



**STATUTES AND GUIDELINES**

**FOR THE**

**NEWMAN CATHOLIC SCHOOLS  
EDUCATION COMMISSION**

**DIOCESE OF LACROSSE**

**APPROVED: June 22, 2004**

**REVISED DRAFT: Presented to NCS Education Commission, September 28, 2010**

**REVISIONS APPROVED: November 30, 2010 NCS Education Commission**

### ***9/3/2010 SUMMARY OF PROPOSED REVISIONS***

1. Remove reference to NCS Vice President – position no longer exists
2. Include NCS Development and Marketing Director as Ex Officio member, aligns with practice that has been in place since 2004.
3. Includes verbiage, Dean, or his Delegate to reflect current structure
4. Added procedural information regarding visitors to meetings: Article IX, Section 3
5. Added Appendix C “ON CONSULTATION IN THE PARISH AND DEANERY”  
Diocesan document that outlines the role of parish committees.
6. Revised footer
7. Combined Enrollment and Marketing committee to reflect practice since 2008.
8. Updated name of Planning Committee to Strategic Planning Committee, Strategic Planning Committee Chair to be member of the System Improvement Committee on Accreditation (SICA) and report work of SICA to Commission

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**Article I      Definitions**

1.    Ad-hoc Committee. "Ad-hoc Committee" means an ad-hoc committee of the Commission.
2.    Bishop. "Bishop" means the Bishop of the Diocese.
3.    Building Use Agreement. "Building Use Agreement" means the Building Use Agreement in the form attached to these Statutes and Guidelines as Exhibit B.
4.    Commission. "Commission" means the Newman Education Commission.
5.    Committees. "Committees" means all of the Ad-hoc Committees and the Standing Committees.
6.    Dean. "Dean" means the Dean, or his Delegate, of the Wausau Deanery of the Diocese or his delegate as authorized by the Bishop.
7.    Diocese. "Diocese" means the Diocese of La Crosse.
8.    Director. "Director" means the director of Catholic schools of the Diocese.
9.    Ex-Officio Member. "Ex-Officio Member" means each of the following persons who serve as a continuing Member of the Commission:
  - A.    NCS President
  - B.    NCS Director of Marketing and Development
  - C.    Dean and Dean's Delegate (if one is appointed)
  - D.    Wausau Area Pastors
  - E.    Other Pastors
  - F.    Standing Committee Chairpersons
  - G.    Director of Catholic Schools
10.   Investment Formula. "Investment Formula" means the investment formula which is developed and recommended by the Commission regarding the financial support which is provided to Newman by the Wausau Area Parishes in the form attached to these Statutes and Guidelines as Exhibit A.
11.   Lay Member. "Lay Member" means each of the lay representatives of the Wausau Area Parishes who serve as a Member of the Commission.
12.   Members. "Members" means all of the Lay Members and all of the Ex-Officio Members.
13.   Newman. "Newman" means the Newman Catholic Schools.

14. Newman Booster Club. "Newman Booster Club" means a booster club which shall function as a Subcommittee of the Development Committee.
15. Newman Home and School Organization. "Newman Home and School Organization" means a home and school organization which shall function as a Subcommittee of the Development Committee.
16. Other Parishes. "Other Parishes" means the following Catholic parishes in the area surrounding the greater Wausau, Wisconsin area:
  - A. St. Agnes Parish, Weston
  - B. St. Mary Parish, Marathon
  - C. St. Paul Parish, Mosinee
17. Other Pastors. "Other Pastors" means the pastors of the Other Parishes.
18. President. "President" means the President of Newman.
19. Standing Committee. "Standing Committee" means a standing committee of the Commission.
20. Standing Committee Chairperson. "Standing Committee Chairperson" means a chairperson of a Standing Committee of the Commission.
21. Standing Committee Member. "Standing Committee Member" means each of the members of each Standing Committee.
22. Subcommittees. "Subcommittees" means all of the subcommittees of the Standing Committees and the Ad-hoc Committees.
23. Supporting Organizations. "Supporting Organizations" means the Newman Booster Club, the Newman Home and School Organization, and those other supporting organizations as may be established by the Commission from time to time to assist the Commission in carrying out the educational ministry of the Wausau Area Parishes.
24. Wausau Area Parishes. "Wausau Area Parishes" means the following Catholic parishes in the greater Wausau, Wisconsin area:
  - A. Church of the Resurrection of our Lord Jesus Christ Parish, Wausau
  - B. Holy Name of Jesus Parish, Wausau
  - C. St. Anne Parish, Wausau
  - D. St. Mark Parish, Rothschild
  - E. St. Matthew Parish, Wausau
  - F. St. Michael Parish, Wausau
  - G. St. Therese Parish, Rothschild

25. Wausau Area Pastors. "Wausau Area Pastors" means the pastors of the Wausau Area Parishes.

## **Article II      Name and Role of the Organization**

1.     The Commission. The name of this organization will be the Newman Catholic Schools Education Commission.
  
2.     The Wausau Area Parishes. The Commission is formed by the Wausau Area Parishes as a consultative body to assist the President, the Dean, or his Delegate, and the Wausau Area Pastors in overseeing the operation of Newman as a unified Catholic school system.
  
3.     The Bishop and the Dean, or his Delegate. The Commission derives its authority and responsibility from the Bishop, the Dean, or his Delegate, as the representative of the Bishop, and the Wausau Area Parishes. All actions of the Commission are subject to the review and approval of the Dean, or his Delegate, and the Bishop or his delegate.
  
4.     The Commission Is Both A Policy Forming and Consultative Body.  
The Commission is a representative group of members of the Wausau Area Parishes, responsible to the Bishop, the Dean, or his Delegate, and the Wausau Area Pastors, that has delegated authority to identify, and articulate Newman's educational goals and objectives by being both a policy forming and consultative body. The Commission is to consult with any committee or council which may be formed in the future by the Wausau Area Parishes for the purpose of coordinating the ministries, programs, activities, and finances of the Wausau Area Parishes.

### **Article III Purpose and Function**

1. Operation and Governance. The Commission is established to assist the President, the Dean, or his Delegate, and the Wausau Area Pastors in the operation and governance of Newman in the following (alphabetically listed) areas:
  - A. Athletics
  - B. Buildings and grounds
  - C. Catholic identity
  - D. Consultation, evaluation, and information sharing
  - E. Cooperation with other school systems, both private and public
  - F. Curriculum, instruction, accreditation, guidance, and technology
  - G. Development
  - H. Enrollment management
  - I. Finance and budgeting
  - J. Long-range planning and implementation
  - K. Marketing
  - L. Policy formation
  - M. Student life
  - N. Transportation, busing, and attendance boundaries
  
2. Responsibilities. The Commission's responsibilities include, but are not limited to, establishing, maintaining, and managing:
  - A. Adjunct programs which support the ministry of the schools
  - B. Budgeting and finances
  - C. Consultation to the President and the Dean, or his Delegate,
  - D. Education programs for childcare through secondary
  - E. Guidelines for educational, athletic, co- and extra-curricular programs, and other related programs
  - F. Long-range planning which includes goals, objectives, strategies, program designs, and evaluations
  - G. Personnel practices and procedures which are sound
  - H. Policy formation and recommendations
  - I. Remuneration programs and salary schedules for administrative, instructional, and support personnel
  - J. Student recruitment and public relations/marketing



3. Binding Nature of Policies. All policies formulated by the Commission, and approved by the Dean, or his Delegate, and the Bishop or his delegate, will be binding upon:
  - A. Newman and its Commission, Committees, Subcommittees, schools, administrators, teachers, staff, students, parents and volunteers
  - B. The Wausau Area Parishes and their respective Wausau Area Pastors, the Other Parishes and their respective Other Pastors, and their respective pastoral associates, employees, volunteers, councils, and committees.
4. Review and Approval of Policies. All policies formulated by the Commission will be submitted for review and approval by the Diocese to ensure that they comply with applicable law and with the policies and directives of the Diocese.
5. Implementation of Policies of the Diocese. The Commission will help implement the policies and regulations of the Diocese relative to educational programs and personnel matters.

## **Article IV Cooperative Relationship Among Newman and Wausau Area Parishes**

1. Catholic Educational Ministry of Wausau Area Parishes. The Bishop has stated that Catholic schools are the preferred means of educating the Catholic students in the Diocese. Newman Catholic Schools, as a unified Catholic school system, is a shared ministry of the Wausau Area Parishes. Through shared resources, Newman Catholic Schools provides education in both the Catholic faith and academic subjects to its students. Accordingly, the Catholic schools of Newman are a very important means by which the Wausau Area Parishes carry out their Catholic educational ministry and are an integral part of the life of the Wausau Area Parishes.
2. Support of Wausau Area Pastors and Wausau Area Parishes. It is vitally important to the success of Newman Catholic Schools that it receives strong support from the Wausau Area Pastors and the Wausau Area Parishes. To this end, the Wausau Area Pastors and the Wausau Area Parishes shall support the Catholic schools of Newman as the preferred means of educating the Catholic students in our Wausau Area Parishes. The relationship among Newman and the Wausau Area Parishes shall be one of cooperation, partnership, and shared responsibility for the education of our youth. Each of the Wausau Area Parishes shall cooperate with Newman and with each of the other Wausau Area Parishes in, and support the development of adequate financial resources and facilities for, carrying out the educational ministry of the Wausau Area Parishes, whether such financial resources and facilities are to be developed in the name of Newman or in the name of any one or more of the Wausau Area Parishes.
3. Annual Reporting and Consultation. In order to appropriately carry out the educational ministry of the Wausau Area Parishes, it is important that the Commission establish close working relationships with the Office for Catholic Schools of the Diocese, all other diocesan offices assigned to work with Catholic schools, and the respective parish pastoral councils, finance councils, and education committees of the Wausau Area Parishes. The Commission shall report to and consult with the combined parish councils, finance councils, and education committees of the Wausau Area Parishes at least annually to report on the past activities, current status, and future plans and goals of Newman and to consult on matters of mutual concern and importance. The Commission shall follow the policies of the Diocese with regard to consultation with the Wausau Area Parishes.

**Article V      Members**

1.    The Lay Members. The Wausau Area Parishes shall each have one (1) Lay Member on the Commission.
  
2.    The Ex-Officio Members. The Ex-Officio Members shall also serve as Members of the Commission.
  
3.    The Members. All of the Members shall participate fully in all discussions, deliberations, and determinations of consensus by the Commission.

**Article VI Membership Selection**

1. Recommendation of Potential Lay Members. The Executive Committee of the Commission shall, from time to time as the need arises, serve as a nominating committee for the purpose of making recommendations to the Wausau Area Pastor of each Wausau Area Parish with respect to the names of potential appointees as the Lay Member representing such Wausau Area Parish on the Commission. In making such recommendations, the Executive Committee shall consider names of potential appointees provided by the Wausau Area Pastor of such Wausau Area Parish and by others. The Executive Committee and the Wausau Area Pastor of such Wausau Area Parish shall mutually agree upon such Lay Member representing such Wausau Area Parish on the Commission. Lay Members are to be mutually agreed upon at or prior to the May meeting of the Commission.
2. Lay Members to Support the Educational Mission of Newman. Lay Members must actively support the childcare through twelfth grade educational mission of Newman as a required criterion for nomination to the Commission.
3. Appointment of Lay Members. The Dean, or his Delegate, after consultation with the President and the Chairperson, shall appoint the Lay Member representing each Wausau Area Parish on the Commission. The Lay Members so appointed shall be announced at the June meeting of the Commission and shall serve for a term commencing on the next July 1 and expiring on June 30 of the year indicated.
4. Term of Lay Members. Lay Members of the Commission may be appointed to complete the unexpired part of a term and may be reappointed to two (2) full three (3) year terms. The initial terms of Lay Members and eligibility for reappointment will be staggered over three (3) year periods to ensure that no more than one (1) of the Lay Members leaves the Commission in a given year. Terms of office of the Lay Members shall be staggered as follows:

	<u>Name of Wausau Area Parish</u>	<u>Terms Ending</u>
A.	Church of the Resurrection Parish, Wausau	2012/2015/2018
B.	Holy Name of Jesus Parish, Wausau	2011/2014/2017
C.	St. Anne Parish, Wausau	2011/2014/2017
D.	St. Mark Parish, Rothschild	2010/2013/2016
E.	St. Matthew Parish, Wausau	2012/2015/2018
F.	St. Michael Parish, Wausau	2010/2013/2016
G.	St. Therese Parish, Rothschild	2011/2014/2017

5. Active Participation of Lay Members. Lay Members are to be active participants on the Commission, regularly attend Commission meetings, serve as a liaison

between the Commission and their Wausau Area Parish and its councils and committees, and serve on at least one (1) Standing Committee of the Commission.

6. Removal of Lay Members. Lay Members who are absent and unexcused from two (2) consecutive meetings of the Commission without sufficient cause may be removed by consensus of the Commission after consultation with the respective Wausau Area Pastor, the Dean, or his Delegate, and the President.
7. Reporting by Lay Members to Wausau Area Parishes. Lay Members shall prepare and present written reports to and regularly attend the meetings of the education committee of their Wausau Area Parish (of which they shall be a regular member) and shall consult with the other members of the education committee of their Wausau Area Parish at such other times as are necessary in connection with the formulation of any policy described in Section 4 of Article IX. Lay Members shall also prepare and present written reports to and consult with their Wausau Area Pastor and the parish council and finance council of their Wausau Area Parish (of which they shall be ex officio members) at least quarterly to report on the past activities, current status, and future plans and goals of Newman, to consult on matters of mutual concern and importance, and to bring to the Commission comments and concerns from their Wausau Area Parish. Lay Members shall also report to and consult with the members of their Wausau Area Parish on such matters at least annually.
8. Authority of Wausau Area Pastors and Lay Members. All Wausau Area Pastors and Lay Members, in consultation with the other Ex-Officio Members, shall have delegated authority to participate in the formulation of policy by Newman on behalf of their respective Wausau Area Parish. In the event and to the extent that any Wausau Area Pastor or Lay Member shall require consultation with the parish council, finance council, and/or education committee of his/her respective Wausau Area Parish in connection with the formulation of any policy described in Section 4 of Article IX, such consultation shall be conducted by such Wausau Area Pastor or Lay Member prior to the time when any such policy is intended to become a final policy recommended by the Commission.
9. Term of Ex-Officio Members (Other Than The Standing Committee Chairpersons). The Ex-Officio Members of the Commission (other than the Standing Committee Chairpersons) will serve as Members of the Commission for the duration of their appointment or employment.
10. Interim Appointments. Interim appointments of Lay Members and Standing Committee Chairpersons are to be made through a similar process as regular appointments.
11. Employees Not Eligible. Persons who are employees of Newman or the Diocese, or their respective family members (other than persons occasionally employed as substitute teachers), may not serve as Lay Members or Standing Committee

Chairpersons. For the purpose of this Section 11, family members shall include the spouse and children of such person.

## **Article VII Officers**

1. Chairperson, Assistant Chairperson, and President. The officers of the Commission will be a Chairperson and an Assistant Chairperson, each of whom shall be a Lay Member of the Commission, and the President.
2. Recommendation of Potential Officers. The Chairperson and the Assistant Chairperson are to be recommended by the Executive Committee at or prior to the May meeting of the Commission.
3. Appointment of Officers. The Dean, or his Delegate, based upon the recommendation of the Executive Committee, shall appoint the Chairperson and the Assistant Chairperson. The officers so appointed shall be announced at the June meeting of the Commission and shall serve for a term commencing on the next July 1 and expiring on June 30 of the following year. The President shall be appointed by the Dean, or his Delegate, in consultation with the Commission, the Bishop, and the Director of Catholic Schools.
4. Term of Officers. The term of office for the Chairperson and Assistant Chairperson will be one (1) year. The Chairperson and Assistant Chairperson may serve for up to three (3) consecutive one (1) year terms.
5. Duties of the Chairperson. The Chairperson will:
  - A. Preside at all meetings and supervise the affairs of the Commission.
  - B. Serve as the Dean's, or his Delegate's, delegated spokesperson for the Commission.
  - C. Serve as a member of the Finance Committee.
  - D. Serve as a member of the Executive Committee.
  - E. Serve as an ex-officio member of all Standing Committees, all Ad-hoc Committees, and all Subcommittees of the Commission.
6. Duties of the Assistant Chairperson. The Assistant Chairperson will:
  - A. Assume the duties of the Chairperson in his/her absence.
  - B. Perform such duties as the Chairperson and/or Commission directs.
  - C. Serve as a member of the Finance Committee.
  - D. Serve as a member of the Executive Committee.
7. Duties of the President. The President will:
  - A. Serve as an ex-officio member of all Standing Committees, all Ad-hoc Committees, and all Subcommittees of the Commission.

- B. Serve as the executive secretary of the Commission and keep permanent minutes, files, and records of all regular and special meetings of the Commission and of all Standing Committees, all Ad-hoc Committees, and all Subcommittees of the Commission.
- C. Prepare and distribute agendas and minutes of all regular and special meetings of the Commission and ensure that the Chairpersons of all Standing Committees, all Ad-hoc Committees, and all Subcommittees of the Commission prepare and distribute agendas and minutes of all regular and special meetings of their respective committees and subcommittees.
- D. Appoint a recording secretary either from the Lay Members of the Commission or from the staff of Newman who shall record minutes of all regular and special meetings of the Commission and provide them to the President for distribution.

## Article VIII Committees and Subcommittees

1. Committees. The Commission shall establish Standing Committees, and may establish Ad-hoc Committees, of the Commission.
2. Standing Committees. The Standing Committees of the Commission will be as follows:
  - A. Athletics
  - B. Curriculum, Instruction and Accreditation
  - C. Development
  - D. Executive
  - E. Facilities
  - F. Finance
  - G. Marketing and Enrollment
  - H. Strategic Planning
  - I. Student Life
3. Ad-hoc Committees. Ad-hoc Committees of the Commission and the chairperson and members of any such Ad-hoc Committees and any limitations on the authority of any such Ad-hoc Committees may be established by the Commission as necessary upon the recommendation of the Chairperson and the President. These Ad-hoc Committees will dissolve upon completion of their designated task.
4. Subcommittees. Subcommittees of the Standing Committees and the Ad-hoc Committees may be established by the Commission as necessary upon the recommendation of the Chairperson and the President. These Subcommittees may either be continuing or may dissolve upon completion of their designated task.
5. Recommendation of Potential Standing Committee Chairpersons. The President, after consultation with the Chairperson and the Dean, or his Delegate, shall recommend a potential appointee as the Standing Committee Chairperson of each Standing Committee; provided, however, that the Lay Member of the Commission who serves on any Standing Committee shall not serve as the Standing Committee Chairperson of such Standing Committee. Standing Committee Chairpersons are to be recommended by the President at or prior to the May meeting of the Commission.
6. Standing Committee Chairpersons to Support the Educational Mission of Newman. Standing Committee Chairpersons must actively support the childcare through twelfth grade educational mission of Newman as a required criterion for nomination as a Standing Committee Chairperson.
7. Appointment of Standing Committee Chairpersons. The Dean, or his Delegate, after consultation with the President and the Chairperson, shall appoint the



Standing Committee Chairpersons. The Standing Committee Chairpersons so appointed shall be announced at the June meeting of the Commission and shall serve for a term commencing on the next July 1 and expiring on June 30 of the year indicated.

8. Term of Standing Committee Chairpersons. Standing Committee Chairpersons may be appointed to complete the unexpired part of a term and may be reappointed to two (2) full three (3) year terms. The initial terms of Standing Committee Chairpersons and eligibility for reappointment will be staggered over three (3) year periods to ensure that no more than two (2) of the Standing Committee Chairpersons leaves the Commission in a given year. Terms of office of the Standing Committee Chairpersons shall be staggered as follows:

	<u>Name of Standing Committee</u>	<u>Terms Ending</u>
A.	Athletics	2010/2013/2016
B.	Curriculum, Instruction and Accreditation	N/A
C.	Development	2011/2014/2017
D.	Executive	N/A
E.	Facilities	2011/2014/2017
F.	Finance	2010/2013/2016
G.	Marketing and Enrollment	2011/2014/2017
H.	Strategic Planning	2010/2013/2016
I.	Student Life	2010/2013/2016

9. Active Participation of Standing Committee Chairpersons. Standing Committee Chairpersons are to be active participants on the Commission, regularly attend Commission meetings when matters concerning their Standing Committee are to be discussed, and serve as a liaison between the Commission and their Standing Committee.
10. Removal of Standing Committee Chairpersons. Standing Committee Chairpersons who are absent and unexcused from two (2) consecutive meetings of the Commission (when matters concerning their Standing Committee are to be discussed) without sufficient cause may be removed by consensus of the Commission after consultation with the Dean, or his Delegate, and the President.
11. Members of Standing Committees, Ad-hoc Committees, and Subcommittees. The President, after consultation with the respective Standing Committee Chairperson, the Chairperson, and the Dean, or his Delegate, shall recommend potential appointees as Standing Committee Members; provided, however, that, in making recommendations of potential appointees as Standing Committee Members to serve on the Finance Committee, the President shall endeavor to recommend seven (7) persons, each of whom shall represent the Wausau Area Parish of which they are a member on the Finance Committee. Standing Committee Members are to be recommended by the President at or prior to the

June meeting of the Commission or from time to time thereafter as the need to appoint additional Standing Committee Members arises. The Dean, or his Delegate, after consultation with the Chairperson and the President, will appoint Standing Committee Members. Standing Committee Members need not be members of the Commission. Standing Committee Members shall serve from the date of their appointment until the next June 30.

12. Executive Committee. The Executive Committee will be comprised of the Dean, or his Delegate, the Chairperson, the Assistant Chairperson, the Standing Committee Chairperson of the Finance Committee, the Standing Committee Chairpersons of two (2) other Standing Committees, one (1) Lay Member, the President and Development Director. Notwithstanding the provisions of Section 5 of Article VIII, the Chairperson shall be the Standing Committee Chairperson of the Executive Committee. The Executive Committee may meet as required between meetings of the Commission to advise the Dean, or his Delegate, and the President on Commission business. The Executive Committee shall be responsible for preparing recommendations for the Commission on matters which do not fall under the guidelines of any other Standing Committee and shall have the authority to act on emergency matters between meetings of the Commission. The Executive Committee shall prepare annual Commission goals and objectives and meeting agendas.
13. Newman Booster Club. The Commission will establish a Newman Booster Club whose purpose shall be to raise funds for the athletic programs and general needs of Newman. The Newman Booster Club shall establish booster club activities at each of the schools within Newman.
14. Newman Home and School Organization. The Commission will establish a Newman Home and School Organization whose purpose shall be to provide educational assistance to parents and guardians in fulfilling their role as Catholic educators and raise funds for the general needs of Newman. The Newman Home and School Organization shall establish home and school activities through groups at each of the schools within Newman.
15. Supporting Organizations. The Commission may from time to time establish other Supporting Organizations as may be necessary to assist the Commission in carrying out the educational ministry of the Wausau Area Parishes. The Commission shall foster close working relationships with each of the Supporting Organizations, each of which shall function as a Subcommittee of a designated Standing Committee of the Commission.

## **Article IX Meetings**

1. Regular and Special Meetings. Regular meetings of the Commission will be held monthly during the months of August through June. Special meetings of the Commission may be called by the Chairperson, after consultation with, and approval by, the Dean, or his Delegate, and the President.
2. Agendas. Meeting agendas are to be prepared by the President, in consultation with the other members of the Executive Committee, and distributed to each Commission member, normally one (1) week prior to the scheduled meeting date. Items may be submitted with a request for placement on an agenda by any Member of the Commission and must be received by the President at least two (2) weeks prior to the scheduled meeting date.
3. Open and Closed Meetings. Commission meetings are; generally, open meetings, except during discussion of personnel matters or at such other times as the Commission decides to go into closed session. The Chairperson, in consultation with, and approval of, the Dean, or his Delegate, and/or the President, will determine who, in addition to the Members of the Commission, may remain in attendance at closed meetings of the Commission. Visitors attending the meetings are considered observers and will be asked to register in advance of the official start of the meetings. Visitors who wish to contribute to the meeting may do so if recognized and called upon by the Commission President.
4. Policy Statements. Statements of policy or revisions of previously recommended policy which materially affect the finances or programs of the Wausau Area Parishes and which are introduced and recommended at a Commission meeting shall not become a final policy recommended by the Commission until such policy has received an adequate period of study (which shall be not less than one (1) month) and is recommended at a Commission meeting at which not less than fifty percent (50%) of the Lay Members and fifty percent (50%) of the Wausau Area Pastors are in attendance. Determination of whether or not a particular matter is a matter of policy which requires such a period of study shall be made by the Chairperson, in consultation with the President and the Dean, or his Delegate, in good faith and taking into consideration the need for consultation among Newman and the Wausau Area Parishes on matters of major importance. Diocesan policy always supersedes local policy.
5. Principles of Consensus. The meetings and decisions of the Commission and the Committees will be conducted on the principles of consensus rather than on the basis of parliamentary procedure. Consensus may be reached on an issue even though all persons participating in the determination of consensus are not in full agreement on all points under discussion. Determination of the existence or lack of consensus shall be made by the Chairperson (in the case of the Commission), by the chairperson of the Committee (in the case of a Committee), or by the chairperson of the Subcommittee (in the case of a Subcommittee) in good faith

and taking into consideration both the need for resolution of issues and the taking of action and the possibility that further discussion and review of an issue may be required.

6. Counsel of the Director. The President will seek the counsel of the Director on matters involving legality or proper legal procedure.

## **Article X Fundraising Activities and Deposit of Funds**

1. Fundraising Activities. All fundraising activities conducted by and all expenditure of funds proposed by Newman, the Commission, any of its Committees or Subcommittees, or any one or more of the Supporting Organizations shall be subject to the approval of the President.
2. Deposit of Funds. All funds raised by Newman, the Commission, any of its Committees or Subcommittees, or any one or more of the Supporting Organizations shall be held on deposit in the name of and invested and accounted for by Newman; provided, however, that, with the prior written permission of the President, certain funds may be held on deposit in the name of a specified school or Supporting Organization for such purposes as may be deemed appropriate by the President.

## **Article XI Investment by Wausau Area Parishes in Newman**

Newman, as an integral and vital part of the Catholic educational ministry of the Wausau Area Parishes, will receive financial support from the Wausau Area Parishes through the Investment Formula. The Investment Formula is to be developed and recommended by the Commission and reviewed and, if necessary, revised on an annual basis to assure fairness and equity both among the Wausau Area Parishes and between Newman and the Wausau Area Parishes. Any changes to the Investment Formula will be made only by and with the recommendation of the Commission and the approval of the Dean, or his Delegate, and the Diocese. The Investment Formula shall be recommended by the Commission on or prior to December 31 of each year with an intended effective date as of July 1 of the following year. When approved by the Dean, or his Delegate, and the Diocese annually, a copy of the Investment Formula for the following year shall be attached to these Statutes and Guidelines as Exhibit A.

## **Article XII Building Use Agreements**

Currently, there are no building use agreements that are used by Newman.

### **Article XIII Amendments**

Any part of these Statutes and Guidelines of the Newman Commission can be amended by consensus of the majority of Members present at any regular meeting of the Commission, provided that:

1. Period of Study. The proposed amendment was presented to Members at a prior meeting and received an adequate period of study in accordance with Section 4 of Article IX.
2. Consistent With Diocesan Policy. The proposed amendment is consistent with the policies, directives, and regulations of the Diocese as they pertain to Catholic schools.
3. Approval by the Diocese. The amendments are approved by the Diocese.

## APPENDIX A INVESTMENT FORMULA

1. **Parish Income as of 6/30/XX**  
Total of Adult Envelopes (line 16), Youth and Children Envelopes (line17), and Offertory (line18).
2. **Facility Costs as of 6/30/XX**  
A reduction of 80% of the total for the following:  
All associated costs with school facility. (Refer to Formula Spreadsheet)
3. **Debt as of 6/30/XX**  
A reduction of 5% of the total of the following:  
Total of Unpaid bills (Line 7), Balance of loans from Diocese (Line 9), and Diocesan collections and appeal funds not yet transmitted (Line 11).
4. **Reserves as of 6/30/XX**  
An addition of 5% of the total of the following:  
All unrestricted cash either in checking or savings.  
All unrestricted interest from endowment.
5. **Final Calculation**  
The final calculation on the support worksheet allocates support based on 90% “adjusted parish net income” and 10% based on enrollment of parish children in NCS. Enrollment of parish children in NCS is adjusted for Southeast Asian students whose families usually provide little financial support to the parish or the schools.
6. **Leveling Factor Adjustment**  
A 5% leveling factor is used to adjust the support figures such that no parish’s support increases or decreases more than 5% from the previous year. Excesses are redistributed among the parishes in order to satisfy this requirement.

The current formula allocates **\$1.9 million** to the Newman Catholic Schools, with an additional **\$52,000** provided by three Newman Catholic High School supporting Parishes; St. Paul, Mosinee, Nativity of the Blessed Virgin Mary, Marathon, St. Agnes, Weston.

**Parish Investment Formula  
Part I, Steps 1-11  
Newman Catholic Schools**

1	2	3	4	5	6	7	8	9	10	11
Parish	Parish Income <sup>1</sup>	Less (School) Facility Expense <sup>2</sup>	Net	Reduction (5% of Debt)	Addition (5% of Reserves)	Net Income	Percent of Total Income	Total Enrollment <sup>3</sup> 2008-09	Percent of Enrollment	Current Investment 2009-10
Holy Name			\$0	\$0	\$0	\$0	0.0%	0	0.0%	\$0.00
St. Anne			0	\$0	\$0	0	0.0%	0	0.0%	\$0.00
Resurrection			0	\$0	\$0	0	0.0%	0	0.0%	\$0.00
St. Mark			0	\$0	\$0	0	0.0%	0	0.0%	\$0.00
St. Matthew			0	\$0	\$0	0	0.0%	0	0.0%	\$0.00
St. Michael			0	\$0	\$0	0	0.0%	0	0.0%	\$0.00
St. Therese			0	\$0 0	\$0	0	0.0%	0	0.0%	\$0.00
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>0</b>		<b>\$0.00</b>

**Parish Investment Formula  
Part II, Steps 12-19  
Newman Catholic Schools**

12	13	14	15	16	17	18	19	
Weighted 90% on Income and 10% on Enrollment						Percent of Total	New Investment (20XX- 20XX)	
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
0.0	x	9	=	0	+ 0.0	x 1 = 0	0.0%	\$0.00
						<b>0</b>	<b>0%</b>	<b>\$0.00</b>



**Parish Investment Formula  
Part III – Steps 20-27  
Newman Catholic Schools**

20	21	22	23	24	25	26	27
(5% red ovr lst yr min	5% inc ovr lst yr Maximum	Investment Adjusted for Minimum or Maximum	Inc. for shortfall	Final Investment	NCS Portion	NCHS Portion	Total
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPENDIX B BUILDING USE AGREEMENT

(PENDING in 2004)

## APPENDIX C            ON CONSULTATION IN THE PARISH AND DEANERY

The following is a copy of **On Consultation in The Parish And Deanery**, Pastoral Letter Decrees Diocesan Norms DIOCESE OF LA CROSSE. Electronically retrieved September 3, 2010 from:

<http://www.dioceseoflacrosse.com/files/on%20consultation%20in%20the%20parish%20and%20deanery.pdf>

It has been reformatted to fit this document; however, page numbers from the original document remain intact.

**ON CONSULTATION  
IN THE PARISH AND DEANERY**  
Pastoral Letter  
Decrees  
Diocesan Norms  
DIOCESE OF LA CROSSE  
1

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May 1, 1985  
Solemnity of Saint Joseph the Workman  
ON CONSULTATION IN THE PARISH AND DEANERY  
To Christ's Faithful of the Diocese of La Crosse:

My dear brothers and sisters in Christ,

#### ***Introduction***

For nearly a year now we, the faithful of the Diocese of La Crosse, have been studying the structures for consultation in our parishes, in our deaneries, and in our diocese. The immediate inspiration of the study was the promulgation of *The Code of Canon Law*, the book of discipline

of the Second Vatican Council. The ultimate inspiration and guide for the study, therefore, has been the profound teaching on the Church, which is the most characteristic fruit of the Second Vatican Council.

Following the promulgation of the Code, the need for a study on consultation in the parish and deanery was presented and discussed first at the meetings of the Presbyteral council of the Diocese. As a result of the discussions in the Presbyteral Council, a special committee, representative of clergy, members of institutes of the consecrated life, and laity, was formed under the chairmanship of Father Joseph Rafacz, Vicar General, Pastor of Saint Michael Church in Wausau and Dean of the Wausau Deanery.

The principal task of the committee was to recommend to me, as Diocesan Bishop, norms by which consultation could be fostered and guided in the parish pastoral councils of the Diocese. With the help of the Deans of the Diocese, especially, the results of its work were extended to norms for parish finance councils and deanery pastoral councils. The Code requires that I give such norms for the right ordering of pastoral life in the Diocese (Canons 536 §2 and 537). Throughout the same period of time, I have been providing renewed norms for the diocesan councils and commissions in order to promote consultation on the diocesan level, too.

The special committee worked through several revisions of proposed norms. Each proposal was brought before the Presbyteral Council and the Deans of the Diocese. In order to insure the greatest possible assistance in the serious work which the committee was assigned, it

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submitted the proposed norms to the study of all the parishes of the Diocese and invited observations and suggestions. The final revision of the norms has benefited greatly from the observations made at the parish and deanery levels. At its last meeting, held on April 16th, the Presbyteral Council recommended to me the promulgation of the final revision of the proposed norms. I am happy to accept the Presbyteral Council's recommendation. At the same time, in the name of all the faithful of the Diocese, I thank Father Rafacz and the special committee for their excellent work on behalf of us all.

The work of examining the means of consultation, employed at the parish and deanery levels, has called us all to reflect again on the nature of the Church and on our personal life in the Church. For the most part, I believe, the reflection has confirmed us in our efforts to participate generously in the life of the Church. At times, the reflection has uncovered fear about the direction of Church life today and about the safeguarding of each person's participation in Church life. The expression of such fear, also, has not been without its good effect. For, it seems to me, one of the outstanding results of the effort to make our parish and deanery consultative structures faithful representations of the Second Vatican Council's teaching and discipline is the recognition of the need to study and reflect more profoundly on our life in the Church.

I am confident that the preparation and celebration of the Fourth Diocesan Synod will give additional impetus to our study and reflection. Upon the recommendation of the Presbyteral Council and its special committee, to which I referred above, and in accord with my own pastoral judgment in so important a matter for the life of the Church in the Diocese, I am happy to present

to you the norms for parish pastoral councils, parish finance councils, and deanery pastoral councils in the Diocese of La Crosse.

In giving you these norms, I first want to reflect with you at length on the understanding of our life together in the Church, which inspires them. In that context, I also want to draw attention carefully to certain features of the norms and address in some detail several questions which have been raised during the months of our study and discussion of consultation.

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### ***Consultation in the Church***

Our life together in the Church is rich in its aspects, as rich as the mission which Christ our Lord calls us to share with Him in the Church. We are called to worship God in spirit and truth, to have communion with Him in prayer. We are called to know God and to share our knowledge of Him with one another. We are called to serve God in the Church and in the world by our service of one another, especially of the poorest among us. The Second Vatican Council employed the Scriptural images of the People of God (*Jer 31, 31-34; 1 Pet 2, 9-10*) and the Body of Christ (*1 Cor 12, 12-13; Eph 1, 23; Col 1, 24*) to teach about the richness of our life in the Church.

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It is to the last aspect of our common life in the Church, which consultation belongs. Consultation is the service we give to our pastors in the Church to assist them in carrying out their responsibilities to God and to us all. Whether it be in the spiritual care, instruction, and guidance of the Christian community, or in the administration of the earthly goods which the Church uses for its apostolic activities, our pastors in the Church need the help and cooperation of all whom they are sent to serve. The Bishops at the Second Vatican Council spoke about the richness of our life in the Church, including the service of consultation, in the *Decree on the Apostolate of Lay People*. Referring to the laity, they wrote: “Nourished by their active participation in the liturgical life of their community, they engage zealously in its apostolic works; they draw men towards the Church who have been perhaps very far away from it; they ardently cooperate in the spread of the Word of God, particularly by catechetical instruction; by their expert assistance they increase the efficacy of the care of souls as well as of the administration of the goods of the Church.”<sup>2</sup> Consultation is nothing more and nothing less than the familial conversation between pastors and their people in striving to live the life of Christ more fully in the parish, the deanery, and the diocese. The necessity of consultation in the Church derives from the interdependence of pastors and parishioners upon one another in their response to God’s personal call in their lives. We need each other in the Church.

Parishioners look to their pastor for spiritual nourishment, instruction, and guidance in the Christian life, and their pastor looks to them for the witness of Christian living in every aspect of secular life and for encouragement and qualified assistance in the fulfillment of his responsibilities for the Christian community.

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Since the Second Vatican Council, we have heard often the term, shared responsibility or co-responsibility in the Church. This term gives expression to the interdependence and necessary collaboration of pastors and their people in living the Christian life, in carrying out our Christian mission. Responsibility in the Church is shared by all in virtue of our common baptism; it is shared in a distinct manner by each member of the Church according to his or her state of life, personal gifts, and office in The Church. Consultation is not meant to replace the work of the pastor in the Church. In fact, it is the pastor who must call forth consultation, and inspire and guide the manner in which it is given. For that reason, the Church's law insists that the pastor must accept the service of presiding over pastoral and finance councils. Some mistakenly have concluded that the Second Vatican Council's emphasis on shared responsibility is a response to the decline in vocations to the priesthood. Such is not the case. Shared responsibility is exactly what it says. It is the responsibility of both pastors and their people. If there were an abundance of priests available to serve as pastors, shared responsibility would be no less necessary for the fulfillment of the mission of the parish, deanery, and diocesan Church. Number thirty-seven of the Second Vatican Council's *Dogmatic Constitution on the Church* describes clearly the mutual assistance of pastors and their people in fulfilling their Christian vocation. In understanding consultation, it is helpful for us to distinguish three kinds of responsibility, which are exercised in the Church.

There is the responsibility of pastoral authority, the responsibility of the one sent to act in Christ's person as pastor or head of the Christian community. Then, there is, what I call, policy formation, the responsibility of those whom the pastor calls together for consultation in order to insure effective pastoral leadership in the particular Christian community. I deliberately use the term, policy formation, not policymaking.

The pastor must accept the responsibility of making or legislating pastoral policies after they have been formed through the consultative process. Finally, there is administration, the responsibility of those, employed and volunteer, who carry out in practice or implement the pastoral policies and programs of the parish, the deanery, and the diocese. The careful distinction of these three kinds of responsibility will foster respect and harmony among all of us working together for the good of the Church.

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Consultation takes place in many ways in the Church, some more formal and some informal. The Second Vatican Council wanted to give formal structure to the consultation necessary in the Church. Thus, after the Council, we were given norms for the development of pastoral councils and finance councils in our parishes and diocese, which *The Code of Canon Law* brings together. As a result, since the time of the Council the meeting of pastoral and finance councils has become a significant feature of Church life for all of us.

Clearly, it is important to realize that meeting for consultation has specific qualities, which distinguish it from other kinds of meeting. At meetings called for the purpose of consultation, the end in view is not vote by which the majority can rule the minority, but rather a mutual exchange by which true understanding is achieved. True understanding will lead to solidarity in working for the Church. Many times, the process of consultation requires education or the deepening of knowledge about some aspect or aspects of Church life. The hard work

of obtaining a more profound knowledge of a pastoral issue or a financial issue with pastoral implications enriches the Christian life of the person giving consultation and makes possible mutual agreement about what direction Church life should take in a given area.

Here, I emphasize again the importance of understanding the nature of consultation in the Church. When we meet to give consultation, our participation in the meeting must reflect the nature of the Church as God has called it into being in Christ. Our meetings for consultation in the Church are not like our meetings, for instance, in civil society. They are spiritual events, the occasion to fulfill a sacred duty for the good of all our brothers and sisters in Christ. Meetings of parish pastoral and finance councils, deanery pastoral councils, and diocesan councils and commissions always should begin with prayer. The awareness of God's presence with us, the fruit of prayer, should continue throughout the meeting. If the discussion which takes place is not done in prayer, is not inspired by the Holy Spirit, it will not lead to the building-up of Christ's Body. In all meetings or discussions for the purpose of consultation, we act as members of the Church, brothers and sisters of Christ and of each other, and we enjoy the pastoral leadership of the one Church, universal, diocesan, and parish.

You will note in the norms for the various consultative bodies the requirement of orientation for service on them. The requirement is not

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intended to be a formality. It addresses the need of pastors and their people to renew often their understanding of consultation in the Church, and so, too, their appreciation of the mystery of the Church. Following the giving of the diocesan norms, my attention will be directed to insuring that on the deanery level, with the assistance of the Diocesan Offices, regular opportunities for an appropriate orientation on consultation are provided. If proper orientation is not provided, we jeopardize all our efforts to promote collaboration of pastors and their people in giving sound direction to Church life.

I recommend highly the pastoral letter of Bishop John R. Keating of Arlington, Virginia, *A Pastoral Letter on Consultation in the Parish*, published on September 17, 1984, for an excellent reflection on the meaning of consultation in the Church.<sup>3</sup> It has been read and studied throughout the Diocese. I hope that we continue to read and study it. The norms which I give today are simple in content. They legislate only what is required for fidelity to universal Church discipline, for unity in the pastoral life of the Diocese, and for effective consultation. What is not legislated is left to the discretion of each parish according to its size and particular characteristics. Some parts of the norms merit particular comment.

### ***Norms for Parish Pastoral Councils***

The parish pastoral council is the principal consultative body in the parish. Numbers 1 and 6 of the Norms give clear indications of the fundamental importance of the pastoral council. Regarding membership, you will note that two methods are used for choosing members: election by the whole parish, and appointment by the pastor. The reason for the dual system is to insure the fullest possible representation of the parish on the pastoral council. Election is not always an apt means for obtaining full representation. The appointment of one-third of the members

provides an avenue for supplying additional representation on the council. The maximum number of members is set at twelve in order to guarantee the possibility of effective communication

of all members on the pastoral council.

The reason for fixing a uniform term of office for the whole diocese is to coordinate the change of members on the parish pastoral council with the change of members on the deanery pastoral council. If individual

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parishes are changing members at different times, it hinders the formation of strong deanery pastoral councils. Also, the uniform term of office provides for a common effort in the Diocese at the time of choosing new councils and at the time of the orientation on consultation for new members of councils. Individual parishes are free to use staggered terms, within the two-year limit, for the first members chosen. The number of meetings per year will depend greatly upon the size and needs of the parish. I stress quality of meetings over quantity of meetings. Consultation, as I indicated above, requires serious study and reflection. In order to give study and reflection, time must be allowed for considering in advance of a meeting the agenda and any materials which will help in addressing the agenda. The requirement of an agenda and study materials is practical. Its observance will add greatly to the quality of consultation. On the other hand, an unplanned or poorly planned meeting shows little respect for the importance of consultation and can do little to promote the collaboration of pastor and parishioners in the Church's work.

As I mentioned above, the pastor has the responsibility of presidency of the pastoral council. The norms describe accurately what the meaning of presidency is in Church law. The presidency of the pastor is not to stifle the leadership of the members, but to enable their leadership to emerge in genuinely ecclesial context and manner.

The responsibilities of the pastoral council extend to all aspects of pastoral life in the parish. The norms describe well the manner in which the pastoral council will achieve its challenging goals. You will note, too, the distinction made between policy formation and administration, to which I referred earlier.

The parish pastoral council and parish finance council are related to one another closely because an important ingredient in the pastoral life of the parish is the right use of the Church's temporal goods, its money, buildings, and grounds. The parish finance council exclusively directs itself to sound policies of management of the parish funds and plant. Receiving from the pastor the program of parish life, as it has been formed with the assistance of the pastoral council, it organizes the temporal goods of the parish for the implementation of the parish program. At the same time, it frees the pastoral council from the time consuming and often technical concerns of developing sound financial

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policies. The work of the parish finance council, however, remains spiritual. It is accomplished by members of the Church for the sake of the Church's mission. The committee structure is



meant to provide the necessary work groups to assist the parish pastoral council in its many concerns. The Agenda Committee has the responsibility of organizing the subjects to be discussed in the parish pastoral council and of gathering the materials needed for the full discussion of the individual subjects. Once the nature of consultation is understood, the importance of the Agenda Committee's work is obvious. The other four committees mentioned direct themselves to the four fundamental areas of pastoral life in the parish. In Appendix A to the norms, Recommended Committees of Parish Pastoral Councils, I indicate the concerns which belong to each of the four committees or work groups. It is my desire that these four committees, on Family Life, on Sacred Worship, on Catholic Education, and on Social Justice, be formed in each parish pastoral council. They will provide for the pastor and the pastoral council up-to-date information and recommendations concerning the essential areas of pastoral life, which the pastoral council needs in order to form sound pastoral policy and programs.

In small parishes, the pastoral council as a whole may direct itself to all or some of the four major areas of concern. Whatever, the major areas of concern must be addressed consistently for the sake of the Christian vitality of the parishes of our diocese.

The formation of the Catholic education committee of the parish pastoral council has raised particular questions for some. Especially, it has been asked whether the school-board structure is going to be discontinued, as a result. Historically, parish school boards predated in many places parish pastoral councils. The school boards have contributed greatly to the stability of Catholic schools. However, because of the name itself, school board, which called to mind so much the manner of operation of school boards in the public sector, and because sometimes school boards were not integrated with parish pastoral councils after the pastoral councils were formed, the school boards tended to be distinct from the parish pastoral council. In some cases, the school board functioned as a kind of second parish pastoral council.

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With the new norms for parish pastoral councils, the concern for the Catholic school in a parish belongs to the Catholic education committee of the pastoral council. As a concern of the Catholic education committee, the Catholic school will be seen fully as the pastoral responsibility of the entire parish. Further, it will be seen in the proper context of the educational or prophetic mission of the Church in its various forms. The service provided previously by the school board now should be part of the service of the Catholic education committee of the pastoral council. The adaptation, therefore, should cause no great difficulty. With the concern for Catholic education, particularly the Catholic school, integrated with the essential pastoral concerns of the parish and identified with the prophetic mission of the parish, testability and the growth of Catholic education in all forms, described in Appendix A, will be guaranteed. Finally, the parish budget should include provision for the expenses incurred in the work of the pastoral council. As a stable structure of parish life, no matter how small its financial requirements, the pastoral council should have a distinct and secure place in the parish budget.

### *Norms for Parish Finance Councils*

The parish finance council assists the pastor in forming good policies for the administration of the parish's temporal goods, that is, its financial resources, and buildings and grounds. The kind of assistance offered by the finance council requires that its members have both dedication to the Church's mission and skill in dealing with financial matters. Financial matters in a parish are not the primary concern of the pastor and people. They require, however, constant attention and study, and can be quite time-consuming. Therefore, *The Code of Canon Law* wisely separates the work of the finance council from the work of the pastoral council in order to insure that the pastor receives full and qualified consultation regarding both pastoral questions and financial question. The qualifications for membership are the same as those for the pastoral council, plus the special qualifications required by the work of the finance council. The number of members is less because of the limited scope of concerns of the finance council.

The members of the parish finance council are appointed, not elected, because of the specific qualifications required of its members. The

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pastor is to make these appointments after a careful inquiry among the members of the parish.

Monthly meetings of the parish finance council are recommended in the norms. The reason for the recommendation is practical. The administration of the parish's temporal goods should be guided by an annual budget. Monthly meetings provide for the necessary regular check on the budget. Also, the periodic assessment of building and grounds and the response to any special needs of the parish plant can be accomplished easily by a monthly meeting.

In the parish finance council, also, the distinction of the responsibilities of pastoral authority, policy formation, and administration must be maintained. The pastor remains responsible for the right administration of the Church's temporal goods, but he will not be able to fulfill that responsibility without the help of qualified consultation. Due communication with those who assist in the day to day administration of the parish's temporal goods is necessary for effective consultation. Some, quoting the adage that who "holds the purse strings" of an organization controls the organization, have perceived the parish finance council as a low profile body which, in fact, will control parish life. The perception is mistaken. The finance council, like the pastoral council, is an organ for consultation. The pastor of the parish, who receives the consultation of both councils, remains responsible for the direction of parish life. The finance council will assist the pastor in managing the parish's finances and in caring for its buildings and grounds in the manner which serves best the pastoral program of the parish. If, as can happen, the parish's temporal resources are inadequate to the needs of the pastoral program, the difficulty must be resolved by the pastor with the assistance of both pastoral and finance councils. It is hoped that the social justice committee of the pastoral council will assist the pastor and the pastoral council in fostering the understanding and practice of stewardship, by which the temporal requirements of the parish's mission can be met.

The responsibilities of the finance council are described well in the norms. Attention to the right use of the Church's temporal goods, by careful attention to these responsibilities, is a requirement of justice and an indispensable aid in furthering the Church's mission.

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I have addressed myself above to the relationship of the parish finance council to the parish pastoral council. Respect for the responsibilities of each council, as they are presented in the norms, guarantees proper attention to both pastoral and financial concerns and good collaboration between the councils.

The committee structure of the finance council, too, provides the necessary work groups to supply up-to-date information and recommendations to the finance council. The number of these committees will depend on the complexity of the temporal goods of the parish. In some parishes the finance council alone may be able to address itself to all the financial issues requiring consultation.

Finally, whatever finances are required for the policy forming work of the finance council as a stable parish structure should be reflected in an appropriate manner in the annual budget of the parish.

### ***Norms for Deanery Pastoral Councils***

Through the inspiration and direction of my predecessor, Bishop Frederick Freking, our diocese has had a tradition of pastoral councils at the deanery level, also. The pastoral council is an especially apt means for accomplishing the purpose for which parishes are joined together into deaneries. The deanery pastoral council assists the dean and priests of the deanery in forming policies of cooperative pastoral action and pastoral planning.

The norms for the deanery pastoral councils, like the norms for the parish pastoral councils and parish finance councils, permit adaptation, according to the size and composition of the deanery. The membership brings together representatives of the parish pastoral councils of each parish of the deanery and of the priests serving in the deanery. To their number are added the deanery representatives to the diocesan councils and commissions. Thus, the deanery pastoral council is a meeting place for the Diocese and the parishes in forming policies favoring joint pastoral action and sound pastoral planning. The deanery pastoral council provides at once the means by which parish concerns can be presented to the Diocese, and diocesan policies and programs can reach each parish.

Several aspects of Church life are addressed most effectively at the deanery level. They are described in Number 6 of the norms.

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especially stress among them pastoral planning and Catholic education. Only through mutual and honest discussion and collaboration can satisfactory solutions be found to difficulties in meeting the pastoral needs of all the parishes in an area.

Likewise, at a time when Catholic education never has seemed more necessary and, yet, the sacrifices required to maintain and strengthen our Catholic elementary and secondary schools are very great, I ask the deanery pastoral councils to make Catholic education one of their first

concerns and to seek means by which the blessing of a Catholic education can be extended to our young people.

In light of the important service to Catholic education, given fittingly by the deanery, I ask that the work of supporting and promoting our Catholic schools be organized more and more at the deanery level. With regard to diocesan high-school boards and area school boards, and their relationship to the deanery pastoral council, further study and discussion is required. Once the needed study and consultation in the matter has been completed, I will give special norms defining their relationship to the deanery pastoral council and providing for their governance as special consultative bodies.

As should be clear, the deanery pastoral council gives an essential service to the Diocese by providing a forum for consultation in the naturally united groupings of parishes in the Diocese.

### ***Conflict and Recourse***

Frequently, even if not stated explicitly, there is the concern about what a pastor and pastoral or financial council should do when a conflict arises between them, which they alone are unable to resolve. Appendix B of the norms, Administrative Recourse, describes carefully the manner by which conflicts are resolved pastorally in our diocese. The procedure incoherent with universal Church law. There is no need for us to fear unduly possible conflicts. Our life in the Church provides for us the means to resolve conflicts in Christian charity.

### ***Implementation of the Norms***

I give the norms today, but I realize that the work of putting them into practice will take some time. I ask that such organizing and planning be done over the next four months and that all the councils begin to meet by September 1st of this year.

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Who should take responsibility for the implementation? The implementation should be done by the pastor and members of any already existing pastoral or finance council or by the pastor and representatives of the parish or deanery if there has not been pastoral or finance council up to now.

What does implementation involve? The first step of implementation is drawing up the parish or deanery mission statement, to which Number 1 of the Norms for Parish Pastoral Councils refers. If the parish or deanery already has a mission statement, it should be reviewed, and revised or confirmed. If not, a mission statement should be prepared.

Why the emphasis on the mission statement? The mission statement describes who we are as a parish or deanery today. The mission statement expresses the vocation of the People of God in the parish and deanery. It is based on the understanding of the parish and deanery in the universal Church, but it gives individual expression to the universal Church's understanding.<sup>4</sup> It is the expression of who we are in the Church in the particular circumstances of our parish and our deanery. In drawing up the mission statement, every effort must be made so that it really belongs to the parish or deanery, or, in contemporary terms, is "owned" by the parish or deanery.

There is no need to draw up a constitution of the parish pastoral council, parish finance council, or deanery pastoral council. Neither would it be appropriate to do so. The norms given in *The Code of Canon Law* and these diocesan norms, which I now give, are the constitution of every parish or deanery council in the Diocese. What each parish and deanery must add to these norms are its mission statement and the determination of those matter left to the decisions of the individual parish or deanery. Those determinations can be expressed in a simple list of parish or deanery norms which adapt appropriately the diocesan norms. Who should make these determinations? As I stated above, they should be made by the pastor or dean in consultation with the existing councilor representative groups of the faithful.

In a few weeks, I will send an evaluation instrument to each pastor and dean, by which he can monitor the correct implementation of the diocesan norms. The same instrument can be used by us periodically to

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insure the ongoing renewal and the vitality of our consultative activity in the Church.

In the whole work of implementation, I urge the careful study of this letter, with attention to the nature and language of Church consultation. The language and manner of proceeding proper to civil structures of governance by representation should be avoided in Church consultative bodies. They can cloud too readily the vision and reality of Church consultation. What the implementation most should strive to achieve is the expression of our life in the Church through consultation.

### ***Conclusion***

I have written at great length. I have wanted to respect in my letter on consultation all of the intense study and discussion which have taken place in the Diocese over the past several months. Further, I wanted to point out with clarity and sensitivity the foundations of consultation in the parish and deanery. Consultation is not the first or most important aspect of our mission in Christ, but it can offer so much assistance to the effective exercise of all the other aspects of our Christian life. I am praying that our common study and reflection on consultation will be followed in the days ahead by a true working-together with one another in renewing or in forming for the first time strong and effective councils in the parish and the deanery.

May the just and obedient Saint Joseph the Workman help us by his prayer and example so that we together become more and more faithful and generous members of the Church which he loves with tender affection. Through the intercession of Mary, Mother of God and mother of the Church, may our meeting together for consultation in the Church be the cause of our growth in the Christian life.

With gratitude to God our Father for your unity and solidarity with me in carrying out the mission of Christ in the parishes and deaneries of our diocese, I ask God's special blessing on the faithful of the Diocese on this our patronal feast.

In the Risen Lord,  
+ John J. Paul

1Second Vatican Ecumenical Council, *Dogmatic Constitution on the Church*, Chapters II and III.

2Second Vatican Ecumenical Council, *Decree on the Apostolate of Lay People*, No. 10a, in Austin Flannery, ed., *Vatican Council II: The Conciliar and Post-Conciliar Documents*, Collegeville: The Liturgical Press, 1975, p. 777.

3John R. Keating, *A Pastoral Letter on Consultation in the Parish*, Arlington: Diocese of Arlington, Office of Communications, 1984.

4In drawing up a parish mission statement, the following texts provide material for reflection: Second Vatican Ecumenical Council, *Constitution on the Sacred Liturgy*, Nos. 41-42; Second Vatican Ecumenical Council, *Decree on the Apostolate of Lay People*, Nos. 9 and 10; *The Code of Canon Law*, Canons 515 §1; 518; 519; 526; 528; and 529; Pope John Paul II, *Apostolic Exhortation*, “*On Catechesis in Our Time*” (October 16, 1979), No. 67; Pope John Paul II, *Apostolic Exhortation*, “*On the Family*” (December 15, 1981), No. 70; Pope John Paul II, *Encyclical Letter “Redeemer of Man”* (March 4, 1979), No. 21; Pope John Paul II, *Encyclical Letter “Rich in Mercy”* (November 30, 1980), Nos. 13-14; National Conference of Catholic Bishops, *The Plan of Pastoral Action for Family Ministry: A Vision and Strategy* (1978), pp. 6-10, and 15-19; National Conference of Catholic Bishops, *Sharing the Light of Faith: National Catechetical Directory for Catholics of the United States* (1979), Nos. 60d and 67.

## **DECREE**

Having heard the prudent counsel of the Presbyteral Council of the Diocese, in accord with my pastoral judgment, I hereby establish in each parish of the Diocese of La Crosse a parish pastoral council, effective September 1, 1985, in accord with the norm of Canon 536 §1 of *The Code of Canon Law*.

Given at La Crosse on the first day of May, 1985, the Solemnity of Saint Joseph the Workman, patron of the Diocese of La Crosse.

*S E A L* + John Paul

Bishop of La Crosse

Fr. John Nilles

Chancellor

## **DIOCESE OF LA CROSSE**

### **NORMS FOR PARISH PASTORAL COUNCILS**

## **1. Introduction**

§1 After the family, the parish is the most important form of community within the diocese. In the parish Christ's faithful are gathered together into one, under the headship of the pastor, who represents the bishop among them, to fulfill their Christian mission. Each parish, then, truly represents the diocese and, therefore, the Catholic Church throughout the world. Christ's faithful live the life of Christ, prophet, priest, and king, in the parish. According to their particular gifts, their state of life, and their office in the Church, they worship God in spirit and in truth, they proclaim the Gospel and care for the needs of their brothers and sisters in charity, and they assist the pastor in the pastoral care of God's people and in the administration of the temporal goods of the Church (Second Vatican Council, *Dogmatic Constitution on the Church*, No. 37; *Decree on the Apostolate of Lay People*, No. 10; *Constitution on the Sacred Liturgy*, No. 42).

§2 In order to foster the unity of pastor and Christ's faithful of the parish in carrying out Christ's mission, *The Code of Canon Law* legislates that, after consultation with the Presbyteral Council and in accord with his pastoral judgment, the Diocesan Bishop is to establish a pastoral council in each parish of the diocese (Canon 536 §1). The parish pastoral council is to take its direction from and be governed by norms given by the Diocesan Bishop (Canon 536 §2). The diocesan norms, then, are to be adapted to the particular circumstances of each parish according to the parish's mission statement.

§3 In accord, then, with universal Church law, and after consultation with the Presbyteral Council and Christ's faithful of the Diocese, I give the following norms for the governance of parish pastoral councils in the Diocese of La Crosse, to be adapted to the circumstances of each parish

## **2. Membership**

§1 Members of the parish pastoral council are to be members of the parish in full communion with the Catholic Church. All members will

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participate in a program of orientation for service on parish consultative bodies.

§2 The suggested number of members is from six to twelve.

§3 Of the total membership, two-thirds of the members are to be elected.

§4 After appropriate consultation, one-third of the total membership is to be appointed by the pastor with special attention to the representation of the different aspects of pastoral work in the parish, and of the different states of life, and social and professional conditions of the parishioners.

§5 The membership of the parish pastoral council shall be made known to all parishioners.

## **3. Term of Membership**

§1 All members shall serve a two-year term which can be renewed twice.

§2 In the case of a vacant pastorate, the members under the previous pastor will assist the Dean and the Diocesan Bishop during the interim. The new pastor is to reconvene a parish pastoral council as soon as possible after his appointment to the parish.

§3 Any vacancy on the parish pastoral council is filled as soon as possible through appointment by the parish pastoral council and the pastor.

#### **4. Meetings**

§1 It is recommended that the parish pastoral council meet every two months.

§2 An agenda and study materials are communicated before the meeting.

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§3 The pastor and a majority of the members constitute a quorum for consultation.

#### **5. Officers and Their Duties**

§1 The pastor of the parish presides over the parish pastoral council (Canon 536 §1). He may designate another member to act as chairperson.

1° The pastor is to maintain an openness to the guidance of the Holy Spirit at all meetings of the parish pastoral council and to foster consultation by seeking the counsel of all the members, by encouraging an understanding hearing of each member, and by responding, according to his pastoral judgment, to the expressed counsel of the members.

2° The pastor is to maintain the necessary communication between the parish pastoral council, and its committees, the parish finance council and other parish organizations.

§2 The parish pastoral council shall elect one member to the office of assistant to the president, who helps the pastor in his responsibilities for the parish pastoral council.

§3 The parish pastoral council shall elect one member to the office of secretary.

1° The secretary is responsible for maintaining accurate minutes of the meetings of the parish pastoral council and for preparing a summary of the discussions at each meeting, to be published in the parish bulletin. If feasible, a recording secretary, who is not a member of the parish pastoral council, can be appointed.

2° The secretary is to prepare the operating budget of the parish pastoral council for inclusion in the general parish budget and to maintain a record of income and expenditures.

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#### **6. Responsibilities**

§1 The parish pastoral council is a consultative body (Canon 536 §2) by which the Christian faithful of a parish, together with those who have pastoral authority in the parish, “give their help in fostering pastoral activity” (Canon 536 §1). Its work is to be informed and inspired by the



vision of the Church, exemplified in the teaching of the Second Vatican Council.

§2 The ways by which it fulfills its shared responsibility are: the spiritual enrichment and growth of its members; the study of the Christian life of the People of God with special attention to their Christian vision, needs and hopes; the discernment of the relationship of the pastoral activity of the parish to the legitimate needs and hope of the parish community; the help in establishing priorities among the various aspects of the pastoral activity of the parish; and the formation of policy and the development of programs of pastoral activity.

§3 The clear distinction between policy formation, the proper work of the parish pastoral council, and administration, the proper work of the pastor and parish staff, should be maintained. At the same time, members of the parish staff should offer to the pastoral council their knowledge and judgment regarding questions under discussion.

### **7. Relationship to the Parish Finance Council**

§1 The parish pastoral council and the parish finance council are distinct bodies by virtue of their distinct purposes, their distinct responsibilities, and the distinct qualifications for membership on each.

§2 To facilitate the communication between the two parish councils, it is recommended that one member of each council attend the meetings of the other council.

### **8. Committees**

§1 It is suggested that the following be the permanent committees of the parish pastoral council: the Agenda Committee, the Family Life

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Committee, the Sacred Worship Committee, the Catholic Education Committee, and the Social Justice Committee.

§2 The Agenda Committee shall consist of the pastor, the assistant to the president, and the secretary. It is the responsibility of the Agenda Committee to prepare the agenda and study materials for each meeting.

§3 Other committees directed to the pastoral work of the parish can be formed.

### **9. Finances**

An operating budget of the parish pastoral council shall be prepared each year for inclusion in the general parish budget.

Given at La Crosse on the first day of May, 1985, the Solemnity of Saint Joseph the Workman, patron of the Diocese of La Crosse.

*S E A L* + John Paul

Bishop of La Crosse

Fr. John Nilles

Chancellor

## **DIOCESE OF LA CROSSE NORMS FOR PARISH FINANCE COUNCILS**

### **1. Introduction**

§1 In the parish Christ's faithful are gathered into one, under the headship of the pastor, to fulfill their mission in Christ, prophet, priest, and king. The kingly mission includes the assistance which Christ's faithful, according to their gifts, their office in the Church, and their state of life, give to the pastor in the administration of the temporal goods of the Church (Second Vatican Council, *Decree on the Apostolate of Lay People*, No. 10).

§2 In order to give form and stability to the assistance offered by Christ's faithful to their pastor in the administration of the parish's temporal goods, *The Code of Canon Law* requires that each parish in a diocese have a parish finance council (Canon 537). The parish finance council is to be governed by universal Church law and by norms given by the Diocesan Bishop (Canon 537). Accordingly, after consultation with the Presbyteral Council and Christ's faithful of the Diocese, I give the following norms by which parish finance councils are to be governed in the Diocese of La Crosse. The norms are to be adapted to the particular circumstances of each parish.

### **2. Membership**

§1 members of the parish finance council are to be members of the parish in full communion with the Catholic Church, and known for their ability and integrity in the administration of temporal goods. All members will participate in a program of orientation for service on parish consultative bodies.

§2 The suggested number of members is from two to six.

### **3. Appointment of Members**

§1 Because of the particular qualities required of the members of the parish finance council, the members are to be appointed by the pastor

after careful inquiry regarding who among the faithful are best qualified for appointment. The names of candidates for appointment, however, should be kept in confidence lest, if they are not appointed, any questions be raised publicly regarding their good character or competence in temporal matters.

§2 All close relatives of the pastor are excluded from appointment to the parish finance council.

§3 The membership of the parish finance council shall be made known to all parishioners.

### **4. Term of Appointment**

§1 The members of the parish finance council are appointed to a two year term which can be renewed twice.

§2 In the case of a vacant pastorate, the members under the previous pastor will assist the Dean and the Diocesan Bishop during the interim. The new pastor is to reconvene a parish finance council as soon as possible after his appointment to the parish.

§3 Any vacancy on the parish finance council is filled as soon as possible through appointment by the pastor, after consultation with the remaining members.

## **5. Meetings**

§1 It is recommended that the parish finance council meet monthly. It is to meet at least quarterly.

§2 An agenda and study materials are communicated before the meeting.

§3 The pastor and a majority of the members constitute a quorum for consultation.

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## **6. Officers and Their Duties**

§1 The pastor of the parish presides over the parish finance council in virtue of his pastoral responsibility to administer the temporal goods of the parish (Canon 532). He may designate a member to act as chairperson and to assist him in his responsibilities for the finance council.

1° The pastor is to prepare the agenda of each meeting and communicate the agenda to the members before the meeting.

2° The pastor is to maintain an openness to the guidance of the Holy Spirit at all meetings of the parish finance council, and to foster consultation by seeking the counsel of all the members, by encouraging an understanding hearing of each member, and by responding, according to his pastoral judgment, to the expressed counsel of the members.

3° The pastor is to maintain the necessary communication between the parish finance council, and its committees, the parish pastoral council and other parish organizations.

§2 The parish finance council shall choose one of its members to keep a journal of its discussions.

## **7. Responsibilities**

§1 The parish finance council is a consultative body which helps the pastor to act justly and prudently in the administration of the parish's temporal goods. Its work is to be informed and inspired by the vision of the Church, exemplified in the teaching of the Second Vatican Council.

§2 The ways by which it fulfills its shared responsibility are: the spiritual enrichment and growth of the members; formation of financial policies, including the devising and regular monitoring of a parish budget, and of policies for the proper maintenance of the buildings and

grounds of the parish; long-range financial planning; preparation of an annual financial report; and attention to civil law pertaining to the administration of the temporal goods of the parish.

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§3 The clear distinction between policy formation, the proper work of the parish finance council, and administration, the proper work of the pastor and parish staff, should be maintained. At the same time, members of the parish staff should offer to the finance council their knowledge and judgment regarding questions under discussion.

### **8. Relationship to the Parish Pastoral Council**

§1 The parish finance council and the parish pastoral council are distinct consultative bodies in the parish. The parish finance council has responsibility to give counsel to the pastor regarding the administration of the parish's temporal goods. The parish pastoral council has responsibility to give counsel to the pastor regarding the pastoral activity in the parish.

§2 Good communication between the two councils is essential so that the best use of the parish's temporal goods can be made for the spiritual good of the parish. To facilitate the communication between the two parish councils, it is recommended that one member of each council attend the meetings of the other council.

### **9. Committees**

It is suggested that the following be the permanent committees of the parish finance council: the Budget Committee, the Buildings and Grounds Committee, and the Cemetery Committee, if the parish has its own cemetery.

### **10. Finances**

An operating budget of the parish finance council shall be prepared each year for inclusion in the general parish budget.

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Given at La Crosse on the first day of May, 1985, the Solemnity of Saint Joseph the Workman, patron of the Diocese of La Crosse.

*S E A L* + John Paul

Bishop of La Crosse

Fr. John Nilles

Chancellor

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### **DECREE**

Having heard the prudent counsel of the Presbyteral Council and of the College of Deans of the Diocese, in accord with my pastoral judgment, I hereby establish in each deanery of the Diocese of La Crosse a deanery pastoral council, effective September 1, 1985.

Given at La Crosse on the first day of May, 1985, the Solemnity of Saint Joseph the Workman, patron of the Diocese of La Crosse.

*S E A L* + John Paul

**DIOCESE OF LA CROSSE  
NORMS FOR DEANERY PASTORAL COUNCILS**

**1. Introduction**

§1 Parishes of a diocese are gathered into deaneries in order to promote joint pastoral action and the best possible distribution of ministry, and to provide for the pastoral care of the priests serving in each area of the diocese (Canon 555). The care of the deanery is confided by the Diocesan Bishop, after consultation with the priests of the deanery, to one of the priests ministering in the deanery (Canon 554).

§2 In order to foster joint pastoral action and good pastoral planning, in particular, the dean will need the assistance of all the faithful of the deanery. The deanery pastoral council is the stable representative body through which, by means of consultation, such assistance can be provided to the dean. The members of the deanery pastoral council, together with and under the headship of the dean, form the policies and programs which will help toward the best possible ministry in the deanery.

§3 After consultation with the Presbyteral Council and the College of Deans of the Diocese, I give the following norms for the governance of deanery pastoral councils in the Diocese of La Crosse.

**2. Membership**

The membership shall be determined according to one of the following options. The deanery priests' council of each deanery is to determine which option is to be used for its deanery.

1° The membership shall consist of the following: three representatives of the clergy serving in the deanery, who are to be elected by the deanery priests' council; one member of the laity from each parish in the deanery, who is to be elected by the parish pastoral council from among its member; one representative of the members of institutes of the consecrated life, serving in the deanery, who is to be elected by the deanery priests' council; and the deanery representatives on the Diocesan Pastoral Council and the commissions of the Diocesan Bishop.

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2° The membership shall consist of the following: the clergy serving in the deanery; two members of the laity from each parish in the deanery, who are to be elected by the parish pastoral council and one of whom, at least, is to be a member of the parish pastoral council; one representative of the members of the institutes of the consecrated life, serving in the deanery, who is elected by the deanery priests' council; and the deanery representatives on the Diocesan Pastoral Council and the commissions of the Diocesan Bishop.

**3. Term of Office**

It is recommended that elected members serve for a two-year term which can be renewed.

#### **4. Meetings**

§1 The deanery pastoral council is to meet at least three times yearly.

§2 An agenda and study materials are communicated before each meeting.

§3 The dean and a majority of the members constitute a quorum for consultation.

#### **5. Officers and Their Duties**

§1 The dean of the deanery presides over the deanery pastoral council. He may designate another member to act as chairperson.

1° The dean, together with the Agenda Committee, is responsible for the preparation of the agenda of each meeting and its communication to the members.

2° It is the dean's responsibility to foster consultation on the deanery pastoral council by seeking the counsel of all the members, by encouraging an understanding hearing of each member, and by responding, according to his pastoral judgment, to the expressed counsel of the members.

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3° The dean is to maintain the necessary communication between the deanery pastoral council, and other diocesan and parish consultative bodies.

§2 The dean, after consultation with the deanery pastoral council, shall appoint one member to the office of assistant to the president, who helps the dean in his responsibilities for the deanery pastoral council.

§3 The dean, after consultation with the deanery pastoral council, shall appoint one member to the office of secretary. The secretary is responsible for maintaining accurate minutes of the meetings of the deanery pastoral council and for preparing, at the direction of the dean, a summary of the discussions at each meeting, to be forwarded to the Diocesan Bishop. If feasible, a recording secretary, who is not a member of the deanery pastoral council, can be appointed.

§4 The dean, after consultation with the deanery pastoral council, shall appoint one member to the office of treasurer. The treasurer is to prepare the annual budget of the deanery pastoral council. The treasurer shall maintain an accurate record of all income and expenditures.

#### **6. Responsibilities**

§1 The deanery pastoral council is a consultative body by means of which the faithful of a deanery, together with those who have pastoral authority in the deanery, give their assistance to the dean in promoting joint pastoral action and the best possible distribution of ministry.

§2 In accord with the principle of subsidiarity, the deanery pastoral council is to be concerned with those aspects of the pastoral activity of the Church, which are best served at the deanery level. Among its chief concerns are: pastoral planning; good communication between the

diocesan offices and commissions, and the parishes of the deanery; family life; Catholic education, especially the Catholic high school, if there be one in the deanery; Catholic health care; the assistance and support of parish consultative structures; and deanery-wide prayer and liturgical celebrations.

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## **7. Committees**

§1 The Agenda Committee shall be a permanent committee of the deanery pastoral council. It shall consist of the dean, the assistant to the president, the secretary, the treasurer, and the deanery representatives on the Diocesan Pastoral Council and the commissions of the Diocesan Bishop. It is the responsibility of the Agenda Committee to prepare the agenda and study materials for each meeting, and to coordinate the agenda with the agenda of the Diocesan Pastoral Council and the commissions of the Diocesan Bishop.

§2 Other committees, permanent and ad hoc, can be formed by the dean after consultation with the deanery pastoral council.

## **8. Finances**

§1 An annual budget for the deanery pastoral council shall be prepared by the treasurer and approved by the dean.

§2 The annual budget shall include all funds to be provided by the parishes of the deanery to meet the expenses of the deanery pastoral council.

Given at La Crosse on the first day of May, 1985, the Solemnity of Saint Joseph the Workman, patron of the Diocese of La Crosse.

*S E A L* + John Paul

Bishop of La Crosse

Fr. John Nilles

Chancellor

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## **DIOCESE OF LA CROSSE NORMS FOR PARISH PASTORAL COUNCILS, PARISH FINANCE COUNCILS, AND DEANERY PASTORAL COUNCILS APPENDIX A RECOMMENDED COMMITTEES OF PARISH PASTORAL COUNCILS**

**1. Family Life Committee** The Family Life Committee is to assist the parish pastoral council in fostering Christian family life in the parish. Among its concerns are: the central place of the family in all parish pastoral activities; parish hospitality and social activities; youth ministry; vocations to the priesthood and the consecrated life; pre-marriage preparation; marriage enrichment; natural family planning; and the pastoral care of single adult Catholics, divorced Catholics, divorced and remarried Catholics, and widows and widowers.

## **2. Sacred Worship Committee**

The Sacred Worship Committee is to assist the parish pastoral council in fostering, first and foremost, the liturgical life of the parish as celebrated in the Sacraments and other rites of the Church, with special attention to the sick and isolated in the parish. Also of concern to this committee are the devotional aspects of the parish's life of prayer.

## **3. Catholic Education Committee**

The Catholic Education Committee is to assist the parish pastoral council in fostering the educational aspect of the pastoral mission of the parish, which includes evangelization, adult education, catechetics, the Catholic school (if there be one in the parish), missionary activity, and ecumenism. If a Catholic high school serves the parish, it, too, would fall within the concern of the Catholic Education Committee, without prejudice to any other consultative body which has particular responsibility for the pastoral activity in the Catholic high school.

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## **4. Social Justice Committee**

The Social Justice Committee is to assist the parish pastoral council in fostering pastoral concern and action for justice in the world, especially in all areas of parish life. Its concerns include: promotion of the respect for all human life; the pastoral care of the afflicted, the needy, and the imprisoned; the pastoral care of migrants and refugees; just structures in the parish; stewardship; and the greater understanding of the Church's teaching on social justice.

## **APPENDIX B**

### **ADMINISTRATIVE RECOURSE**

#### **1. Introduction**

§1 The Church is at once a divine and human society. It is at once mystical and earthly (Second Vatican Council, *Dogmatic Constitution on the Church*, No. 8). As a result, in the exercise of their mission in Christ the members of the Church sometimes find themselves in conflict with one another because of human failing.

§2 In calling together the Church by His preaching and ministry, the Lord Jesus recognized the possibility of conflict between members of His Body. In the *Gospel according to Matthew*, the Lord Jesus instructs His disciples regarding the fitting manner of resolving such difficulties (*Mt 18, 15-18*). He teaches that, first, the brother or sister with whom one is in conflict should be confronted. If reconciliation is not achieved in this way, then the brother or sister should be confronted together with other fellow believers. Finally, if reconciliation is still not achieved, the matter is to be brought before the Church. The teaching of the Lord regarding the resolution of conflicts in the Church reflects the nature of the Church itself, a communion of brothers and sisters under the pastoral care and guidance of Christ the Head. For this reason, too, Saint Paul stressed that conflicts in the Church are to be reconciled in the Church and are not to be taken to the civil forum (*I Cor 6, 1-11*).

§3 The Church today strives to embody the Gospel teaching in the manner by which she resolves conflicts between her members. In the

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Diocese of La Crosse, administrative recourse is the accepted manner for the resolution of conflicts between members of the Church.

## **2. Administrative Recourse**

§1 In *The Code of Canon Law* two kinds of procedures by which Christ's faithful vindicate their rights in the Church are recognized. The first kind is the contentious, judicial process. It is a process to be used when all other methods of reconciling difficulties have failed. In fact, throughout the contentious proceeding the judge is to seek a reconciliation of the parties by means of a charitable conversation between them (Canon 1446 §§1-3). Above all, as Saint Paul teaches, contentions among the faithful are to be settled within the communion of the Church and not before the civil forum (*I Cor 6, 1-11*; Canon 1733§1).

§2 The second kind of process is administrative and is recommended for the resolution of conflicts between individuals in the Church, particularly between persons exercising pastoral authority and those whom they are sent to serve (Canon 1733§1).

§3 The administrative process consists of a recourse to the authorities of the Church against the decision or action of a pastor or other person exercising administration in the Church. The prerequisite of recourse is that the person who judges himself injured first must have sought to resolve directly the difficulty with the person in authority (Canon 1734

§1). *The Code of Canon Law* details the steps to be followed in administrative recourse.

§4 The process fundamentally consists of a successive appeal, as necessary, to the various levels of pastoral authority in the Church. The appeal is made for the purpose of reconciling the difference or healing the division. The principle of subsidiarity is to be observed fully; the appeal must be made first to the most local pastoral authority who best is able to know the circumstances and persons, and suggest a way to reconciliation. The ultimate appeal is to the Roman Curia and the Holy Father. The same process adapted at the diocesan level assures effective means for the vindication of rights, which reflects fully the Church's nature.

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## **3. Procedure**

§1 When one of Christ's faithful judges himself or herself injured by the decision or action of a person in pastoral authority or administration in the Diocese, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

§2 If the party which judges itself injured has not been able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastors of the Church, in the following manner.

1° If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile, but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No

consultative body as such or members of consultative bodies, in virtue of their membership, should be given the administrative responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has the responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict of interpretation. It does not, however, engage in the administration of the policies, e.g., judge conflicts between persons.

2° If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity in his deanery (Canon 555 §1, 1°;

§2, 2°). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop.

3° If the conflict is not resolved on the deanery level, or if the grievance is against the dean in his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may do the work of reconciliation himself or he may name another to act for him in the matter.

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4° If the grievance is against the Diocesan Bishop, the legislation in *The Code of Canon Law* is to be followed (Canons 1732-1739).

§3 It should be kept in mind that *The Code of Canon Law* requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (Canons 1740-1747) or the transfer of a pastor unwilling to be transferred (Canons 1749-1752).

#### **4. Conclusion**

The canonical institution of administrative recourse is pastoral in its purpose. It seeks to foster the reconciliation and peace which Christ won for His Body, the Church, in a manner altogether consonant with the nature of the Church. It should be employed in the spirit of the Christian dialogue which leads to reconciliation.

Approved, in accord with the norm of Canon 1733 §2 of *The Code of Canon Law*, at La Crosse on the first day of May, 1985, the Solemnity of Saint Joseph the Workman, patron of the Diocese of La Crosse.

*S E A L* + John Paul  
Bishop of La Crosse  
Fr. John Nilles  
Chancellor