



April 14, 2020

Dear Parish Leaders,

As you are aware, spring is when parishes are called to pray, reflect, and identify new parish trustees and leaders for the Pastoral Council. A nomination process is critical to the selection of new leaders and in a typical year, this would be taking place now. However, with everything related to the CoVID19/Coronavirus, things are not normal, so we are providing guidelines for electing parish trustees and pastoral council members this year in the midst of a pandemic.

### **Parish Trustees**

The election of parish trustees is governed by the bylaws of the parish corporation. Ordinarily, the election for a new trustee takes place every two years following the procedures laid out in the bylaws. The election is held either at a parish meeting or after the weekend Masses on a given weekend. This year, with the order against gathering and the cancellation of Masses, such an election would not be possible.

The bylaws state that trustees are elected “for a term of two (2) years **and until their successors are chosen or selected.**” Therefore, the current trustees will remain in office until the procedures for nomination and election are possible. If a current trustee does not wish to remain in office, the pastor, administrator or parish director may appoint someone to fill the office until the elections are possible.

### **Pastoral Council Members**

Similar to parish trustees, current Pastoral Council members, whose terms are ending, are to remain on the Pastoral Council until a nomination and election process can take place. We recommend that you do not extend the terms for a full year.

Once this process can take place you can follow the normal nomination and selection steps:

- Form an ad hoc nomination and selection committee (3 or 4 members)
- Bulletin/pulpit announcements to provide information about councils and nominations
- Conduct nominations process at all the Sunday Masses
- Contact all nominees and invite to a nominee gathering

- Conduct the nominee gathering and identify those interested in council service. Invite them to the council election or discernment process
- Conduct an election or a discernment process
- New members are invited to attend the council meeting

We also recommend that you keep the Pastoral Council terms in the same cycle as it is now. This means that even if you delay the nomination and selection process and a new Council member is not able to attend the June Pastoral Council meeting that person's three-year term still begins as of June 2020.

### **Nomination and Selection Process Done Virtually**

Some parishes either have begun or are considering doing this process virtually this year. Since so much of our communication, as well as Masses, have been offered to parishioners virtually, you certainly can proceed in this manner.

We hope this information is helpful as you look to bringing on new trustees and Pastoral Council members. You are welcome to contact **Randy Nohl**, [nohlr@archmil.org](mailto:nohlr@archmil.org) or **414-758-2216**, with questions or if you wish to discuss this further.

Wishing you Easter blessings,

Barbara Anne Cusack  
Chancellor

Rich Harter  
Director of Missionary Planning and Leadership