

## ARTICLE I

### TITLE: ST. LEO'S PARISH COUNCIL

## ARTICLE II –PURPOSES AND FUNCTIONS:

### A. PURPOSES:

1. The Parish Council is to be a channel through which the insights and concerns of the total parish community can be brought before the Pastor, Parish Staff and Parishioners.
2. The Parish Council is to be a channel through which the parish as a whole is concerned with the forming of a Catholic Christian Community.
3. All Suggestions shall be forwarded to the Council through appointed members. Members should make sufficient study before presenting items to the council.

### B. FUNCTIONS:

#### 1. RESEARCH:

The council will be responsible for the on-going studies of the parish, the community and diocese concerns.

#### 2. CONSULTATION:

The Council will be responsible for:

- A. Regularly reporting their concerns of the parish, community and diocese to the pastor, and
- B. Serving as the agency to which the pastor and his assistants can submit problems and solutions.

#### 3. EDUCATION:

The Council will be responsible for planning and conducting Apostolic and educational programs for all ages - child to elderly in the parish.

#### 4. COMMUNITY REPRESENTATION:

The Council will be open to cooperating with organizations, churches and agencies in the community at large.

ARTICLE III – AUTHORITY:

- A. The Council shall be advisory on all matters of the parish including but not limited to spiritual, financial and educational except where specifically limited by Church law.
- B. The Pastor will have veto power over decisions of the Council. The Council may, by 2/3's vote, have recourse to the Bishop on those matters vetoed by the Pastor.

ARTICLE IV – MEMBERSHIP:

- A. Membership shall consist of the Pastor, nine elected people of the Parish and one member of the Altar Society and one member of the Knights of Columbus who will have voting privileges.
- B. Term of office shall be three years with the right to be appointed for another three year term. Members will be elected on a rotating basis of three members each year thus insuring continuity of membership. Term of office begins at the May meeting. Appointed organizational members will serve during the term of office.

ARTICLE V – VACANCIES:

- A. If a vacancy should occur on the Parish Council the unexpired term of the Parish Council member shall be filled by a nomination and a majority vote of the parish Council until the next election.
- B. Any member consistently missing meetings shall provide a feasible explanation about their willingness to serve on the board.

ARTICLE VI – ELECTION:

- A. **NOMINATION PROCEDURE:**  
Nominations shall be made by members of the entire parish at the weekend Masses on the first Sunday after Easter.
- B. Upon nomination the parish council at the monthly meeting will review those nominated and draw up a slate of nominees.
- C. 1. The slate of candidates shall be notified of their nomination to determine their willingness to serve on the council.  
2. Those accepting the nomination shall take office at the May meeting.

ARTICLE VII – OFFICERS:

- A. The present officers remain in office until new officers are elected.
- B. The voting members of the Council shall select their own officers annually at the May meeting with the office being assumed immediately.
- C. The officers of the Council and their duties:

Chairperson: Whose duties shall be to preside at all meetings, appoint ad-hoc committee members and prepare with the pastor, the meeting agenda when appropriate.

Recording Secretary: Whose duties shall be to keep accurate minutes of all meetings and prepare copies for the bulletin board and for the Council meetings. A summary of the parish council minutes shall be published in the parish bulletin.

#### ARTICLE VIII – MEETINGS:

- A. Regular meeting shall be held the 2<sup>nd</sup> Tuesday of each month at 7:30pm with the Chairperson and Pastor having discretionary power to change the day of the meeting as the need arises. No meetings in July and August.
- B. Special meetings may be called by the Pastor and Chairperson or by at least majority voting members of the Parish Council.
- C. At all meetings of the Council, six of the total voting membership shall constitute a quorum.
- D. A simple majority of those present shall carry the motion unless otherwise specified in the Constitution.

#### ARTICLE IX COMMITTEES:

##### A. STANDING COMMITTEES:

- 1. Spiritual Life and Liturgy
- 2. Social and Apostolic Concerns
- 3. Education
- 4. Administration
- 5. Youth

#### ARTICLE X – AMENDMENTS:

The constitution and By-Laws may be amended by a vote of 2/3's of the total voting membership of the council provided that such amendments have been presented to the members of the Council at the previous meetings of the council.

#### ARTICLE XI – RULES OF ORDER:

The rules contained in Robert's Rules of Order - Revised shall guide this Council.

THE FOLLOWING ARE THE STANDARD PARISH COMMITTEES that are to be established in this parish, when needed, as components of and auxiliary advisory committees to the Parish Pastoral Council. The areas of concern are added.

**SPIRITUAL LIFE AND LITURGY COMMITTEE;**

AREAS OF CONCERN: prayer life, spiritual development, liturgy, retreats, spiritual direction, training of liturgical ministers, liturgical music, scripture study groups, prayer groups, evangelization and vocations.

**SOCIAL AND APOSTOLIC CONCERNS COMMITTEE:**

AREAS OF CONCERN: care for the needy, disadvantaged and handicapped, family enrichment, family counseling and family services, welcoming services, visitation of the sick, hospitalized and homebound, Right to Life, Birthright, emergency needs, peace, justice and economic issues, rural life issues, marriage preparation, programs related to drug and alcohol abuse, legal services and social (community building) activities.

**EDUCATION COMMITTEE:**

AREAS OF CONCERN: Confraternity of Christian Doctrine programs, adult education, special education for handicapped, ministerial training (except liturgical ministers), sacramental preparation (except marriage preparation).

**ADMINISTRATION COMMITTEE:**

AREAS OF CONCERN: parish finances, physical plant, administration concerns, communication, personnel and all legal and financial matters of the parish related to civil law or the diocesan Chancery Office.

**YOUTH COMMITTEE:**

AREAS OF CONCERN: All areas of Youth activities and programs for youth and young singles adults of the parish outside of the formal parish education programs, vix, social, educational and spiritual programs, spiritual formation programs, youth leadership programs, parish total youth programs, youth service programs, retreats, youth ministry training programs, and youth fellowship and support groups.