

**BY-LAWS OF THE PARISH COUNCIL**

**The Catholic Parish of St. John the Baptist**

**Edmond, Oklahoma**

**APPROVED BY PARISH COUNCIL**

**EFFECTIVE - April 24, 2014**

## PREAMBLE

We have united to reform our Parish Council according to the spirit of Vatican II.

The PARISH is a local community of people who, associated with the Archbishop through his pastoral representatives, profess an explicit faith in Baptism and celebrate it in the Eucharist. For these people, Jesus has brought the ultimate meaning to history and to the world. His death and resurrection is the key event that has brought about a new creation. Belief in Jesus alive today forms the Parish into a community of people with vision and hope for bringing about "a new heaven and a new Earth."

The COUNCIL is an advisory forum designed to bring together the different ministries of the people of God. It is the focal point of co-responsibility where the special gifts and talents of the community may be utilized for the common good. It is the focal point of communication where Parish representatives will provide guidance in a manner of loving service, where different roles of ministry can dialogue, and where the charisms of the people of God can be employed for the common welfare of all.

## BY-LAWS OF THE PARISH COUNCIL OF THE CATHOLIC PARISH OF ST. JOHN THE BAPTIST EDMOND, OKLAHOMA

### ARTICLE I NAME OF COUNCIL

Section 1 The name of this organization shall be ST. JOHN THE BAPTIST PARISH COUNCIL, hereinafter referred to as the Parish Council or the Council.

### ARTICLE II COUNCIL PURPOSE

Section 1 This Council shall serve the Pastor in a consultative capacity only and is governed by norms established by the diocesan bishop (Canon 536).

Section 2 The purpose of this Parish Council shall be to develop and promote worship, formation, outreach, stewardship and community life and administration. This includes making recommendations on various aspects of Parish life, initiating programs, forming policies, and providing vision for the continued growth and development of the Parish community.

a) The Council shall maintain an awareness of what is taking place in the larger Church.

- b) The Council shall promote clarity, communication, action, and accountability in all aspects of Parish life.
- c) The scope of the Parish Council shall include but not be limited to strategy, impact, and feedback to the Pastor in support of Parish organizational structure and resource allocation.
- d) The Council shall encourage communication, mutual assistance and collaboration in the implementation of the programs, various organizations, ministries and committees in Parish life.
- e) It is the responsibility of the Pastor and Parish Council to see that appropriate in-service and preparation is given to develop leadership within the Parish.

**ARTICLE III PROCEDURE**

**Section 1** Robert's Rules of Order shall be the parliamentary reference for the Parish Council.

**Section 2** At the sole discretion of the Pastor and Council Chair a major proposal may be presented at one meeting and the decision made at a subsequent meeting. Council members who miss a meeting are required to review minutes and proposals in order to be prepared for any decisions at a subsequent meeting.

**Section 3** The ordinary means of approval or disapproval by the Council shall be by consensus. If consensus cannot be reached, a vote will be taken.

**Section 4** An affirmative vote of two-thirds (2/3) of a quorum in attendance shall be required to carry a motion or resolution, unless otherwise stated. Two-thirds (2/3) of the total voting members of the Council shall constitute a quorum.

**Section 5** Upon appointment of any new Pastor, Associate Pastor, or upon election or appointment of new Council Members, it is the responsibility of the Executive Committee to provide a special orientation meeting for new members to review and explain in detail the By-laws and all other information pertinent to the Parish Council.

**PASTOR'S RATIFICATION**

**Section 6** Recommendations of the Parish Council, when ratified by the Pastor, shall become the decision of the Parish. The Pastor must inform the Council of his ratification or continuance for further study within thirty (30) days.

## ARTICLE IV MEMBERS

### ELECTION PROCEDURES

- Section 1** Parish Council shall consist of two (2) persons elected by the Worship, Outreach, Stewardship & Community Life and Formation Pillar Boards. Representation from the Administration Pillar shall consist of the Finance Board Chair, Property Board Chair and a member from the Communications Committee. To ensure greater integration between the Parish and School, the School Advisory Chair shall serve as an additional member of the Parish Council. The Chair and Vice Chair of the Pillar Boards may not be elected to the Parish Council. If additional ministries are added to any Pillar, it is the responsibility of the Staff Resource Leaders along with the Parish Council representatives of each Pillar, to ensure communication is circulated to all ministries within their Pillar.
- Section 2** Terms of office shall be for three (3) years. The only exceptions to this are for the Finance Board Chair, Property Board Chair and School Advisory Council Chair - as their by-laws require them to serve one-year terms as Chair. Members are limited to one (1) three (3) year term. Terms begin July 1 and end June 30. Initially terms must be staggered so that the terms of 1/3 of the elected Council Members shall end each year. This will provide for continuity on the Council.
- Section 3** Council Members should be in the communion of faith and life of the Roman Catholic Church. No employee of the Parish or school staff may be on the Parish Council, Pillar Board, or Standing Board. Immediate family members of Parish staff may not serve on the Parish Council or a Standing Board. Immediate family of school staff may serve on the Parish Council, a Standing Board, or Pillar Board. The Pastor has the discretion to override limitations stated within this section.

### PARISH COUNCIL AND BOARD ELECTED MEMBERSHIP

- Section 1** Elected members must be eighteen (18) years of age or older.
- Section 2** The number of elected voting Parish Council Members shall be twelve (12): two members from the Worship, Outreach, Stewardship & Community Life and Formation Pillars plus three members from the Administrative Pillar (a representative from the Communications Committee and the Chairs of the Finance and Property Boards) plus the School Advisory Council Chair.
- Section 3** The number of Parish Council Members may be altered by consensus of the Council present at any regular or special meeting of the Council.
- Section 4** Members of the Pillar Boards will be selected from the ministries within the Pillar.

- Section 5** Spouses serving in different ministries within the same Pillar may serve on the Pillar Board and each is entitled a vote. Spouses serving in the same ministry may serve on the Pillar Board but will share a vote.
- Section 6** Spouses may serve on different Pillar Boards and the Parish Council. They will each be entitled to a vote. Spouses serving on the same Pillar Board may not serve on the Parish Council together.
- Section 7** A vacancy in any position on the Parish Council shall be filled in the same manner in which the position was originally filled; that is, an elected member shall be replaced by an elected member from the appropriate Pillar Board and an appointed member by the Pastor through appointment. A partial term shall be no more than two (2) years.
- Section 8** Any Parish Council Member missing three (3) consecutive regular meetings without excuse shall be removed automatically from the Council. To receive an excused absence contact with the Parish Secretary should be made prior to the meeting. Formal notice of removal from the Parish Council shall be made by letter from the Executive Committee of the Parish Council.

#### **SPECIAL MEMBERS**

- Section 9** The Pastor shall be an ex-officio member of the Parish Council. His membership shall not be included in determining the numerical make-up of the Council. He shall be a non-voting member, but shall have the power to reject the recommendations of the Council.
- Section 10** The Associate Pastor(s) and permanent Deacon(s) shall be ex-officio members of the Council. Their membership shall not be included in determining the numerical make-up of the Council. They shall be non-voting members.

#### **RECOURSE TO THE PASTOR'S VETO**

- Section 11** The Parish Council, by a two-thirds (2/3) secret ballot vote of the entire Council may have recourse to the Archbishop or his delegate on those matters rejected by the Pastor.

#### **APPOINTED MEMBERS**

- Section 12** The Pastor may appoint up to two (2) members to the Council in order to add expertise or balance to the elected Council. The Pastor's appointees shall be included in determining the numerical make-up of the Council and they shall be voting members. Appointed members shall serve for a period of three (3) years, or during the tenure of the Pastor, whichever is less.
- Section 13** The Parish Council, after consultation with the Pastor, may appoint Youth Delegate(s) to the Council. Youth Delegate(s) shall not be included in determining the numerical

make-up of the Council and shall not be voting members. The Youth Delegate may serve for up to three (3) one (1) year terms.

#### **PARISH RECORDS**

**Section 14** The Parish Council shall have the duty and responsibility to review periodic financial reports.

**Section 15** The Parish Council shall have the duty and responsibility to provide recommendations to the Pastor on the annual budget.

#### **ARTICLE V OFFICERS**

**Section 1** The Pastor is President of the Parish Council. He shall have the right to call and preside at meetings, to determine the agenda in consultation with the Executive Committee, to accept or reject the results of the Council's deliberations and to promulgate decisions.

**Section 2** The officers of the Parish Council shall be the President, the Chairperson, the Vice-Chairperson and the Secretary. These officers shall serve as the Executive Committee of the Parish Council. The officers other than the President shall be elected from among the members of the Council for a term of one (1) year beginning in July of each year, or until their successors have been elected. No member shall hold more than one office or be re-elected to the same office for more than two (2) consecutive terms. Each member of the Parish Council shall have voting rights with the exception of Pastor, Associate Pastor(s), Deacon(s) and Youth Delegates.

**Section 3** The Chairperson shall chair meetings of the Parish Council at the will of the President; he/she shall be the Chief Executive Officer of the Council and shall have the duties prescribed for this office by the parliamentary authority and by such standing rules as the Council shall adopt.

**Section 4** The Vice-Chairperson shall preside in the Chairperson's absence. The Secretary shall secure a non-council member to keep the minutes of the proceedings of all meetings and shall see that those minutes are prepared for distribution to the Council Members prior to the next scheduled meeting. The Executive Committee shall also make quarterly reports in the Parish bulletin or newsletter summarizing major Parish business.

**Section 5** When a vacancy occurs among the elected officers of the Parish Council, the Council shall elect a successor to complete the unexpired term.

#### **ARTICLE VI MEETINGS**

**Section 1** Unless otherwise agreed upon by the Council, all meetings shall be held in the Parish facilities.

- Section 2** Unless otherwise agreed upon by the Council, all meetings, with the exception of Executive Committee meetings, shall be open to all Parish members and their families. Only Parish members in good standing may speak at the Council meetings. Prior approval of the Executive Committee must be received prior to a non-Council Member speaking at a Council meeting.
- Section 3** Regular meetings of the Parish Council shall be held at least once a month, unless otherwise agreed upon by the Council.
- Section 4** Executive meetings of the Council, wherein only members of the Council may attend, may be held for cause. Special meetings, including emergency meetings of the Council may be called by a majority of the entire Council, the Pastor or the Chairperson of the Council. All members of the Council must be notified at least twenty-four (24) hours in advance of such meetings.
- Section 5** Qualified Parish members may submit items for the agenda by contacting the Parish Secretary, or one of the elected officers, no later than one (1) week prior to the Council meeting. The Council Chairperson, with the advice and counsel of the Pastor, shall prepare the agenda.
- Section 6** The written agenda and all supporting documents must be received by Council members no later than three (3) days before the regular meetings.
- Section 7** The minutes of all meetings of the Parish Council shall be approved by the Council, published in some manner and archived. Upon request all members of the Parish shall have access to the regular meeting minutes. No access will be given to executive session minutes.
- Section 8** Standing and Pillar Boards should meet at least quarterly.

## **ARTICLE VII BOARDS**

- Section 1** The Boards of the Parish shall be as follows:
- Standing Boards:**
    - Finance
    - Property
    - School Advisory Council
  
  - Pillar Boards:**
    - Worship
    - Formation
    - Outreach
    - Stewardship and Community Life
    - Administration

- Section 2** The purpose of the Standing Boards is to assist the Pastor in providing appropriate stewardship of Parish assets.
- 2.1a The Finance Board must exist in accord with Church Law (Canon 537). It shall consist of the Pastor and no fewer than six (6) persons appointed by the Pastor. The Pastor has the duty of approving the annual budget for the Parish, having the recommendation of the Finance Board and the Parish Council. In accord with present Church Law, the Parish Council is not the Parish Finance Board. These two (2) entities are distinct; however, the Pastor is free to appoint any member of the Parish Council to the Finance Board if he so chooses.
  - 2.1b The Property Board shall exist at the discretion of the Pastor, to review and recommend current and future property development in fulfilling the needs of the Parish.
  - 2.1c The School Advisory Council shall exist at the discretion of the Pastor in accordance with the policies of the Archdiocese of Oklahoma City. Members of the School Advisory Council shall offer advice and make recommendations to the Pastor and School Principal on matters relating to the school.
  - 2.1d Each Standing Board shall develop and maintain a charter to be approved by the Pastor.

- Section 2.2** The purpose of the Pillar Board is to develop and promote the vision and mission of their ministries. To accomplish this purpose, the Boards make recommendations to the Parish Council which will communicate clearly the intent of proposed actions and provide a means for accountability for the work of the ministries. Each Pillar Board has the charge of developing leadership within their ministries.
- a) Each Pillar Board is to develop their own vision and mission statements which clearly reflect the ministries within the Pillar.
  - b) Each ministry within a Pillar Board shall develop their own vision and mission statements which reflect its ministry. These vision and mission statements shall be submitted to its Pillar Board for approval.

**Section 3** In order to provide transparency it is important for Parish Council Members who are members of either a Standing Board or a Pillar Board to communicate Parish Council decisions to their Board Members so that action may be taken and accountability to the Parish attained.

**Section 4** Members of Pillar Boards are appointed by the Pastor from the ministries within the Pillar for a maximum of one (1) three (3) year term. Nominations for appointment may come from the Pastor, the Boards, Ministries, Parish staff, the Parish Council and/or any Parishioner. No person is to hold membership on more than one Pillar



Board at a time. Nominations for the Finance and Property Boards, as well as the School Advisory Council are to come in a similar manner.

**Section 5** The Chair and Vice Chair of each Pillar Board shall be nominated and elected by the Board. The terms of the Chair and Vice Chair shall be for one (1) year. The Vice Chair is to succeed the Chair.

**Section 6** Unless otherwise ordered by the Pillar Boards, all regular and special meetings shall be open to all Parish members and their families. Only Parish members in good standing may speak at a Board meeting. Others shall be heard if their presentation is approved by a majority of the Board present.

**Section 7** Executive meetings of Pillar Boards may be held for cause. A designated Parish Council Representative other than the Pastor, appointed by the Chairperson of the Council and approved by the Council, shall be able to attend the Executive meetings of any and all Boards.

#### **BOARD PROCEDURES**

**Section 8** The following are the procedures to be followed by Standing and Pillar Boards:

a) Robert's Rules of Order shall be the parliamentary reference for the Standing and the Pillar Boards.

The ordinary means of approval or disapproval by the Boards shall be by consensus. If consensus cannot be reached, a vote must be taken.

b) An affirmative vote of two-thirds (2/3) of a quorum in attendance shall be required to carry a motion or resolution, unless otherwise stated. Two-thirds (2/3) of the total voting members of a Board shall constitute a quorum.

c) Upon appointment to a Standing or Pillar Board, new Board Members shall be provided a special orientation meeting to review and explain in detail the By-laws and all other information pertinent to the Board. It shall be the responsibility of the Executive Committee of the Board to provide new member orientation.

#### **Section 10 BOARD MEETINGS**

a) Unless otherwise agreed upon by the Board, all meetings shall be held in the Parish facilities.

b) Unless otherwise agreed upon by a Board, all meetings, with the exception of Executive Committee meetings, shall be open to all Parish members and their families. Only Parish members in good standing may speak at a Board meeting. Others shall be heard if their presentation is approved by a consensus of the Board.

