

# INCARNATE WORD PARISH COUNCIL

## GUIDELINES

### ARTICLE 1

#### PURPOSE AND FUNCTIONS

The Parish Council shall be the apostolic vehicle through which a representative body of the People of God in Incarnate Word Parish in communion with one another, meet to deliberate and decide, in common agreement, those matters for which they are responsible, as a pastoral team for fulfilling our parish mission.

Section 1 To coordinate, encourage and promote every apostolic activity within the parish through which the parish community discharges its common responsibility in the field of making the Gospel known.

Section 2 To assure through its commissions a continuous survey of both spiritual and temporal needs of the individual, the family, the parish, the community and the world, and after setting priorities, to develop and implement programs aimed at meeting these needs.

Section 3 To serve as a permanent flexible structure for constructive dialogue among priests, religious and laity of the parish so that they can work in close cooperation as a truly Christian community in fulfilling Christ's saving mission.

Section 4 To provide leadership, direction, education resources, and encouragement in accordance with the constant and continuing goals of the parish, the Archdiocese and the Universal Church.

Section 5 To cooperate with and to effectively carry out the guidelines and directions given by the Ordinary of the Archdiocese of St. Louis.

Section 6 To determine and attempt to utilize the talents of all members of the parish.

## ARTICLE II

## MEMBERSHIP

- Section 1      The Parish Council shall consist of ex officio members, 12 adult members and one youth representative. All members of the Parish Council shall be voting members.
- Section 2.     The pastor, associate pastor, and deacons are ex officio members of the Parish Council.
- Section 3      All adult members, who are practicing Catholics and are registered with the parish will be eligible for membership on the Parish Council.
- Section 4      All high school aged young people, who are practicing Catholics and who are registered in the parish will be eligible to be the Parish Council youth representative.

ARTICLE III

SELECTION AND TERMS OF OFFICE

- Section 1. A parish selection will be held in September every three years beginning in September of 1995.
- Section 2. Twelve members will be selected at the same time.
- Section 3. These 12 members will serve for three years with a 3 month formation prior to the the 3 years of service.
- Section 4. A high school aged youth of the parish will be selected to serve a one year term.
- Section 5. The executive committee of the Parish Council will consist of the pastor, associate pastor, chairperson, vice chairperson, and secretary.
- Section 6. Vacancies on the Parish Council will not be filled unless the council feels that there are not enough members to carry out their responsibilities. If filling a vacancy does become necessary, the name will be chosen by lot from those who had submitted their names during the selection process.
- Section 7. If a parish council member has more than 3 unexcused absences during a 12 month period, it will be assumed that this member has resigned and his duties will be reassigned. Absences may be excused by notifying any member of the Executive Committee.

## ARTICLE IV

## OFFICERS

- Section 1. Officers of the Parish Council shall consist of chairperson, vice chairperson and secretary. Each officer shall serve for one year.
- Section 2. Election of new officers will take place in January of each year. Each officer must have a majority of the votes cast.
- Section 3. The chairperson shall:
- a. Preside at all Parish Council meetings.
  - b. Preside at all Executive Committee meetings.
  - c. Consult with the Executive Committee and prepare the agenda for all Parish Council meetings.
  - d. Represent the parish community when appropriate.
- Section 4. The vice-chairperson shall:
- a. Preside in the absence of the chairperson
  - b. Be the person to be contacted in regard to compliance with the alcohol policy.
- Section 5. The secretary shall:
- a. Record and report the minutes of each meeting
  - b. Distribute the Guidelines for the Ministry of Parish Councils and the Parish Council Constitution to all members of the Parish Council.
  - c. Shall publish and distribute the meeting agenda and minutes of the previous meeting to all members five days prior to the meeting.
- Section 6. A vacancy in the Parish Council officers shall be filled at the first scheduled meeting after the vacancy occurs.

ARTICLE V

COMMISSION, COMMITTEES AND APPOINTMENTS

- Section 1 The Parish Council shall have the following commissions to carry out the parish mission:
- a. Worship
  - b. Christian Formation
  - c. Christian Service
  - d. Administration and Finance
  - e. Athletic
  - f. ?
- Section 2 A member of Parish Council will be appointed to be in communication with each commission and to assist them in carrying out their mission.
- Section 3 Each commission may establish subcommittees to carry out its objectives.
- Section 4 When requested by the Parish Council Chairperson, a written report of each commission's activities will be submitted to the Council.
- Section 5 Special ad hoc committees may be established from time to time by consensus of the Parish Council membership to meet specific objectives. The chairperson of each ad hoc committee will be appointed by the Executive Committee. The membership of the ad hoc committee will either be appointed at the same time or the ad hoc committee chairperson may appoint the the committee at the direction of the Executive Committee. The Executive Committee will disband the ad hoc committee when the purpose is deemed fulfilled.
- Section 6 The Executive Committee may appoint a delegate and co-delegate to the Deanery Council from the Parish Council Membership.

ARTICLE VI

MEETINGS

- Section 1      The Council will meet on the third Wednesday of each month. The meeting can be cancelled in August if there are no pressing issues to be decided.
  
- Section 2      Special meetings of the Parish Council may be called by the Executive Committee with a minimum of forty-eight (48) hours notice to each member of Parish Council.
  
- Section 3      A majority of the Parish Council members shall be sufficient to transact business at any meeting, regular or special.
  
- Section 4.      The decision making process of the Parish Council will be by consensus.
  
- Section 5.      If consensus cannot be reached, each member of the Parish Council has the right to one vote and the majority shall rule except as otherwise specified in this constitution.
  
- Section 6.      The secretary shall send a copy of the meeting agenda to each member at least five days prior to the meeting.
  
- Section 7      Parish Council meetings are open to all parishioners. Members of the parish community are encouraged to attend and participate.
  
- Section 8      If a non agenda item is brought before the council, the council will listen but need not discuss or respond to the issue at that meeting. It will be put on the agenda for the following months meeting.

ARTICLE VII

NOMINATIONS AND ELECTIONS

- Section 1 A selection committee will be appointed in June of the year prior to the seating of a new council ( June 1998). This committee will facilitate the selection process and conduct the formation sessions for the new council.
- Section 2. In a year when new members are being solicited, during the month of September, a selection committee from the standing council will inform parish members that they have an opportunity to submit their own names in nomination.
- Section 3 During the month of September of a selection year, there will be special prayers at Sunday Masses for the guidance of the Holy Spirit in choosing The Council.
- Section 4 In early October, at a Sunday Mass to which all nominees have been invited, the names of thoses who will serve will be chosen by lot.
- Section5 Each year, in Decemberr, high-school age youth may submit their names in nomination. One representative will be chosen by lot. If the person cannot serve the entire term, a new rep may be selected by lot.
- Section 6 No existing council member may be chosen for a successive term.

ARTICLE VIII

ADOPTION, ADDITIONS AND REVISIONS

Section 1      These guidelines shall be adopted upon approval by 2/3 vote of the Parish Council.

Section 2      These guidelines may be changed as deemed necessary by a 2/3 vote of the Council. The parish must be notified of the change in the bulletin.

ARTICLE IX

ANNUAL REPORT

The Chairperson, in consultation with the Pastor, shall prepare a written report on the state of the Parish relative to the mission statement and present it to the parish in January of each year.