

## **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 (“HC Committee” or “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. The 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. Connect with parish ministry groups through liaison assignments of Committee members. Liaisons will make phone or e-mail contact to understand each ministry’s mission and activities. The liaisons will also share/report on significant happenings of the ministries to the Committee.
7. Work with community groups and other parishes and denominations to carry out its responsibilities.
8. Determine budget priorities in the area of Human Concerns and make recommendations to the parish council through the Administrative Services/Finance Committee.
9. Provide timely minutes of meetings accessible to the parish at large.
10. Update and submit the committee’s SJV Strategic Action Plan to the Parish Planning Team as required each year.
11. Recruit new members and provide for their orientation to the Committee.

## V. Parish Ministries

(See Attached - Human Concerns Ministries Addendum – 11/15/2010)

## VI. Membership

### Ex officio members:

Pastor or designee

Associate Pastor

Director of Adult & Family Ministry and Human Concerns

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

### Committee Members:

At-Large representatives of the entire parish (9-15)

### At-Large Members:

An at-large member must be a person 18 years of age or older that is a member of the parish. Names of potential Committee members will be submitted to the chairperson and discerned for membership by the Committee as a whole.

### At-Large Members:

1. May not be members of any other standing committee of Parish Council.
2. Can be both members and serve in leadership roles for parish ministries.

Ordinarily, at-large members of the Committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if discerned by the Committee. A Committee member is limited to serving two (2) consecutive terms, with a partial (mid-term vacancy) term considered a full term.

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.

## VII. Officers

A chairperson, secretary, parish council liaison and possibly a vice-chairperson shall make up the officers of the Committee. Officers will be discerned for annual terms at the June meeting, with the possibility of up to two renewals if so discerned by the Committee. The parish council liaison may also serve as liaison if discerned for a 2<sup>nd</sup> term on the Committee, but cannot serve in the liaison role for more than five consecutive years.

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 distribute meeting minutes to all Committee members and the designated parish office staff member for publication in a timely fashion.

Parish Council Liaison

1. Shall have at least one year of Committee experience.
2. Shall act as a full and active member of both the Parish Council and the Committee.
3. In addition to representing the interests of the Committee, the liaison shall also act at all times with the welfare of the entire parish in mind.
4. Liaisons are not eligible to hold other Committee officer positions.
5. After serving a minimum of one year as Parish Council liaison, the liaison may be chosen as a Council officer. If this occurs:
  - a. The Committee must select a new liaison.
  - b. The liaison relinquishes his/her position on the Committee while serving as a Council officer.
  - c. The relinquished year is still counted against the liaison's term on the Committee and not made up subsequently.
  - d. The Committee can discern a new member to fill the open seat.

**VII. 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 April 11, 2011

**Human Concerns Ministries Addendum – 11/15/2010**

**Parish Ministries**

1. All Saints Meal Program and Commons
2. Best of Friends
3. Caregivers Support Group
4. Christ Child Shower
5. Divorce Ministry
6. Elizabeth Ministry
7. Environmental Committee
8. Firm Believers
9. Grief Ministry
10. Habitat Auxiliary
11. Habitat - Prince of Peace
12. Habitat for Humanity
13. Interfaith Caregivers Network
14. Just Faith
15. Justice Market
16. Medical Mission Group
17. Ministry of Mothers Sharing (M.O.M.S.)
18. New Beginnings
19. Outreach
20. Parish Socials
21. Repairers of the Breach
22. Respect Life Ministry
23. Ronald McDonald Brunch
24. St. Vincent de Paul Meal Program
25. St. Vincent de Paul Society
26. Summer Service Series
27. Twinning (Prince of Peace)
28. Young at Heart