

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

STATUTES

1. Name

- 1.1. The name of the Association is the English-Speaking Roman Catholic Community of Basel, hereafter referred to as "the Community".
- 1.2. The Community is integrated with the Roman Catholic Church of Basel Region.

2. Purpose

- 2.1. The purpose of the Community is to maintain and develop spiritual life among English speaking Roman Catholics and to celebrate Holy Mass together in the English language. In addition, the Community strive to provide the opportunity for people to gather together, pray, celebrate and share in the sacraments of the Roman Catholic Church in the English language. The Community Favours integration into and interaction with the local Catholic Community, but recognises the need to be present for Catholics who choose to express their faith in the English language. The Community is a non-profit and non-political association.

3. Membership

- 3.1. Full Membership is open to those persons who accept the beliefs and teachings of the Roman Catholic Church and have been baptised, and who are willing to abide by the Statutes and Bylaws of the Community.
- 3.2. Persons sharing the beliefs of the Roman Catholic Church (but not baptised therein) and others seeking God are most welcome as Guest Members.
- 3.3. A Community directory of all members of the Community shall be kept and shall be updated at least once annually.

4. Organs of the Community

- 4.1. Annual General Meeting ("AGM") of the Community;
- 4.2. Extraordinary General Meeting ("EGM") of the Community;
- 4.3. Community Council

5. Community Council

- 5.1. The business of the Community will be administered by the Community Council, hereafter referred to as the "Council", consisting of a minimum of 6 members and a maximum of 12. All Council members must be baptised members of the Roman Catholic Church and be at least 18 years of age.
- 5.2. In addition to the Community Priest (ex-officio member), the Council shall consist of the following members:
 - 5.2.1. Council Chairperson
 - 5.2.2. Community Treasurer
 - 5.2.3. Secretary
 - 5.2.4. Committee Co-ordinators (see Bylaws and appendices for Roles and Responsibilities of Council Members)
- 5.3. Any Community member may agree to stand for election to any of the Council posts. The Community at the Annual General Meeting ("AGM") shall vote in secret ballot for their preference for the posts of Council Chairperson, Community Treasurer and Secretary. In the event of a midterm vacancy, the Council shall designate a replacement to sit on the Council until the next AGM. The normal term of office shall last for approximately one year (from AGM to AGM). Incumbents may only serve two (2) consecutive terms, unless no other eligible person makes himself/herself available for the vacant position. In all circumstances, the Council members are obligated to undertake their best efforts to encourage successors from the Community, with preference given to those who have not yet performed such duties.

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

5.4. In general, the responsibilities of the Council Members are to represent the best interests of the Community in their area of responsibility and to attend all Council meetings or designate a deputy; to prepare a budget for their area of responsibility and corresponding records of stewardship (records of expenditure and reimbursements; maintaining a list of assets, within their area of responsibility to be kept centrally with the Treasurer).

6. Funding

- 6.1. The community will be funded by donations from its members, benefactors, and the Roman Catholic Church of Basel ("RKK") and the Roman Catholic Church of Baselland. The Financial year of the Community will match the Calendar year.
- 6.2. Financial liabilities are not imputable personally to members of the Community.
- 6.3. Liabilities of the Community are limited to its available assets.
- 6.4. Upon dissolution of the Community, all listed assets of the Community are to be donated to the Roman Catholic Church of Basel ("RKK") after the servicing of any outstanding debts.

7. Amendments to Statutes

These Statutes shall be amended only through a two stage process, consisting of:

- a majority vote in favour of a motion to change, of a minimum 75% quorum of the Community Council at a scheduled meeting; and followed by
- a two-thirds majority vote of a minimum 25% quorum of the Community Members at an AGM or EGM.

BYLAWS

1. Those who are full members of the Community shall be eligible to vote at an Annual General Meeting ("AGM") and an Extraordinary General Meeting ("EGM").
2. The AGM, open to all Community members, shall be held each year prior to the RKK's requested due date for the financial accounting of the previous Financial year and proposed budget for the following Financial year. The AGM shall be called by the Community Chairperson in sufficient time prior to the date agreed to by the Community Council for such AGM.

3. The business of the AGM shall be as follows:
 - receive the Council's Report
 - consider the audited accounts of the preceding year for approval.
 - discharge Council members from personal liability with respect to the previous year's activities
 - accept the Resignation and discharge the Council members from their posts
 - elect the Chairperson, Treasurer and Secretary of the Council for the following year
 - approve goals and objectives for the following year
 - approve the proposed budget for the following year
 - disseminate the minutes of the AGM to the Community
 - approval of any proposed changes to the Statutes and /or Bylaws.

4. The Source and Application of Funds of the Community is as follows:

The proposed budget for the following year is drafted prior to the AGM. The Community Treasurer initiates the process by asking all Committee Co-ordinators for their anticipated expenditures for the following year and consolidates the inputs as the proposed budget for the following financial year. The Council submits the final proposed budget to the AGM for approval.

- 4.1. The budget is submitted to the RKK of Basel and Baselland by their requested date with a request for funding. At the same time, a full report on the source and application of funds for the preceding financial year is also submitted to the RKK of Basel and

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

Baselland.

- 4.2. When the Community is notified that funds have been granted by the local church authorities, the Community Treasurer asks the Council Chairperson to call a Council meeting, usually in January of the budget year, and the Council agrees to a final budget for the year, making adjustments (restatement of the budget) depending on the funds made available.
 - 4.3. Each Committee Co-ordinator assumes responsibility to carry out the approved programme for his/her area and for all expenses incurred by his/her committee but may delegate certain expense items to other committee members. These committee members are usually individuals who volunteer to take responsibility for an activity for which an expense was budgeted. Non-budgeted expenditures may be approved by 3 Council Members and after consultation with the Community Treasurer. Any conditions outlined by the Council will be written in the minutes of the Council Meeting and be made available to all responsible persons
 - 4.4. Written receipts for expenditures will be provided to the Community Treasurer, or his/her deputy, as soon as possible. Reimbursement will be made by the Community Treasurer or his/her deputy. Should expenditure be incurred in procurement of non-consumable assets, a list of such assets will be provided together with the reimbursement claim. A second budget meeting will be held in the late fall of each year in order to review the status of funds available for the remaining calendar year, to make any needed adjustments in allocation. There must be a minimum of two meetings per year to discuss the present year's budget. These meetings may be part of regularly scheduled Council Meetings or may be entirely separate from such meetings. Newly elected Council members may utilise such budget meetings to restate their programmes, aims and objectives and the appropriate application of funds
 - 4.5. During the first quarter of the following year, an audited accounting of all the funds received and spent by the community will be made. This audited account will be reviewed by the Council.
5. The standing committees of the Community Council and their sub-committees shall be Headed by a Committee Co-ordinator and may comprise the following:
- 5.1. Adult Faith Development
 - 5.1.1. Bible Study
 - 5.1.2. Faith & Life Group
 - 5.2. Communication
 - 5.2.1. Newsletter
 - 5.2.2. Public Relations
 - 5.2.3. Community Directory
 - 5.3. Community Ministry
 - 5.3.1. Outreach (Hospital visits, etc.)
 - 5.4. Finance
 - 5.5. Liturgy
 - 5.5.1. Music
 - 5.5.2. Readers
 - 5.5.3. Lay Ministers
 - 5.5.4. Children's Liturgy/Nursery
 - 5.6. Religious Education
 - 5.6.1. Sacramental Program
 - 5.6.2. Children's Group

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

5.6.3. Youth Group

5.7. Social

5.7.1. Coffees

5.7.2. Picnics/Bring & Share dinners

6. These Bylaws shall be amended only through a two stage process, consisting of:
- a simple majority vote in favour of a motion to change, of a minimum 75% quorum of the Community Council at a scheduled meeting; and followed by
 - a simple majority vote of a minimum 25% quorum of the Community Members at an AGM or EM.
7. The Statutes and Bylaws of the Community become effective as from 27 April 1997

ANNEXURES

Roles & Responsibilities of Council Members

COMMUNITY PRIEST

- Preparing for and saying Mass weekly
- Spiritual guidance for Community
- Opening and locking of church before and after mass
- Contact with Parish Priest and Parish office
- Contact with RKK Baselstadt & Baselland
- Hospital visits
- Preparing and conducting retreats
- Counselling persons with problems
- Preparation of Baptism, conversion etc.

COUNCIL CHAIRPERSON

- Arranges dates, times and venues for council meetings
- Prepares meeting agenda in collaboration with council & community members
- Submits said agenda to Secretary (3 Sundays prior to said meeting) for typing and dissemination to council members (2 Sundays prior to meeting)
- Facilitates orderly meetings in order to allow all contributions to be heard, discussed and dealt with
- Calls an Annual General Meeting (AGM) of the community
- Presents an Annual Report on the activities of the council to the community at the AGM

COMMUNITY TREASURER

- Establish the Community Financial Budget based upon inputs received from each person responsible for a function
- Manage the finances and financial accounts of the Community

INCOME:

- Control over Sunday Mass collections, by counting, recording and depositing proceeds in appropriate bank/Post Office accounts
- Control over contributions received from RKK and any other incidental source

EXPENDITURE:

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

- Reimbursement of expenditure, previously approved, where supported with appropriate evidence e.g. receipts

ACCOUNTING & AUDITING:

- Maintain accounting records of income and expenditures for auditing and reporting purposes.
- Compile an annual financial report for presentation to RKK
- Compile & present an annual financial report to the Community at the Annual General Meeting
- Present status reports to Council at quarterly intervals and highlight any problems
- Proposes an auditor who can compile an independent opinion of the financial status of the Community's affairs for consideration and appointment by the Council

SECRETARY

- Records minutes at council meetings
- Types and disseminates council meeting minutes to council members within 4 weeks after conclusion of said meeting
- Types and distributes council meeting agenda to members (2 Sundays) prior to meeting
- Assists council with administrative duties

LITURGY

LITURGY CO-ORDINATOR

- Chairs the Liturgy Committee under the direct guidance of the Community Priest. (The Liturgy Committee is made up of the Children's Liturgy Co-ordinator, the Lay Minister Co-ordinator and the Music Co-ordinator.)
- Recruits the members of the Liturgy Committee.
- Plans liturgical celebrations with the objective of making the mass celebration prayerful and meaningful, in accordance with the liturgical season.
- Co-ordinates the activities of the participants involved in celebrating mass (priest, eucharistic ministers, greeters, lectors, choir, etc.)
- Organises a children's nursery and a "Word of God for Children program.
- Helps to create a proper environment for worship and invites the Community to actively participate.

CHILDREN'S LITURGY CO-ORDINATOR

- Organises the Children's Mass.
- Defines the main theme for each child's liturgical celebration and co-ordinates the music and church decorations in accordance with the theme.
- Supports the Religious Education Co-ordinator in preparing the children for mass (making banners, writing petitions etc.
- Promotes the Children's Mass to the Community.

LAY MINISTER CO-ORDINATOR

- Attend Liturgy Committee meetings
- Recruit and train Lectors/Communion Ministers/Ushers/Altar Servers
- Prepare monthly schedule for lay ministers.
- Arrive to mass 10 minutes early to check that required ministers are present.

MUSIC COORDINATOR

- Selects music for mass in accordance with the theme based on the Sunday's readings and the Liturgical Season.
- Schedules and leads rehearsals with the choir.
- Leads the congregation in music and encourages the Community to worship through song.

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

COMMUNICATION

- Prepare annual budget and submit to Community Treasurer
- Track expenditure for Accounting

NEWSLETTER

- Provide Community members with information on events within the Congregation & Community
- Gather news e.g. monthly dates/times/ places of meetings & other events taking place within the community
- Prepare regular Newsletters and Bulletins based on the Yearly schedule
- Bulletin/newsletter to be available on first Sunday of each month

PUBLIC RELATIONS

- Prepare & mail information on the Community to other English-speaking groups in Basel for their newsletters, bulletin boards etc.

COMMUNITY DIRECTORY

- Distribute Community Registration forms to new members
- Compile and maintain a Directory of all Community members with contact details and some personal information (Nationality, name/s & birth year/s of child/ren)
- Arrange for printing of Directory
- Distribute (prepare addressed mailing labels) Directory twice annually

RELIGIOUS EDUCATION COORDINATOR

- Prepare annual budget and submit to Community Treasurer
- Notify Community members when classes begin;
- Maintain calendar schedule for the school year,
- Assemble teachers for K through 5th grade;
- Have Substitute Teacher list available;
- Assist with preparation of Monthly Children's Mass with Music Group;
- Co-ordinate Sacramental Programs with Community Priest and Community members;
- Notify Communication Co-ordinator (by the last Friday of every month) for any information regarding religion program to be inserted in next monthly bulletin.

COMMUNITY MINISTRY

Community Ministry: Goals:

- Promote awareness and caring of the surrounding community among parish members.
- Create opportunities for community service and involvement.
- Demonstrate that the parish is concerned for its members' lives outside of the chapel.

Specific Duties of Community Co-ordinator:

- Organise and publicise at least two major community service activities (visits to orphanages, hospitals, old folks' homes, etc.) per year – one for Advent and Lent.
- Send flowers or cards (e.g. congratulations, get-well, or sympathy) to parish members.
- Inform the parish of any community causes that may deserve parish donations or support.
- Recruit ideas for community service from parish members.
- Manage Community Ministry Budget.
- Represent the Community Ministry Committee on the Parish Council.

RELIGIOUS EDUCATION COMMITTEE

Youth Group Leader

THE ENGLISH-SPEAKING ROMAN CATHOLIC COMMUNITY OF BASEL

Statutes and Bylaws

Youth Group Goals:

- Assist in the religious development of youths (12+).
- Promote prayer and faith sharing among youths.
- Provide a foundation for youths before confirmation preparation.
- Encourage youths' participation in community service/ecumenical sharing.

Specific Duties of Youth Group Leader:

- Publicity and recruitment of youths
- Leading youth group faith discussions
- Planning and co-ordinating all youth group activities
- Managing youth group budget

SOCIAL CO-ORDINATOR

- Prepare and submit a budget to Community Treasurer
- Tracks expenditure for accounting

AFTER-MASS COFFEES

- Decide venues, dates & times for coffees
- Arrange roster of persons responsible to assist with preparation and clearing
- Purchasing, storage & maintenance of supplies

PICNICS / BRING & SHARE DINNERS

- Select date, time and venue of an event
- Publicise the event to Parish to encourage participation
- Co-ordinate arrangements & menus among helpers
- Manage set-up and clean-up of site after an event