

OUR LADY OF LOURDES
PARISH COUNCIL
CONSTITUTION AND BY-LAWS

ARTICLE I

NAME

The name of this organization shall be Our Lady of Lourdes Parish Council. Parish Council shall hereby be referred to as Council.

ARTICLE II

PURPOSE

The purpose of Our Lady of Lourdes Parish Council is:

- A) To be a consultative body to the Pastor.
- B) To support and advise committee leadership.
- C) To communicate the activities of individual committees in a central forum.
- D) To communicate the mission of Our Lady of Lourdes to the parish at large.

ARTICLE III

STRUCTURE AND RESPONSIBILITIES

Section 1. The Council shall consist of twelve Representatives selected from the Parish community, following the apostolic tradition. The Parish Business Manager **and another staff member appointed by the Pastor** shall serve as advisors to the Council. Additionally all Parish staff are encouraged to attend at their discretion.

Section 2. The responsibilities of the Council:

- A) The Council shall be the advisory body to the Pastor representing the parish community.
- B) All decision-making power resides with the Pastor.
- C) The Council is responsible for providing oversight of individual committees and ministries through assigned liaisons which provide regular status reports.
- D) Review and approve the annual parish budget.
- E) The Council has the responsibility to reconcile any conflicts between the leadership of the Parish and that of Coordinating Committees and ministries.
- F) Review and approve major capital expenditures greater than \$20,000.

ARTICLE IV

MEMBERSHIP

- Section 1. **ELIGIBILITY:** Any Parish member who regularly attends Mass, is an active participant in Parish stewardship and who has reached the age of eighteen (18) years is eligible for membership as a Parish Council member.
- Section 2. **COUNCIL MEMBERSHIP** shall consist of:
- A) Members selected in accord with Article IX of this Constitution and Bylaws.
- Section 3. **TERMS** of selected members:
- A) Parish Council Members shall be selected for three-year terms effective July 1st of their first year and ending June 30th of their third year. Subject to the selection process outlined in Article IX Council members may serve no more than two (2) consecutive terms.
- Section 4. **ATTENDANCE:**
Membership on the Council requires attendance at all regular meetings of the Council.
- A) Members must notify the Chairperson or Vice Chairperson of intended absence.
 - B) The Pastor and Chairperson may consider the record of anyone missing three (3) meetings within any twelve (12) month period and may at their discretion remove the member from the Council.
- Section 5. **UNEXPIRED TERMS:**
The Council may choose to fill any vacancies by soliciting nominations or expressions of interest from eligible parishioners. The Pastor, along with any chosen delegates, shall select from the eligible nominees. The Council shall be under no obligation to fill any vacancy except at such time that the total number of Council Representatives falls below ten (10) members.

ARTICLE V

OFFICERS

The Chairperson, Vice-Chairperson, and Secretary shall be selected by the entire Parish Council for one (1) year terms. The Chairperson and Vice-Chairperson may serve no more than **three (3)** consecutive one (1) year terms in each position.

A) Chairperson:

1. Shall preside at all meetings of the Parish Council.
2. Shall have the power to appoint and delegate with Council approval.
3. Shall conduct an orientation for newly selected representatives.
4. Shall have other responsibilities as enumerated in these Bylaws.

B) Vice-Chairperson:

1. Shall preside in the absence of the Chairperson.
2. Review Parish Council by-laws during term.

C) Secretary:

1. Shall record and distribute minutes of each Council meeting.
2. Shall coordinate with parish staff to maintain accurate records of names, addresses, contact information, and term duration of all Council members.

ARTICLE VI

MEETINGS

Section 1. SCHEDULING:

- A) Regular meetings of the Council shall be held at least once a month throughout the year.
- B) The time and place of these regular meetings shall be determined in advance and communicated to all Council members.
- C) Council meetings will be open to all members of the parish community who are encouraged to use these meetings to voice comments and concerns about the Parish.

Section 2. AGENDA:

- A) The monthly meeting agenda shall be set by the acting Chairperson and distributed to all Members for review prior to the next meeting.
- B) Any item may be added to the agenda upon request of any Council members or any Parishioner prior to the meeting time.
- C) Regular meeting agendas should include at a minimum:
 1. Call to order, opening prayer, written attendance.
 2. Review of agenda and prior meeting minutes.
 3. Committee and Ministry reports.
 4. Pastor's report.

5. Adjournment and closing prayer.

Section 3. SPECIAL MEETINGS may be called by the Pastor, Chairperson, or at the request of four (4) Council members with a minimum of one (1) week's notice with an agenda consisting of no more than one (1) item.

Section 4. QUORUM: A quorum of 2/3rds of Council Members must be present, either physically or by teleconference (consensus cannot be made by proxy) before conducting a meeting. No Council meeting will be held without the Pastor or his delegate.

Section 5. MINUTES: Actions and activities of the Council and coordinating committee

RESPONSIBILITY OF THE PASTOR

In accordance with the Archdiocesan policy, the Pastor has the sole power to make decisions in all matters concerning the parish.

ARTICLE VIII

PERMANENT COORDINATING COMMITTEES

- Section 1. The Parish achieves its mission through the activities of Coordinating Committees including: Worship, Faith Formation, Pastoral Care, Parish School, Athletic Ministry, **Finance**, Outreach, and Stewardship.
- Section 2. INTERACTION WITH COORDINATING COMMITTEES & MINISTRIES
- A) The Coordinating Committee is a channel through which the Parish committees and/or organizations make request and/or observations known to the Council.
 - B) Parish Council shall assign its members to act as liaisons to each of the Coordinating Committees. These liaisons are responsible for attending committee meetings, communicating Parish Council objectives to the committee, and providing regular status reports on committee activities to Parish Council.
 - C) The Council has the authority to approve the actions of and provide guidance to any Coordinating Committee, with the goal of achieving adherence to the Parish mission.
 - D) Any committee, sub-committee, or organization wishing to initiate a project is to prepare a written proposal for submission to the proper Coordinating Committee. Such proposals may also be reviewed by Parish Council upon the recommendation of committee liaisons.
- Section 3. All Coordinating Committees of the Parish may be asked to report to the Council. The Coordinating Committee Chairperson may also be asked to attend a given Council meeting as the need arises.
- Section 4. No Parish Council member may simultaneously serve as officer of a Coordinating Committee. No person shall simultaneously serve as Chairperson for more than one (1) Coordinating Committee.

ARTICLE IX

PARISH COUNCIL MEMBERS SELECTION

Section 1. Selection Process of Representatives:

- A) Any Parish member who regularly attends Mass, is an active participant in Parish stewardship, and who has reached the age of eighteen (18) years may nominate themselves or others to serve on the Council.
- B) The Council shall determine the number of vacancies to be filled in any given year after first considering those existing Council members eligible for and seeking re-selection. The Council may affirm a second term for any member eligible for and seeking re-selection. The total maximum number of Council members shall be in accord with Article III, Section 1.
- C) The Pastor and/or Parish Council Representatives may extend a personal invitation to any parishioner by asking them to place their name in nomination for positions to be filled.

- Section 2. **Timeline for the Selection Process:**
- A) Five to six weeks prior to the second Sunday in April, a notice and nomination form shall be placed in the church bulletin for two (2) consecutive weeks soliciting nominations from parishioners.
 - B) The next two (2) weeks prior to the submission deadline shall be used for the Parish to prayerfully consider nominations. Parish Council may, at its discretion, offer an informational meeting to prospective nominees.
 - C) On selection Sunday, the Pastor will announce his choices for the new Representatives in the Liturgy, and their names posted in the Bulletin.
 - D) Newly selected Parish Council Representatives shall attend a mandatory orientation meeting in the month of July.
- Section 3. Through the Council Chairperson, the Parish Council Representatives are to review the role and responsibilities of Parish Council through the 'Parish Council Guidelines 'document posted on the Archdiocese of Louisville web site.

ARTICLE X

PARISH COUNCIL OFFICERS SELECTION

- Section 1. **Selection Process and timing for Parish Council Chairperson & Vice-Chairperson:**
- A) Eligible Parish Council member must have no more than one (1) year remaining in current term or be eligible of reselection to a new term.
 - B) Nominations are taken at the April Parish Council meeting.
 - C) Nominees will be asked to verify that they understand the obligations and are interested in position.
 - D) At either the April or May Parish Council meeting, the Pastor will announce his selection of officers for the following year.
- Section 2. **Selection of Parish Council Secretary**
- A) The Secretary shall be appointed annually by the Chairperson.

AMENDMENTS

- Section 1. Amendments to this Constitution and Bylaws may be proposed in writing at any regular meeting of the Parish Council.
- Section 2. Upon proposal, and after study and discussion of a suggested amendment of the constitution, a consensus decision of the Council shall pass the suggested amendment at the next regular meeting of the Council. It shall be submitted to the **Finance** Committee for approval. Upon approval, it will be in immediate effect at the next regular meeting unless otherwise stipulated.