

**THE ST. PATRICK PARISH ADVISORY COUNCIL
BYLAWS**

August 17, 2009

BYLAWS

St. Patrick Parish Advisory Council

I. FUNCTION OF THE PARISH ADVISORY COUNCIL

The Parish Advisory Council ("Council") is a group of people whose purpose is to help the Pastor with his responsibilities in the planning and decision making processes on all temporal matters pertaining to the programs of the parish, spiritual development, and the liturgy in accordance with Canon Law and the teachings of the Church. The Council is the overall consultative body for the parish acting in an advisory capacity to the Pastor and has the responsibility for studying needs and establishing priorities for the parish. Together with the Pastor, the Council promotes the following:

- A. The Council provides a vehicle whereby the laity of the parish shares with the Pastoral leader the responsibility for shaping and guiding the mission of the parish through open and constructive communication.
- B. The Council seeks to build a community of faith to help make the church present and functioning within the parish's locale.
- C. The Council facilitates the formulation of a parish mission statement and promotes development of clear, concise policies, goals and objectives based on this statement.
- D. The Council explores the need for activities/programs that promote the spiritual, Faith Formational and temporal well being of the parish.
- E. The Council helps the parish to identify with the broader Church on the diocesan, national and universal levels.
- F. The Council acts as a stabilizing force in the parish at times when it is particularly affected by change and/or transition.
- G. The Council continues to serve unofficially during times of transition in Pastoral leadership.

II. COMPOSITION

- A. The Council shall consist of nine (9) members.
- B. *EX-OFFICIO* members
 - 1. *Ex-officio* members of the Council will be the incumbent:
 - a. Pastor.

- b. Assistant Pastor(s).
- c. Principal of St. Patrick Parochial School.
- d. Director of Religious Education.
- e. Chairperson of the Finance Board or representative.
- f. Chairperson of the St. Patrick Parochial School Board or representative.
- g. Director of Youth Ministry.

III. MANNER OF OPERATION

- A. The Council's ordinary manner of decision-making, whether as a Council of the whole or through its committee structure, is by consensus rather than by vote.
- B. The Council conducts itself in a collaborative mode with individuals and groups in the parish. This collaboration is especially essential in the Council's interaction with the Finance Council. For each Council to fulfill its responsibilities effectively, mutual understanding and support is vital between the two.

IV. COUNCIL MEMBERSHIP: QUALIFICATIONS, SELECTION, TERMS

- A. **Qualifications:** The nominees to serve on the Council must have the following qualifications:

- 1. Must be a Catholic;
- 2. Must be a registered, participating, and contributing member of St. Patrick Parish; and
- 3. Must be at least 18 years of age.

- B. **Selection**

- 1. Service on the Council is a special ministry to the parish requiring an understanding of and commitment to the Church in accord with the Second Vatican Council, a willingness to stay current with developments in the diocesan and universal Church, and a capacity for consensual decision-making.
- 2. The Council members will be selected through a discernment process from nominations presented from council members and the parish at large. The discernment process shall proceed as follows:
 - a. No earlier than January but no later than March, the Council will publish in the parish bulletin, no less than once per month, information informing parishioners of the upcoming discernment process for council members and the number of vacancies to be filled. Information regarding the role and function of the Council and the discernment process will be available on the parish website

and publicized through the bulletin and other approved church media.

- b. Nomination forms are provided to parishioners at all Masses the first weekend of February.
- c. Nominees are then contacted and asked whether or not they agree to participate in the discernment process. During the discernment process, nominees meet with the Pastor and members of the Council to discuss the role of the Council and the nominees' ability to serve as a member on the Council. After this meeting, participants are asked to reconfirm their willingness to participate in the process.
- d. The discernment process begins in March and is completed by mid-May. Once consensus on members has been achieved, new members are announced to the parish. Additionally, at least two alternatives are identified in the event of a vacancy on the Council.

C. Terms of Office Terms of office for members of the Council shall be three (3) years, beginning July 1st, following their appointment in May.

V. DUTIES AND RESPONSIBILITIES OF THE PARISH ADVISORY COUNCIL: OFFICERS; COMMITTEES

A. Officers

1. A Chair, a Vice-Chair and a Secretary assist the Pastor in facilitating the work of the Council. They are selected by the Council and the Pastor at the June meeting to govern the Council for the ensuing year. These officers constitute the Council's Executive Committee. Ordinarily a Council officer will serve in any one position for one year.
2. The duties of the Chair include but are not limited to the following:
 - a. Assisting the Pastor and the Executive Committee in calling meetings and setting the agenda for meetings;
 - b. Determining, with the Pastor, whether certain parishioners or Parish staff members should be invited to attend particular Council meetings as guests to address or report upon specific issues;
 - c. Circulate the agenda to all participants prior to regularly scheduled meetings;
 - d. Conducting the meetings in a consensual manner;

- e. Facilitating communication between the Council and the parish-at-large;
 - f. Assisting the Pastor in scheduling open forums when concerns about specific issues deeply affect the parish as a whole;
 - g. Discussing with the Pastor the continuing membership of any Council member with repeated absences;
 - h. Chairing Executive Committee meetings when the need for these is indicated; and
 - i. Attending Committee meetings to the extent the Chair deems such attendance necessary or appropriate.
3. The Vice-Chair conducts meetings in the absence of the Chair and assists the Chair in the performance of his/her duties,
 4. The Secretary is asked to:
 - a. Take minutes, circulating them promptly following the meeting;
 - b. Maintain record of attendance and bring to the attention of the Chair the name of any Council member with repeated absences;
 - c. Keep a current record of the names, addresses, telephone numbers and terms of Council officers and members and of all Committee members;
 - d. Assist the Chair in attending to Council correspondence.

B. Committees

1. Purpose of Council Committees: The Committees of the Council will each have specific responsibilities to support the functioning of the Parish. Each Committee of the Council addresses the community's priorities and goals within a particular area of parish life. Each Committee will have a Mission Statement reflective of the overall Mission of the parish as applies to the narrower field of the Committee.
2. Scope of Committees: All Council Committees are accountable to the Council. Committees make decisions in their respective areas of responsibility following the principle of subsidiarity (i.e., decisions are made at the most appropriate level of parish organization).

3. Membership of Committees; Terms

- a. *Membership:* Committees will be made up of the follow persons:
- i. two members of the Council, not to include the Chair;
 - ii. three to seven parishioners already active in the specific area of ministry addressed by or having a particular expertise beneficial to the Committee, to be selected by the Council and the Pastor;
 - iii. Parish staff members whose responsibilities are directly impacted by the responsibilities of the Committee (i.e., the liturgist on the Worship Committee), to be identified and selected by the Council and the Pastor; and
 - iv. The Pastor, or his delegate, and the Chair, as *ex-officio* members, unless otherwise specified.
- b. *Terms:* Other than those members set forth in 3.a.iii. and iv. above, Committee members shall serve two-year terms. Terms may be renewed on a repeated basis. Should a Council member on a committee become Chair of the Council, that member shall be replaced on the Committee by another Council member.

4. Meetings and Tasks of Committees

- a. Committees meet at least quarterly, and more often as needed, as determined by the Committee chair.
- b. Committees accomplish their work by gathering information, by discernment and prayerful reflection, by sharing wisdom — all within a consensual process. Committees are inclusive, strategizing to inform and involve others in the parish in their ministry. They are strong on collaboration and communication, aiming always to be open, flexible, and creative. Committees are most effective when they keep their tasks “do-able,” concrete, and focused. Some basic functions of Committees are to:
- i. Identify needs of the parish within the Committee’s area of responsibility and in keeping with the parish mission and vision statements.
 - ii. Prioritize among these and discern what can be addressed realistically within a given time-frame and where inter-Committee collaboration might further a priority.

- iii. Formulate a few, well-chosen short and long-term goals/objectives.
 - iv. Research and explore options to implement goals (seek assistance from diocesan offices and other resources that can guide implementation processes).
 - v. Communicate progress to the Council through oral or written reports.
 - vi. Maintain communication with the parish to further understanding, to educate, to elicit support and involvement.
 - vii. Provide for on-going formation of Committee members by planning in-service programs, reflection days, retreat experiences, attendance at workshops sponsored by the diocese, etc.
 - viii. Propose a budget in keeping with the priorities of the Committee and the mission statement of the parish faith community and make budget recommendations to the Council.
 - ix. Undertake a periodic evaluation of parish life from the perspective of the commission's services and efforts.
5. Officers of Committees: Each Committee is served by a chair who shall be one of the two Council members serving on the Committee. The chair convenes and chairs meetings, gathers items for the agenda and is responsible for keeping the Council informed regarding the ongoing work of the Committee. The Committee is also served by a secretary who assists the chair in publishing and circulating the agenda and takes minutes at meetings. The secretary may be any person serving on the Committee; provided, however, staff members are ineligible to serve as committee officers.
6. Committees: There are four Committees of the Council:
- a. Faith Formation Committee
 - b. Long-Range Planning Committee
 - c. Worship Committee
 - d. Christian Service Committee
- a. Faith Formation Committee: This Committee assists in developing, promoting, coordinating and evaluating all parish

activities relating to catechetical- faith formation ministries of the parish. The Committee facilitates catechesis within the parish as well as evangelization within and beyond the parish.

- b. Long-Range Planning Committee: This Committee shall anticipate the administrative needs of the parish over an extended time horizon and formulate a plan by which these needs shall be met in a proper and timely manner. The Committee shall make full inquiry into all parts of parish life, consult with the Pastor and the Diocese, and conduct inquiry among parishioners and other persons as they deem appropriate. This Committee shall coordinate their activities with the Finance Board.

There shall be a Building Subcommittee to the Long-Range Planning Committee. The Building Committee shall:

- i. Report to the Council on facility activities and condition.
 - ii. Assist the Long-Range Planning Committee in identifying, developing, and implementing a strategic plan for the physical campus of the parish;
 - iii. Coordinate with Parish Plant Manager regarding any needed facility changes.
 - iv. Publish and administer the rules for the use of the Parish Hall and cafeteria and kitchen. The rules are to be reviewed every two (2) years. Changes are to be submitted to the Council for approval.
 - v. Establish maintenance and rental fees and deposits. The fee schedule is to be reviewed every two (2) years. Proposed changes are to be submitted to the Council for approval.
- c. Worship Committee: This Committee assists in furthering full, conscious and active participation in the parish's liturgical, sacramental and prayer life. Committee responsibilities include developing, promoting, coordinating, and evaluating all activities by which the parish offers its members opportunities for spiritual growth as individuals and as a community of Catholic Christians. This includes but is not limited to:
- i. Coordinate and plan regular and special liturgies with the consent of the Pastor.
 - ii. Conduct its responsibilities within the framework of the Diocesan Liturgical Commission, the liturgical directives

of the National Council of Catholic Bishops and the Vatican Consilium on the Liturgy.

- d. Christian Service Committee: This Committee assists in developing, promoting, coordinating and evaluating all parish activities which promote the social mission of the Church through direct service, ecumenical involvement, cooperation with civic and other groups which seek to further justice and peace. This Committee promotes a deeper understanding of the baptismal call to service of the poor. Its ministry is concerned not only with the good of parish members but also extends to those in need beyond parish boundaries.

Re Bob's Comment. I don't think we need subcommittees here. Rather, I see this committee as being made up of folks who represent the various service ministries that Bob identifies (Outreach, Pro-Life, etc.).

VI. MEETINGS

- A. Council meetings shall be held monthly at the call of the Chair. The time and location shall be selected by the Chair. The Chair shall ensure all members are notified of the meetings.
- B. Attendance at regularly scheduled Council meetings is mandatory for all members to allow for consistency and proper handling of business items. Any voting member missing three (3) unexcused absences in a calendar year shall be asked to step down from the Council by the Chair. In this situation or when a vacancy develops because of death, relocation, resignation, etc., a replacement member is selected by the Pastor and Council from those identified as alternates through the discernment process.
- C. All Council meetings require a minimum of five (5) of the elected members to be present to convene an official meeting. Council members may attend and participate in meetings via telephone, provided the facilities are available to permit any Council member attending telephonically to hear the proceedings and be heard by all others in attendance.
- D. A meeting agenda shall be prepared prior to each regular meeting by the Chair and he/she shall ensure each member of the Council receives the agenda at least two (2) days prior to the meeting. Items not on the agenda will be discussed at the Council meetings only after they are presented and approved by the Council members present.
- E. Ex-Officio members and invited guests may discuss any issue on the Council meeting agenda and may submit items for consideration in the same manner as Council members. Parishioners may present matters in writing for the agenda two (2) weeks prior to Council meetings. They may be present at Council meetings to voice their concerns with consent of the Chair and the Pastor.

F. Items ordinarily on a Council agenda would include:

1. Communal prayer;
2. Correction/approval of minutes of previous meeting;
3. Items for information, discussion, action;
4. Reports from each Committee;
5. Reception of written reports with opportunity for questions;
6. Opportunity for proposal of future agenda items by members;
7. Brief evaluation of meeting by members.

VII. AMENDMENTS

- A. Amendments to the By-law may be proposed at any regular meeting and by any member of the Council.
- B. Upon proposal and after deliberation and discussion of any suggested amendment to the by-laws, a two-thirds majority of the council shall pass the proposed amendments to a second reading. All absent members must be duly notified in writing of the proposed amendment. At the second reading, seven affirmative votes of the members of the Council, including written absentee votes, shall be necessary to adopt the proposed amendment. Written absentee votes may be submitted via email, provided that such vote is circulated to all members of the Council by the member casting the vote, the Chair, or the Secretary.
- C. These by-laws and any future amendments hereto shall become effective immediately following their adoption and shall supersede all previous by-laws or amendments thereto.

ACCEPTANCE OF THE ST. PATRICK
PARISH ADVISORY COUNCIL BYLAWS

I. These By-laws have been reviewed by all voting members of the incumbent Council and is approved as the governing document for the Council. The By-laws will become apart of the minutes of the Council meeting at which they are approved.

II. A complete and updated set of the By-laws shall be kept by the Council Secretary.

III. Approved: August 17, 2009
Date

Rev. Josef Vollmer Konig, Pastor

John Little, Chair

Tony Parsons, Vice-Chair

Chris Campbell, Secretary

John Bush

Jenifer Gehrki

Susan Hill

Toni Stroud

Steve Sapp

Jeanne Larsen

Josef Vollmer-Konig

John Little

Tony Parsons

Chris Campbell

John C. Bush

Jenifer Gehrki

Susan Hill

Toni D. Stroud

Steve Sapp

Jeanne Larson