

# St. Charles Borromeo Catholic Church

## Parish Council By-Laws



Revised: 06/10/11

**St. Charles Borromeo Catholic Church  
Parish Council**

**TABLE OF CONTENTS**

**ARTICLE I. THE PURPOSE AND FUNCTIONS.....3**

**ARTICLE II. MEMBERSHIP.....4**

**ARTICLE III. SELECTIONS AND TERMS OF OFFICE .....5**

**ARTICLE IV. OFFICERS.....6**

**ARTICLE V. COMMISSIONS .....8**

**ARTICLE VI. MEETINGS .....9**

**ARTICLE VII. FESTIVAL OF THE MINISTRIES.....11**

**ARTICLE VIII. REPORTS.....12**

**ARTICLE IX. ADDITIONS AND REVISIONS .....13**

**APPENDIX 1: COMMISSIONS OF THE PARISH COUNCIL.....13**

**APPENDIX 2: SUMMARY OF ANNUAL PARISH COUNCIL EVENTS .....15**

## Article I. The Purpose and Functions

The Parish Council shall be a representative body of the Parish family. The Council shall serve as an advisory body to the pastor and support the community aspect of the Parish as it strives to be a sign of Jesus Christ to all. The Council shall meet to deliberate and decide in common agreement matters for which they are responsible - such as worship, spiritual life, education, service, community building - as they affect the Universal Church as witnessed through the parishioners of St. Charles Borromeo.

**Section 1** The Council pledges to coordinate, encourage and promote every apostolic activity within the Parish. This includes, but is not limited to, overseeing (a) the organization, planning and operation of the annual Festival of the Ministries and (b) the nomination process and election of Parish Council members.

**Section 2** The Council pledges to review the needs of the Parish and the community, and to implement programs aimed at meeting those needs.

**Section 3** The Council pledges to establish dialogue among clergy, religious and laity working in cooperation for the betterment of the Parish.

**Section 4** The Council pledges to provide leadership and encouragement in accordance with the goals of the Parish and the Universal Church.

**Section 5** The Council pledges to cooperate with and to effectively carry out the guidelines and directions given by the Archbishop.

**Section 6** The Council pledges to make the best use of the talents of all the members of the Parish.

## Article II. Membership

- Section 1** The Parish Council shall consist of twelve selected adult members, plus 2-3 Latino members, the pastor, associate pastor(s), and deacon(s); all are voting members of the council. Youth may also be members of the Parish Council as described in Section 4 below.
- Section 2** The school Principal, DRE (Director of Religious Education), the Pastoral Associate for Hispanic Ministry, and the Youth Director are all welcome to attend any council meetings but are expected to attend at least one meeting each year.
- Section 3** Selectees to the Parish Council must be at least eighteen (18) years old and active in the Parish to be eligible for adult membership on the Council.
- Section 4** All active members of the Parish who will be entering grades nine (9) through twelve (12) at the time of the Council selections are eligible to hold office as youth representatives.

## Article III. Selections and Terms of Office

**Section 1** Selections to the Parish Council shall be held every 3 years. Timeline for selection of new members may vary at the discretion of the current council. The following is an example of the timeline and process:

- April – Collection of names
- May – Discernment meeting
- June – Selection of names to the new Parish Council
- June– First meeting for the new Parish Council
- July is an off month for parish council)
- August – Transition to new council

**Section 2** The term of office of all adult members shall be three (3) years except in the case of a vacancy as described in Section 5 below.

**Section 3** Transitions – During the first 1-2 months of the new Parish Council, the three ex officio officers of the former Parish Council will continue to be a part of the new Parish Council to help transition work to the new members.

**Section 4** One or two youth representatives can be selected at the same time as the adult members of the Parish Council.

**Section 5** Should a vacancy in a selected position occur before the expiration of that Council member's term of office, the members of the Parish Council may fill the vacant term through discernment. Council members shall choose from the group of parishioners who were nominated but did not gain a spot on the Council in the immediately previous election. The new member's term shall expire concurrent with all other members' 3 year terms.

## Article IV. Officers

**Section 1** The members of the new Council shall elect a chairperson, vice chairperson and secretary from among their membership. A quorum is required for a vote. A simple majority of the members present is required for election.

**Section 2** Chairperson Responsibilities

The chairperson shall:

- a) preside at the Council meetings,
- b) provide the Guidelines of the Parish Council to all new members,
- c) oversee organization and planning of the annual Festival of the Ministries,
- d) oversee organization and planning of all Parish Council meetings, including setting the agenda with input from other Council members, and
- e) appoint Council members to commissions (with the advice of the Pastor).

**Section 3** Vice Chairperson Responsibilities

The vice chairperson shall:

- a) preside at Council meetings in the absence of the chairperson,
- b) lead research efforts required to resolve parish council issues, and
- c) assist in the planning of all Parish Council meetings.

**Section 4** Secretary Responsibilities

The secretary shall:

- a) record the minutes of each meeting and distribute them to the Council membership and to the Parish secretary for distribution to all parishioners within two weeks following each meeting,
- b) be responsible for all Parish Council publicity and public relations,
- c) maintain an official copy of the Council minutes and Guidelines at the rectory / Parish office,
- d) monitor and address all correspondences that enter the Parish Council email INBOX, and
- e) coordinate all information and updates to the Parish

Council page of the Parish website with the website coordinator.

**Section 5** In the event a Parish Council officer has not been able to meet his/her duties (for example, 3 consecutive unexcused absences from meetings) Council members may choose to replace him/her by electing a new officer for the remainder of the term.

## Article V. Commissions

The Parish Council shall form the following standing commissions, which shall serve as umbrellas under which all Parish organizations and groups operate and which shall assist the Council in its duties:

1. Worship and Spiritual Life
2. Education
3. Outreach
4. Community Building
5. Administration

Commission reports will be presented to the Parish Council on a rotational basis as follows:

<u>Month</u>	<u>Commission Report</u>
December	Worship and Spiritual Life
January	Education
February	Outreach
March	Community Building
April	Administration
May...ongoing	Begin rotation again with Worship and Spiritual Life

In addition, a written report will be produced annually to be included in the Parish Council Annual Report (see Article VIII).



## Article VI. Meetings

- Section 1** The Parish Council shall meet a minimum of 11 times a year, always on the second Monday of the month unless a conflict within the Parish requires a change. A meeting shall be scheduled for every month except July barring special circumstances that require a meeting that month as well.
- Section 2** One Council meeting annually shall be a retreat or day of recollection for Council members.
- Section 3** The chairperson and/or the Pastor may call special meetings of the Parish Council. Members must receive at least forty-eight (48) hours notice.
- Section 5** Decisions of the Parish Council should be reached by consensus. If a consensus cannot be reached, each adult member of the Council has one vote.
- Section 6** More than 50% of the Parish Council members shall constitute a quorum at any meeting.
- Section 7** The chairperson shall send out the proposed agenda for the upcoming Parish Council meeting at least 3 days before the meeting. All members of the Parish Council are encouraged to submit agenda items to the chairperson. All parishioners are encouraged to submit matters for the agenda to any Parish Council member. All parishioners are welcome to attend the *Public Forum* of any Parish Council meeting with at least one week prior notification to the Pastor or the Parish Council chairperson.
- Section 8** The order of business for a general meeting shall include, but is not limited to, the following:
1. Scripture sharing / life sharing
  2. Opening prayer
  3. Attendance

**St. Charles Borromeo Catholic Church  
Parish Council**

4. Approval of Minutes
5. Public Forum
6. Reports
7. Old Business
8. New Business
9. Action Item Review
10. Closing prayer

**Section 9** As discerned necessary by the Parish Council, an annual general assembly meeting should be held at a time determined by the Council. Parishioners shall be encouraged to attend and participate in the open-forum, town hall-style meeting.

## **Article VII. Festival of the Ministries**

The Parish Council shall be responsible for the planning, organization and presentation of this annual event which provides an opportunity for each Parish organization and group to inform others about their activities and enlist new members/assistance. The Festival will be held on Stewardship Sunday, after all Masses on a designated weekend. The Council will form a Festival of Ministries Committee that will contact all organizations/groups and plan a festive atmosphere to help attract parishioners. Activities and a theme are encouraged.

## **Article VIII. Reports**

### **Section 1 Parish Council Meetings**

Minutes of the Parish Council meetings shall be made available to the parishioners on a regular basis. In addition, the secretary will make each month's meeting minutes available on the parish council section of the parish internet website.

### **Section 2 Annual Reports**

The Parish Council shall prepare an annual report each year that highlights activities and accomplishments of the council from the previous year. The annual report shall be prepared and made available coinciding with the recognized fiscal year (i.e. 7/1 – 6/30).

## Article IX. Additions and Revisions

Additions and revisions to these Guidelines may be adopted at the meeting following the initial presentation to the Parish Council.

### Appendix 1: Commissions of the Parish Council (includes current ministry lead/contact person)

#### Worship

##### *Choirs*

- Adult- Pat Johnston
- Children's-Beth Duello
- High School-Beth Duello
- Resurrection-Dolly Johannesman
- Hispanic-Juan Saldana
- Contemporary-Lisa Delicath

Cantors-Pat Johnston/Mary Kutchback

Eucharistic ministers-Carol Faubert

Lectors-Carol Faubert

Gift Bearers-Carol Faubert

Greeters-Carol Faubert

Servers-Fr. Don

Ushers-Jim Schoonover

Art and Environment-Pat Staley

Communion Ministers to the Homebound-Fr John

#### Spiritual Life

##### Prayer Community

- Scripture Groups-Suzanne and Gene Carroll
- Eucharistic Adoration-Carol Pappas
- Prayer Tree- /Dolly Johannesman
- CRHP- Scot McCullough

#### Education

RCIA- Becca McCullough

Vacation Bible School-Becca McCullough

Preschool-Becca McCullough

Baptismal Preparation-Fr.John

Liturgy of the Word for Children-Becca McCullough

Help a Student-Harriet Pallardy

Home and School-Tim Johnson

School Board-Chip Crow

Scrip Committee-Joan

Gallagher/Bev Lewis

Market Day-Joanie Ohlms

Engaged Couple Preparation-

Fr.Don/Fr. John

School/School Volunteers-Ann

Hoffman

PSR/Catechists-Becca

McCullough

Quincenero-Fr. Don

Catechesis-Sr.Raquel

#### Administration

Budget/Finance-

Hank Pieper

Annual Catholic Appeal-

Dale Gerstekorn

Maintenance-Jim Flanagan

#### Stewardship

Festival of Ministries

#### Community Building

Ladies Sodality-Barb Bott

Parish Picnic-Castiglione/Norviel

Dinner Auction –George Black

Trivia Night-

Fish Fries-Bob Palmer

Golf Tournament-Sharon Hensley

Quilters-Frankie Takjowski

Hispanic Ministry-Sr. Raquel

**St. Charles Borromeo Catholic Church  
Parish Council**

**Outreach/Social Concerns**

Pro-Life Committee-Sandy Boschert  
Soup Kitchen-Diane Prinster  
Meal-A-Month-Pat or John Walendy  
Health Ministry-Cindy Cook  
St. Vincent de Paul Society-Tom Schneider  
St. Patrick's casseroles-Mary Dean Glosier  
Funeral luncheons-Kay Powers  
Meals-in-Crisis-Barb Borgmeyer  
Giving Tree-St. Vincent DePaul Society

Blood Donor program-Barb Bott  
Social Concerns- Peggy Rice  
Borromeo Employment Network (B.E.N.)-  
Fred and Cindy Haehnel

**Youth**

Scouts-Bob Baronovic  
Cub Scouts- Dee Barteau  
Girl Scouts-Karen Crow  
Athletic Association-Tom Burke  
Youth Ministry-Ed Pla

## Appendix 2: Summary of Annual Parish Council Events

<u>Month</u>	<u>Event(s)</u>	<u>Reference</u>
June	<ul style="list-style-type: none"> <li>• General Meeting</li> <li>• Council to elect Chair, Vice Chair, and Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> <li>• IV, 1</li> </ul>
July	<ul style="list-style-type: none"> <li>• No Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 1</li> </ul>
August	<ul style="list-style-type: none"> <li>• General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
September	<ul style="list-style-type: none"> <li>• General and Topic Focused Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
October	<ul style="list-style-type: none"> <li>• General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
November	<ul style="list-style-type: none"> <li>• General and Topic Focused Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
December	<ul style="list-style-type: none"> <li>• General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
January	<ul style="list-style-type: none"> <li>• General and Topic Focused Meeting</li> <li>• Recommend that January meeting be scheduled as a retreat or day of recollection</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> <li>• VI, 3</li> </ul>
February	<ul style="list-style-type: none"> <li>• General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
March	<ul style="list-style-type: none"> <li>• General and Topic Focused Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
April	<ul style="list-style-type: none"> <li>• General Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
May	<ul style="list-style-type: none"> <li>• General and Topic Focused Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• VI, 2</li> </ul>
Annually	<ul style="list-style-type: none"> <li>• General elections to occur on Stewardship Sunday (September)</li> <li>• 60 days prior to general elections – Nominations for general elections</li> <li>• 30 days prior to general elections – Parish Council officers meet with nominees</li> <li>• At least one meeting with reps from each organization that fall under the area of one of the Commissions</li> <li>• Stewardship Sunday/Festival of the Ministries</li> </ul>	<ul style="list-style-type: none"> <li>• III, 1</li> <li>• VII, 1</li> <li>• VII, 1</li> <li>• V, 3</li> <li>• VIII</li> </ul>