

Human Concerns Committee Guidelines

I. Name of Group

This organization shall be known as the Human Concerns Committee of St. John Vianney Parish.

II. Authority and Relationship

The Human Concerns Committee is a standing committee of the parish accountable to the Parish Council. The committee abides by the Parish Council Constitution and By-Laws in carrying out the Eucharistic mission of the Church and the policies of the Archdiocese of Milwaukee.

III. Purpose and Aim

The Human Concerns Committee acts as the outreach, service and social justice arm of the parish. It discerns needs within the parish community and outside world and identifies resources to meet those needs by enlisting the active cooperation of parish members. This committee helps to fulfill the justice dimensions of scripture and our church tradition acknowledging that every Christian is called to service and to work for justice.

IV. Functions / Responsibilities

The Human Concerns Committee will:

1. Help educate parishioners on social justice issues and Catholic social teaching.
2. Help parishioners to get involved and take action on issues relating to poverty, hunger, justice, peace, healthcare and homelessness on local, national and international levels.
3. Develop a parish-wide consciousness of social problems in the community and the world.
4. Involve others in actively accepting the responsibility of their Baptism to help people in need and to work for justice.
5. Support those in the parish already involved in service to the poor, advocacy and justice education.
6. Work with community groups and other parishes and denominations to carry out its responsibilities.
7. Determine budget priorities in the area of Human Concerns and make recommendations to the parish council through the Administrative Services/Finance Committee.
8. Provide timely minutes of meetings accessible to the parish at large.
9. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.
10. Recruit new members and provide for their orientation to the Committee.

V. Subcommittees

Outreach Committee

The Outreach Subcommittee makes recommendations with respect to financial contributions to be made by the parish to outside organizations deemed to fulfill the ministries and values of St. John Vianney parish.

Parish Ministries

All Saints Commons
All Saints Meal Program
Angel Tree
Best of Friends
Caregivers Support
Christ Child Shower
Divorce Ministry
Funeral Reception
Grief Ministry
Habitat for Humanity

Interfaith Caregiving Network
Justice Market
New Beginnings
Parishioners Protecting the Preborn
Prison Fellowship Ministry
Repairers of the Breach
St. Vincent de Paul Meal Program
St. Vincent de Paul Society
Summer Service Series
Twinning

VI. Membership

Ex officio members:

Pastor
Director of Adult & Family Ministry and Human Concerns
Parish Council Liaison

Subcommittee Liaisons:

Outreach

Ex officio members and subcommittee liaisons participate fully in committee discussions and decision making.

Committee Members:

At-Large representatives of the entire parish (6-10)

At-Large Members:

An at-large member must be a person 18 years of age or older who is a member of the parish and not a member of any of the other standing committees of the Parish Council. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given

to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

While committee members may not be members of any other standing committee of the parish, they may be a member of any parish subcommittee (but not as an officer).

VII. Officers

Officers will be discerned for annual terms, with the possibility of up to two renewals as appropriate, by and from the members of the Committee at the last meeting of the fiscal year. A chairperson, a secretary, and possibly a vice-chairperson, make up the officers of the Committee.

Duties of Officers:

Chairperson

1. Shall have at least one year of committee experience;
2. Shall prepare the meeting agenda with input from the Director of Human Concerns;
3. Shall preside at all meetings of the committee;
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

Vice-Chairperson (if determined to be needed by committee)

1. Shall have at least one year of committee experience
2. Shall preside at any meeting which the chairperson is unable to attend
3. Shall perform other additional duties assigned by the chairperson, with the approval of the committee.

Secretary

1. Shall maintain a written record of all actions of the committee;
2. Shall preserve all reports, proposals and documents entrusted to her/his care;
3. Shall arrange for the mailing of meeting minutes to all committee members and the parish in a timely fashion.

VIII. Meetings

A. Type

1. Regular meetings: The Committee will meet on Common Leadership Nights.
2. Special meetings
The need for additional meetings may be determined by the chairperson. All meetings shall be open to parishioners.

B. Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

IX. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus on an annual basis.

Date of Approval _____

Date of Most Recent Revision _____