

# **ST. JOSEPH'S CHURCH PARISH COUNCIL CONSTITUTION**

## **PREAMBLE**

The mission of the Church is to announce the Good News, to foster Christian growth in the Catholic faith, to be community, to pray, to serve those in need, to teach the truth, to provide leadership. The Parish Council, through its members, must reach out to the wider community to bring to all people the experience of the saving mystery of Christ. This shared responsibility becomes the cornerstone upon which the Parish Council builds.

## **MISSION STATEMENT**

We, the Roman Catholic Faith Community of St. Joseph's Parish, Camillus, NY welcome everyone in the Spirit of the Good News of Jesus Christ through the sacraments, prayer, liturgy, education stewardship and service to all under the guidance of the Holy Spirit. We want our parish to be a place where we all journey to the Kingdom of God and grow in our faith together.

## **PARISH COUNCIL CONSTITUTION**

### **Article I - Name**

The Parish Council of St. Joseph's Church, a Roman Catholic Faith Community, Camillus, NY, shall be called the St. Joseph's Parish Council, herein after referred to as "The Council".

### **Article II - Purpose and Objectives**

Section 1: The Council is the coordinating and unifying structure within the parish community of St. Joseph's. Its purpose is to achieve full participation of the whole parish in its mission by giving everyone in the parish a voice in encouraging, guiding and participating in the various aspects of parish life.

Section 2: The Council shall assist the pastor in his leadership function of organizing, promoting and coordinating the apostolic activities within the parish.

Section 3: The Council shall serve as a permanent, yet flexible, structure for constructive dialogue among the laity, priests and religious of the parish in order to facilitate cooperation within the Christian community and the fulfillment of Christ's saving mission.

Section 4: The Council shall provide leadership, direction, education, resources and encouragement in accordance with the continuing goals of the parish, the diocese and the universal Church.

Section 5: The Council will make every effort to follow closely the various diocesan recommendations and directives. The Council will offer helpful input and feedback to the diocese through diocesan structures.

### **ARTICLE III - Authority and Competence**

The Council is the primary consultative and advisory body in the parish that assists the pastor in the administration of the life and ministry of the parish. It is a sign of unity to the rest of the parish community. It shall operate by consensus. Parliamentary procedure will be followed to assure a fair hearing for all and will be a marked aid to consensus. The pastor is automatically a member of the Council and engages in its discussions. He bears ultimate responsibility for and authority in the parish community. If, in a serious matter, an impasse arises between the pastor and the Council members, the Bishop's office will be consulted for assistance in resolving the difficulty.

## **ARTICLE IV - Membership of the Parish Council**

Section 1: Membership of the Parish Council – Council membership shall include:

1. Pastor
2. Deacon
3. Religious
4. Parish Staff Representative
5. Trustees
6. Youth ministry representatives
7. Twelve at-large members from the parish

Section 2: At-large Members - There will be twelve at-large members. At the appropriate time at-large members shall be elected to serve a three-year term. The process shall be determined by the Nominating Committee.

Section 3: Term - Representatives and committee members, having completed their term, must wait at least one year before seeking another term.

Section 4: Liaison - One Council member shall serve a two-year term as the Diocesan Western Pastoral Council liaison.

Section 5: Youth Ministry - Youth Ministry representatives shall be three in number, two students and one advisor. They shall serve for a two-year term.

## **ARTICLE V- Officers of the Parish Council**

Section 1: Officers - The Officers of the Parish Council shall be president, vice president and secretary. They, along with the Pastor, comprise the Council Executive Committee. Responsibilities of the Council officers include:

President – preside over Parish Council meetings; call special Parish Council meetings as necessary; appoint standing, ad hoc or special Parish Council committees

Vice President – perform the duties of the President in his/her absence; other duties as assigned by the President

Secretary - responsible for the minutes of all regular and special meetings of the Council; prepare and distribute the agenda and minutes to each Council member prior to the next regular meeting; responsible for the care and custody of all official documents and files of the Parish Council.

Section 2: Election of Officers - Parish Council officers shall be elected by the Council for a minimum of one term with the option to be reelected until his/her membership expires. Each shall have the normal duties associated with such office. The officers of the Council will be elected at the Council's June meeting. A vacated officer position shall be filled by nomination and appointment at the Parish Council meeting immediately following the notice of vacancy. Section 2 shall be governed by the Council's Nominating Committee.

Section 3: Council Executive Committee - The Council executive committee (pastor and officers) will prepare the agenda for each Council meeting, making sure the agenda is printed in the parish bulletin prior to each scheduled meeting.

## **ARTICLE VI - Parish Trustees**

The Parish trustees shall be two in number and shall be appointed by the Pastor for terms of two years. They shall assume all trustees' duties as defined in diocesan guidelines. At the direction of the Council, the Trustees, in collaboration with the Pastor, shall prepare parish resolutions for presentation to the Bishop.

## **ARTICLE VII - Committees of the Parish**

Section 1: Committees of the Parish - The committees of the Parish include, but are not limited to:

1. Liturgy
2. Faith Formation
3. Social Ministry
4. Finance
5. Buildings and Grounds
6. Activities
7. Evangelization

Section 2: Liaisons – the Council shall identify one member to serve as a liaison to each parish committee.

Section 3: Committee Reports to the Council – as appropriate or timely, a committee member shall submit a written report to the Council secretary at least seven days prior to a scheduled Council meeting or submit a request to be included on the agenda.

## **ARTICLE VIII - Parish Council Meetings**

Section 1: Meeting Calendar - the Council will convene six regular meetings from June – May annually. These meetings shall be open to the public and properly posted in the parish bulletin.

Section 2: Special Meetings – Special meetings of the Council shall be convened as necessary and at the discretion of the Council president and/or pastor.

Section 3: Quorum – A majority of the Council membership shall constitute a quorum for voting purposes.

Section 4: Privilege of the Floor – Parishioners wishing to address the Council at any regular meeting should contact the Council president in advance of the meeting and state in writing the subject of his/her remarks. The Council president will discuss requests with the Pastor and Council executive committee in advance of granting privilege of the floor. The Council president reserves the right to limit the length of time for each parishioner to make comments and the total time for all said comments.

## **ARTICLE IX - Vacancies in Parish Council Membership**

Vacancies in Council membership may be filled by action of the Council for the unexpired term of such membership.

## **ARTICLE X - Amendments**

Proposed amendments to the Constitution shall be presented one meeting in advance of the meeting when action may be taken. Amendments to this Constitution may be adopted by the Council at any regular or special meeting. The Parish Constitution will be reviewed annually in June for the purpose of identifying any necessary amendments.

Adopted: September 10, 2012

**ST. JOSEPH'S CHURCH  
PARISH COUNCIL BYLAWS**

**ARTICLE I: COMMITTEES**

Parish Council Standing Committees:

**a) Executive**

The Officers of the Parish Council shall be president, vice president and secretary. They, along with the Pastor, comprise the Council Executive Committee.

**b) Nominating**

The Nominating Committee shall consist of three eligible voting members of the Parish Council, none of whom are an officer, plus two non-Council members from the parish community. The Council President and immediate past Nominating Committee Chairperson shall serve on the Nominating Committee ex-officio, without vote. Members of the committee shall be appointed by the Council President with confirmation by the full Parish Council. The term of an appointment to the committee shall be one year.

The Nominating Committee shall (i) identify and recruit prospective Council members, (ii) nominate candidates for membership and officers to be voted upon by the Council at the annual meeting.

The Parish Council membership shall receive notice of the Nominating Committee slate of nominees thirty days prior to the annual meeting. The notice shall also indicate that at the annual meeting, nominations may be made by Council members from the floor for Council members and officers, provided (i) the Nominating Committee chairperson shall be so advised of the proposed nomination(s) in writing at least ten days prior to the annual meeting and (ii) that such nominees shall be registered parishioners and who have given their consent. Any contested office or Council member seat shall be decided by written ballots. Two tellers who shall distribute and count the ballots of Council members in good standing shall be appointed by the President.

Additional standing committees may be created by the Board. A majority of the members of any standing committee shall constitute a quorum.

Ad Hoc Committees:

Ad hoc committees may be appointed from time to time, as necessary. A majority of the members of any ad hoc committee shall constitute a quorum.

Ad hoc committees shall report to the Council and shall be considered disbanded when discharged by the Council President.

**ARTICLE II: PARLIAMENTARY PROCEDURE**

The Council shall appoint a member to serve as parliamentarian at its annual meeting.

The Council shall be governed in its procedure by parliamentary rules and usage as set forth in Roberts' Rules of Order, newly revised.

**ARTICLE III: MEETING ATTENDANCE**

Parish Council members are expected to attend all Council meetings. In the event that a member cannot attend a meeting, s/he should inform the Council President as soon as possible.

Members are expected to attend at least four of the six regular Council meetings.

#### **ARTICLE IV: APPOINTMENT**

Parish Council members will be elected by an affirmative vote of the majority of the Council to a three-year term based on a recommendation from the Nominating Committee.

#### **ARTICLE V: ORIENTATION/MENTORING**

New Parish Council members shall attend an orientation session in advance of the first regular meeting following appointment. The new member will meet with the Council President and Pastor.

#### **ARTICLE VI: RESIGNATION/REMOVAL**

Any Council member may resign by presenting to the Council President a written letter of resignation.

Any Council member may be removed, with or without cause, at any time by the vote of a majority of the members. A Council member will be automatically removed after three consecutive unexcused absences.

#### **ARTICLE VII: VACANCIES**

All vacancies on the Parish Council shall be filled by a majority affirmative vote of the members.

In the event of a vacancy, the Council shall recommend candidates to the members for consideration. A Council member elected to fill a vacancy shall serve for the remaining term of the seat vacated.

#### **ARTICLE VIII: NO COMPENSATION**

No member of the Parish Council shall be entitled to receive any compensation for their service to the Council and the Parish.

#### **ARTICLE IX: AMENDMENT**

At any regular or special Council meeting these bylaws may be amended or repealed by an affirmative vote of a majority of eligible voting Council members.

Parish Council shall be provided a minimum seven day prior written meeting notice and agenda of any regular or special Council meeting at which such proposed action is to be discussed and voted upon.

Adopted: November 12, 2012 & appended to the Parish Council Constitution

Revised: