

Saint William Church Parish Council - By Laws
Adopted March 16, 2010

Article 1 **Name**

This organization shall be called Saint William Parish Council.

Article 2 **Purpose**

The purpose of this Council is to respond to the movement of the Spirit in the People of God, to work for a unified mission among its members, and to plan, coordinate, and implement the pastoral goals and vision of the parish and the Church. The Council serves as consultative and advisory group to the Pastor.

Article 3 **Objectives**

The main objective of the Council is to foster, reveal, and spread the Gospel message, life, and values of Christ among the members of the Parish. This objective is accomplished through the following:

- by providing an open, honest and representative forum for full and free discussion of pastoral matters,
- by being true representatives of the People of God,
- by assisting the Pastor in discussing, formulating and recommending policies, directives and guidelines that directly affect the Parish community,
- by planning and implementing pastoral goals and priorities in response to the expressed needs and aspirations of the Parish community,
- by coordinating and fostering the development of Parish ministries and organizations that respond to the Gospel message and values,
- by responding, reviewing, and encouraging the continued call to pastoral stewardship of, time, talent, and treasure.
- by supporting the vision and ministry of the Parish, its members and the Parish Staff.

Article 4 Membership and Terms

The Membership of the Council shall consist of the ex-officio members, parish ministry representatives, at-large members, and appointed members. Terms for all members will commence in September and terminate in June of each year.

--*Ex officio members*: Shall be the Pastor and, at the discretion of the Pastor, members of the Parish Staff

--*Parish Ministry Representatives*: Shall be elected or appointed members from the various Parish ministries and organizations of the Parish. Representatives shall serve 2 year terms and may serve for 2 consecutive terms. After 4 years on the Council, a member is required to be absent from the Council for 1 year before returning.

--*At-Large Members*: Shall come forth from the Parish community through self nomination or by peer nomination. Upon acceptance of the nomination, selection to the Council will be by spiritual discernment. At-Large Members shall serve for 2 year terms. They may be nominated for a total of 2 consecutive terms. After 4 years on the Council, a member is required to be absent from the Council for 1 year before returning.

--*Appointed Members*: The Pastor will have the right to appoint members for a two year term. Appointed members shall not be more than 2 persons at any time. At the end of a term, this person is required to be absent from the Council for 1 year before returning.

Article 5 Council Make-Up

The Parish Council shall consist of not more than 15 members and not less than 10 members at any given time. (Not including ex officio members)

--*Parish Ministry Representatives*: shall not exceed 10 members of the Council.
At present, Ministry Representatives shall include but not be limited to the following committees of the Parish:

Parish Life (formerly Family Life/Evangelization/Social Concerns)
Liturgy
Finance
Women's Guild
Religious Education

--*At-Large Members*: shall not exceed 3 members of the Council.

--*Appointed Members*: shall not exceed 2 members of the Council.

Article 6 Eligibility

In order to be a member of Parish Council, a person must meet the requirement of being a registered, confirmed and active member of Saint William Parish. In addition:

Parish Ministry Representatives: must be regular, active and participating members in the ministry they represent.

At Large Members: must be registered, active and participating members in Parish liturgies and activities.

Appointed Members: must be registered, active and participating members in Parish liturgies and activities.

Article 7 Selection to the Council

Parish Ministry Representatives: In May and/or June of each year, Parish ministries and organizations shall meet to designate a representative. At their meeting, each group, through election, nomination, or discernment shall choose a person to represent this organization on the Council. Ideally, no person shall serve as a representative for more than one ministry or organization. In the event of a resignation or withdrawal of this representative from the Council, the organization/ministry will meet at its earliest convenience to select a successor to finish the term. Those filling a vacancy remain eligible to serve an additional 2 year term.

At-Large Members: In the Spring of each year, notice will be given to the Parish community asking for nominations either by self or peer. Upon completion of the nominating process, an evening of spiritual discernment and prayer will be held in June. Membership will be determined by lot. In the event of a resignation or withdrawal from the Council by an At-Large Member, the vacancy shall be filled by an appointed member chosen by the Pastor for the completion of the term.

Appointed Members: Will be chosen by the Pastor in consultation with the Parish Staff. In the event of a resignation or withdrawal by an appointed member, the Pastor shall fill the vacancy with an appointed member as soon as possible to fill the term.

Article 8 Responsibilities of Members

Membership on the Council requires attendance at all regularly scheduled meetings usually held on the 2nd Tuesday of each month. The calendar shall be determined at the first meeting. Absence from 3 consecutive meetings without excuse can be cause for removal from the Council. Removal from the Council will be called for by the members of the Council in consultation with and upon recommendation to the Pastor.

Article 9 Officers of the Parish Council

The officers of the Parish Council shall be: Chairperson, and Vice-Chairperson. The Pastor will be the Chairperson of the Council. The Vice-Chairperson shall be discerned from the members.

Article 10 Appointment and Duties of Officers of the Parish Council

Appointment of Officers: The Vice-Chairperson shall serve a one year term and will be discerned at the first meeting of the year.

Duties of Chairperson: The duties of the Chairperson shall be:

- to preside at all meetings of the Council
- to direct and implement any special tasks of the Council
- to plan and set the agenda for Council Meetings.

Duties of the Vice-Chairperson: The duties of the Vice-Chairperson shall be:

- to preside at all meetings of the Council in the absence of the Chairperson
- to aid in directing and implementing any special tasks of the Council
- to work with the Chairperson to plan and set the agenda for Council Meetings.

Duties of the Secretary: The duties of the Secretary shall be:

- to keep the minutes of all meetings and proceedings of the Council
- to keep an attendance record of all the members
- to be responsible for all council correspondence

Article 11 Council Meetings and Consensus Model of Decision-Making

Parish Council Meetings: Meetings shall be held monthly from September through June inclusive (excluding December). Dates shall be determined each year, however meetings are usually held on the 2nd Tuesday of each month at 7:00pm.

Order of Meetings: The Order of Meetings shall be:

- Call to Order
- Opening Prayer – Formation
- Roll Call and Approval of Minutes
- Ministry/Organization Reports
- Pastor Report
- Staff Reports
- Old Business
- New Business

Business of the Council: Any business conducted by the Council must take place at a meeting where all members have been notified and a quorum of members are present. A quorum shall be a simple majority of members.

Consensus Model of Decision Making: “Robert’s Rules of Order” shall preside all procedures not outlined in these By-Laws of Parish Council. However, all decisions will be formed as recommendations to the Pastor for implementation using the Consensus Model of Decision-Making

The Council will strive for the greatest degree of consensus on all its recommendations. Consensus is a group process in which each Council member can and should express their opinion on the matter under discussion. The process is characterized by each member of the Council listening carefully to all the other members with an attitude of openness to each member’s unique perspective on the

matter. Consensus is not necessarily total agreement, but it is a decision which everyone can gracefully accept and support. After discussion, a recommendation of consensus will be offered to the Pastor for implementation. The Pastor reserves the right to either accept or reject any recommendations made by the Council. In the event that the Pastor would reject a recommendation made by Council, the Pastor must provide good reason to the Council for the rejection and allow for further discussion.

Article 12: Amendments to By-Laws

Amendments may be made to these By-Laws if adopted by 2/3 majority of the total Council. Any amendments to the By-Laws must be discussed at a Council Meeting, presented in writing and voted on at the next meeting. Review of these By-Laws will take place on a yearly basis by the members of the Council.