which pertain to the church which is not the voter's main worship place.

Nominations (trustee, officer, chair)--3 wks before elections, which are before the May meeting.

PC appointments will be made so that all new members can attend May PC meeting.

PC meetings alternate locations, odd # months (SFX in Jan, no mtg in July) on 3<sup>rd</sup> Tuesdays.

FC meetings alternate locations, even # months (SMM in Feb) on 3<sup>rd</sup> Tuesdays.

### Eligibility Guidelines

- candidates must be 18, Confirmed, and a member of St. Gabriel.
- an employee or the spouse of an employee cannot be a trustee (by Church law).
- An employee can hold a position on PC or be appointed to FC.
- The spouse of an employee can hold a position on PC or be appointed to FC.
- Two spouses can hold positions on PC but not on FC.
- A trustee cannot be on both PC and FC, but others can be on both councils.

## Current Committee Descriptions

Liturgy-SMM or SFX committee is responsible for changing the environment of the church

(altar cloths, Christmas and Easter flowers, etc.) according to church seasons and feast days. It also monitors conditions of the liturgical materials.

Parish Life-SMM or SFX committee is responsible for planning and implementing programs which promote an attitude and feeling of parish family among parishioners.

Religious Education committee is responsible for planning and implementing religious education programs to meet the needs of all parishioners; to recruit and train lay teachers; and to work with the religious education center and religious education consultants for program assistance.

Vocations committee is responsible for planning and implementing programs which promote an awareness of religious vocations.

Membership committee is responsible for planning and implementing programs to inform and welcome all new members into the parish.

Maintenance committee is responsible for planning and implementing programs to ensure that parish grounds, facilities, furniture, equipment and appliances are in good operating condition; and that safety and fire hazards are identified, controlled, or eliminated.

Trustee—This person should be interested in the accounts, the financial undertakings, and in

safeguarding the temporal goods of the parish. This person offers advice at finance council meetings. This person should be at least 21, Confirmed, an active and responsible parishioner, who has an understanding of the Catholic Church, doesn't hold an office on the parish pastoral council, not immediately related to a parish employee or other trustee or other member of the finance council.