

**ST JOSEPH
PARISH COUNCIL CONSTITUTION**

FEBRUARY 7, 1994
(Last Revision, November 2015)

St. Joseph Parish Council



PREAMBLE

St. Joseph Parish Council is a faith-filled community dedicated to:

- Evangelization
- Stewardship as a way of life
- Fostering a dynamic and welcoming spirit
- Offering inspiring and prayerful worship
- Developing and maintaining quality, lifelong religious education for everyone
- Providing loving service, in the spirit of our patron, to those in need
- Inviting new parishioners to become involved in our church to increase and strengthen the identity of our parish.

To meet this end,

We, the members of St. Joseph Parish, believe that we are a family of disciples centered on the Eucharist with everyone committed to stewardship and evangelization. United in the same Holy Spirit, we recognize that we are unique persons with diverse gifts from God, and that we are to develop these gifts from God, and that we are to develop these gifts to build up the Body of Christ; always faithful to the Gospel and the Magisterium of the Church. We believe that we truly become disciples of the Lord when His word becomes our words; His caring becomes our caring; and His healing becomes our touch. Accepting our responsibility for leadership and stewardship, we join together to form this Parish Council.

ARTICLE I -TITLE

Section A: The name of this body shall be the St. Joseph Parish Council (hereinafter referred to as "Council" or "Parish Council").

ARTICLE II -PURPOSES

Section A: The purposes of the Parish Council shall include:

- 2-1 To proclaim the words of our Lord and to continue the work of teaching His word to all in our parish community.
- 2-2 To advise the Pastor in establishing and evaluating policy.
- 2-3 To be the central communicating, coordinating and advisory body for the parish.
- 2-4 To encourage and call forth the talents and contributions of the members of our parish community, as we practice stewardship as a way of life.
- 2-5 To show by example how the people of God can proclaim the Gospel, serve one another's spiritual and temporal needs.

ARTICLE III -POWERS

- Section A: The Parish Council shall be the central communicating, coordinating and advisory body for the parish.
- Section B: The Parish Council shall serve in a consultative role to the Pastor in formulating and evaluating policy, identifying goals and developing plans to implement policy and goals.
- Section C: The authority of the Parish Council shall be limited by Church law and diocesan policy.
- Section D: When an action of the Parish Council is interpreted by the Pastor to be outside the limits set forth in Article III, Section C, the Parish Council shall reconsider the matter.
- Section E: The Pastor shall have veto power over all recommendations of the Council.
- Section F: To facilitate disclosure and transparency, the Council shall have access to the financial records of the parish (excluding individual parishioner's contributions).

ARTICLE IV - MEMBERSHIP

- Section A: Every baptized and confirmed Catholic of the parish currently registered and at least 18 years of age shall be eligible for membership on the Council, including salaried employees of the parish.
- Section B: Members of the Parish Council shall consist of seven at-large members elected by the parish community, one representative each from the Finance, Pastoral, Building and Grounds, Stewardship Committees, Youth Ministry and two trustees from the parish corporation. The Pastor and Associate Pastors shall be ex-officio voting members.
- Section C: The Finance Committee, the Pastoral Committee, Building and Grounds Committee, and the Stewardship Committee shall each select one of its members as a representative to the Council. These members shall assume their responsibilities as Council members at the February meeting following their selection.
- Section D: Seven at-large members shall be selected for a term of three years. The nomination and selection process shall take place in November each year, with the parish election in January so that new members shall assume their responsibilities as Council members at the February meeting following their election. No more than one member per family unit shall serve on the Council at a given time.
- Section E: Two (2) trustees of the Parish Council shall be selected by the Pastor and approved by the Bishop to serve on the Parish Council.
- Section F: A member of the Parish Council may resign by providing written notification to the Council secretary and to the Pastor. An individual will no longer be a member of the Parish Council if he/she relocates from the parish or is no longer a practicing Catholic as determined by the Pastor.
- Section G: During a Parish Council meeting, a member may be removed for just cause which shall include, but is not limited to, missing three consecutive Council meetings. Removal for just cause shall be by a two-thirds vote of the Council. A member whose removal has been proposed shall be given reasonable notice and an opportunity to respond.
- Section H: Vacancies of at-large members occurring during the term of a Council shall be filled by persons selected by the Pastor with Council approval. While not mandatory, consideration in filling such vacancies may take into account a person or persons who received the next most votes to the individuals elected in the most recent Parish Council election. Vacancies of members selected by those groups set forth in Section C above shall be filled by the respective committees approved by the Pastor. All members selected to fill vacancies shall serve only the unexpired term of the individual replaced.

- Section I: Members selected at-large may serve for one three (3) year term. Upon the expiration of the term, such member(s) is/are not eligible for Council membership until at least one three (3) year term has passed.
- Section J: All members of the Parish Council shall have one vote each. A member with a conflict of interest shall abstain from voting and shall recuse themselves from the meeting during the discussion pertaining to that vote.

ARTICLE V - NOMINATIONS AND SELECTION

- Section A: Every baptized and confirmed Catholic of the parish currently registered and at least 18 years of age shall be for at large membership to the Council.
- Section B: The nomination and selection process shall be conducted in November of each year.
- Section C: The Council president shall select several Council members to serve as a Nominations and Selection Committee. This committee shall accept nominations from eligible parishioners; approach parishioners to accept nominations, encourage self-nominations and coordinate the selection process.

ARTICLE VI -OFFICERS

- Section A: The officers of the Parish Council shall consist of a president, vice-president and secretary. The officers shall be selected by majority vote of the council at its February meeting each year. The term of all Council officers shall be one year. Officers may succeed themselves for an additional term. To be eligible for office, members must have served a minimum of one year on the Parish Council.
- Section B: The president shall preside at all meetings of the Council and shall have authority to call special meetings with the approval of the Pastor.
- Section C: The vice-president shall, in the absence of the president, perform the functions of the president.
- Section D: The secretary shall take "Written minutes of all regular and special meetings of the Council and preserve them in a permanent record. The secretary shall provide a copy of the minutes of the previous meeting to the president and to the Pastor. The secretary shall furnish minutes to the Parish office after each meeting.
- Section E: The president, vice-president, secretary and Pastor shall constitute the Executive Committee.

ARTICLE VII - MEETINGS

- Section A: The Council shall meet monthly, or, as deemed necessary by the Pastor. Regular meetings shall be open to parishioners. The date, time and place for meetings shall be published in the church bulletin prior to the meeting.

- Section B: Two-thirds of Council members shall constitute a quorum.
- Section C: The agenda for each regular meeting shall be determined in advance by the president and the Pastor. The president shall distribute the agenda to Council members prior to the meeting. Parishioners are welcome to attend all regular meetings and comment on agenda items.
- Section D: Robert's Rules of Parliamentary Law and Procedures shall be followed.
- Section E: The Council shall have the right to meet in executive session to address potentially sensitive matters.
- Section F: The secretary shall maintain a minute book. Minutes of meetings other than executive sessions shall be available to parishioners.

ARTICLE VIII - COMMITTEES

- Section A: Standing Committees of the Parish Council shall be the Finance, Pastoral, Building and Grounds, Stewardship Committees and the Faith Formation and Youth Ministry.
- Section B: Each standing committee described in Article VIII, Section A shall provide a report at the regular monthly Council meetings.

ARTICLE IX - AMENDMENTS

- Section A: Proposals to amend the Parish Council Constitution may be submitted in writing by any Council member or by any eligible parish voting member as described in Article V, Section A.
- Section B: Amendments to the Constitution shall be approved by a two-thirds decision of the Council members entitled to vote at a regular Council meeting.

St. Joseph's Catholic Church
Parish Council Annual Calendar

January

Parish Council Elections.

Slate of new Officer candidates.

February

Installation of Parish Council during 11:00 a.m. Mass.

Review Election of Officers.

Explanation of Council's Responsibilities.

March

Presentation of Parish Strategic Plan draft.

April

Approval of Parish Strategic Plan.

Identify what to do here

May

Update on DDP/Stewardship Appeal.

June

Annual Church & School Budgets.

July

Review of the Annual Financial Reports.

(Offsite meeting with fellowship, refreshments and snacks. i.e. Dino's.)

August

No meeting.