



Parish Council – OUR LADY OF GRACE

BYLAWS

ARTICLE I

NAME

This organization shall be known as the Our Lady of Grace Parish Council. It shall be referred to within these By-Laws as the Council

ARTICLE II

PURPOSE

Section 1. The Council shall serve as an advisory leadership body that provides the Pastor with advice and consultation in establishing a vision and direction for the Parish. The Council will therefore, recommend goals and set priorities and see to their implementation under the direction of the Pastor. The Council shall also use its best efforts to discover and utilize the time, talent and treasure of parishioners for the benefit of the Parish Community.

ARTICLE III

MEMBERSHIP

Section 1. All Candidates for the Council shall be registered members of Our Lady of Grace Catholic Church, and practicing Catholics age sixteen years or older in good standing with the Church. Members of the Council shall not be a parent, child, or cohabitant of any other council member.

Section 2. There shall be up to twelve (12) members of the Council. Six (6) members of the council shall be elected by Parish vote. Six (6) members shall be appointed after approval by the Pastor and vote of the Council. All persons seeking appointed or elected membership to the Council shall complete and submit to the Chair of the Elections Ministry a candidacy application. The candidacy forms shall after approval by the Pastor be prominently placed in both church and Grogan Center, as well as online for at least one month before the election. Elections shall take place during advertised weekend liturgies in November. The election will be by written

ballot. The Election Ministry shall count the ballots and advise the Pastor of the results of the Election. Results of the election and appointments shall be reported to the Parish either by the bulletin or website.

Section 4. Members of the Council elected and appointed shall serve one three-year term, to begin on January 1 and to expire on December 31, unless a shorter term is set at the time of appointment. At the discretion of Council through a majority vote, the length of appointed council members second term may be modified to ensure that the requirements of this section are met with the provision to provide a staggered terms of Council Members.

Section 5. No individual member of the Council shall serve more than two (2) consecutive terms and will not be eligible for re-election or re-appointment for a period of Two (2) years after the end of their recent term.

Section 6. Vacancies on the council may be filled by the President of the Council after a vote of the majority of the Council. A member chosen in such fashion shall fill such vacancy for the remainder of the unexpired term.

Section 7. Any appointed or elected member of the council may be removed for cause, by a simple majority of the Council present at any regular or special meeting of the Council. Written notice shall be given to the member whose removal from the council is sought at least ten days prior to the meeting. A full opportunity to be heard shall be afforded before any member can be removed.

Section 8. Any member who misses three (3) consecutive meeting without being excused by the President or the Pastor will be presumed to have voluntarily resigned. The President shall send a letter to the resigned member thanking him/her for service to the council.

Section 9. The President of the Council and the Pastor shall appoint a Secretary. Said Secretary shall be appointed to a three year term. The Secretary must be eligible as stated in Article II Section One of these by- laws. The Secretary shall serve as non-voting member and at the will of the Council.

Section 10. The President of the Council and the Pastor may appoint former council members to serve as non- voting Senior Advisors because of their expertise to the Council. The former council member must remain eligible to serve as stated in Article II Section One of the bylaws. Senior Advisors shall serve at the leisure of the President and the Pastor.

ARTICLE IV

MEETINGS

Section 1. The Council shall meet at a time to be determined each year by the Council. Meetings shall be held on Parish Grounds. Meetings will start promptly at 6:00 pm. Notice of all meetings and location of the meeting shall be posted in the Parish bulletin two (2) weeks in advance of the meeting and on the Parish web site. The Pastor or Council President may call special meetings at any time for any purpose. Notice for such a meeting shall be given at least

seventy two (72) hours prior to the meeting being held. All attempts will be made to notice the Parish membership of said meeting. However it is understood that due to the need for the special meeting, the meeting will be private and not accessible to Parish members.

Section 2. All meetings of the Council shall be open to any registered member of the Parish, with prior notification to the President or Pastor. Members of the Parish who are not members of the Council may be recognized by the Chair to address a specific agenda item.

Section 3. The agenda for meetings of the Council shall be set by the President in consultation with the executive officers of the Council and the Pastor. Items requested by Council members for inclusion on the agenda for a particular meeting shall be submitted in writing or by electronic mail at least one week in advance of the meeting unless an exception is granted by the Council President.

Section 4. Meetings shall be governed by Roberts Rules of Order (Revised) and these By-Laws

Section 5. A majority of the voting members of the Council constitutes a quorum. Any recommendation by the Council must be approved by a majority of the voting members of the Council. In the event of a deadlock, the Pastor or in his unavailability the Parochial Vicar shall hold the tie-breaking vote.

Section 6. Meetings shall not exceed two (2) hours in length except by proper motion and majority vote.

Section 7. Minutes of meetings of the Council will be approved at the next meeting and, once approved, published for members of the Parish on the website. Bylaws will also be published on the website. Minutes will also be available in hardcopy in the church office. A notice will be posted in the bulletin when minutes are available.

ARTICLE V

EXECUTIVE OFFICERS

Section 1. Officers of the Council shall include a President, a Vice-President and a Secretary. The President and Vice-President shall be elected by majority vote of the Council members at the November Council meeting each year. The President and Vice-President shall take office on January 1. The President shall serve a one-year term and will be limited to three one year terms.

Section 2. The President of the Council shall prepare the agenda for all regular and special meetings of the Council in consultation with the executive officers and the Pastor. The President shall preside at all meetings of the Parish, and perform such other duties as may be assigned by the Pastor or Council. The President is a member of all permanent and Ad Hoc ministries and has the option to attend all meetings.

Section 3. The Vice-President shall perform the duties of the Chairman during the Presidents absence. The Vice-President shall assist in the coordination of ministries as requested by the President. The Vice-President shall also serve as the Parliamentarian of the council and will be

responsible for resolving any questions regarding; parliamentary procedure for the Council, and should have thorough knowledge of the By-Laws, and Roberts Rules of Order.

Section 4. The Secretary shall provide notice of all meetings of the Parish Council, transmitting committee reports to Council members, taking, recording, and transcribing minutes of all Council meetings, publishing minutes of the meetings of the Council, and perform such other duties as may be assigned by the Pastor or the Council.

Section 5. If the President resigns the chair or is no longer able to carry their duties, this office shall be assumed by the Vice-President. The office of the Vice-President shall be filled by a current elected member of the Council with a majority vote of Council members.

ARTICLE VI

MINISTRIES

Section 1. The Council shall institute and maintain standing ministries. The standing ministries shall be accountable to the Council and the Pastor. The standing ministries shall meet for the purpose of identifying the needs of the Parish. Chairpersons of these ministries will be appointed by the President upon consultation with the Council. The following ministries shall be established and maintained by the Council.

Executive Ministry shall consist of the Parish Pastor, Council President, Vice President, Secretary and one council member or one Senior Advisor. The Executive Committee shall act on behalf of the entire Parish Council in the event of unexpected situations requiring immediate action or attention, as directed by the Pastor or Council President. Minutes of this meeting must be kept and any actions taken or discussions of the Executive Ministry must be reported to the next regular meeting of the Parish Council for discussion and ratification.

The Building and Grounds Ministry shall advise the Pastor and Council on the repair and maintenance of Parish buildings and Grounds. The ministry shall evaluate the current and future needs of building and grounds of the Parish and accordingly develop short and long term plans with projected costs. Said plans shall be submitted to the Pastor and Council for approval. Upon approval by the Pastor and Council, implementation will proceed under the direction of the Ministry Chair or Parish Staff when delegated by the Pastor. Routine repair and maintenance matters will not require further approval. For any building and grounds plan estimated to be over \$2,500.00, the ministry shall secure multiple bids in consultation with Finance Ministry prior to submission to the Pastor and Council for final approval. Property and buildings should be checked periodically not only for repair and maintenance but for compliance with fire standards, all property codes, and insurance coverage.

Communications Ministry shall be responsible for developing and coordinating the use of mass communication to educate the Parish Family and local community of Parish events and the ongoing activities of the Parish. This ministry shall also provide suggestions and strategies to the Council and Pastor on the use of modern technology to improve the flow of information to the Parish Family and to the community as a whole. The Communications Ministry shall work closely with the Technology Ministry to ensure the above mission is carried out.

Community Life Ministry shall assist the parish in addressing the social, physical and spiritual issues of the parish and the community that it serves. The ministry shall respond to the needs of the community and will work cooperatively with other churches and social agencies dedicated to alleviating poverty and curing social ills.

Election Ministry shall conduct elections for elected Council seats and secure nominations for appointed seats on the Council. The ministry shall establish its own procedures governing elections and nomination. The ministry shall recruit parishioners whose special gifts and talents would be of benefit to the Council, and or standing ministries.

Finance Ministry shall advise the Council and Pastor on all financial matters. Therefore, this ministry shall review income and expenditures to determine if operating expenditures remain within the budget; to provide quarterly reports of the financial position of the parish; to assist Council, and ministries in projecting needs and funds for operation; to study parish revenue and make recommendations to the Council for maintaining or increasing revenues to meet parish objectives and priorities; to educate parishioners to the need for church support. The Finance Committee will prepare and present to the Council a proposed annual budget for both operating and capital expenditures, based upon goals and objectives determined by the Council, Pastor and through a budget workshop to be conducted by April or May of the New Year. The ministry shall present to the Council each year an annual parish budget for the upcoming year

Hispanic Ministry shall work to establish a direct connection between the Spanish speaking members of the Parish and those whose primary language is English. The Ministry will work with the Council to develop activities that serve to unite the two communities. The Ministry shall inform the Council of all religious and social events.

Liturgy Ministry shall be charged with being an advisor to the Council and the Pastor for all activities associated with public worship. It is the responsibility of this ministry to coordinate the activities of the Eucharistic Ministers, Sacristans, Lectors, Altar Servers, Ushers, Church Environment and Liturgical Music. The Ministry should meet on a regular basis especially prior to changes in the liturgical seasons.

Religious Education Ministry shall be responsible for establishment of policy and objectives for the Religious Education Program. The Ministry shall on a yearly basis with Religious Education Staff assess the overall program, recommend changes, enhancements and assist the Director of Religious Education and staff in implementing all facets of the program. The ministry will also monitor results and make recommendations for further improvements when necessary.

Scholarship Ministry shall award annual scholarships to those youths of the Parish that seek higher education. The ministry shall establish guidelines and procedures that govern the selection of applicants. The ministry shall develop fund raising programs to assist the funding of scholarships.

Social Activities Ministry shall be charged with the responsibility of initiating and organizing parish outings, dinners, and other special events designed to better acquainted. All social activities should be approved by parish office and posted on approved parish calendar

Stewardship Ministry shall monitor and reviews opportunities for parish members to share gifts of time, talent, and treasure. Stewardship Ministry shall review financial contributions and work closely with the Finance Ministry to assess the impact on the current budget. The Stewardship Ministry shall coordinate a parish-wide campaign inviting members to pledge and commit to sharing time, talent, and treasure for the next year. In addition to reviewing gifts of time, talent, and treasure, Stewardship Ministry provides information and opportunities for parish members to make lasting gifts through planned giving to parish operations and endowment funds. Stewardship Ministry shall assist Church staff and the Pastor with coordinating new parishioner registration, periodic new parishioner welcome receptions, and activities to engage the work of and enhance the faith-journey of all members.

Technology Ministry shall provide direction as to the ongoing technology needs and available resources of the parish for the purpose of enhancing the Church ministries. Areas of responsibility shall include the parish web site, social networking, computer hardware & software, networks and audiovisual equipment. The ministry shall explore, evaluate, implement, monitor, and support new and existing technology and, make recommendations to the Pastor and Council regarding technology improvements or changes.

Section 2. The above ministries may be altered as necessary by the Council. The Council may amend the By-Laws to name new ministries, defining its responsibilities and duties, or delete and or combine ministries as necessary.

Section 3. As stated in Article II Section One of these bylaws a parishioner is eligible to be a member of a ministry. The Council President and Pastor shall be ex-officio members of all ministries. Council members may also serve as members or as Chair.

Section 4. In cases of overlapping responsibilities, the Pastor and Council President will decide which ministries has jurisdiction over the situation in question or may request that the ministries share jurisdiction.

Section 5. The Chairperson of the Ministries or Co-Chair of all ministries shall report to the Council the activities of the ministries. Ministries shall submit to the Council President a list of its goals on a yearly basis. The Ministries shall prepare and submit yearly budgets to the Finance Ministry if necessary for the purposes of carrying out their responsibilities. The Council retains the right to request at any time, the intentions of the commission. All ministry reports shall be submitted to the Secretary one week prior to the scheduled Council meeting for review to the Council membership unless the Council President or Pastor grants an exception. No ministry work will be performed during the Parish Council meeting. The Chairperson of a Standing Ministry shall have the authority to form any necessary sub ministries.

Section 6. All Parish Ministries including Ad Hoc Ministries and Organizations fundraising plans and events shall comply with the fundraising policy of this Parish.

ARTICLE VII

AD HOC MINISTRIES

Section 1. For needs of a temporary nature, ad hoc ministries shall be established by the Council President and the Pastor. Such authorization may be sought by electronic mail from a simple majority of the Council or during regularly scheduled meeting of the Council. The Council President and Pastor shall appoint the chairperson of these ad hoc ministries with Council approval, and the chairperson will recommend committee members to the Council. Upon completion of its task, any such committee will be dissolved by the Council.

Section 2. During the time it is in existence, the activities of an ad hoc ministry will be reported by the Chairperson of the ad hoc ministry to the Council.

ARTICLE VIII

AMENDMENTS

Section 1. These Bylaws may be amended, adopted, repealed, or suspended by the vote of a simple majority of the members of the Council and upon the approval of the Pastor in the event of unavailability the Parochial Vicar. All proposed amendments must be submitted in writing, but, prior to any amendment, adoption, repealing or suspension of a by-law there must be one week's notice to individual Council members.

These bylaws were approved by unanimous vote of the Parish Council at the March 5, 2013 meeting repealing the bylaws enacted in 2007 and subsequent amendments to those bylaws in 2008, 2009, 2010 and 2011. Amended September 2013