

THE CONSTITUTION OF THE PARISH COUNCIL B

Article I - Name

The organization shall be known as the Parish Council of Parish B

Article II - Purpose

The Parish Council shall be a consultative body with several tasks:

- to be a Christian community and model for other organizations;
- to minister with the Pastor for the good of the parish;
- to identify the needs of the people and attempt to meet them; and
- to work toward complete implementation of the Parish B Mission Statement (Appendix A to this document).

Article III - Membership

The Parish Council shall have a membership of approximately 18 persons, who serve either ex officio because of their responsibilities in the parish, or because they are selected.

* Ex-officio members include: members of the Parish Pastoral Team (e.g., priests, director of music, etc.), and the Parish Trustees. * Nine members of the parish who are selected. * Two Alternate members of the parish who are selected.

Article IV - Eligibility

Membership on the Parish Council shall be open to Catholics who are members of the parish and who participate in the prayer life of the parish.

Article V - Term of Office

Ex-officio members serve for as long as they are in their positions. Selected members serve for a three year term. Retiring members are eligible for re-selection. After two consecutive terms, members must leave the Parish Council for at least one year.

Article VI - Selection Process

- I) Nominations (or Parish Council members shall be invited from the entire parish community each year during April. Nominations shall be invited via announcements in the parish Bulletin and other means of communication. A "job description" sheet will be posted in the Church and summarized in the Bulletin.
- 2) Anyone may nominate him/herself or any other parish member. Those nominated should know the time requirements of Parish Council membership, and understand the role and consultative nature of the Parish Council.
- j) The Nominating Committee, appointed by the Parish Council Chairperson, in

consultation with the Pastor, and comprised of Parish Council members who are not seeking another term, receives the nominations, and checks to see that all nominations are acceptable to the Pastor. All nominees are contacted to confirm their willingness to serve, if chosen. The requirements of Parish Council membership and the selection process are explained to them.

- 4) All nominees, and those who will continue on the Parish Council, will attend a specified Mass in May. After the homily, which makes reference to what is occurring, the names of all the nominees are placed in a vessel of some kind, and a prayer is said, as in the days of Matthias, asking God's guidance on this choice. The Pastor draws three names, and those three, chosen by lot are the new Parish Council members.

N.B At the first selection process, nine names are drawn. These nine members drew lots at the first organizational meeting, with three members serving one year terms; three members serving two year terms; and three members serving three year terms. All tenures are considered a full term.

- 5) In addition, the Pastor shall draw two additional names to serve as alternates on the Parish Council for a one-year term. These alternates will be expected to attend the Parish Council meetings and participate in discussion. They may vote in the absence of ex-officio or selected Parish Council members.
- 6) Following the selection process, the newly selected Parish Council members and the continuing Parish Council members are installed for the coming year. (This may be done at a succeeding Liturgy, but prior to the annual organizational meeting in June.)

Article VII - Filling of Vacancies

If vacancies occur, replacements shall be appointed by the Chair, in consultation with the Pastor, for the remainder of the vacant term. The balance of that term is considered a term of office, even if only for one year.

Article VIII - Officers of the Parish Council

- 1) The Parish Council shall have three officers: Chairperson, Vice-Chairperson, and Secretary.
- 2) Elections of the Parish Council officers shall be held every year at the annual June organizational meeting.
- 3) Officers serve a one year term, renewable once for that office. The officers and the Pastor form an Executive Committee which plans the meeting agendas.
- 4) The duties of each officer shall include
-- the Chairperson conducts all meetings:

-- the Vice-ChairPerson assists the Chair as needed and performs the duties of the Chair in his/her absence;
--the Secretary keeps the minutes of all meetings and the Parish Council files, distributes meeting notices, agenda and minutes to the Parish Council members, and attends to correspondence. The permanent minute records and files of the Parish Council are to be kept on file in the parish office.

- 5) In the case of vacancy of the Chair, the Vice-Chairperson will automatically assume the office of Chairperson. Other vacancies shall be filled from the Parish Council membership by a vote of the Parish Council members.

Article IX - Meetings

The Parish Council shall meet a minimum of five times a year between September 1 and May 31. Additional meetings may be called as necessary either by the Chair, the Pastor, or by a petition of a majority of the Parish Council members.

The annual organizational meeting will be held during June. Business conducted at the meeting will include: election of officers for the coming year and establishment of the meeting schedule of times all dates (e.g., third Monday of every other month at 6 p.m.) for the coming year.

Regular meetings are open to all parishioners and the date, time and location of the meetings will be published in the Bulletin. Non-members of the Parish Council who wish to speak, must first be recognized by the Chair.

The meeting quorum will consist of five selected members and three ex-officio members.

Article X - Voting at Meetings

All members have the right to vote, although they may abstain. The Pastor does not vote except in the case of a tie.

All matters that require a formal vote, one-half plus one of the membership being present constitutes a simple majority.

As much as possible, matters should be decided by consensus.

On all questions, final acceptance and implementation rests with the Pastor.

Article XI - Committees

- 1) There will be an Executive Committee, composed of the Pastor and the three officers who shall be responsible for setting the meeting agenda. This committee

meets two weeks prior to each regular Parish Council meeting.

2) There shall be two Permanent Standing committees. They are:

*Finance Committee, which aids the Pastor in the financial affairs of the parish. The Chair of this committee shall be appointed from among the Parish Council members by the Parish Council Chair, in consultation with the Pastor. Two additional members, who are not members of the Parish Council are to be appointed by the Pastor, in consultation with the Parish Council Chair.

*Liturgy Committee, which promotes and coordinates matters of worship. The Chair shall be elected by the members of the committee. Membership of the committee is open to all members of the parish.

3) Regular committees may be appointed as necessary. Examples of committees may include, but are not limited to: Education, Social Activities, and Christian Service. Any additional regular committees may be organized as needed.

4) Each committee will include a representative of the Parish Council, but the majority of all committees are to be parish members who are *not* selected Parish Council members.

5) Ad hoc committees may be named by the Parish Council as needed.

6) Each regular committee elects its own Chairperson and sets its own agenda and meetings.

Article XIII - Liaison with Vicariate

The Parish Council shall select one member to serve on the Vicariate Council and act as liaison, reporting on meetings and activities when appropriate.

Article XIII - Adoption / Amendments

This Constitution becomes effective when approved by two-thirds of the Parish Council members present, after discussion at one meeting and after a vote at the next meeting.

This constitution can be amended by the submission of a written amendment by any Parish Council member. The proposed amendment will be placed on the agenda for discussion at the next Parish Council meeting. The amendment becomes effective when approved by two-thirds of the Parish Council members present after discussion at one meeting and a vote taken at the following meeting.

Each new member of the Parish Council shall be given a copy of this Constitution.