

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 Pastoral Council. The Committee abides by the Pastoral Norms in carrying out the Eucharistic mission of the Church and the policies and regulations 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 work with the Human Concerns staff in support of the following:

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 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 contact with each ministry to understand its mission and activities, and report on significant happenings of the ministries to the Committee.
7. Work with community groups and other parishes and denominations to carry out human concerns endeavors.
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.
11. Be accountable to follow the Strategic Planning format of the Parish as follows:
 - a. Provide a midyear update to the Vice Chair of Pastoral Council, due on January 31 annually.

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- b. Turn in Strategic Plan for the coming year to the Vice Chair of Pastoral Council.

V. Parish Ministries. (See Attached Human Concerns Ministries Addendum – 6/19/17)

VI. Membership

Ex officio members:

- Pastor
- Associate Pastor
- Pastoral Council Liaison
- Director of Human Concerns

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

At-Large Members: At-Large representatives of the entire parish (9-12)

An at-large member must be a Catholic 18 years of age or older who is a member of the parish. Faculty members and employees of St. John Vianney and their spouses are not eligible for discernment to the Human Concern Committee. Spouses and relatives may serve on the Human Concerns Committee together. 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 Pastoral 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, vice-chairperson and secretary 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.

VIII. Qualifications and Duties

Chairperson

1. Shall have at least one year of Committee experience;
2. Shall prepare the meeting agenda with input from the Human Concerns staff liaison and distribute said agenda a minimum of 3 days prior to the upcoming meeting.
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.
5. Shall lead an annual review of these guidelines to ensure they are kept pertinent and up to date and will ensure they are submitted electronically for approval by Pastoral Council to the Chair of Pastoral Council with a copy to the Parish Office no later than June 30 annually.

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

1. Shall preside at any meeting which the chairperson is unable to attend;
2. Shall assist the Chairperson and the Human Concerns staff liaison in providing the year end summary of the Strategic Plan accomplishments to the Vice Chair of Pastoral Council.
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 and regular meetings of the committee
2. Shall preserve all reports, proposals and documents entrusted to her/his care
3. Shall be the keeper of the Committee Roster and be responsible for timely communication of updates and roster changes to the parish office
4. Shall arrange for the distribution of meeting minutes to all committee members for approval and the designated parish office staff member no later than seven days post meeting, for publication in a timely fashion.

Pastoral Council Liaison

1. May serve the committee as liaison for up to 3 consecutive years if so discerned by the Pastoral Council.
2. Shall act at all times with the welfare of the entire Parish in mind.
3. Is not eligible to hold Committee officer positions.
4. Will bring Pastoral Council updates and information to the Committee and bring Committee business to Pastoral Council.
5. Is present to support the building and execution of Strategic Plans and the work of the Committee.

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Human Concerns Ministries Addendum – 6/19/17

1. All Saints Meal Program
2. Angel Tree
3. Caregivers Support
4. Cathedral Center Hospitality Program
5. Divorce Ministry (Single Again)
6. Elizabeth Ministry
7. Faith Seeking Healing
8. Firm Believers
9. Funeral Reception Committee
10. Gleaning at the Farmers Market
11. Grace Within (formerly M.O.M.S.)
12. Grief Ministry
13. Habitat for Humanity
14. Homebound Ministry
15. Human Concerns Committee
16. Interfaith Senior Programs
17. MacCanon Brown Homeless Sanctuary
18. Outreach Committee
19. Parish Social
20. Prayer Shawl Ministry
21. Reception Committee
22. Respect Life Committee
23. Ronald McDonald House Brunch
24. St. Dismas Jail Ministry of Waukesha County
25. St. Hyacinth's Food Pantry
26. St. Vincent de Paul Meal Program
27. St. Vincent de Paul Society
28. SJV Rosalie Center Baby Shower
29. SPRED
30. Summer Service Series
31. Twinning, International (Santísimo Sacramento, Piura, Peru)
32. Twinning, Local (Prince of Peace/Príncipe de Paz)
33. Veterans Group
34. Young at Heart

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