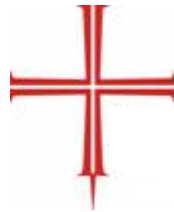


St. John the Baptist Catholic Church *of Collegeville*

14241 Fruit Farm Road St. Joseph, MN 56374

www.stjohnthebaptistparish.org

320.363.2569



Parish Handbook, Constitution and Bylaws

Mission Statement

We are a progressive Catholic Benedictine Community encountering Christ through the celebration of Word and Sacrament, one another, nature, and our thirst to create a just world.

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Historical Sketch

From its very beginnings, the history of St. John the Baptist Parish has been closely intertwined with that of the Benedictine monks of St. John's Abbey who came to Minnesota in 1856 to minister to the spiritual needs of the German Catholic immigrant settlers. In 1866, the year the Benedictine monks moved from St. Cloud to Collegeville, a skilled carpenter and farmer, Peter Eich, also settled along the banks of Stumpf Lake. Nine years later, on December 12, 1875, in response to a request from the 22 settlers Mr. Eich had gathered together, Bishop Rupert Seidenbusch, OSB, the newly-appointed vicar apostolic of northern Minnesota, established the parish at Collegeville. Abbot Alexius Edelbrock, OSB, then appointed one of the St. John's monks, Fr. Clement Staub, OSB, as the first pastor of the Collegeville Parish.

Through the years, the parishioners shared the use of a series of abbey churches: first the one-room frame chapel that once stood next to the south wing of the present monastery, then the former abbey church that is now known as the "Great Hall", and finally the "new Abbey Church" that was completed in 1961. In this present Abbey Church, the Assumption Chapel was designated as the parish chapel. A pastor's office was located just inside the east entrance of the Abbey Church during the first years of use. In 1973, when this space was needed for the Blessed Sacrament Chapel, the office for St. John the Baptist Parish was appropriately moved, first to the former baptistry in the "Great Hall" and then in 1996, to the parish center.

From 1925 to 1967, the parish conducted a parochial school on land leased from St. John's Abbey. When this abandoned building was torn down in 1975, the complications of renting space from St. John's University or holding parish meetings in homes eventually led to a resolution to construct a parish center using the donated time, talent, and resources of the parishioners. Ground was broken for the parish center on July 5, 1982, and Bishop George Speltz dedicated the new structure on June 12, 1983. Exactly five years later, on July 5, 1987, ground was broken again for the addition of nine classrooms and a storage area. The parish center now stands at the heart of a thriving parish community. With the addition of air conditioning in 2004, all weekend masses began being held in the Parish Center except for Christmas Eve. In 2011 the parish carpeted and placed a glass wall divider between the "small hall" space and the main hallway allowing for a permanent space for daily masses to be held; which is now known as Mary Chapel.

On December 29, 2015 Bishop Donald Kettler appointed the current pastor; Rev. Gregory Miller, OSB as pastor of St. Benedict Parish in Avon, MN while remaining pastor of St. John the Baptist of Collegeville, therefore twinning both parishes effective July 1, 2016. Twinning parishes is not new in the Diocese of Saint Cloud, and the purpose is to keep parishes open while recognizing the shortage of available parish priests. The twinning model involves maintaining two or more distinct parishes, with their own respective church and other resources, buildings and schools, while sharing a pastor. The twinning process eliminated the Sunday mass at St. John the Baptist in Collegeville leaving the Saturday 5:30 PM mass in Collegeville and two Sunday morning masses in Avon for parish members to attend. A monthly Sunday mass is held in Collegeville to accompany the Faith Formation program.

Parish Newcomers

All Catholics in the area are invited to become members of St. John the Baptist Parish and are encouraged to call at the parish office so that the pastor may greet them personally and be of assistance to them in registering and being received into the parish. A census sheet should be completed by the new member or family and this information will become a part of the parish administration records.

The pastor will present newcomers with information about St. John the Baptist Parish and offer them appropriate signs of welcome into the parish community. The pastor may formally introduce new members to the congregation at a weekend mass.

Guidelines for Parish Membership

Members of St. John the Baptist Parish are expected to be active in the following areas of parish involvement:

- a. regular participation in parish liturgies
- b. participation in the committees and social activities of the parish
- c. financial support of the parish.

Senior members of the parish who have relocated to a nursing home or care facility are certainly welcome to remain as members, though they may not be able to attend the parish liturgies regularly or participate in other ways.

Stewardship

All parishioners are expected to offer their time, talent, and treasure to the service of the church and to become involved in the concerns of the parish, family, and community.

Stewardship implies that each person shares responsibility, makes effective use of his/her gifts and returns a fair share to God. Opportunities are available in all phases of parish and community life for volunteer leadership and service. Many ongoing projects involving the parish liturgy, ministry, education, administration, and social concerns are possible – and successful – only because volunteer service is pledged and provided generously by parishioners.

To foster good stewardship, volunteer sign-up sheets are distributed periodically within the parish. Each parishioner has an opportunity to give of his/her gifts in a manner that expresses individual abilities and good will toward God and humanity. A listing of volunteer opportunities in our parish is available upon request.

Stewardship should grow out of the experience of faith. The parish has been blessed with an abundance of riches, and good stewards, faithful to God's covenant, seek to make a return to His gifts.

Parish Financial Support

The basic means of Church support is through the regular weekly envelope offering. Each registered family/single adult is mailed a packet of envelopes bi-monthly and is encouraged to use them. Monthly Electronic Fund Transfer is also available by simply completing some brief paperwork.

Parishioners who attend the Abbey's or St. Benedict's liturgies may place their offering envelope in the collection baskets at that Mass. Parish envelopes or checks made out to St. John the Baptist Church are passed on to the parish each week.

Beside the regular financial support of the parish, many people contribute materials and many hours of time and talent to the service of this community and its apostolates. Anyone wishing to contribute services or materials to the parish should contact the parish office.

Some people ask, "How do I decide how much money I should give to the Church if I am going to responsibly support my parish and its missions?" There are no hard and fast rules or answers to the Psalmist's ancient question, "What shall I return to the Lord for all the good things He has given me?" What is a sacrifice for one person or family may not even be missed by another. Here are some suggestions: 1) donate between one and two hours of one's weekly wages each week (2.5% to 5% of income); 2) donate one dollar for every \$25 earned weekly (4% of income); 3) donate \$1 per week for every \$1,000 of annual income (about 5% of one's annual income); 4) consider the scriptures' ancient suggestion of tithing, or returning a tenth of one's goods to the Lord.

Fundraising Activities

Parish fundraising activities do more than generate financial resources for the parish – they help acquaint parish members with one another and enjoy opportunities to work together and build community. Several fundraising events take place annually. Fundraising Meals make up most of our fundraising income, as well as our two annual rummage sales. All fundraising events require volunteer workers of all ages for approximately 3-hour shifts. A Fundraising sub-committee was established in 2012; this group works to evaluate and plan fundraising events.

PARISH PERSONNEL AND PUBLICATIONS

Faith Formation Coordinator

The parish's family-oriented faith formation program is coordinated by the Faith Formation Coordinator, who aids, direction, coordination and materials for the volunteer teachers in the faith formation program.

Kitchen Event Coordinator

The Kitchen Event Coordinator maintains the cleanliness and order of the kitchen. Is responsible for the routine cleaning of the kitchen. Works with scheduling facility renters, and meeting the supervising needs required of the parish during rentals. The Event Coordinator supervises all aspects of our meal fundraisers that are conducted each year, including scheduling, volunteers, grocery shopping, preparation of food, safety and health issues, and cleanup. The Kitchen Event Coordinator is certified in Food Handling by the state of Minnesota.

Parish Business Manager

The business manager is responsible for keeping the parish financial records, paying bills, distributing pastoral council monthly minutes via email, preparing financial reports, soliciting advertisers for the bulletin, producing the parish telephone directory, preparing the Sunday bulletin, payroll, advertising all parish events, recording and maintaining all parish and sacramental records, printing and distributing monthly calendars & ministry schedules, maintaining the parish database, website, social media and coordinating all maintenance issues.

Sunday Bulletin

The Sunday bulletin is published weekly to announce activities of the parish scheduled for the week. Parishioners are urged to submit related news that might be included in the bulletin. Community concerns may also be published. Announcements for the bulletin are due by Thursday at 9:00 A.M. and are called or emailed to the parish Business Manager. The bulletin is available to each family or household in the parish at weekend liturgies. Extra copies are available in the Parish Center and copies are sent via email to a subscribed list. Parishioners who are homebound may have the bulletin mailed or e-mailed to them upon request. Members of the parish who are ill or have other needs are encouraged to ask for the prayers of the parish community by contacting the pastor or the parish office to have their request for prayers listed in the bulletin. All suggested bulletin items are published or not published by the discretion of the pastor.

The Central Minnesota Catholic

The monthly newspaper of the Diocese of St. Cloud is sent to each household in the parish unless a specific request is made for other arrangements. The parish is assessed for all subscriptions. Households receiving ***The Central Minnesota Catholic*** are requested to reimburse the parish for the annual subscription cost. (Envelope is included in the February envelope pack.)

SACRAMENTAL LIFE OF THE PARISH

The Sacrament of Baptism

Parents should contact the pastor to arrange for the celebration of the Sacrament of Baptism. A baptismal candle will be provided by the parish.

In accord with the decree of Vatican Council II, it is preferred that the infants and adults be received into the Catholic community at a parish liturgy so that the baptismal rite can better reflect the communal nature of the celebration. A sacramental record-keeping form will be given to the family to complete prior to Baptism. First-time parents will be asked to participate in a Baptism planning meeting with the pastor or Faith Formation coordinator.

First Reception of the Sacrament of Reconciliation

Parents receive catechetical instructions and materials with which they prepare their children for the celebration of the Sacrament of Reconciliation. This usually takes place in Lent during the child's second grade. Readiness for the reception of the Sacrament of Reconciliation is determined by the child, parents, teachers, and pastor.

The Sacrament of Reconciliation

<p>Saturdays from 4:30-5:00PM in Mary Chapel Or by appointment.</p>
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The Sacrament of First Communion

Ordinarily, but not necessarily, First Communion is received during the second grade and after the Sacrament of Reconciliation. Students and parents receive catechetical instructions and materials with which they prepare for the reception of this sacrament. The parish celebration of First Communion is generally the second or third Saturday following Easter.

The Sacrament of Confirmation

The Sacrament of Confirmation is generally celebrated during eleventh grade. The preparation period includes the two years before the sacrament is to be received. Catholic adults who wish to receive this sacrament are asked to be involved in this two-year-long process with the other Confirmation students, or as determined by the pastor. Readiness for the reception of this sacrament is determined by the individual, along with parents, Faith Formation coordinator and pastor. The Sacrament of Confirmation takes place jointly with other area parishes annually in the spring.

The Sacrament of Marriage

Couples should contact the pastor at least twelve months prior to their proposed marriage date to allow adequate preparation time for the marriage. (A minimum preparation time of six months is required by our Diocese.) During this time couples will be asked to participate in a weekend engaged encounter recognized by the Diocese. A premarital inventory is part of the preparation program. This inventory compares the couple's compatibility dealing with the psychological, physical, economic and spiritual aspects of married life. Couples meet with the officiating priest to plan all the elements that will make the liturgical celebration of their marriage a beautiful and significant one. Members of St. John the Baptist Parish are encouraged to be married in the Parish Center. A fee of \$250.00 is charged to utilize the Parish Center for a liturgical celebration of a marriage. In the case of a large (200+) wedding, a parish member may be married in the Abbey Church; a fee of \$750.00 for the use of the Abbey Church must be paid when the church is reserved.

The Sacrament of the Anointing of the Sick

The Anointing of the Sick and Elderly is celebrated in a communal parish liturgy. It may also be celebrated individually during a home or hospital visit by the pastor or a hospital chaplain. The sacrament may be repeated if the illness recurs or continues for several months, or if, during the same illness, the person's condition becomes more serious. The elderly may be anointed if they are

in a weak condition even when no serious illness is present. Parishioners are encouraged to call the pastor for communion calls and the individual anointing of the sick.

Communion for the Sick and Elderly

All parishioners share in the Eucharist every Sunday and Holy Day, as well as occasionally during the week. If circumstances prevent you from sharing in these Eucharistic celebrations, please contact the pastor, or one of the Eucharistic ministers and the Eucharist will be brought to you. It is a privilege and a joy for Eucharistic ministers to bring the Eucharist to the homes of the elderly and ill.

Wakes, Funerals and Burials

Wake services and Funerals may be held in the Parish Center for members of the parish. Area funeral directors are willing to arrange for wakes at the Parish Center. Funerals may also take place in the Abbey Church if scheduling allows; a funeral choir of parish volunteers assists in this celebration. Burial arrangements may be made through the Abbey Cemetery Office (Josie Stang: 320.363.3434). The director of the cemetery determines the location of the burial lot. Parish volunteers prepare and serve a lunch at the parish center following the funeral service. The parish provides a complementary luncheon, however a facility fee of \$250.00 is charged for funerals and/or wakes held at the Parish Center. It is parish policy to have a paid parish staff member on site during wakes, funerals and/or luncheons.

PARISH LITURGICAL MINISTRIES

Participation in Parish Liturgies

All members of St. John the Baptist Parish are invited to participate in the sacramental celebrations of the parish. Active participation is strongly encouraged! Together we make a joyful and prayerful liturgical life for the parish.

Parish Mass Schedule	
Saturdays:	5:30 PM
Wednesdays:	
Mary Chapel	8:00 AM
Fridays:	
Mary Chapel	8:00 AM
followed by Benediction	
Holy Days (Wed. & Fri. Only)	
Mary Chapel	8:00 AM
Faith Formation Sundays during the school year will have a monthly Sunday mass at 8:30AM as scheduled.	

You may contact the parish office to volunteer for any of the following ministries where your participation is encouraged:

Music is an essential part of the proper celebration of the liturgy. Anyone who can play a musical instrument or sing is invited to share this talent with the community.

Lectors are charged with the responsibility of proclaiming the word of God. Through them the printed word is brought to life in our midst.

Procession of Gifts: Individuals and families are invited to represent the parish community in bringing the gifts of bread and wine to the altar at weekend liturgies.

Sacristans prepare the liturgical space for the community by preparing the room temperature, setting out hymnals and bulletins, setting up the altar and microphones and assisting in other behind the scene duties to prepare for the liturgy. They are also responsible for clearing everything away following the liturgy. Training is available for all Sacristans.

Ushers/Greeters are responsible for making people, especially guests and visitors; feel welcome at our parish celebrations. They also distribute hymnals and liturgical aids, take up the collection and help guests find seating if necessary.

Servers assist at the altar. They may begin in the fourth grade. Adult servers are also welcome. Training is available for all servers.

Extraordinary Ministers of Holy Communion are confirmed members of the parish commissioned by the pastor to serve the parish. They assist the presider in the distribution of the Eucharist. They also assist the pastor in bringing the Eucharist to the sick or those confined to their homes.

Stations of the Cross: The Stations of the Cross, led by the Faith Formation Coordinator, are a way of providing reflections on our Lord's suffering, death, and resurrection. Check the parish schedule for Lenten Stations of the Cross dates and times.

Benediction with the Blessed Sacrament: Each Friday following the 8:00 a.m. Mass Benediction takes place as a devotion to the Blessed Sacrament.

OPPORTUNITIES FOR SPIRITUAL GROWTH

Marriage Encounter

Married couples are encouraged to attend a Marriage Encounter weekend. Such weekends provide an opportunity for married couples to pause and consider their marriage and examine their lives together. It is oriented toward couples who have a good marriage and who desire to better their marriage. It is open to couples regardless of age or length of marriage. For more information, call Marriage Encounter at 320.252.3220.

Engaged Encounter/Marriage Preparation Courses

The Marriage Preparation course challenges couples to grow in their relationship, their spirituality, and their faith. The course is designed to promote discussion and dialogue in areas that couples will face in marriage in today's world, including commitment, communication and conflict resolution, effects of alcohol and drugs on a marriage, family systems, finances, forgiveness, love, natural family planning, and sexuality in a Christian marriage. This may be one of the first formal steps in preparing for a life-long commitment. It is recommended that the course be completed well in advance (six months to one year) before the wedding. The marriage preparation process must be completed at least thirty (30) days before the date of the wedding celebration, as stated in Minnesota Common Policy. For more information see the Diocesan website: www.stcdio.org/offices/omf.html

Retreats and Days of Renewal

Spiritual retreats and days of renewal help to enrich the lives of parishioners. There are several retreat houses in Minnesota where persons wishing to make a private or closed retreat may spend a weekend or several days. Such houses are:

TEC (Together Encountering Christ)
516 School Street
Anoka, MN 55303-8178
Telephone (612) 323-2349
www.cmtec.org

St. John's Abbey
Collegeville, MN 56321
Telephone (320) 363-2011
www.saintjohnsabbey.org

St. Francis Center
8th Ave and 2nd St. SE
Little Falls, MN 56345
Telephone (320) 632-3617
www.fslf.org

Benedictine Spirituality Center
Convent of St. Benedict
St. Joseph, MN 56374
Telephone (320) 363-7114
www.sbm.osb.org

King's House
621 1st Ave. South
Buffalo, MN 55313-1399
Telephone (218) 682-1394
www.kingshouse.com

Central Minnesota Koinonia
Box 646 – 229 1st Str. NE
Richmond, MN 56368
Telephone (320) 597-2418
www.centralmnkoinonia.org

Knights of Columbus Roundtable

The St. John the Baptist Knights of Columbus Roundtable is a sub-group of the St. John's University Knights of Columbus Council, a Catholic, family, fraternal service organization. The Knights of Columbus is primarily organized to do the works of the Church while keeping focused on three leading principles of charity, unity, and fraternity. This group is currently inactive.

St. Benedict Catholic United Financial Council #154

Catholic United Financial connects Catholics to their communities through our volunteer network of individual parish councils such as the St. Benedict Council #154, united to care for our Catholic parishes and schools. We are a not-for-profit fraternal benefit society, providing life insurance and retirement preparation products. After expenses are paid and reserves are set aside, all our profits are returned to our parish.

The St. Benedict Council #154 has been active at St. John's Parish since its chartering March 26, 2012. For more information contact Brian Fuchs 320.267.0881.

Oblates of St. Benedict

Members of our parish in the charge of the Benedictine monks of St. John's Abbey are encouraged to consider becoming Oblates of St. Benedict. Oblates are men and women who associate themselves in prayer and good works with the members of the monastic community of which they are Oblates. Oblates are the equivalent of the various Third Orders of St. Francis or St. Dominic. Oblates do not, of course, live in the monastery or convent, nor do they take vows. They do not become monks or nuns, but they do promise to dedicate themselves to God and the service of humankind by striving to live their lives in the spirit of the Rule of St. Benedict, insofar as their state in life permits. Oblates continue to carry out their profession or occupation of life, caring for their families and looking after their own needs. Hopefully, as Oblates, they will enrich their lives as Christians, and make their daily lives more meaningful. Members of the parish interested in learning more about the Oblates of St. Benedict should contact the Oblate Director at oblates@osb.org or call at 320.363.2018

St. Rose Mission Society Circle

Organized in 1950, the St. Rose Mission Circle has made contributions of religious objects and handmade items for St. John's Abbey, St. John the Baptist Parish, and many foreign and domestic missions. This organization is currently inactive.

SAFE ENVIRONMENT INFORMATION

St. John the Baptist Parish is committed to implementing the St. Cloud Diocesan “Sexual Misconduct Policy” and all directives from civil and church law intended to protect and safeguard all children in parish activities. Consequently, the pastor, deacon, faith formation coordinator, teachers, adult volunteers and youth ministers are obliged to understand and sign the approved policy and declaration of suitability provided by the Diocese of St. Cloud. We require a police background check on any adult in a program that involves work or interaction with children.

Safe Environment Training – NEW USERS Instructions:

If you are a new user, or have a background check that has expired this year or before:

1. Go to stcloud.cmgconnect.org and fill out the information under Register a New Account and complete the information requested.
 2. Complete the Safe Environment Training (St. Cloud). It should take about 1.5 hours. You cannot skip over material, however, you may pause and come back to it if necessary.
 3. Following the training videos, you will be prompted to have your background checked. The cost of the background check will fall to the parish.
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Safe Environment Training – RETURNING USERS Instructions:

If you have had your background checked in the last four years:

1. Go to stcloud.cmgconnect.org and click on the green Sign in Here button on the top right.
2. Use this format to log in:
username: firstname.lastname.dosc
password: 1234 (you should change this upon logging in, if not prompted to do so)
3. Make sure your profile is complete and correct.
4. Complete the Renewal Training – A Safe Side of the Line (St. Cloud). This will not prompt a background check.
(Do not do a background check unless you need one – each background check costs \$20/person)

How to Report Abuse

The person who sexually abuses and exploits can be just about anyone – a father or mother; a sister or brother; an aunt or uncle, a teacher; a coach; a priest, minister, rabbi or clergy person; a neighbor; a friend; a stranger – sexual abusers can usually be identified only by the individual they abuse. Often the victim is the only person who knows.

Whoever they are, no matter how rich or powerful, well-known or well-liked, if they sexually abuse or exploit you, they are committing a crime. If someone has sexually abused you or exploited you, and you feel that the time is right to come forward, there are professionals you can talk to about your experience. They can assist you in getting the help you need.

You do not have to face your abuser. You don't have to give any information you are not comfortable disclosing. It does not matter how long ago the abuse was. Assistance is available to you.

Who to Call to Report Suspected Abuse

Diocesan Victim Assistance Coordinator:

Roxann Storms, MSW, LICSW, FT
(320) 248-1563 (*Confidential Line*)

Diocesan Victim Advocates:

Jane Blee: St. Cloud (320) 251-3430
Tom Klecker: St. Joseph (320) 253-2866
Peggy Rezac: Fergus Falls (218) 531-1025
Rev. Stanley Wieser: Wheaton (español) (320) 815-9696
Jennifer Wirz: Central MN (320) 339-0622

The National Hotline for Child Abuse: 1-800-422-4453

If you believe there is immediate danger, call your local Law Enforcement Agency at “911”

Benton County Human Services
(320) 968-5087

Pope County Family Services
(320) 634-7755

Douglas County Social Services
(320) 762-2302

Sherburne County Social Services
(763) 765-4000
(800) 433-5239

Grant County Social Services
(218) 685-8200

Stearns County Human Services
(320) 656-6000
(800) 450-3663

Isanti County Family Services
(763) 689-1711

Stevens County Human Services
(320) 208-6600

Kanabec County Family Services
(320) 679-6350

Todd County Social Services
(320) 732-4500

Mille Lacs County Community and Veteran’s
Services
(320) 983-8208

Traverse County Social Services
(320) 422-7777

Morrison County Social Services
(320) 632-2951
(800) 269-1464

Wadena County Social Services
(218) 631-7605

Otter Tail County Social Services
(218) 998-8150

Wilkin County Family Services
(218) 643-8013

OPPORTUNITIES FOR COMMUNITY GROWTH

Children

Children find a special place in the life of the St. John the Baptist community. From infancy on, the parish gladly welcomes their participation, even when as infants they occasionally have their own forms of expression. Special liturgies for children are planned from time to time, including First Reconciliation celebrations, First Communion, and the annual Christmas pageant.

Youth

Our parish youth attend many different schools in different districts. Therefore, it is especially important for them to meet and enjoy each other's company in constructive and community building ways. Besides the educational opportunities for all our youth on Faith Formation Sundays, we offer a variety of social and recreational activities. Service projects, such as helping with the parish dinners or the annual food drive, help develop a spirit of community and service.

Adult and Family

A church community built from living stones will get to know one another to be a celebrating and supportive community. Working together at parish activities, especially the fundraising dinners and the annual picnic, has become a popular way of getting involved and getting to know other parishioners. Senior members of the parish enjoy a meal and social hosted by the Parish Life Committee each year. The green space of the Parish Center offers more opportunities in the spring and summer for family enjoyment.

FAITH FORMATION PROGRAM

Preparation for Confirmation

Members of the parish prepare for their Confirmation through years of instruction in their faith at home, in the parish Faith Formation programs, or at Catholic schools. Tenth and Eleventh graders are enrolled formally as Confirmation candidates and complete a two-year program of personal and sacramental preparation for the sacrament. The program is held on Faith Formation Sundays, during the regular school year. The sacrament is celebrated with neighboring parishes in the spring of each year and is scheduled by the Office of the Bishop.

Family Oriented Faith Formation

In September 1983, the parish began a very innovative program of religious education involving the whole family and parish community. The program recognizes parents as the primary teachers and models for their children in matters of religious education and serves to continue the education and preparation of parents for this privilege and responsibility. The sessions for children serve only as a supplement, and never as a substitute for the religious formation parents give their children. Sessions are held on scheduled Sundays at 9:30 AM. The program ends at 10:40 AM, and parents are then asked to assist their children with take-home materials that will help them continue to learn about the subject matter between sessions.

Catechists and Resources

Members of the parish are encouraged to actively share their faith with the youth of the parish by becoming catechists or teachers in the religious education program. Volunteer teachers are supported and assisted in their preparations by the Faith Formation Coordinator. A resource center in the parish center is available to teachers as well as other parish members. Confirmed young adults may serve as teaching assistants.

CATHOLIC SCHOOLS: ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH

St. John the Baptist Parish encourages enrollment of parishioners in parochial elementary and secondary schools and will participate in the financial support of these schools. Tuition assistance for families and financial support to schools will be provided in accordance with the following guidelines:

A Parish member is one who is involved in the following areas:

- (a.) Regular participation in parish liturgies;
- (b.) Participation in the committees and social activities in the parish, or;
- (c.) Financial support of the parish.

A person must be a parish member for at least two years to apply for education assistance. The pastor and trustees review financial aid applications. Appeals may be made to the pastor. Parents must notify the parish of their intentions by April 1.

According to the parish policy, parents of K-8 students are billed for the full or negotiated amount of tuition by the school. The parish, in turn, makes financial assistance available to parents who require aid in meeting these tuition bills.

Senior high school students have the opportunity of attending two fine Catholic high schools in our area – St. John’s Preparatory School and Cathedral High School. Cathedral is funded through a partial tuition assessment to the student’s parish, while the Prep School bills the parents for the entire tuition, allowing for scholarships and work grants to reduce costs. Application for some parish aid is also available.

STEWARDSHIP AND FINANCIAL INFORMATION

St. John the Baptist Parish Endowment Fund

The purpose of the St. John the Baptist Parish Endowment Fund is to help members of the parish answer God’s call to stewardship and to help return His gifts by supporting church programs. A contribution to the Parish Endowment Fund gives you the opportunity to contribute a gift that goes on producing its benefits, even after your lifetime. Funds may be contributed in several ways:

- ◆ a gift of any dollar amount
- ◆ a gift in the name of someone (memorial)
- ◆ a gift in estate planning (wills or life insurance)

Stipends

It is customary to make a free will offering for liturgical services (i.e.: baptisms, funerals or weddings). All free will offerings are received by the pastor, NOT the parish.

Special Collections

An awareness of the needs of the universal church is an important part of Christian life. During the year, the Diocese of St. Cloud conducts appeals to help us look beyond our own immediate personal and parish needs. They include:

Mission Sunday in October	Campaign for Human Development in September
Catholic Charities in December	Retirement for Religious in December
Annual Diocesan Appeal in February	American Bishops Overseas Appeal in March
Operation Rice Bowl during Lent	Holy Land Collection on Good Friday
Catholic Home Mission in April	Holy Father/Peter’s Pence in June

Other special collections may be added per request of the Bishop.

Parish Assessments

Cathedral High School: In addition to the tuition that parents pay directly to the school, the parish is assessed for each parish student at Cathedral High School. Parents and students are encouraged to reimburse the parish for these assessments if, and when, possible or to make compensation through special forms of service to the parish.

Cathedraticum Tax: This tax is assessed to each parish by the diocese according to an established rate determined by the number of parish households and number of sacraments annually. The tax provides the bishop of the diocese with revenue to cover the expenses of the teaching office of the bishop.

Financial Reports

Reports of the weekly collections, the special monthly collections, and any special event or project are published by the Business Manager in the bulletin. In addition to the weekly reports, a detailed summary of the financial operation for each fiscal year (July 1 – June 30) is published in July. To keep parishioners apprised of their giving pattern and to assist in reporting deductions on income tax returns, individual statements of financial contributions are sent to contributing parishioners annually.

Parish Center Rental

The parish center is available to active parish committees for parish-sponsored activities or events. Parish members in good standing may rent the hall and/or the kitchen space for private occasions by making a reservation through the parish office. Non-parishioners may also rent the parish center up to one year in advance providing that enough dates remain open for parishioner use. A set hourly charge is in addition to the basic rental fee for each hour the center is open for set-up, cleanup, and the event itself. Set up, food and beverage preparation and service, and cleanup are the responsibility of the renting party. A paid supervisor is required under parish policy whenever the center is open to the renting party. Rental rates are available upon request and are allowed as the current Mass schedule allows.

1. The permission to rent/use all parish facilities are given at the discretion of the Pastor.
2. The rent/use of the parish hall can take place if it does not interfere with the performance of Sacred Liturgy or other parish events that are scheduled for the hall.
3. The rent/use of the parish hall is normally limited to:
 - a. Parish members for family events such as birthdays and family reunions.
 - b. Receptions following a Catholic Wedding.
 - c. Affiliated businesses for official meetings.
4. Other uses for the hall are permitted at the discretion of the Pastor.

OPPORTUNITIES FOR SERVICE TO THE PARISH

Numerous opportunities are available for parishioners of all ages to offer their time and talent in volunteer service to the parish community. A special effort will be made to gain new volunteers each year, but eager volunteers or new parish members are encouraged to contact the parish office at any time to add or change any area of service as their contribution to the parish and the church. Signing up for a volunteer service means you are willing to be contacted for availability when a specific need arises. A list of persons interested in each area will be given to organizers or committees responsible for parish projects and activities, and they will in turn contact you when help is needed.

Liturgical Ministries

Extraordinary Ministers of Holy Communion: Confirmed adults nominated by the pastor are appointed by the Bishop to distribute the Eucharist at Masses and bring the Eucharist to the sick. Training sessions are required for newly appointed Eucharistic ministers.

Lector: Lectors should be members of the parish who are able to read well (no age limitations). Training sessions will be required for new lectors. Resources are available to lectors to help them in their preparation.

Server: Fourth grade students and older may be servers. A training session is required. Adult servers are also welcome and encouraged.

Sacristan: Volunteers (confirmed adults) are needed to turn on the lights and prepare the sanctuary; set up the altar, put out microphones, find last minute minister substitutes, and assist in preparation of the liturgical space for Mass, as well as to clear things away after Mass. This job requires careful attention to many details. Training sessions and a job description will be provided.

Usher/Greeter: Volunteers are needed to welcome people as they enter the parish center, hand out hymnals, help find seating when the chapel is crowded, take up the collection, find substitutes for the procession of gifts if necessary, and pick up hymnals and bulletins after Mass is over.

Procession of Gifts: Families or individuals are invited to bring the gifts to the altar.

Organist / Pianist / Guitarist: Parishioners are invited to share their musical skills for our parish liturgies. Books, lessons, and trial opportunities, as well as lots of support and encouragement, are available.

Choir: Interested parishioners are invited to join the choir for Easter, Christmas, and other celebrations.

Funeral Choir: The funeral choir gathers before Mass to practice some of the familiar songs used at funeral liturgies, as a way of lending support to the family and friends of the deceased.

Cantor: The cantor leads the congregation in music. This task requires practice with the pianist.

Instrumentalists and soloists: Flutes, trumpets, recorders, etc. can be used as accompaniment to or independently of the piano.

Social Services and Projects

Funeral Luncheons: When a member of the parish dies, the parish prepares a luncheon, served at the parish center following the funeral mass. A trained parish staff member prepares the menu and purchases the groceries, as well as coordinates the preparation of the food for the meal. A group of volunteers (men and women) assist with food preparation, set the tables, serve the food, and clean up the hall and kitchen after the meal.

Parish Visiting: Many elderly or confined members of the parish, whether they live in nursing homes or in their own homes, would welcome an occasional visit from another member of the parish. Often parishioners need a ride to Mass or to parish functions, grocery shopping, doctor's appointments, or visits to old friends, and they are no longer able to drive for themselves.

Refreshments after Mass: Occasionally, refreshments are served after Mass and volunteers are needed to make coffee, serve pastries, set up tables, and clean up after.

Senior Citizen Appreciation Meal: Youth and adults alike work together on a social for senior members of the parish, providing a meal, door prizes, and other activities.

Children's Events: At various times during the year we need volunteers to help host our parish children's events.

Youth Activities: Adults are needed to help our parish youth with weekend gatherings, and other activities. Needed are drivers, coordinators, and chaperones. Ideas and caring adults are always welcome.

Faith Formation and Spiritual Growth

Faith Formation Catechist / Aide / Substitute: Confirmed members of the parish are invited as teachers, aides, or substitute teachers for children ranging from pre-school to senior high school are needed for the parish's Faith Formation Program that meets approximately 17 Sundays during the school year. Training and materials are provided, along with personal assistance and support.

Parish Committees

Pastoral Council: Members of the parish are invited to submit their names for selection to the pastoral council. Members selected serve a three-year term.

Liturgy Committee: The purpose of the Liturgy Committee is to foster meaningful and life-giving worship for the parish, plan seasonal liturgies, address environmental needs, and to encourage all parishioners to share their gifts with the community.

Faith Formation Committee: The purpose of the Faith Formation Committee is to work with the Director of Faith Formation and with the total St. John the Baptist Parish community to nurture and facilitate an openness to lifelong faith formation and to work towards developing structures to support this, incorporating *catechumenal* principles.

Parish Life Committee: The purpose of the Parish Life Committee is to establish and promote a sense of belonging among parishioners and to provide opportunities for living out the communal dimensions of the gospel in our parish community. Activities include social, recreational events, and programs which assist in extending and enhancing Christian living and communal growth within our parish.

Social Justice and Ministry: The purpose of the Social Ministry Committee is to educate parishioners in social justice and ministry, and to engage them in both.

Finance Council: This council oversees and develops the gifts and talents of the parish by providing custody for parish buildings and property, and by encouraging parishioners to volunteer their time, talent, and treasure for the needs of the parish and the Church at large. Members of this council are appointed by the pastor based on recommendations from the council members. This council, unlike others, is mandated by Canon Law.

The Personnel Committee: The Personnel Committee is a sub-committee of the Finance Council.

Parish Fund Raising Activities

Dinner workers: Dinners are prepared and served at the parish center. About 20-30 workers (adults and youth) are required to assist with various tasks.

Set up and Take Down Workers: Before and after each event our parish hall space needs to be arranged for the next event. This group of workers must be physically able to move/lift/carry heavy tables and stacks of chairs. Some light cleaning duties may also be required of this volunteer.

Coffee Cake Bakers and Delivery workers: Each coffee cake sale provides the opportunity for a group of volunteers to come in and assist with the preparing, baking and packaging of our cakes. Volunteers are also needed to pass out or deliver the cakes on the assigned pick up dates.

Rummage Sale: The parish conducts a spring and fall rummage sale, giving parishioners an opportunity to donate items they no longer have use for. Volunteers are needed to plan and work at the rummage sales.

Other Skills

Other opportunities for service to the parish include welding, metal work, carpentry, masonry, painting, sewing, photography, landscaping, art, clerical, discussion leader, and prayer.

**THE CONSTITUTION OF THE
CHURCH OF
SAINT JOHN THE BAPTIST,
14241 Fruit Farm Road, St. Joseph, MN 56374**

PREAMBLE

All members of the church are called by God to become involved in the threefold mission committed by Christ to the Church of praising God (worship), proclaiming the Good News of Salvation (teaching), and forming communities of faith (serving). In other words, all are called to ministry within the Church. Because responsibility for the mission of the Church is shared in differing, but equally valid ways by those who are baptized, and those who are ordained, the ministry of the members of the parish and its pastor are interdependent. This interdependence calls for adoption of a new model of parish governance, one which includes broad consultation. We establish this council to assist in clarifying and achieving the mission of the Catholic Community of Saint John the Baptist.

ARTICLE I

TITLE

The title of this organization will be the Parish Council of the Church of Saint John the Baptist, 14241 Fruit Farm Road, St. Joseph, Minnesota, hereafter referred to as “the Council.”

ARTICLE II

MISSION

We are a progressive Catholic Benedictine Community encountering Christ through the celebration of Word and Sacrament, one another, nature, and our thirst to create a just world.

ARTICLE III

PURPOSE

The purpose of the Council is to participate in the responsibility for pastoral ministry within the parish. The Council should research the needs, ideas, hopes, life and activity of the people of St. John the Baptist Parish so that the whole parish community may effectively carry out the mission of the parish and fully participate in the ongoing conversion that is central to its life. The Council should constantly evaluate the parish's conformity to the gospel and have a special concern for justice. The Council shares in the decision-making process which assists the pastor in carrying out his leadership role always with the best interest of the parish. The Council's recommendations are advisory to the pastor, who is representative of the Bishop and has ultimate decision-making powers in all parish matters. To properly fulfill their role, the Council should take time for theological and pastoral reflection.

ARTICLE IV

MEMBERSHIP

The Parish Council shall consist of the following members:

- a. The two trustees of the parish (voting)
- b. Chairperson (voting)
- c. Vice Chairperson (voting)
- d. Six selected representatives from the parish (voting)
- e. Faith Formation Coordinator (non-voting)
- f. The Pastor (non-voting)
- g. up to two Youth Members (voting)
- h. The parish Business Manager (non-voting)
- i. Representative from each Parish Committee (non-voting)

ARTICLE V

ORGANIZATION

SECTION 1: OFFICERS

- a. The officers of the Council shall be the Chair and Vice-Chair.
- b. The Office of Vice-Chair can come from the Council directly or may be part of the general selection of Council members at regular selection time.

SECTION 2: COMMITTEES

The Finance Council is mandated by the Canon Law of the Church. The Council establishes committees appropriate to the completion of tasks and fulfillment of responsibilities considering the

mission, philosophy and objectives of the parish. The scope of responsibility of each committee will be defined by the Council, or by Canon Law.

a. **Committee Guidelines**

1. Copies of all committee meeting minutes need to be submitted and preserved in the parish records.
2. A template to use for all committee minutes will be provided.
3. Only approved minutes can be published on the parish website.
4. All new committee initiatives must be communicated to the Parish Council.
5. Each committee should submit a yearly scope of initiatives or goals to the Council.
6. Each committee will be asked to submit a budget proposal annually.
7. Each committee will be expected to maintain the budget as approved.
8. Each committee is encouraged to provide a 2-3-minute report at each Parish Council meeting.

SECTION 3: ELIGIBILITY FOR OFFICE

- a. All members of the Council will be active, registered members of St. John the Baptist Parish
- b. The Youth Member(s) shall be of high school or college age (9-16 grade), active, registered member of St. John the Baptist Parish

ARTICLE VI

AMENDMENTS

The Constitution may be amended by **A VOTE** of the Council present at any regular meeting. (Amended 05-03-2011 by Council, Voted on 05-23-2011 by Council)

**BY-LAWS
TO THE CONSTITUTION OF
SAINT JOHN THE BAPTIST PARISH
COLLEGEVILLE, MINNESOTA**

ARTICLE I

FUNCTIONS OF THE PASTORAL COUNCIL

The Council holds responsibility for:

- a. Stewarding the mission and vision of the parish.
- b. Setting the goals and objectives of the parish.
- c. Ratifying changes to the constitution.
- d. Providing for the Parish Mission.
- e. Evaluating the parish's conformity to the Gospel with special concern for justice issues.
- f. Advising the pastor of parish concerns.
- g. Receiving recommendations from the Finance Council and parish committees.
- h. Confirm the annual budget presented by the Finance Council.
- i. Ratifying Council Policies and Procedures.

ARTICLE II

DUTIES OF THE MEMBERS OF THE PASTORAL COUNCIL

SECTION 1: CHAIR

- a. Leads all meetings of the Council.
- b. Serves as an ex-officio member of all committees.
- c. Oversees the nomination process of new members to the Council.
- d. Member of Finance Council

SECTION 2 VICE CHAIR

- a. Performs the duties of the Chair in the absence or vacancy in the office of Chair
- b. Automatically becomes Council Chair at end of Chair's Term

SECTION 4: PASTOR

- a. The pastor is a non-voting member of the Council.
- b. The pastor shall have veto power over all actions of the Council.

SECTION 5: SELECTED REPRESENTATIVES

- a. All selected representatives shall participate in discussions of the Council as well as in voting

ARTICLE III

SELECTION TO THE PARISH PASTORAL COUNCIL

The Process for selection to the Parish Pastoral Council is a discernment process:

- a. COUNCIL MEMBERS AND MEMBERS OF THE PARISH WILL BE ASKED TO PERSONALLY APPROACH TWO OR THREE MEMBERS OF THE PARISH THEY BELIEVE COULD BE ACTIVE MEMEBERS OF THE PASTORAL COUNCIL. THEY ARE TO RECEIVE A POSITIVE REPLY FROM THE PERSON APPROACHED BEFORE THAT PERSONS NAME IS PUT INTO NOMINATION FOR MEMBERSHIP ON THE PASTORAL COUNCIL.
- b. AFTER COUNCIL MEMBERS AND PARISHIONERS HAVE ATTAINED NAMES OF MEMBERS WHO ARE WILLING TO SERVE ON THE COUNCIL, THESE NAMES ARE GIVEN TO THE PARISH OFFICE. THOSE WHO HAVE ACCPETED NOMINATION ARE INVITED, AND EXPECTED TO ATTEND, AN EVENING OF DISCERNMENT TO UNDERSTAND THE ROLE OF THE PASTORAL COUNCIL. ANYONE WHO HAS NOT ATTENDED THE EVENING OF DISCERNMENT WILL BE DROPPED FROM THE ACTIVE LIST OF NOMINATIONS UNLESS OTHERWISE DELEGATED BY THE PASTOR.
- c. AT THE DISCERNMENT MEETING, NOMINEES LEARN MORE DETAILS ABOUT THE ROLE OF THE PARISH COUNCIL AND HEAR TESTIMONIALS FROM CURRENT PARISH COUNCIL MEMBERS. NOMINEES ARE GIVEN THE OPPORTUNITY TO WRITE THEIR NAME DOWN ON PAPER IF THEY WISH TO PROCEED WITH POSSIBLY PARTICIPATING ON THE COUNCIL. AFTER THE NOMINEES HAVE BEEN EXCUSED THE CURRENT COUNCIL MEMBERS DISCUSS THE NOMINEES WHOSE NAMES WERE WRITTEN DOWN AND DETERMINE WHICH WILL BEST SERVE THE PARISH ON THE COUNCIL. THE COUNCIL VOTES TO SELECT REPRESENTATIVES AS NEEDED.
- d. THE NEWLY APPOINTED COUNCIL REPRESENTATIVES ARE CONTACTED VIA LETTER FROM THE PARISH OFFICE, AND PUBLICLY ANNOUNCED AT MASS ON PENTECOST WEEKEND. NEW REPRESENTATIVE TERMS BEGIN ON JULY 1, THE BEGINNING OF THE NEW FISCAL YEAR.

ARTICLE IV

TERMS OF OFFICE

- a. The Chair serves a two-year term.
- b. The Vice-Chair serves a two-year term and then becomes Chair.
- c. Adult members of the Council shall serve a three-year term and can be re-elected to one additional three-year term.
- d. Youth Member(s) shall serve a one-year term and can be re-elected to one additional one-year term.

In case of a vacancy in the office of Chair, the Vice-Chair assumes the office of Chair. The Council shall appoint a member to exercise the powers and duties of the office of Vice-Chair until a special election can be held within 60 days. Should an elected representative of the Council move or be unable to fulfill the term, the Council will decide how to fill the position.

Any member of the Council is subject to removal whenever the member is absent for three consecutive meetings or whenever the conduct or action of the individual violates the teaching principles and beliefs of the Roman Catholic Church. After just cause has been determined, dismissal may be affected by a two-thirds vote of the Council membership.

ARTICLE V

THE FINANCE COUNCIL

- a. The Finance Council is mandated by Canon Law and reports directly to the pastor, who appoints members to the Finance Council.
- b. The purpose of the Finance Council is to assist with the coordination of all financial aspects of parish life including finances, fundraising and maintenance of buildings and grounds.
- c. Members of the Finance Council include:
 - Chair of the Parish Council (voting)
 - Two Trustees (voting)
 - Parish Business Manager (non-voting)
 - Pastor (voting)A minimum of two active parish members, appointed by the pastor (voting)".
- d. Personnel Sub-Committee:
 - The purpose of the Personnel Committee is to oversee the hiring process, develop and review personnel policies/handbook, establish and assure the continuation of a regular, standardized review process for pastor and staff, ensure accurate position description for pastor and staff, and review and recommend staff compensation packages. The committee reports to the finance council and the chair of the personnel committee acts as the liaison between the sub-committee and Finance Council.

ARTICLE VI

COMMITTEES

SECTION 1: LITURGY COMMITTEE

The purpose of the Liturgy Committee is to foster meaningful and life-giving worship for the parish, plan seasonal liturgies, address environmental needs, and to encourage all parishioners to share their gifts with the community.

SECTION 2: FAITH FORMATION COMMITTEE

The purpose of the Faith Formation Committee is to work with the Director of Faith Formation and with the total St. John the Baptist Parish community to nurture and facilitate an openness to lifelong faith formation and to work towards developing structures to support this, incorporating *catechumenal* principles.

SECTION 3: PARISH LIFE COMMITTEE

The purpose of the Parish Life Committee is to establish and promote a sense of belonging among parishioners and to provide opportunities for living out the communal dimensions of the gospel in our parish community. Activities include social, recreational events, and programs which assist in extending and enhancing Christian living and communal growth within our parish.

SECTION 4: SOCIAL JUSTICE AND MINISTRY COMMITTEE

The purpose of the Social Ministry Committee is to educate parishioners in social justice and ministry, and to engage them in both.

ARTICLE VII

MEETINGS

SECTION 1: The Council ordinarily meets monthly in the following months; August, September, October, November, February March, April, May and the annual Saturday January Workshop. A December Christmas meeting/party may be called by the Pastor.

SECTION 2. A Special meeting of the Council may be called at the discretion of the Council Chair and Pastor.