

MISSION STATEMENT
JUSTICE AND PEACE MINISTRY
SPIRIT OF CHRIST

We, the Justice and Peace Ministry of Spirit of Christ Catholic Community, commit ourselves to:

1. Educate and raise consciousness based on Scripture, Catholic Social teachings and our faith traditions.
2. Promote solidarity and foster compassion for the poor, the marginalized and all those in need.
3. Offer opportunities to live out the Gospel message of peace and justice within the family, the local community and the world.

JUSTICE AND PEACE MINISTRY POLICY AND PROCEDURES

ARTICLE I JUSTICE AND PEACE MINISTRY MEMBERSHIP

SECTION 1 MEMBERSHIP

JUSTICE AND PEACE Ministry consists of a representative from each member committee of Spirit of Christ's Justice and Peace Ministry as well as any interested parishioners at large. Any new committee must be approved by the Justice and Peace Ministry.

SECTION 2 MEMBERSHIP QUALIFICATIONS

Shall be an active, registered parishioner of Spirit of Christ for 6 months, and a minimum of 16 years of age.

SECTION 3 VOTING RIGHTS OF COMMITTEE

All members of the Justice and Peace Ministry have equal voting rights. All decisions are **by consensus** unless stated to the contrary. No voting/decision making by proxy is allowed. Each committee has one vote. Voting privileges are given to non-committee representatives who have attended three (3) consecutive Justice and Peace Ministry meetings.

SECTION 4. VACANCIES AND RESIGNATIONS

Member committees are responsible for replacing their Justice and Peace representatives who can no longer serve in that role.

SECTION 5. TERMS AND DUTIES OF MEMBERS

- a. Members: The function of the Justice and Peace Ministry is to assist Spirit of Christ Catholic Community parishioners in putting their faith into action and distributing the parish tithe.
- b. Chairperson: Is selected from Justice and Peace Ministry membership. Must have been an active Justice and Peace Ministry member for a minimum of one (1) year. The newly selected Justice and Peace Ministry chairperson shall resign from his or her position on the member committee and participate in an in-service training as a preparation for the duties of Justice and Peace Ministry chairperson. The chairperson attends and chairs monthly Justice and Peace Ministry meetings and coordinates all agenda items as well as ensures that all member committees are functioning well and serving the needs of the parish community. The term of office is two (2) years. Upon completion of the term of service, the previous chairperson serves in an advisory capacity for a minimum of six (6) months as a consultant to the newly selected chairperson(s). The Chairperson(s) must attend the quarterly Leadership Council Meetings.
- c. Chairperson-Elect: Is chosen from the Justice and Peace Ministry members **six (6) months** prior to the departure of the current chairperson in order to learn the policies, procedures and vision of the office of the Justice and Peace chairperson. The chairperson-elect must have served on a Justice and Peace Ministry member-committee for at least 6 months and agrees to participate in an in-service preparatory training.
- d. Treasurer: In absence of the chairperson, the treasurer chairs the monthly meeting. The term of the service is two (2) years. The Treasurer is asked to serve as a representative to the Funding Committee. The Treasurer is asked to attend the monthly meetings of the Funding Committee. Upon completion of term of service, the treasurer serves in an advisory capacity for a minimum of six (6) months as a consultant to the newly selected treasurer.

ARTICLE II MEETING AND VOTING PROCEDURE

SECTION 1 REGULAR MEETING:

Takes place quarterly and is open to all members of the parish community. All meetings include a time allotment for prayer, reflection and sharing.

SECTION 2 AGENDA

Is set by the chairperson based upon information received from all member committees and clergy.

SECTION 3 RULES

The decision making process is made by consensus, unless the Ministry comes to an impasse, at which point the chairperson may call for a vote under Robert's Rules of Order Revised. Decision is binding when a quorum of the Justice and Peace Ministry is present.

SECTION 4 QUORUM

A quorum consists of a majority (1/2 of the membership plus 1) of the members; however, a quorum shall not be absolutely necessary for the regular meeting to take place, provided all Justice and Peace members were given prior notice.

SECTION 5 VOTING

The Justice and Peace manner of operation shall be by communal discernment which includes prayerful reflection, gathering of information and shared wisdom. Consensus is the method through which the Ministry implements discernment. If consensus is not possible, then majority vote is the deciding factor. When Robert's Rules of Order Revised are used, voting is accomplished through a show of hands or an oral vote. A quorum of members must be present for the vote to be valid.

SECTION 6 RIGHT OF APPEAL

The Chairperson has the right of appeal, when he/she cannot accept or implement an action, policy or program suggested by the Ministry, particularly when consensus is not attainable and the question has been decided using Robert's Rules of Order Revised. The chairperson's appeal is submitted to an arbitration committee consisting of the pastor, Pastoral Leadership Council members and a chairperson of another ministry outside Justice and Peace Ministry.

SECTION 7 OFFICE

Vacancy of offices is filled through discernment. The method is by the Silver Bowl process among potential candidates at a Ministry meeting.

ARTICLE III COMMITTEES

Each member committee of the Justice and Peace Ministry sets its own agenda and determines when and how often to meet. Member committees bring a report on their committee activities and plans to the Justice and Peace Ministry meetings in order to enhance the coordination of events by the Ministry.

SECTION 1 MEMBER COMMITTEES OF THE OUTREACH MINISTRY

AIDS Outreach

Birthright

Blankets for Babies

Earth Stewards

Fair Trade Coffee

Helping Hands

HOPE (Help Our People Eat) (funded only)

Koats for Kids

Justice and Peace (parish wide events)

Just Faith

Migrant Ministry

Prison Ministry

Respect Life

TOUCH (Together Our Understanding, Care, Help) - Bereavement Ministry (funded only)

SECTION 2 AD HOC COMMITTEES

The Justice and Peace Ministry has the authority to designate “Ad Hoc Committees” from its membership for specific needs and for a limited time.

ARTICLE IV FUNDING COMMITTEE

Consists of two (2) Committee representatives who have been in Justice and Peace Ministry for a minimum of two (2) years, 3 at large members of the parish and the Pastor (or a clergy representative that he assigns). Each member is required to prayerfully discern his or her ability to make decisions regarding funding in an impartial manner regardless of their personal involvement in individual committees.

This committee meets at a separate time and place from the Justice and Peace. The results of the meeting are communicated to the Justice and Peace Ministry.

The main purpose of the Funding Committee is to review the slate of organizations that have applied for annual grant funding in accordance with guidelines set by the Common Grant Format and to discern allocations for requests made outside of the annual funding requests. These additional requests will be reviewed at the monthly meetings.

The Funding Committee sends letters in January to solicit non-profit organizations stating that the parish distributes 14% of its annual offertory to non-profit organizations whose mission fits within the parameters stated in our Common Grant. In this letter the organizations are invited to contact the office and ask that a Grant be sent to them if they would like to participate. The Grants are to be returned by the end of March. These dates were selected because of the normal time frame for annual year end closings. This time frame then accommodates the inclusion of the year end budget and audited reports.

When the Grants are returned copies are supplied to each member of the Funding Committee to review. The Funding Committee meets to discuss their individual recommendations and after discussion, they determine (through consensus) which organizations receive a grant and what amount of funding each organization is awarded. The letters are written to inform the applicants of the results. Those that are receiving an annual award are told the date that the allocation will begin (usually July 1-June 30 – the Archdiocesan Fiscal Year).

The Parish Business Administrator will receive an expenditure request for each of these awards for timely distribution of allocated funds.

If the offertory exceeds the projected budget for the coming year, the 14% of the additional amount will then accrue and be available for use by the Funding Committee, who will consider other requests as they are able. (See below)

OTHER FUNDING REQUESTS (Pastoral Allocation) (outside of annual funding allocations)

1. Received through the mail (to the office, the clergy or the ministry) or dropped off at the office, or submitted by a group or agency.
2. Do not constitute an emergency or urgent situation
3. Presented monthly by the staff liaison to the Funding Committee

Following discussion the request is either awarded refused or assigned for additional investigation and will be placed on the next month’s agenda for reporting and decision.

The Treasurer of the Funding Committee will report results to the Justice and Peace Ministry.

ARTICLE V EMERGENCY ASSISTANCE REQUESTS

Requests are submitted to Pastor, Parochial Vicar, and Deacon or assigned Pastoral Assistant, through a walk in visit, phone call.

Guidelines for Emergency Assistance (needs to be met within 24 hours)

Emergency assistance includes, but is not limited to utilities aid (electrical, gas, water), medical aid (prescriptions), food, etc. (Appendix II)

EMERGENCY FUNDS DISTRIBUTION

1. Approved for **parishioners** for an amount up to \$500 limited to one running calendar year.
Requests for funds greater than \$500 or additional requests surpassing the \$500 limit within a running calendar year will require meeting with the Pastor and/or approval of the Funding Committee.
Funds will be paid for X-Cel energy, water only. No funds for rent or mortgages.
2. No emergency funding for **non-parishioners**.

ARTICLE XIII AMENDMENTS

Amendments to the Policies and Procedures can be introduced by Ministry members at a regular meeting; however, the amendment must be submitted in writing. Voting upon the amendments does not take place until the next Justice and Peace Ministry meeting. Approval requires a consensus or majority vote.