

BY-LAWS OF THE ST. JAMES CATHOLIC CHURCH
STEWARDSHIP BOARD
Revision 5/12/2008

ARTICLE I: ORGANIZATION

The Stewardship Board is one of three boards (Evangelization, Stewardship, and Social Care) in the parish leadership structure of St. James Catholic Church. The Stewardship Board also serves as the Archdiocese-mandated Parish Finance Council.

ARTICLE II: MISSION

Heeding the call of Jesus to use earthly gifts for the sake of the reign of God, The St. James Stewardship Board fosters the mission of St. James Catholic Church by guiding the development of its spiritual, physical, and financial resources.

ARTICLE III: PURPOSES

The following are the purposes for which the St. James Stewardship Board has been established:

1. Foster a spirit of stewardship and growth among St. James Church members.
2. Manage the development of St. James Church property to sustain and enhance community life.
3. Support the development of financial resources for St. James and its mission.
4. Support the implementation of Archdiocese of Chicago Best Practices for Business Administration at St. James.

ARTICLE IV: BOARD MEMBERSHIP AND OFFICES

The Stewardship Board shall consist of a minimum of 6 regular members and two ex-officio members. At least four board positions will be held by registered parishioners of St. James Parish. Members of St. James' sharing parishes and other community members may also be considered for board membership. The Pastor and the Director of Stewardship of St. James Parish shall serve as ex-officio members.

Nominations to the board are to be sponsored by two current board members. Nominees shall attend at least one meeting as observers prior to election. Candidates shall be approved by a majority vote of the Board.

The Board year begins on September 1st and end on August 31st. Board members are elected for a term of two years. The term of Board members elected between September 1st and March 31st will be one full board year following the year of their election. The term of Board members elected between April 1st and August 31st will be two full board years following the year of their election. Ex-officio

members shall serve on an on-going basis in conjunction with their positions as Pastor and Director of Stewardship.

The following shall be the duties of the members of the Board:

1. Lead by their example of personal stewardship to St. James.
2. Assist St. James in developing long-term financial plans.
3. Exercise oversight and accountability for the expenditure of funds, hiring of staff, and management of facilities.
4. Promote opportunities for St. James Church members to share their time, talent, and treasure.
5. Work cooperatively with the other St. James Parish boards.

At least 4 members must be present to have a meeting, and a majority vote by members in attendance is necessary to approve issues brought before the Board.

Each Board member shall have one vote, excluding ex-officio members.

The Stewardship Board may make rules and regulations covering its meetings in accord with these by-laws.

Unexpected vacancies on the Stewardship Board shall be filled by a vote of the majority of the remaining members of the Board.

The Stewardship Board shall select from its members the following offices for a term of one year:

Chair of the Board
Vice Chair
Secretary

The Chair of the Stewardship Board shall be responsible for conducting business and shall appoint all committees, temporary or permanent. The Chair fulfills the role and responsibilities of the Finance Council Chair, which includes reviewing and signing the Parish Annual Budget.

The Vice Chair shall be responsible for ensuring that the by-laws of the Stewardship Board are observed. The Vice Chair conducts the business of the Board in the absence of the Chair.

The Secretary shall be responsible for recording and reporting the minutes of Stewardship Board meetings. The Secretary is expected to distribute the minutes by e-mail to all board members one week prior to the next meeting of the board and to make printed copies available at the meeting. The Secretary shall submit a complete copy of the agendas, minutes, and any handouts from all meetings at the end of the year (August 31) for the parish archives.

A Director may be removed when sufficient cause exists for such removal. Removal action will be determined by a vote of the Board.

ARTICLE V: COMMITTEES

The Stewardship Board functions as a committee of the whole for ordinary business. The Board shall appoint and oversee the work of committees in the following areas as needed:

1. Finance
2. Facility Planning
3. Special Events
4. Annual Giving
5. Capital Fundraising
6. Communication

Active committees shall report to the Board at its regular meetings. Committee members are not required to be Board members.

ARTICLE VI: MEETINGS

The meetings of the St. James Stewardship Board shall be held regularly on the second Monday of each month. Meetings will not be scheduled in the months of August and December. Board meeting dates shall be subject to change based upon consensus agreement by Board members. Special meetings of the St. James Stewardship Board may be called on the request of any board member to the Chair of the Board or the Pastor, and with advance notice to each Board member.

The typical order of business for meetings is as follows:

1. Opening Prayer
2. Roll Call
3. Review of the Minutes of the preceding meeting
4. Report of the Pastor
5. Report of the Director of Stewardship
6. Committee Reports
7. Old and Unfinished Business
8. New Business
9. Adjournment
10. Closing Prayer

Board members shall submit agenda items to the Chair one week prior to the next meeting. All reports are to be submitted to the Secretary in writing for the record.

ARTICLE VII: REVIEW AND AMENDMENT

These By-Laws are to be reviewed quarterly. The By-Laws may be amended by an affirmative vote of not less than 50% of the members of the St. James Stewardship Board and ratification by the St. James Parish Pastoral Council (when constituted).