

# ST. FRANCIS OF ASSISI CATHOLIC CHURCH

## PASTORAL COUNCIL, FAITH FORMATION COUNCIL, AND BOARD OF EDUCATION

Thank you for your interest in serving on the **St. Francis of Assisi Pastoral Council, Faith Formation Council, or Parish Board of Education**. The opportunity to serve on one of the various committees of these councils is also available.

This year, we are again using the discernment process. Discernment is a process of prayerfully considering God's call to you to serve your parish.

**An informational meeting will be held Sunday, March 28, 2021, at 1 p.m. in the Serra Room.** At this meeting, Pastoral Council members, Faith Formation Council members, Board of Education members, along with Fr. Ray, will explain the roles, responsibilities and time commitments involved within each leadership group. Subcommittees and other roles within these boards will also be explained. After attending this informational meeting, the participants will be asked to prayerfully consider whether they are called to the **Pastoral Council, Faith Formation Council, or Board of Education**.

**Day of Discernment will be held on Saturday, April 17 at 10 a.m. in the Serra Room.** The meeting will begin with prayer and scripture. At this meeting, the participants will share their personal history, faith, and gifts that they would bring to the **Pastoral Council, Faith Formation Council, or Board of Education**. Small group discussions will also be held with the team of discerners for each board. The participants will be notified within 24 hours with the results of the discernment process.

**Attendance is required at both meetings. The information form needs to be returned to the parish office by Noon on Thursday, April 15.**

Again, thank you for your interest in the ministry of service to **St. Francis of Assisi Parish**.

For any questions you may have regarding the discernment process, please contact:

Blake Riffel	Pastoral Council	515-657-3775
Kevin MacFerrin	Faith Formation Council	515-321-8896
Patrick White	Board of Education	515-770-1770
Sheila Timmerman	Parish Office	515-223-4577

### 2021 Key Dates

March 28 at 1 p.m.	Information Meeting	Serra Room
April 15	Information Sheets due by Noon	St. Francis of Assisi Parish Office
April 17 at 10 a.m.	Discernment Day	Serra Room

# ST. FRANCIS OF ASSISI CATHOLIC CHURCH

## PERSONAL INFORMATION SHEET FOR DISCERNMENT PROCESS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Registered member of St. Francis of Assisi Catholic Church, WDM. Yes  No

### 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, or Faith Formation Council?

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

What ideas will you bring to the council/board?

**PLEASE COMPLETE AND RETURN TO SHEILA IN THE PARISH OFFICE  
BY THURSDAY, APRIL 15<sup>TH</sup> AT NOON.**

# ST. FRANCIS OF ASSISI CATHOLIC CHURCH

## 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 is 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:**

\*Blake Riffel (3) Chair

\*Charlie Graham (3)

\*Tom Sepic (3)

Rob Manning (2)

Lisa Northup (2)

Randy Jensen (1)

Brent Kock (1)

Monica Hoffman (1)

Ray Champlin (1)

Gina David (1)

\* Members rotating off the council this year

### **Time Commitment:**

**Pastoral Council Meetings:** 1<sup>st</sup> Thursday of each month

**Liaison to Committee:** Each **Pastoral Council** member may serve as a liaison to one of the Parish Committees or Councils. 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/Retreats  
Subcommittee on an as needed basis

**Church Functions:** Special Events, etc.

## Pastoral Council

### What it is:

- Nine to twelve parishioners and the pastor.
- Each member serves a three-year term.
- Assisting the pastor in developing and initiating pastoral plans.
- The consultation with the pastor, animating and guiding the active response of the parish to the mission of Jesus Christ.
- Assess the needs of the Parish.
- Develop the **Parish Strategic Plan**.
- A reporting source for the committees that execute activity within the Parish. A member may act as a liaison for one of the following committees:
  - **Finance Council**
  - **Board of Education**
  - **Faith Formation Council**
  - **Buildings and Grounds**
  - **Liturgy Committee**
- Reviews 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 p.m.
- Meeting duration is approximately 90 minutes.
- The committee chairs report and updates the Council on their activities twice a year.
- Review parish activities within the past month 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

## 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. The Council also advises and assists other existing councils, committees and ministries regarding formation needs, concerns and best practices.*

**TERM:** 3 years

### **Current Faith Formation Council:**

Kevin MacFerrin (2)-Chair  
Jason Collins (4)  
Joe Happe (3)  
Jason Nurre (2)  
Nicole Saegh (2)  
Jessica Lawson (1)  
Jenny Nielsen (1)  
Finely Sesker (1)  
Steve Schuler (1)

### **TIME COMMITMENT:**

Faith Formation Council meetings will be held once a month on the third Thursday at 6:30 p.m. for approximately 90 minutes.

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 representative 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.

# 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 Catholic School

**Term:** 3 years

### **Current Board of Education Members:**

\*Patrick White (3) Chair

\*Joe Nguyen (3)

Marilyn Corwin (2)

Stephanie Drury (2)

Jeremy Masterson (2)

Tom Karpuk (2)

Amy Raedeker (1)

Audra Meyer (1)

Katie Champlin (1)

Members rotating off the Board this term\*

### **Time Commitment:**

Board of Education Meetings: 2<sup>nd</sup> Thursday evening of each month at 6:30 p.m.

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 6:30 p.m.
- 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 Catholic 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.