

BY-LAWS OF THE ST. JAMES CATHOLIC CHURCH  
BOARD OF DIRECTORS FOR STEWARDSHIP  
(Approved 11/13/2006)

ARTICLE I ORGANIZATION

The Board of Directors for Stewardship is one of three boards in the parish leadership structure of St. James Catholic Church.

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 OF DIRECTORS

The business of this organization shall be overseen by a Board of Directors consisting of 6 to 12 regular members and two ex-officio members. Subject to attracting qualified candidates, it shall be the goal to maintain six board positions for representatives from each of the three sharing parishes which provide support to St. James Parish and for other community members. The sharing parishes are St. Edna in Arlington Heights, Faith, Hope and Charity in Winnetka, and Our Lady of Perpetual Help in Glenview. At least four board positions will be held by registered parishioners of St. James Parish. The Pastor and the Director of Stewardship of St. James Parish shall serve as ex-officio members.

The initial board of directors will be appointed by the Pastor of St. James Parish. Directors to be chosen for the ensuing years shall be nominated by a board committee formed for such purpose. The members of such committee will consist of board members whose terms of office will not be up for re-election, along with the Pastor and the Director of Stewardship of St. James. Candidates shall be approved by a majority vote of the Board of Directors, and presented to the St. James Parish Council for ratification.

The term of office for each director shall be two years. Initially, 6 directors shall be appointed for 2 year terms, and 6 directors shall be appointed for a 1 year term, such that, the terms of office of all directors shall expire on a staggered basis. The normal Term of Office shall begin on September 1<sup>st</sup>, and end on August 31<sup>st</sup>. 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 Board of Directors:

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. 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 with advance notice to each Board member.

Each director shall have one vote.

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

Unexpected vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year, and are subject to ratification by the St. James Parish Council.

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

Chair of the Board  
Vice Chair  
Secretary  
Chair of the Finance Committee

The Chair of the Finance Committee is to be approved by the Pastor.

The Chair of the Board shall be responsible for conducting business and shall appoint all committees, temporary or permanent.

The Vice Chair shall be responsible for conducting 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 Chair of the Finance Committee shall work with the Director of Stewardship for reporting on the financial status of the parish.

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 shall appoint members for the following committees:

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

The term of office for committee membership shall be one year. The Chair of each committee shall be a member of the Board of Directors. Appointed members of committees are not required to be Board members.

#### ARTICLE VI ORDER OF BUSINESS

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. Reports of Committees
  - a. Finance
  - b. Buildings/Facility
  - c. Special Events
  - d. Annual Giving
  - e. Capital Fundraising
  - f. Membership & Communications
7. Old and Unfinished Business
8. New Business
9. Adjournment
10. Closing Prayer

#### ARTICLE VII AMENDMENTS

These 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 Council.