

## GUIDELINES FOR ST. CRONAN CHURCH COUNCIL

### **Article 1: Mission**

The Mission of St. Cronan Church Council is the Mission of St. Cronan Catholic Church:  
(Please note that this is a slight revision of our mission statement as submitted by the Council.)

Our mission at St. Cronan Catholic Church is to be a welcoming, inclusive faith community whose members are called to worship together and to participate in building the living Church. As followers of Jesus Christ, this community recognizes the value of ministering to each other, of fostering our own spiritual growth, of encouraging a commitment to social justice and sharing, in faith, our gifts with the wider neighborhood and world community.

### **Article 2: Purpose**

The purpose of St. Cronan Church Council is to advise and to assist the Community Life Coordinator and staff with the administration, operation, and animation of the church.

### **Article 3: Church Council Functions**

Church Council functions include:

- a) To establish annual goals and objectives for the church and priorities for their implementation.
- b) To coordinate church activities with the church staff and to ensure that stated goals, objectives and priorities are implemented.
- c) To approve the annual budget prepared and submitted by the Finance Committee.
- d) To promote meaningful church dialogue and decision making to fulfill our church Mission Statement.
- e) To identify and to encourage the gifts and talents of the members of the church.
- f) To evaluate the effectiveness of church programs and services.
- g) To implement directives of the Archbishop of St. Louis to the best of our ability.
- h) To cultivate and to solicit nominees to serve on the Church Council.

### **Article 4: Membership**

- a) The Church Council shall be composed of nine to twelve voting members, all of whom are registered members of the church and three non-voting members: the community life coordinator, the church administrator, and the pastoral associate.
- b) Members shall serve a term of three years. An additional three-year consecutive term may be served. Former members may return to serve a second time after a year or more has elapsed. New members begin with the January meeting unless they are filling a vacant position.

- c) Nomination Process
  - 1) Nominations are invited from the entire church. Self-nominations are an option. The names of all nominees will be presented to the community life coordinator for approval before the process for new members moves forward.
  - 2) If the number of nominations exceeds the number of open seats, those nominated will meet together with a facilitator from the Church Council and discern which of them will fill the currently open seats. The Council will ratify the slate of proposed candidates.
  - 3) The nominating process begins in October and is completed by December 15<sup>th</sup>.
  - 4) New members begin with the January meeting.
- d) Officers

The Church Council shall name a chair and a vice-chair at the January meeting.
- e) Vacancies

Should the number of Council members fall below the required minimum of nine, the Council will appoint (a) new member(s) to serve the remainder of the open term(s).

### **Article 5: Meetings**

- a) The Church Council normally meets monthly, the date to be determined at the convenience of the members. The January meeting is ordinarily a full day of retreat, goal setting and planning; the December meeting is ordinarily a Christmas Celebration. Meetings will be posted on the Church Calendar. Special meetings may be called as needed.
- b) The chair or the chair's delegate shall prepare an agenda. The agenda will be sent to members at least a week prior to the meeting in order to allow for additions and corrections.
- c) The chair will make certain that minutes are being taken at each meeting, distributed to members and filed in the official binder within a week of the meeting.
- d) The chair will designate someone to be responsible for an opening prayer and a closing prayer for each meeting.
- e) At the discretion of the chair, decisions are normally made by discernment and consensus. They may also be made by voting if deemed necessary. Voting members can vote by phone or email for issues that require a vote from every voting member, but proxy voting is not allowed.
- f) A simple majority of the current Council will constitute a quorum for doing business.
- g) Church Members may address the Church Council by requesting permission from the chair for a place on the agenda.
- h) If a member is absent for three meetings, a member of the Council will be designated to approach them about whether it will be possible for them to serve the remainder of their term.

## **Article 6: Committees**

The Church Council may establish permanent and ad hoc committees whenever help is needed.

## **Article 7: Church Assemblies**

An assembly of all church members shall be held at least once every two years at a date, time, and place determined by the Church Council.

## **Article 8: Amendments**

Amendments to these Guidelines may be proposed by any registered member of the church and approved by the Church Council.

## **Article 9: Interpretation**

Plain meaning and common sense shall guide the interpretation of these guidelines. These guidelines replace the St. Cronan Church Parish Council Constitution dated March 21, 2012.

## **Article 10: Ratification/ Approval**

These guidelines will be distributed to the members of the parish one Sunday in June of 2018 both online and at all the Masses. The following two Sundays, ballots will be available at all the Masses, and a ballot will be available online. A simple majority of ballots is needed to approve these guidelines.

The Committee who prepared these guidelines:

Nancy Buck, Phil Heagney, Sister Chabanel Mathison, and Carol Vizzier

The first draft was reviewed with suggestions from the current Parish Council on May 9, 2018 with the above committee present at the meeting.

The Committee met again May 22 to incorporate the suggestions received and sent a second draft for approval of the Parish Council before distributing it to the parish for a vote of approval.

These Guidelines were approved in June 2018 by Parish vote.

The Guidelines were updated in November 2023 to reflect St. Cronan's transition to a church from a parish as the result of the Archdiocese of St. Louis' All Things New process and to incorporate gender neutral language that respects the inclusion of nonbinary and genderfluid people.

These Guidelines were updated in March 2025 to reflect the transition of St. Cronan leadership from a priest-in-residence to a community life coordinator.