

St. Stephen the Witness Catholic Student Center
1019 West 23rd Street
Cedar Falls, Iowa 50613
www.ststephenuni.org

Comprehensive Leadership Guide
2010-2011

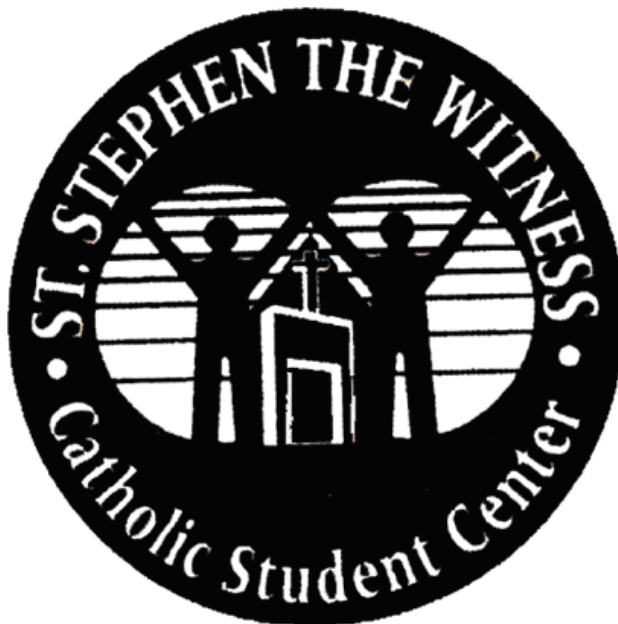


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Professional Staff

Director of Campus Ministry/Sacramental Priest Rev. Kenneth J. Glaser
Director of Liturgy and Music Anastasia Nicklaus Schmelzer
Development Coordinator/Business Manager Kelly McCormick
Campus Minister Mark Schmidt
Office Manager Lisa Geisler
Permanent Deacon Len Froyen (retired)
Accounting Assistant Don Walsh

Corporate Lay Directors Linda Jacoby
. David Marchesani

Peer Ministers

Campus Outreach Jon Heiple
Social Justice Dawn Kobolt
Spiritual Life Michael McAndrew
Community Life Carrie Riester

Finance Council Membership

Rev. Kenneth J. Glaser	Kelly McCormick	Rick Christ
Joe DeGabriel	David Marchesani	Gail Michaels
Dick Yantis		

Pastoral Council Membership

Ex-officio: Kelly McCormick, Rev. Kenneth J. Glaser, David Marchesani,
Scott Sernett
Chair: Paul Lee
Vice Chair: John Hlas
Secretary: Marty Wurth

Mike Courts	Deb Gray	Linda Jacoby
Joan Marchesani	Bill McKinley	Mary McLean
Marietta Thompson	Michael Hansel	

Stewardship Committee (formerly Development Board)

Ex-officio: Kelly McCormick, Rev. Kenneth J. Glaser
Chair: Scott Sernett

Mary Christ	Rick Christ	Jodi Deery
Len Froyen	Harriet Healy	Jim Mudd
Ed Gallagher		

Discipleship Council

President Margaret Hart
Vice President Christa Sander
Secretary Kelsey Flattery

Emily Beaudry	Matt Bauerly	Jewelette Botello
Eric Brundies	Jerra Buster	Amanda Fahey
Genaro Garcia	Brady Grimm	Amber Kearney
Theresa Luensmann	Patty Lyon	Liz Mastalio
Maria McCarty	Janna Ozzello	Regina Reinig
Jeanette Roush	Cristy Steffen	

Archdiocese of Dubuque – Mission Statement

We, the Church of the Archdiocese of Dubuque,
are God's people,
gathering together as a Eucharistic community to worship,
sharing the Word of God,
affirming traditional and emerging leadership roles
and supporting families
to model Catholic faith and morality
for the next generation.
We commit ourselves
to lifelong faith formation and to the service of humanity
because we believe in the Risen Christ,
in the wisdom and kindness of God, the Author of life,
and in the love the Holy Spirit bestows.

+ Jerome Hanus O.S.B.

Most Rev. Jerome Hanus, O.S.B.
Archbishop of Dubuque



*St. Stephen the Witness Catholic Student Center
Mission Statement*

We are a Catholic, student-centered, faith community.
Our Mission is to proclaim the Gospel and build God's Kingdom.

We proclaim the Gospel . . .

- ❖ when we welcome all in a spirit of Christian hospitality.
- ❖ when we celebrate God's presence in worship, prayer and community.
- ❖ when we live as a sacramental community which embodies God's presence.

We build God's Kingdom

- ❖ when we offer opportunities for spiritual growth and faith formation.
- ❖ when we commit ourselves to serving others and working for social justice.
- ❖ when we act as good stewards of our time, talents, and financial resources.

**St. Stephen the Witness Catholic Student Center
Finance Council**

(Promulgated by Archbishop Hanus on March 14, 2008)

I. Preamble

In the spirit of Canon 537, mandating that every faith community have a Finance Council, the community of St. Stephen the Witness Catholic Student Center, Cedar Falls, Iowa establishes its Finance Council to work in collaboration with the standing committees of the Pastoral (Witness) Council. The Finance Council is a body appointed by the Director of Campus Ministry. It presents its thoughts and ideas to the Director for consideration and final approval.

II. Purpose

- The Finance Council has as its primary purpose to support the faith community in participating in the four-fold mission of Jesus Christ to celebrate faith, proclaim the Gospel, build community, and serve the needy.
- It serves as an advisory body to the Director of Campus Ministry regarding the administration and stewardship of human resources, parish facilities, and parish finances, including the annual budget and long-range financial development.
- It is a consultative body that enables the faith community to live its mission by prudent and lawful stewardship of all resources.
- It has as its responsibility the obligation of planning, providing for, and supervising the financial affairs and the physical properties of the faith community.
- It is concerned with the budget, stewardship, church support, and the effective utilization and maintenance of the parish plant.
- It provides the necessary administrative and financial skills needed to sustain the mission and ongoing development of the faith community.
- The members of the Finance Council work in communion with the Director of Campus Ministry to accomplish the mission of the Church as articulated in the mission statement.
- The Finance Council assists the Director of Campus Ministry in the appropriate administration and stewardship of parish facilities, finances, and personnel for the purpose of supporting the faith community and furthering its mission.

III. Responsibilities

- To develop policies and procedural recommendations which exercise financial stewardship and insure that the financial policies and procedures of the faith community are in accord with civil and Canon law, Archdiocesan policies, and the Internal Control Guidelines of the Archdiocese.
- To research, prepare, and submit to the Director of Campus Ministry an annual budget, insuring that financial resources and goals are compatible, with prudent stewardship and the parish mission.

- To provide the Archbishop and the Archdiocesan Finance Council a bi-annual report on the financial condition of the Student Center, including the results of operations in comparison to the budget, and an explanation of the accomplishments for each successive six (6) month term.
- To verify that required financial reports are prepared and submitted to the Archdiocese.
- To provide the faith community a printed financial report (at least annually) and highlight prominent points of this report via an oral summary to the community.
- To develop and recommend personnel policies, including employment agreements, job descriptions, and salary/benefit packages.
- To assist in establishing effective means of raising funds to achieve the goals of the student center.
- To develop procedures for handling and coordinating all fund-raising that is not part of the regular budget.
- To make recommendations, jointly with the Stewardship Committee, regarding the increase of revenues and the stewardship and use of resources.
- To propose a long-range plan for capital expenditures that aligns with the mission statement.
- To propose a long-range plan for risk management and preventive maintenance of all properties.
- To periodically inspect all properties, ensuring that necessary repairs and improvements are considered and completed.
- To maintain and present to the Pastoral (Witness) Council a prioritized checklist and time frame for completion of major repairs and renovations.

IV. Membership

- Community Members who are knowledgeable of and interested in the field of administration and finance are ideal candidates for membership on the Council, i.e. successful business persons and farmers, lawyers, accountants, bookkeepers, and individuals knowledgeable in fund-raising, financial planning, building maintenance, human resources, stewardship, and construction.
- Three (3) to seven (7) members appointed by the Director of Campus Ministry constitute the membership of the Finance Council.
- The term of appointed members is three years. Members serve at the discretion of the Director of Campus Ministry, but no member shall serve more than two terms consecutively. Appointments will be staggered to provide continuity.

- The officers of the Finance Council are the Chair, the Vice-Chair, and the Secretary. Officers are elected annually. The chair is an ex-officio voting member of the Pastoral Council.
- The Finance Council may establish task forces or committees to assist with Council business (e.g. budget, buildings and grounds, human resources, various projects). Given the nature of matters managed by the Finance Council, it is preferable that certain individuals who possess the skills and intimate understanding of the business and financial affairs of the Student Center to remain involved for longer time periods. Accordingly, former Finance Council members are eligible to serve on task forces and committees established by the Finance Council.

V. Qualities/Expectations of Appointed Members

- Be a registered Catholic member in good standing
- Possess integrity and maintain confidentiality
- View membership as a ministry of service, without any vested or reciprocal interest
- Possess a working knowledge of at least one of the following: financial affairs, building maintenance, construction, law, insurance, human resources, fund-raising, marketing, or stewardship.
- Have a clear understanding of, and be in agreement with, the Student Center's mission
- Have an ability to be collaborative
- Attend meetings regularly and complete tasks as assigned

VI. Procedures

- The Finance Council holds regular meetings and convenes for work sessions as needed.
- A simple majority of the Finance Council shall constitute a quorum.
- The presence of the Director of Campus Ministry is required at regular meetings to hear the discussion and understand the recommendations of the Finance Council.
- Minutes of all meetings are to be properly recorded and duly maintained in the parish archives.
- Recommendations will normally be determined by consensus, except when a formal vote is necessary.

Following the recommendations for approval made by the Priests' Council, the Archdiocesan Pastoral Council, the Archdiocesan Board of Education, and the Archdiocesan Finance Council, these norms are approved and promulgated this 14th day of March, 2008, with an effective date of July 1, 2008. Pastors should use their discretion in making the transition from present membership and terms to the new arrangements. The transition should be completed by June 30, 2010.



Most Rev. Jerome Hanus, O.S.B.
Archbishop of Dubuque

St. Stephen the Witness Catholic Student Center Pastoral Council Preamble and Bylaws

Preamble

We, the Chaplain and members of St. Stephen the Witness Catholic Student Center, Cedar Falls, Iowa, recognize that we are called to union with God not merely as individuals, but as a holy community, the people of God. The Spirit has given a variety of ministries and gifts to this community, which enables all to work for the good of the whole.

Formed by the Word of God, we recognize our unity of faith and love, and we accept our common responsibility for the mission of Christ. To proclaim our unity of mind and purpose and to more effectively perform our responsibilities to God and neighbor, we unite to form the Pastoral Council.

We affirm and accept communion with the Archbishop of Dubuque and with our Director of Campus Ministry. We declare ourselves willing to accept their authority and to share their pastoral concerns, so that together we may carry out the saving mission of the Church.

Article I. Name

The name of this body: The Pastoral Council of St. Stephen the Witness Catholic Student Center.

Article II. Nature and Purpose

Section A. Nature

The pastoral council offers counsel to and collaborates with the Director of Campus Ministry to provide long-range planning, which will guide the faith community into the future.

Section B. Purpose

- To facilitate a process by which the mission of the Student Center is accomplished.
- To implement the mission by engaging in pastoral planning, assessing Student Center needs, identifying resources, and determining priorities.
- To collaborate with the Finance Council in a spirit of stewardship, regarding the implementation of the Student Center's mission.

Article III. Membership

Membership consists of those who are ex-officio and of registered Student Center members who are elected or appointed as defined in the bylaws.

Article IV. Officers

The officers of the Pastoral Council: Director of Campus Ministry, the Chair, the Vice- Chair, and the Secretary.

Article V. Executive Committee

The officers of the Pastoral Council constitute the Executive Committee.

Article VI. Meetings

Meetings are held regularly as specified in the bylaws.

Article VII. Committees

The required standing committees are defined in the bylaws. The Chair appoints ad hoc committees in consultation with the Director of Campus Ministry.

Article VIII. Amendments

A constitution is a foundational document. Any amendments to this constitution require a vote as delineated in the bylaws and approval as specified in the norms for Pastoral Councils.

Bylaws for the St. Stephen the Witness Catholic Student Center Pastoral Council

Article I. Membership

Section A. Number of Members

Membership on the Pastoral Council shall be 12 people, excluding those who serve as result of ex-officio membership. Three members shall be appointed by the Director of Campus Ministry. Nine members shall be voted by the faith community to serve a three-year term, with the election staggered so that there is always a continuity of members on the Council.

Section B. Ex-Officio Members

The Director of Campus Ministry is an ex-officio non-voting member of the Pastoral Council. A member of the Finance Council and stewardship committee (Development Board) are ex-officio voting members of the Pastoral Council.

Section C. Appointed Members

The Director of Campus Ministry may appoint to the council registered members who are baptized, confirmed, and practicing Catholics. Appointed members, who are voting members, shall constitute no more than one-third of the total membership of the council.

Section D. Elected Members

Registered members who are baptized, confirmed, and practicing Catholics are eligible for election to the council, as well as for voting in the elections, unless they are impeded by Church law from holding office.

Section E. Resource Persons

Permanent deacons and pastoral staff serve as resource persons to the council.

Section F. Election Procedure

- Elections are held annually on or before the first Sunday of May.
- Nominations are sought publicly from all registered members.
- The Executive Committee of the Pastoral Council determines and promulgates election procedures.

Section F. Terms of Members

- Terms of members begin with the meeting following the election or appointment of the member and run for a period of three (3) years.
- Members serve no more than two (2) consecutive terms to which they have been elected or appointed.
- Collegiate representatives to the Pastoral Council may be appointed for a term of less than three years.
- If the representative's term on the deanery council extends beyond his or her term on the Pastoral Council, the representative continues as a voting member of the Pastoral Council, until the term on the deanery council is completed (see Article XI, Deanery Council Representative).

Section G. Vacancy

- A vacancy may occur by death, resignation, termination of membership at the Student Center, or by incurrance of an ecclesiastical penalty (as defined in Canon Law) rendering a person ineligible for office.
- Membership on the council may be terminated for cause by a vote of at least 75% of all the members of the Pastoral Council present and by voting at any regular or special meeting of the council.
- A member who is absent from three (3) meetings, developing a pattern of frequent absences, may be asked to reconsider membership on the council. The Chair or a delegate will approach this member to mutually assess continued membership.
- Before the next regular meeting of the council, the Director of Campus Ministry will appoint someone to complete the vacated term of an appointed member.
- The council, at its next regular meeting, will elect a person to complete the vacated term of an elected member. (*Note: Consideration might be given to the person receiving the next highest number of votes in the previous election.*)

Article II. Officers

Section A. Officers

- The Director of Campus Ministry presides over the council.
- Other officers: the Chair, the Vice-Chair, and the Secretary.

Section B. Selection and Terms of Officers

The Chair, the Vice-Chair, and the Secretary are elected to one (1) year terms by a majority vote of the members present and voting at the April meeting of the council. The term of office will be from July 1 through Jun 30 of the following year.

Section C. Vacancy

The council itself elects a member to complete the term of a vacated elected office.

Article III. Executive Committee

Section A. Duties

The Executive Committee prepares the agenda for council meetings and performs such other duties as the council shall assign.

Section B. Powers

The Executive Committee may act in the name of the Pastoral Council when communication with the entire council is not possible.

Article IV. Responsibilities of Officers

Section A. The Director of Campus Ministry

- Presides at meetings of the Pastoral Council
- Calls special meetings of the Pastoral Council
- Places matters of concern on the agenda
- Approves or vetoes recommendations of the council
- Promulgates approved recommendations
- Serves as the secretary-treasurer of the civil corporation

Section B. The Chair

- Chairs the meetings of the council
- Convenes the Executive Committee as needed
- Organizes and coordinates the activities and processes of the council
- Appoints ad hoc committees or task forces
- Motivates the various members/groups of the council to fulfill their specific responsibilities

Section C. The Vice Chair

- Assumes the duties and responsibilities of the Chair when the latter is absent or incapacitated
- Performs such other duties as may be assigned by the Chair or the council

Section D. The Secretary

- Records and publishes the proceedings of all council meetings
- Notifies the members of all meetings
- Handles correspondence relevant to council activities
- Files all records, reports, communications, etc.
- Forwards the name of the Pastoral Council Chair to the Archdiocesan Office of Leadership Development and Pastoral Planning immediately after the election
- Performs such other duties as the council or the Chair shall assign

Article V. Responsibilities of the Council

- To listen to and represent the wisdom of community members and the professional staff, as part of the planning process.
- To determine priorities and develop a plan for both implementing and evaluating them.
- To develop goals and objectives that further the mission of the faith community.
- To regularly evaluate the goals and objectives of the council and its subgroups.
- To recommend policies which are supportive of the faith community's mission.
- To call forth the gifts of individuals and groups/committees in the faith community to carry out its mission.
- To cooperate with neighboring parishes in regional planning for the future of the Church in the local area.
- To collaborate with the stewardship committee (Development Board) to periodically conduct a faith community census.

Article VI. Decision-Making

Section A. Procedure

The desired procedure for decision-making is consensus to draw forth the support of all.

Section B. Quorum

A simple majority of the total membership of the council shall constitute a quorum for either reaching consensus or conducting a vote if needed.

Section C. Outcome

Except when otherwise specified, a decision is reached by consensus of the quorum or, if necessary, a simple majority vote of the membership present.

Section D. Principles

In either consensus or voting, members solicit the wisdom of the group—inviting all to speak, listening to each other with respect, being open to the Holy Spirit, thus reaching the best decision for the good of the Student Center.

Article VII. Approval of Council Recommendations

Section A. Effective Date

Recommendations adopted by the council become effective when approved by the Director of Campus Ministry.

Section B. Director of Campus Ministry Role

The Director of Campus Ministry approves or vetoes a recommendation within two (2) weeks of its presentation to the council.

Section C. Veto Procedures

- The Director of Campus Ministry presents to the council a written reason for veto, which becomes part of the council minutes.
- Recommendations vetoed by the Director of Campus Ministry may (by a two-thirds vote of the council) be referred to the dean of the respective deanery for resolution.
- Subsequently, if necessary, a vetoed recommendation may be presented to the Episcopal Vicar of that region, who will make the final decision regarding the approval or veto of the proposed recommendation.

Article VIII. Committees

Section A. Standing Committees

- Liturgy
- Faith Formation Commission (Education Committee)
- Stewardship (Development Board)
- Social Justice
- Parish Life
- Finance Council

Section B. Committee Procedures

- Each committee selects its chairperson
- The Director of Campus Ministry, in collaboration with the Pastoral Council, determines the process for selection of committee members
- Terms for committee membership normally do not exceed two (2) consecutive three (3) year terms
- The Chair of the council forms ad hoc committees as needed.

Section C. Pastoral Council Membership

- A member of the Finance Council and a member of the stewardship committee (Development Board) are ex-officio voting members of the Pastoral Council.
- The remaining standing committees identify a liaison who reports to the Pastoral Council when necessary. *(As an alternative, the pastoral council may appoint one of its members as a liaison to these committees.)*

Article IX. Meetings

Procedures

- Regular meetings of the pastoral council are normally held on a monthly basis. Special meetings may be called by the Director of Campus Ministry or the Chair or by a consensus of a majority of the council. *(To be a visionary planning body, at least six (6) meetings per year should be held.)*
- The meetings of the council are open to all members of the faith community. However, by consensus or a majority decision, the council may go into a “closed” session.
- The minutes of all regular meetings are made available to all community members. The council should identify the method(s) for communication that permits easy access, e.g. published in the bulletin, on the website, via e-mail or newsletter (Stone’s Throw), and other postings deemed reasonably accessible.
- If the Executive Committee decides against the placement of an item on the agenda, the Secretary reports the denial to the members at the next regular meeting. The report includes the nature of the requested agenda item, the person, persons, or organization requesting its inclusion, and the reason for excluding it. At the council meeting, any member may move for inclusion of said item, and the council may by consensus or a simple majority vote, add the item to the agenda.
- Nonmembers of the council may address the council by a prior request to the Chair and subsequent placement of their requested subject item on the agenda.

Article X. Amendments

Procedures

- Proposed amendments are presented to members at the meeting prior to the meeting at which the vote is to be taken.
- A vote on a proposed amendment requires a quorum (a simple majority vote of council members present).
- Proposed amendments become recommended amendments by the vote of two-thirds of the members present.
- All recommended amendments require ratification by the Director of Campus Ministry.
- Upon ratification by the Director of Campus Ministry, all recommended amendments are forwarded to the Archdiocesan Office of Leadership Development and Pastoral Planning for review. This office will forward its recommendation and the proposed amendments to the Archbishop for final approval.

Article XI. Deanery Council Representative

Section A. Selection

The Chair serves as the Deanery Council Representative. The Vice-Chair serves as the alternate.

Section B. Term

- The representative to the Deanery Council serves a one (1) year term.

VI. Standing Committees of the Pastoral Councils

A. Liturgy Committee

Section A. Purpose

- To assist the Sacramental Priest and the Director of Liturgy and Music in facilitating the liturgical prayer of the community.
- To nourish and give direction to the liturgical worship of the faith community, including the elements of spirituality, music, environment, liturgical ministers, and attention to liturgical norms.

Section B. Membership

- The Sacramental Priest who, in the name of the bishop, is the principal liturgist.
- The Director of Liturgy and Music and staff persons and/or volunteers associated with liturgy (liturgist, music director, musicians, RCIA coordinator).
- Coordinators of various liturgical ministries (lectors, extraordinary ministers of Communion, musicians, ushers/greeters, altar servers, sacristans, and those who prepare the environment).
- Representation may be solicited from other community members whose contributions would benefit the committee.
- The size of the committee is regulated in each faith community to accommodate efficiency and effectiveness.

Section C. Functions

- To engage in its own ongoing formation in order to develop an understanding of liturgical theology and spirituality.
- To implement the liturgical guidelines issued by the universal Church and the Archdiocese.
- To collaborate with the Sacramental Priest and the Director of Liturgy and Music to prepare liturgical celebrations consistent with the theology and practice of the universal Church.
- To assess liturgical celebrations with a view toward their strengths, weaknesses, and possible improvements.
- To promote awareness of the liturgical year through various celebrations and prayer services and through promoting an aesthetic environment.

- To identify people qualified for various liturgical ministries of the community, e.g. extraordinary ministers of Holy Communion, all musicians, ministers of hospitality, lectors, sacristans, servers, those who prepare the environment, etc.
- To provide training and scheduling for various liturgical ministers and to assess their performance.
- To prepare guidelines for baptisms and weddings in collaboration with the Sacramental Priest or with the Director of Liturgy and Music and those who coordinate their preparation.
- To communicate the work of the committee to the Pastoral Council via written report or liaison.

B. Faith Formation Commission (Education Committee)

Section A. Purpose

To develop and oversee a comprehensive catechetical plan for the Faith Community to provide for the lifelong faith formation and catechesis of all its members as described in the *General Directory for Catechesis* and the *National Directory for Catechesis*.

Section B. Membership

Elected and appointed according to the policies of the Archdiocesan Faith Formation Commission, with the total number being an uneven number of members. The appointed members should constitute less than 50% of the total commission membership. The Director of Campus Ministry is an ex-officio voting member.

Section C. Functions

- To develop and implement a comprehensive catechetical plan that supports the six (6) tasks of catechesis:
 - ✚ Promoting knowledge of the faith.
 - ✚ Liturgical education.
 - ✚ Moral formation.
 - ✚ Teaching to pray.
 - ✚ Education for community life.
 - ✚ Missionary initiation.
- To implement the directives of the *General Directory for Catechesis*, the *National Directory for Catechesis*, and applicable Archdiocesan policies in regard to the defined areas of catechesis: adults, elderly, young adults, adolescents, children of catechetical age, Catholic schools, early childhood, family, persons with disabilities, and the marginalized.
- To develop ongoing goals and objectives based upon the needs of the parishioners, which are supportive of the teaching mission of the Church and directives of the Archbishop.
- To set policies in conjunction with Archdiocesan directives and in collaboration with the catechetical leader(s) (DRE, youth ministry director, adult faith formation director, etc.) for their respective programs.
- To develop, oversee and review the faith formation budget and annual financial reports according to Archdiocesan directives.
- To collaborate with the finance council(s) of the faith community, presenting its proposed budget for review and approval.
- To employ personnel according to Archdiocesan policy.
- To receive regular reports from those responsible for each area of catechesis.

- To select a member of the commission to be an ex-officio voting member of the Pastoral Council.
- To invite, support, and recognize the gifts of trained volunteers within catechetical programs.
- To practice stewardship of resources by collaborating with neighboring parishes, clusters, deaneries, etc., when appropriate.
- As a Catholic Student Center, our area of ministry is the spiritual development of the college students.

C. Stewardship Committee (Development Board)

Section A. Purpose

To encourage faith community members to practice good stewardship—and as Disciples of Christ, to recognize stewardship as an expression of gratitude for all the blessings God has bestowed upon us.

Section B. Membership

- Appointed individuals or volunteers according to the bylaws of the local Pastoral Council constitution.
- Persons with the following traits:
 - ✚ Stewardship is already a way of life
 - ✚ Personal stewardship is practiced and appreciated in gratitude for God's gifts
 - ✚ Have the capability to make stewardship viable for community members
 - ✚ Possess belief in accountability, exercised via reporting to community members on all aspects of community stewardship efforts

Section C. Functions

- To foster a sense of belonging to and “ownership” of the faith community.
- To view evangelization as essential to stewardship and to assist with evangelization efforts in the faith community.
- To encourage all committees, groups, families, and individuals to center themselves in prayer, especially prayer in gratitude.
- To provide education about stewardship to parish leadership/committees and to all members.
- To call community members to the practice of stewardship as a way of life.
- To call the faith community itself to the practice of stewardship of its resources.
- To collaborate with all other standing committees and ministries in assessing the ministry needs of the faith community.
- To draw forth stewardship of treasure of all members by:
 - ✚ Working with the finance council to identify and share the financial needs of the faith community
 - ✚ Promoting planned giving, the "stewardship of assets" within the faith community
 - ✚ Establishing a weekly electronic-giving option
- To draw forth stewardship of time and talent of all members by:

- ✚ Encouraging the faith community to use people resource management skills, as time/talent commitment cards are received
 - ✚ Providing a gifts discernment process for individuals and the community
 - ✚ Using the results of this discernment to guide volunteers toward the best placement for their time and talent
 - ✚ Establishing accountability for committees to contact those who volunteered on their time/talent commitment cards
 - ✚ Providing an annual appreciation event for all people who offer their time, talent, and treasure
 - ✚ Encouraging coordinators of all ministries to offer their own form of appreciation to those who assist in the ministries
- To facilitate publicity and communications by:
 - ✚ Maintaining current data on all community members
 - ✚ Regularly assessing the need for a census
 - To collaborate with the community life committee in providing organized hospitality and orientation for new community members.
 - To evaluate stewardship on a regular basis to ensure its viability.
 - To select a member of the committee to be an ex-officio voting member of the Pastoral Council.

D. Social Justice Committee

Section A. Purpose

- To continue the ministry of Jesus by service to marginalized persons and persons with special needs.
- To promote and coordinate programs which will promote justice and charity in full measure to all of God's children.
- To provide opportunities for community members to respond to today's social needs.

Section B. Membership

- Appointed individuals or volunteers according to the bylaws of the local Pastoral Council constitution.
- Demonstrated interest in justice, serving the needy and promoting respect for all persons.

Section C. Functions

- To study the papal encyclicals and statements of the United States Conference of Catholic Bishops (USCCB) and of the Iowa Catholic Conference which:
 - ✚ Describe our Catholic social teachings
 - ✚ Assist us in advocating for just public policies by discerning questions and viable options
- To teach that baptism calls each person to care for the needs of the universal Church and the world.
- To educate and motivate community members about issues relating to justice, peace, hunger, and marginalized persons.
- To organize avenues for community members to respond directly to local needs.
- To coordinate and advocate for service programs and mission projects, e.g. parish partnership programs which promote solidarity, Thanksgiving clothing drive, local food collections for the poor, special collections for the poor and for emergency disaster relief, the semiannual 3-in-1 collections for national and international organizations sponsored by the USCCB, etc.
- To be apprised of programs and resources available through Catholic Charities, the Archdiocesan Office of Hispanic Ministry, the Rural Life Conference, as well as Internet connections that can assist in education and networking, and the efforts for legislative advocacy coordinated by the Iowa Catholic Conference and the offices of the USCCB.
- To promote systemic change by informing and empowering community members to use principles of community organizing. These principles promote awareness of poverty,

social analysis, and grassroots organizing, so that the dignity and rights of each person may be preserved by social and religious institutions.

- To practice social justice through direct service, through policy formation, advocacy, and any other means which promote justice and peace.
- To communicate the work of the committee to the Pastoral Council via written report or liaison.

E. Community Life Committee

Section A. Purpose

- To offer welcome to new community members and to foster a sense of belonging for all people.
- To provide activities that builds and strengthens the faith community in its outreach efforts.
- To assist the Sacramental Priest and/or Director of Campus Ministry in the pastoral care of the faith community.

Section B. Membership

- Community Members who are genuinely convinced that hospitality is an essential form of stewardship and evangelization.
- Community Members who are able to engage others for the essential work of the committee.

Section C. Functions

- To research and utilize various events (picnics, dances, potlucks, coffee and donuts after liturgies) and forms of communication (newsletters, website, etc.) for building and maintaining all aspects of community.
- To collaborate with all committees by providing hospitality for gatherings, welcoming and promoting community building.
- To establish small Christian communities to encourage deeper interrelations.
- To strengthen and support couples in their marriages by providing enrichment activities, events, and resources.
- To help strengthen family life within the faith community by encouraging church activities and events which are family-centered at all stages of the family life cycle:
 - ✚ Young adults before marriage
 - ✚ Newly married
 - ✚ Families with small children
 - ✚ Families with adolescents
 - ✚ Launching children and moving on
 - ✚ Couples later in life—senior adults
- To provide outreach and resources to nontraditional families:
 - ✚ Singles
 - ✚ Separated and divorced

- ✚ Widows and widowers
 - ✚ International Students
 - ✚ Fraternities, Sororities, Athletic Teams, Dorm Floors, etc.
- To collaborate with the Director of Campus Ministry to offer pastoral care to various members who are hurting by planning and supporting a visitation program for elderly, homebound, sick and dying individuals.

St. Stephen the Witness Catholic Student Center Peer Ministry Job Description

Peer Ministry is a critical part of St. Stephen the Witness Catholic Student Center. Every year, the Staff selects Catholic student peer ministers to serve on staff. Together with the full-time campus ministers, they share in enhancing the development of the Catholic faith-life of students from the University of Northern Iowa.

Peer Ministry provides an opportunity for service and gives students a first-hand experience of professional ministry, with all its demands, challenges, triumphs and joys.

Peer Ministry fosters the development of the faith-lives of fellow students and is a relatively flexible part-time employment position.

Peer Ministry enhances the overall effectiveness of the ministry at St. Stephen the Witness and offers students an opportunity to grow themselves as committed Christians and servants of God. Please pray and seriously consider becoming part of our ministry team!

Hospitality is a primary role of Peer Ministry at St. Stephen. Hospitality involves personal contact with students and non-students, with a welcoming environment continuously present at the Center. It is essential that peer ministers contact Catholic college students at UNI, so they feel welcome to the community and are aware of all the programs being offered.

Though not all-inclusive, this description covers the Peer Ministry positions as envisioned for the 2010-2011 academic year.

Time of service

- Work agreement begins on August 15, 2010.
- A commitment of 10-14 hours per week is expected from each peer minister.
- Peer ministers are present at welcoming events before school begins and during the first two weekends of the fall semester. This requires being present at Masses for introductions and helping with other necessary details.
- Peer ministers are expected to be at St. Stephen a week before fall semester begins and before the start of the spring semester.
- Peer ministry is a serious commitment. Peer ministers are cautioned not to take an excessive number of classes per semester or be highly involved in extracurricular activities or other work commitments. Extracurricular activities, additional jobs, or credits should be discussed with the Director of Campus Ministry when interviewed.

General Responsibilities

- The peer ministry team will be supervised by and report directly to the Director of Campus Ministry.
- Each peer minister works at least one evening as receptionist at the Student Center. Each night (8-11 PM shift) includes specific responsibilities to be completed by the on duty peer minister.
- Peer ministers are expected to attend all Wednesday Night Prime Time Liturgies, and will work one Prime Time per month, which means overseeing liturgy preparation and the social afterward.
- Peer ministers are present to work at one Sunday liturgy. Each peer minister will have one weekend off from this duty per month.
- Peer ministers meet twice per month with a spiritual director of their choice.
- Peer ministers meet twice per month with a Staff mentor (often opposite the spiritual direction time).
- Peer ministers will meet once per week as a staff to plan and coordinate activities. They will also meet with the entire St. Stephen staff if schedules allow.
- The peer ministers join the professional staff once per month for staff prayer and dinner.
- Each peer minister will be evaluated at the end of each semester.
- Each peer minister will be asked to evaluate the peer ministry program at the end of each semester.
- Peer ministers will take turns attending the Discipleship Council meetings.
- Peer ministers should participate in the many faith development activities at St. Stephen and encourage other students to attend. Attendance at an Antioch retreat is highly recommended, before applying for a peer minister position. In addition to attendance at daily Mass and Tuesday prayer, faith development opportunities also include (but are not limited to): RCIA, Bible Study, GIFT groups, and the Journey Retreat.

Compensation

Peer ministers serve during the fall and spring semesters of UNI when school is in session. Pay scale is \$7.40 per hour, subject to change.

Areas of Internship

In addition to the above general responsibilities, each peer minister is responsible for a specific area of ministry. This offers an opportunity to develop an expertise and focus energy in an area wherein interest is greatest. Peer ministers will work with a staff mentor to creatively discern and promote an internship area.

Peer Ministry Leadership Program Areas:

Community Life Outreach

Description: The Community Life Outreach Peer Minister will use gifts and talents to create a sense of community and spirit of hospitality within the faith context. This ministry includes planning social activities and spiritual offerings for those within the St. Stephen community and the larger UNI community.

Specific duties include (but are not limited to):

- ✦ Work with Discipleship Council and those indicating interested from sign-up cards to coordinate Thank God It's Friday (TGIF) events
- ✦ Work with Public Relations Peer to coordinate the ecumenical volleyball league with the other campus ministry centers
- ✦ Coordinate with designated DC members to form Growing In Faith Together (GIFT) groups for various days/times
- ✦ Work with Pastoral (Witness) Council Community Life Committee to coordinate activities for the faith community
- ✦ Coordinate the Lenten fish fry—working directly with the Business Manager
- ✦ Coordinate outreach efforts to students at UNI who attend St. Stephen the Witness
- ✦ Organize a team for Relay for Life (together with DC members)
- ✦ Invite people to attend prayer and social events
- ✦ Devise creative ways and means of participation in the St. Stephen community

Peer Minister: Carrie Riester

Liturgical & Spiritual Life

Description: The Liturgical and Spiritual Life Peer Minister uses gifts and talents to help others grow in their relationship with God and God's community. This ministry includes planning and participating in a variety of personal and communal prayer experiences.

Specific duties include (but are not limited to):

- ✚ Assist with the Rite of Christian Initiation of Adults (RCIA)
- ✚ Work with RCIA coordinator to plan liturgical rites and discover any other needs (i.e. bulletin board). Complete these tasks together with DC committee members
- ✚ Work with DC RCIA committee to create icebreakers and prayer experiences for the RCIA sessions. Attend all sessions to assist RCIA coordinator
- ✚ Create schedule of leaders for Breaking Open the Word, with the RCIA coordinator
- ✚ Find RCIA prayer partners and community sponsors, as needed
- ✚ Work with the Director of Liturgy and Music to plan, recruit leaders, and invite participation in Tuesday prayer experiences, together with DC committee members
- ✚ Plan monthly Taize prayer
- ✚ Serve on the Liturgy Committee for preparations for liturgical seasons and celebrations
- ✚ Serve on chapel decorating/environment committee to prepare chapel for liturgical seasons and holy days
- ✚ Recruit persons for liturgical ministry throughout the school year, in coordination with the Director of Liturgy/Music. This is particularly necessary at the beginning of each semester
- ✚ E-mail reminders to those scheduled for ministry at the Prime Time liturgy each week
- ✚ Coordinate seasonal prayer experiences such as Stations of the Cross or 12-hour adoration
- ✚ Help lead the Prime Time liturgy committee (with DC members) to plan one Prime Time per month
- ✚ Publicize all activities in your area of responsibility

Peer Minister: Michael McAndrew

Campus Outreach /Public Relations

Description: The Campus Outreach/Public Relations Peer Minister uses gifts and talents to reach out to the UNI campus to communicate and invite participation in St. Stephen the Witness programs and events. This ministry includes using various media to publicize offerings to the larger community, reaching out to parishes and future students, and communication with other campus ministries.

Specific duties include (but are not limited to):

- ✦ By September 15th contact new students from summer orientation cards and names received from parishes. Summer orientation students are contacted via a personal e-mail, and other names are contacted as a desk duty using a specific “form” e-mail
- ✦ Work with Community Life Peer to coordinate the ecumenical volleyball league with the other campus ministry centers
- ✦ Organize “Chalk Squad” to find new ways to spread the word about St. Stephen on campus. Choose activities to publicize with chalk
- ✦ Plan with Chalk Squad a yearly spring semester event in the dorms on campus
- ✦ Coordinate with the DC members (student ambassadors) to provide high school retreats (in parishes and at student center) and visits to the student center
- ✦ Organize and execute finals week care packages each semester
- ✦ Coordinate publicity of major student center events in the diocesan and local newspapers at least twice per month. Use other forms of media such as the Internet, UNI Television, KWWL and radio stations
- ✦ Develop creative ways to publicize student center events and activities
- ✦ Train DC and other peer ministers how to advertise student center events.
- ✦ Work with DC members to coordinate regular visits to the Western Home for Adopt-A-Grandparent
- ✦ Publicize all activities in your area of responsibility

Peer Minister: Jon Heiple

Social Justice Outreach

Description: The Social Justice Outreach Peer Minister uses gifts and talents to promote social justice awareness and action. This ministry includes providing direct service opportunities and social justice advocacy and education.

Specific duties include (but are not limited to):

- ✚ Create (with Discipleship Council members) a Social Justice Committee using persons who signed up on stewardship card to find ways to address social issues
- ✚ Coordinate, in collaboration with DC members, outreach activities such as a monthly community service projects, food drives, Thanksgiving food baskets, Habitat for Humanity, monthly service at Catholic Worker House, Adopt-A-Highway, Food Fast, Social Justice Week, Rice Bowls during Lent and other activities
- ✚ Plan and execute a fall and spring semester Servant Saturday, with the designated DC members
- ✚ Work with Director of Liturgy and Music on prayer experiences for current events
- ✚ Educate students on important and timely social issues through different forms of media: bulletin announcements, Internet, posters, informational meetings, videos, etc.
- ✚ Receive, read and evaluate all mail dealing with Social Justice issues and route accordingly
- ✚ Research a possible service trip over Spring Break, working closely with the campus ministry team
- ✚ Provide outreach to the El Faro Extension project, with the Director of Campus Ministry. This includes fundraising to help pay for the tortilla bills for the children's homes in Tijuana, Mexico, along with coordinating service trips to El Faro
- ✚ Publicize all activities in your area of responsibility

Peer Minister: Dawn Kobolt

**Discipleship Council By-laws of the Catholic Student Association
St. Stephen the Witness Catholic Student Center
Revised October 2010**

Preamble

We, the Discipleship Council of St. Stephen the Witness Catholic Student Center, will encourage and sponsor programs for community involvement, and will continue to be Disciples of Jesus by building a faith community through the worship and works of the Center.

Article I

Membership

Section 1.01 Requirements for council members

- Be an undergraduate or graduate student in the academic community of Cedar Falls/Waterloo, Iowa metro area.
- Be a registered member of St. Stephen the Witness Catholic Student Center.
- Be able to serve a one (1) year term.
 - ✚ In the event that a council member is not able to complete the one (1) year term due to graduation or unforeseen circumstances, the council will address the vacancy on a case-by-case basis.
 - ✚ The council has two (2) courses of action:
 - ✓ Re-evaluate applications received and accept one of those applications for appointment to the council to fulfill the remainder of the term
 - ✓ Leave the position vacant for the remainder of the term

Section 1.02 The number of members within the council shall vary based on applications received.

Article II

Membership Duties and Officers

Section 2.01 The requirements of each Discipleship Council member:

- Assist with welcoming activities for the beginning of fall and spring semester.
- Serve, provide hospitality, and assist with clean up for the Fall Spaghetti Supper.
- Assist with tithing research throughout the semester.
- Assist with the organization and distribution of Thanksgiving baskets as coordinated by the social justice outreach area.

- Attend and promote the “Wednesday Night Prime Time” and social by recruiting new students. Contribute to making popcorn, lemonade, water and cleaning the social hall.
- Be involved in liturgical ministry each semester. (Eucharistic Minister, Greeter, Lector, Collection Counter, Cantor, Choir Member, Musician)
- Publicize and seek out individuals that would be good candidates for the council during the spring application process.
- Attend all of the following retreats:
 - ✚ Transition
 - ✚ Welcome
 - ✚ Mid-Year
- Absences without prior notice are cause for concern and a member of the executive team will contact absentee.
- Absences will be grounds for a conference with the President, Vice President, Director of Campus Ministry, and absentee.
- Prepare year end reports for outreach areas in conjunction with co-leaders.
- As a council, decide when to assist with other activities at the student center. Be open to suggestions from officers, Director of Campus Ministry and other staff members.
- In order to be reimbursed for related expenses, members must seek prior approval from the Director of Campus Ministry and provide the Business Manager with proof of purchase at the next meeting.
- Review meeting minutes and voice any necessary changes to the Secretary at the following meeting.

Section 2.02 The Officers of the Council: President, Vice President and Secretary.

- The officers will continue to be in charge of their outreach area during spring semester. In the fall the officer will not be in charge of any outreach area. Officers will assist with all areas throughout the course of their term.
- Each officer is responsible for collaborating with staff to:
 - ✚ Interview new applicants
 - ✚ Gift Discernment
 - ✚ Assign outreach areas
 - ✚ Plan retreats
- All Discipleship Council members are eligible to serve as an officer.

Section 2.03 Duties of Officers

- The **President** shall:
 - ✦ Plan, organize, and facilitate meetings
 - ✦ Hold all members accountable for fulfilling duties and attending meetings
 - ✦ Report to and meet with the Director of Campus Ministry on a regular basis
 - ✦ Act as an elected representative for the Catholic Student Association of the University of Northern Iowa
 - ✦ Act as an elected representative for St. Stephen the Witness Catholic Student Center to the university community, the trustees, and the non-student population
 - ✦ Be a contact, including being available to the student body by email and act as a referral to staff

- The **Vice President** shall:
 - ✦ Assist in planning, organizing and facilitating meetings
 - ✦ Gather requests for tithing monies and distribute them to members of the council for gathering of additional information
 - ✦ Represent Discipleship Council at all Pastoral (Witness) Council Meetings
 - ✦ Act as an elected representative for the Catholic Student Association of the University of Northern Iowa
 - ✦ Act as an elected representative for St. Stephen the Witness Catholic Student Center to the university community, the trustees, and the non-student population

- a) The **Secretary** shall:
 - ✦ Record minutes of the council meetings and electronically forward them to council members. Following approval, electronically submit the minutes to the webmaster for publication to the website
 - ✦ Record attendance at each council meeting
 - ✦ Set out applications for membership in spring semester (refer to Article III)
 - ✦ Distribute a copy of the bylaws and list of responsibilities to the following year's members after selection
 - ✦ Act as an elected representative for the Catholic Student Association of the University of Northern Iowa
 - ✦ Act as an elected representative for St. Stephen the Witness Catholic Student Center to the university community, the trustees, and the non-student population

Section 2.04 Membership in Discipleship Council recognizes leadership within the community in areas of spirituality and outreach. Leadership areas are as follows:

Adopt-A-Grandparent: Plan and organize events at a local elderly care facility, striving to maintain activities at the same facility.

Ambassadors: Coordinate and implement retreats for local High School Religious organizations.

Catholic Worker House: Organizes and assists with cooking and service of monthly meals for the Catholic Worker House in Waterloo.

Community Life: Coordinates social activities and other events.

Social Justice: Plans and organizes events such as but not limited to: Thanksgiving food baskets, food drives, hunger banquet, Adopt-A-Highway, Crop Walk, 38-Hour Famine, and Servant Saturday.

Section 2.05 Qualities each Discipleship Council member should strive to attain.

- ✦ Desire for spiritual growth in oneself and at St. Stephen
- ✦ Regular worship with the community of St. Stephen
- ✦ Enthusiasm about the future direction of St. Stephen
- ✦ Willingness to listen, to speak honestly, and to work toward consensus
- ✦ Ability to inspire and empower others and to delegate
- ✦ Flexibility and openness with people, ideas, and time
- ✦ Having a positive presence in the community
- ✦ Build a relationship with an assigned prayer partner

Article III

Appointment Process

Section 3.01 Members of the Discipleship Council will be chosen yearly.

Candidates: Must submit an application each term. Applications will be made available and due in the spring semester. Applications are done in essay form and submitted to the Director of Campus Ministry.

Section 3.02 The officers will be elected yearly at the end of the fall semester by consensus of the members. They will serve as officers until the end of the following fall term.

Nominations: At the last meeting of the fall semester, the President will call for vocal nominations for each office.

Election: Election method will be decided by officers. For voting purposes at the election meeting, a quorum of 100% must be present.

Resignation: In the event that an officer cannot fulfill their full term, the vacancy shall be filled by nomination and election of a current Discipleship Council member.

Article IV

Voting and Attendance

Section 4.01 For voting purposes, a quorum of 75% of the council is required.

Section 4.02 Voting will take place by vocal majority. In instances when this majority cannot be determined, a show of hands shall decide the issue. Unless there is a tie, the President will not vote.

- ✚ A simple majority is required for approval
- ✚ In case of a tie: There will be a re-vote. If a second tie occurs, the President shall break the tie

Section 4.03 These By-laws may be amended by a vote of a two-thirds majority.

Article V

Tithing

- ✚ For voting purposes at tithing meetings, a quorum of 100% must be present
- ✚ The Vice President shall chair the tithing meeting and ensure that the council allocates money to local, national and international areas
- ✚ The tithing meeting shall occur near the end of the semester at regular meeting time
- ✚ 10% of St. Stephen the Witness collections during the school year are allocated to Discipleship Council for tithing.