

St. Francis of Assisi Catholic Church

Personal Information Sheet for Discernment Process

Name: _____

Address: _____

Phone: (Home) _____

(Cell) _____

Email: _____

I would like to discern for:

_____ Pastoral Council

_____ Board of Education

_____ Faith Formation Council

_____ I am open to Pastoral Council, Board of Education, Faith Formation Council or a subcommittee of any group

Why did you choose to participate in the discernment process for the Pastoral Council/Board of Education/Faith Formation Council?

What gifts would you bring to the Pastoral Council/Board of Education/Faith Formation Council?

What ideas will you bring to the council/board?

Please complete and return to the Parish Office by Friday, March 31 at noon.

St. Francis of Assisi Catholic Church

Pastoral Council, Board of Education, and Faith Formation Council Membership By Discernment vs. Elections

The Diocese is strongly encouraging parishes to discern for Council/Board membership rather than using a parish-wide election process. At St. Francis, we have decided to use this discernment process for membership in the Parish Council, the Board of Education, and the Faith Formation Council this year. For those that may be unfamiliar with a discernment process, we have identified a few important elements:

MEMBERSHIP BY ELECTION

- Candidates are nominated for possible membership/service on the Council/Board.
- Biographical information and reasons for seeking the positions are submitted and subsequently distributed to the parish for review.
- Parish elections are held and the Council and Board positions are filled.
- New Council/Board members are notified.

MEMBERSHIP BY DISCERNMENT

- Candidates are nominated for possible membership/service on the Council/Board.
- Biographical information and reasons for seeking the positions are submitted to the Pastor and Council/Board.
- An “Information and Preliminary Discernment Meeting” is held. Candidates are given an orientation on the Council/Board. This meeting includes prayer to guide the candidates in discerning their call to service.
- At the end of this prayer and orientation, candidates are given an opportunity to discern whether they see themselves called to this service and what that service should be.
- Those who discern that they would like to pursue membership will be invited to an additional discernment at which time they will reflect on their gifts that they will bring to the council/board.
- A subcommittee of each Council/Board made up of past chairpersons or members will continue to discern who will be called to service.
- The decision is ratified by the Pastor.
- New Council/Board members are notified.

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Pastoral Council Information Sheet

Vision

St. Francis of Assisi is a Parish in a rapidly growing community and will embrace change and welcome new parishioners as it builds community with a parish family feeling. As a faith-filled community, **St. Francis** recognizes our primary role is doing God's will. Our community will support its member families, especially throughout the spiritual development of the parish youth. In the spirit of **St. Francis** we will share our time, talent and treasures within our parish family and then with the community at large. This will include connecting people to resources and ministries, which can assist them in times of need. It will include development of lay leaders from within the parish family to assist the pastor, who will be primarily a spiritual leader.

*It is the duty and responsibility of the **Pastoral Council** to ensure the direction of the church remains true to our vision.*

Term: 3 years

Current Pastoral Council:

Cassie Edgar (3)*
Carolyn Burch Kirchoff (3)*
Laura Wenman (3)*
Anne Franzen (2)
Dave Dirks (2)
Chris Doud (2)
Gary Goodhall (1)
Molly Myers (1)
Nikki Snyder (1)
Garrett Hill (1)
Larry Johnson (1)

* Members rotating off the council this year

Time Commitment:

Pastoral Council Meetings: 1st Thursday of each month

Liaison to Committee: Each **Pastoral Council** member serves as a liaison to one of the Parish Committees. As a liaison you are expected to attend the meetings as scheduled, usually once a month and report on the activities of the committee at the monthly **Pastoral Council** meeting.

Special Meetings: Planning/Strategic Planning Session
Subcommittee meetings when appointed
These are on an as needed basis

Church Functions: FrancisFest, Special Events, etc.

Pastoral Council

What it is:

- Nine to twelve parishioners and the pastor.
- Each member serves a three-year term.
- The consultative body for the pastor.
- The Council provides pastoral planning for the faith community we serve.
- Assess the needs of the Parish.
- Develop the **Parish Strategic Plan**.
- A reporting source for the committees that execute activity within the Parish. Each member will act as a liaison for one of the following committees:
 - **Finance Council**
 - **Board of Education**
 - **Faith Formation Council**
 - **Buildings and Grounds**
 - **Worship and Spirituality**
 - **Parish Life**
 - **Social Concerns**
 - **Stewardship**
- Reviews and approves the general budget of the Parish, as submitted by the **Finance Committee**.

What It Isn't:

- It is not an administrative or management board.
- Specific administrative needs are provided for by the pastor and staff.

Frequency of Meetings:

- The **Pastoral Council** meets the first Thursday of each month at 6:30 pm.
- Meeting duration is approximately 2 hours.
- The committee chairs report and updates the Council on their activities twice a year.
- We review the activities the past month within the Parish and note upcoming events.

Membership Characteristics:

- Faithfulness.
- A variety of people, representative of the whole Parish.
- Someone who is active in the Parish community and brings perspective to the **Pastoral Council** discussion.
- Someone who can bring their personal skills, time and talents and apply them to the **Pastoral Council**.
- People who are strategic and visionary.
- Planners, listeners and communicators. (You may be asked to give pulpit announcements.)
- People who work cooperatively and compassionately to advance the faith and growth of the parish community.
- Someone who has the ability to be confidential and acts with leadership on behalf of the Parish.

St. Francis of Assisi Catholic Church

Board of Education Information Sheet

Vision

To be an efficient, supportive Board of Education that represents all aspects of parish youth education, developing "best practices" policies, and establishing a tradition of excellence.

Responsible for the oversight of the following St. Francis of Assisi education programs:

Preschool

St. Francis of Assisi School

Term: 3 years

Current Board of Education Members:

Chris Jenkins (3)* Chair

Stacey Dorsey (3)*

Lori Haigh (3)* – Secretary

Maureen Berger (2)

Michelle Foth (2)

Bill Pierson (2) – Vice Chair

Lynn Ricke (2)

Dan McCoy (1)

Todd Richard (1)

Nicole Saegh (1)

Members rotating off the Board this term*

Time Commitment:

Board of Education Meetings - 2nd Thursday Evening of each month

Subcommittee - Each Board member is assigned to at least one subcommittee.

The subcommittee will decide how often and when it meets each year.

Board of Education Members are also expected to attend parent events relating to the various programs and other functions as deemed necessary by the Board.

Board of Education

What it is:

- Nine to twelve parishioners and the pastor.
- Each member holds a three year term.
- Oversees the Preschool and the Day School.
- Reviews and sets policy for each of these programs.
- Works with administrators and the Finance Council to review and develop budgets for each program.
- Receives reports from different committees and organizations that support these programs.
- Will assist in interviewing and selection of new staff.
- Responds to administrators request for advice and special needs.
- Select and review program administrators when required.
- Support and encourage program administrators.

What it isn't:

- The Board of Education does not get involved into the day to day operations of the programs it oversees.
- The Board does not plan, organize or manage any of the programs.
- The Board does not supervise or evaluate staff.

Frequency of Meetings:

- The Board of Education meets every second Thursday of each month.
- Monthly meetings last 2 to 3 hours and start at 6:30pm.
- Each board member will be a part of a committee that may meet once or more per month. Monthly recap reports are given at each Board meeting.
- There are several St Francis events or programs that the Board participates in and some or all members are expecting to participate. Some of these are, Back to School Nights, Catholic Schools Week, Parent information meetings and FrancisFest.

Membership Characteristics:

- Faithfulness
- Parishioners and/or parents of students attending St Francis of Assisi School, and Preschool programs.
- Parish members, who are active in the parish and school community, can contribute their time and talents, both personally and professionally, to and for the growth and betterment of the Parish and our School community.
- People who seek to make our school and pre-school programs a place of excellence of learning, emphasizing the teachings of Catholic Faith and incorporating them in everyday life.
- Can display tact, firmness and cooperation in spite of differing views.
- Members must make decisions by listening to all sides and work with a diverse group, not involving personal choices or agendas, all with the purpose of excelling all our education and religious programs.
- Must be able to keep information confidential about personnel and student issues.

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Faith Formation Council Information Sheet

VISION

... We seek to guide and promote **“formation for the Christian life”** (General Directory for Catechesis, #68), that those desiring to live as Christians **“actively cultivate a lively baptismal and Eucharistic spirituality with a powerful sense of mission and apostolate. Nourished by word, sacrament, and communal life, they will witness and share the Gospel in their homes, neighborhoods, places of work, and centers of culture”**. (Our Hearts Were Burning Within Us, #17).

STATEMENT OF PURPOSE

St. Francis of Assisi Faith Formation Council plans, promotes, and advocates for the lifelong formation in faith of all members of the Catholic community.

TERM: 3 years

TIME COMMITMENT:

Faith Formation Council Meetings will be held once a month.

Other time commitments may include being a liaison to other parish committees, when needed special meetings of the council, and assistance with various church functions.

MEMBERSHIP CHARACTERISTICS:

- a. Providing consultation through discernment, the council shares in a dynamic “communion” of the church as the Body of Christ.
- b. The membership of the Faith Formation Council includes a wide variety of people. They reflect a cross-section of people from the faith community, without being representatives of specific groups, causes or agendas. The member's objective is to always strive for the common good of the parish - to seek the best interest of the entire community of faith.
- c. Of most importance, membership of the Faith Formation Council should be selected on the basis of a **discernment of gifts** that are necessary for Faith Formation Council members to possess. The pastor and parish leadership facilitate the discernment and selection of potential members.

Everyone is uniquely called and gifted by God. While no one has all the gifts, all the gifts necessary for ministry and service exist within the faith community. The gifts of potential council members for pastoral leadership might encompass some of the following:

- 1) **Qualities** of faithfulness - actively deepening their personal relationship with Jesus Christ shared in Christian community, courage, integrity, self-giving, generosity, compassion, hope and joy.
- 2) **Skills** for effective communication and listening, creative discernment and articulation of a vision, working collaboratively with others, and supporting and challenging others to answer their baptismal call to missionary discipleship.
- 3) **Values** of ministry, generosity of self, compassion, justice, reflection/prayer, self-knowledge, self-evaluation, humility, integrity, simplicity, peacefulness, and balance.