

Charter: Stewardship Council



**Our Lady of the Lake Catholic Church
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Stewardship Council
Our Lady of the Lake Catholic Church,
Lake Ozark, Missouri
Charter of Structure, Procedures, and Policy



*"As each one has received a gift, use it to serve one another
as good stewards of God's varied grace"*
(1 Peter 4:10).

1. Mission

1.1. Purpose Statement: The purpose of the Stewardship Council at Our Lady of the Lake is to work with the diocesan stewardship councils and other stewardship councils in our diocese to deliver a common stewardship culture across our diocese. The Stewardship Council will collaborate with the pastor, parish staff, congregation and other commission and ministry leaders to educate, engage, and empower our parish community about the spirituality of stewardship.

1.2. Values: The council will act in such a manner that the following stewardship core values are put into practice in the work of the council in response to our baptismal call to discipleship.

1.2.1. Stewardship: Stewardship is the grateful response of a Christian disciple who recognizes and receives God's gift and shares these gifts in love of God and neighbor

1.2.2. Stewardship Call: Parishioners purposefully and prayerfully commit to living out the Christian way of life through:

Prayer: attendance at weekend and Holy Day Mass.

Participation: using their time and talent to build up the parish.

Sacrificial Giving: pledging a proportional and sacrificial gift of treasure to support the ministry of the parish.

1.2.3 Pillars of Stewardship: Parishioners embrace the four pillars of stewardship:

Hospitality: Christian kindness, plain and simple. Jesus Christ teaches that whenever we welcome one of the least of our sisters and brothers, we welcome Christ himself. A stewardship parish sees the face of Christ in one another.

Prayer: Through participation at Mass, we learn to recognize, receive, and share God's grace and gifts in love of God and neighbor. Through prayer, Christian stewards grow closer to God, strengthening their relationship and growing in spirituality.

Formation: Formation involves education for the mind and conversion of the heart. Formation educates, engages, and empowers individual stewards to love as God loves us, which in turn strengthens the parish community.

Service: Service is giving of one's time and talent to support the life and ministry of the parish and community. Jesus came to earth to teach us to serve through the greatest commandment to love one another. We give thanks to God for all the gifts we have received and return them to him through our service to others.

1.3 Vision: The Stewardship Council serves to connect parishioners with other parish commissions and ministries to strengthen the commitment to stewardship at Our Lady of the Lake. The council envisions a parish where together as one body, we discern opportunities for our

parishioners to serve our parish and community, as well as opportunities for our parish to serve our parishioners.

1.4 Patronage: The communion of saints is a powerful resource for the work of the council. Their intercession and example, especially that of Our Blessed Mother Mary, will provide a supernatural grace that no mere human effort can achieve. The patron saint of the Stewardship Council is St. Benedict. Saint Benedict, the father of Western monasticism, is considered a model of Christian stewardship. He authored the famous Rule of St. Benedict, a handbook of daily Christian living that emphasizes exercising stewardship over prayer, work, and community. The Rule of St. Benedict started a simple, spiritual tradition that exists to this day. It was meant to "...establish a school for the Lord's service." It is a set of Christian principles guiding members of the community to organize their daily lives, focusing on the most important Christian values that would direct their daily actions and help them cultivate habits that would ensure good stewardship of their physical, emotional, and spiritual well-being. His feast day is July 11.

1.5 Key Responsibilities: Coordinate and administer the annual CSR process. Ensure financial tithing forms are kept confidential and managed by the parish office. Work with the parish office and other commission co-chairs to ensure a meaningful time and talent process is maintained and engagement opportunities are embraced.

2 Structure

2.1 Membership: Recruitment of Stewardship members focuses on creating a council that represents the diversity of parishioners throughout our parish. All parishioners who feel a calling to be more actively involved are asked to prayerfully consider joining the Stewardship Council. Anyone interested can contact the parish office for council contacts.

2.2 Core Team:

2.2.1 Number: The council will have 8-12 core team members to ensure that the key responsibility areas enumerated in the Council Charter have adequate oversight without undue hardship. Core Team members are encouraged to be active participants in other parish ministries and commissions. To avoid conflict of interest, parish employees may not serve as members of the core team.

2.2.2 Terms: The Council Chair, Vice Chair, and Secretary will be commissioned for three-year terms, renewable for two consecutive terms. Terms will be varied and staggered at the initial start of the council so there is experienced leadership to guide the council as members take new leadership positions. Other core team members are invited to serve on the council according to their time and talent and the needs of the council.

2.2.3 Leadership: The Council chair, vice chair, and secretary will work together to guide the council, coordinate meetings, oversee council activities, and assign roles and responsibilities to other core team members. The council leadership will designate one of its members to serve on the pastoral council. The pastor assumes the final responsibility of pastoral leadership. All activities which the council engages in must have the approval of the pastor.

2.2.4 Chairperson: The chairperson of the council formulates council goals, prepares for and chairs council meetings, consults with the pastor and other parish leadership on key issues and activities, and in general ensures that the council charter is put into practice in such a way that the abundant parish resources of people and material goods are effectively engaged in the council's work. The chairperson will be chosen through a consensus deliberation of the council.

- 2.2.5 Vice-Chairperson:** The vice-chairperson of the council assists the chair in his or her duties, prepares in consultation with the council a budget for council work to present to the Finance Council according to assessed needs and identified priorities, facilitates council meetings in the absence of the chair, and heads the membership discernment committee that ensures a full complement of council members.
- 2.2.6 Secretary:** The secretary serves to document the work of the council, to communicate to parish staff and the whole community the workings of the council, to assist in communication among the various members of the council, to prepare publications that are necessary to the work of the council, and facilitate a bi-annual review of the council's work in preparation for goal setting for the coming year.
- 2.3 Oversight:** The hierarchical governance of the Catholic Church requires that the pastor assume the final responsibility of pastoral leadership. In effect, all activities which the council engages in must enjoy the implicit—and where stipulated, explicit—approval of the pastor. Nevertheless, the council enjoys a certain freedom in that the gifts and talents of the laity are essential to the material and spiritual well-being of the parish. The council designates one of its members to serve on the parish pastoral council, which is the main consultative body for the pastor, for a term of 18 months. The parish pastoral council representative cannot be a parish staff member or immediate family member of parish staff.
- 2.4 Accountability:** The council will assist the pastor in identifying and prioritizing the needs of the community regarding stewardship. The council will also understand that its work is a service to the entire community and that personal preferences and tastes are subordinate to the good of all. The council will work with the Finance Council of the parish to ensure that good stewardship of parish resources is practiced.
- 2.5 Universal, United States, and Diocesan Policies and Norms:** The council's work must always be in keeping with the universal norms, policies, and rubrics that are published by the Universal Church regarding the practice of the Roman Rite. Care must be given to the policies and guidance that comes from the U.S. Bishop's Conference, especially the Commission on Divine Worship and the Sacraments. The diocesan bishop is the chief liturgist of the diocese. The council will look to the parish pastor and diocesan bishop for guidance, especially as to setting goals and clarifying expectations. The diocesan liturgy committee will be a resource to consult frequently, especially in seeking clarification as to putting norms and rubrics into practices.].
- 3 Procedures**
- 3.1 Meetings:** Each year in the fall, the council will publish a schedule of meetings. Meetings should happen at least every other month, with extra meetings to be called with clear notification to the pastor and other parish leadership. All parishioners should consider themselves welcome to attend the meetings: however, meeting agendas should be organized in such a way to ensure that discussion and decision is efficient and effective. In coming to a consensus on council goals and parish policy, care must be taken to ensure that sufficient members of the council are present to represent all points of view.
- 3.2 Communication:** The time, date and location of the meetings should be published each year. If other meeting dates are required throughout the year, the secretary ensures that all council members, parish leaders and parishioners are well informed. The secretary works with parish staff providing a summary of the meeting highlights and activities of the council, for the parish website. The council regularly reviews the policies and practices that are in effect regarding the liturgical life of the parish and ensures parishioners, commissions, and ministries are aware of

their particulars. The council will assist commissions in making flyers and brochures for the ministries of the parish to ensure that all parishioners know what opportunities for service are available.

3.3 Goal Setting and Review: In the spring of the year, the council will review the progress of previous goals, set new formation, and assist the parish commissions, ministries, and other parish leadership in their own key responsibility areas.

3.4 Conflict of Interest: Any duality of interest or conflict of interest on the part of a council member should be disclosed to the other members of the council and made a matter of record in the minutes of the meeting. Any member having a duality or conflict of interest on any matter should not have a vote or be part of the quorum on a decision of any matter. The minutes of the meeting should reflect when this occurs. Duality or conflict of interest does not necessarily prevent the member from briefly stating a position on the matter at hand or from answering questions directed at him or her.

4 Key Responsibility Areas

4.1 Annual Catholic Stewardship Renewal: Annually, the Stewardship Council will host the Catholic Stewardship Renewal (CSR), a process where parishioners purposefully and prayerfully commit to living the Christian Stewardship.

5 Resources

5.1 Budget: The council will provide the Finance Council in the spring of the year a detailed plan for costs to be incurred for projects to be completed in the upcoming fiscal year.

5.2 Purchase Requests: All items and programs that incur an expense for the work of the council are to be submitted along with a purchase request to be reviewed by the pastor. Council members are to submit purchase requests rather than paid bills for reimbursement.

6 Assessment

6.1 The Stewardship Council: Provides ongoing evaluation of every aspect of the stewardship way of life in the parish. Listening to parishioners, the pastor, deacons, and leaders of commissions and ministries will help to guide the work and direction of the council.

6.2 Significant Structural or Policy Change: Major projects and policy change should happen only after considerable time for communication, study and feedback has occurred. Feedback must be intentionally solicited using concrete tools such as surveys or interviews. Experts in the field under study should be consulted on a diocesan or national level. All projects costing over \$10,000 must follow the guidelines for facilities published by the Diocese of Jefferson City.

6.3 Parishioner Input: To solicit effective and comprehensive parishioner input, the council will from time to time assess their work by eliciting concrete feedback and reflections of parishioner and visitor experiences.

6.4 Self-Study: In preparation for yearly goal setting, the council will engage in a self-study to guide their work. The discussion will address how the council is implementing its charter and note any points that need updating, clarification or additional policy.

6.5 Charter Changes and Adaptations: This charter is a guide to the working of the Stewardship Council. An annual review of this document will be done in the first quarter of each year. Additions, adaptations, or changes are to be adopted only after consultation and deliberation, which will be thoroughly documented. Policies, norms, and descriptions of the council should be clearly defined, regularly updated, approved, published, and archived as part of the regular work of the council.

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Approved by the Pastor and Adopted by consensus of the Stewardship Council

Pastor Date: 6 March 2024

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