

Sacred Heart Parish Council

Bylaws

PURPOSE

The purpose of the Parish Council is to serve as a consultative and collaborative body to assist the pastor in continuing the mission of Christ in the parish and community. Aided by the abundance and diversity of the gifts of the laity, the pastor can more clearly and aptly come to decisions regarding both spiritual and temporal matters (Synod Article 9.1.2; cf. *Constitution on the Church*). The pastor's responsibility for all final decisions is seen as a role of service to the parish. The Parish Council is to be its main consultative body, though it shall not be understood as a substitute for the civil corporation of the parish.

MEMBERSHIP

In the election and appointment of such a consultative body, there should be a broad representation of the parish. This body should include men and women, as well as members from different age groups, 18 years or older. Those who are practicing Catholics and registered in Sacred Heart parish are eligible to be elected members.

Ex-officio members of the Council are the pastor, the parish trustees, and the presidents of the Altar Society and the Holy Name Society. Leaders of other parish organizations may also be added as ex-officio members with the approval of the pastor, such as CCD coordinator, Knights of the Holy Eucharist, Knights of Columbus, etc.

At-large members (other than ex-officio) shall be nominated by any member of the parish and shall be elected by the parish members. At-large members shall serve for a term of three years and may be re-elected once. Members who have served two consecutive terms are eligible to serve on the Council again after sitting out for one term.

The size of the Council shall be about 13 members (5 ex-officio and 8 at large) and may be adjusted according to the needs of the parish at the pastor's discretion. Both ex-officio members and at-large members can vote on matters addressed by the Council.

Nominations for Council members shall be taken every three years in October with elections taking place in November.

Meetings shall be held at least four times a year with additional meetings convened as needed.

The Parish Council as a consultative body ceases to exist with the death, resignation, or removal of a pastor. It is the right and duty of the incoming pastor to ratify an existing council or to form a new consultative body.

OFFICERS

The Council shall be presided over by the pastor. It shall also have a moderator and a secretary. The moderator and secretary shall be elected by the council, with the approval of the pastor, and serve for three years and no more than two consecutive terms.

DUTIES OF MODERATOR AND SECRETARY

The Moderator – is a member of all standing committees, assists the pastor with Council duties, and serves as a liaison between the Council members and the pastor.

The Secretary – keeps the minutes of all meetings.

COMMITTEES

Two categories of committees shall be established. *Standing committees* will be concerned with items of continued interest to the Council. *Special committees* will be concerned with items of interest to the Council for a limited period of time.

The standing committees are:

Administration and Finance

This Committee is involved with matters related to financial management, record keeping, generation of financial reports, economy, fundraising, planned giving, and anticipation of future needs.

Education and Spiritual Life

This Committee is involved with Catholic schools, CCD, adult formation, and other matters connected with educational enterprises in the parish. It is also concerned with such things as sacred liturgy; lectors, acolytes and extraordinary ministers of the Eucharist; music; ushers; and church environment, including cleaning, decorating, etc.

Evangelization and Outreach

This Committee is involved both with internal evangelization—that is, preparing all Catholics to be evangelizers and missionaries in their own way and according to their own gifts—and with extending the Catholic faith to our non-Catholic neighbors.