

**Holy Family Parish**

**Eudora, Kansas**

**By-laws**

**for**

**Parish Pastoral Council**

**and**

**Parish Finance Council**

**In supplementation of the Archdiocese's**

**Parish Administrative Handbook**

**and**

**Parish Finance Council Guide**

## ***INTRODUCTION***

### ***Definition of a Parish***

A *parish* is a definite community of the Christian faithful established on a stable basis within a particular church; the pastoral care of the parish is entrusted to a Pastor as its own shepherd

under the authority of the diocesan Bishop. It is the place where all the faithful can be gathered together for the celebration of the Eucharist. The parish initiates the Christian people into the ordinary expression of the liturgical life: it gathers them together in this celebration; it teaches Christ's saving doctrine; it practices the charity of the Lord in good works and brotherly love. (*Catechism, 2179*)

### **Definition of a Pastor**

The Pastor is a priest or moral person upon whom a parish is conferred in his own right with the care of souls to be exercised under the authority of the Ordinary of the place. (*Canon Law, no. 451*)

## ***BY-LAWS***

### ***For Parish Pastoral Council***

#### **DEFINITION OF A PARISH PASTORAL COUNCIL**

The Parish Pastoral Council forms with the Pastor a leadership group of the parish which is broadly representative of parish membership. Through the Parish Pastoral Council the Catholic laity along with those who share in the pastoral care of the parish in virtue of their office give their help in fostering pastoral activity. (Canon Law, no. 536) It is an energizing, coordinating and unifying organism of parish life which enables the individual members of the parish to have access to the processes which guide and support the various aspects of parish life. As such, all other parish groups or bodies should relate to the Parish Pastoral Council.

#### **MISSION**

The Holy Family Pastoral Council is established to serve as a consultative group to the pastor; to assist and guide him with regard to parish activities, programs, personnel matters, buildings & grounds maintenance, and fund raising. All this, in an effort to bring the people of the parish together spiritually.

#### **ARTICLE ONE: NAME**

The official name of this organization shall be “Holy Family Parish Pastoral Council”.

#### **ARTICLE TWO: RESPONSIBILITIES**

The Pastoral Council approves or initiates and monitors:

Activities

Programs

Personnel matters

Buildings and grounds maintenance

Fund raising

#### **ARTICLE THREE: LEADERSHIP ROLE OF THE PASTOR AND PARISH PASTORAL COUNCIL**

A. The Pastor presides over the Parish Pastoral Council and should participate in all meetings of the Council. Since the Pastor is to ratify all Parish Pastoral Council decisions, he does not vote with the Council.

B. The Parish Pastoral Council confers with the Pastor on all important policy concerns of the parish community. They work together in a climate of good will and trust. Great care is to be taken to assure a complete and honest dialogue in which all points of view are considered.

C. The leadership role of the Council must be understood within the context of the theology of shared responsibility and the collegial nature of the Church. For this reason the Parish Pastoral Council is consultative to the Pastor and its decisions are to be considered as recommendations to the Pastor. Normally, Council recommendations will be ratified by the Pastor at the meetings at which the recommendations are made.

D. The Council along with the Pastor should be careful to reach decisions which can be supported by the entire parish community. Therefore occasions when the Pastor decides it necessary to withhold ratification of a Council decision should be rare.

## **ARTICLE FOUR: MEMBERSHIP**

### **Section One: Number**

The Holy Family Parish Pastoral Council shall consist of nine selected members.

### **Section Two: Executive Committee**

The Executive Committee of the Parish Pastoral Council shall consist of the Chairperson, Vice-Chairperson, and Secretary. The Chairperson, Vice-Chairperson and Secretary shall be elected every year by secret ballot during the August meeting to serve for a period of one year. A Council member may be elected to a position two years in a row but not to exceed two years in the same office. They along with the Pastor and his secretary will prepare an agenda for the upcoming meeting. Members of the Council wishing to submit items of business shall do so before each meeting; they should submit the items to the Chairperson. Members of the Parish Pastoral Council are to receive a copy of the agenda no less than seven days prior to the meeting. Non-members wishing to submit items of business for the agenda shall be limited to those who petition and have been approved by the Chairperson prior to the meeting.

### **Section Three: Duties of Officers**

#### ***A. Chairperson***

The Chairperson's duties include:

- organizing and coordinating the activities and processes of the Council;
- chairing the meetings of the Council;
- motivating the various members to fulfill their specific responsibilities.

#### ***B. Vice-Chairperson***

The Vice-Chairperson of the Parish Pastoral Council will chair the meeting in the Chairperson's absence.

### ***C. Secretary***

The Secretary of the Parish Pastoral Council shall take minutes of all its proceedings. It is the responsibility of the secretary to promptly submit a copy of the minutes to the Pastoral Council for approval so that they may be published.

## **ARTICLE FIVE: TERMS OF OFFICE AND APPOINTMENT PROCEDURES**

### **Section One: Term of Office**

Each member is selected for a three-year term of office. The term of office is from August 1 to July 31.

### **Section Two: Nomination and Election of new members**

A. Beginning in May, a nominations committee will be created, charged with the responsibility for both nominations and election procedures. This nominations committee formed by the Council includes the Chairperson of the Council and three of the six Council members who have not completed their term of membership.

B. The nomination committee will surface a minimum of four candidates for the open positions on the upcoming Council with at least one man and one woman.

1. A call for parishioners to volunteer to serve on the council will be placed in the bulletin.

2. Candidates must meet the following criteria:

leadership ability; prudent and sound judgment; a practicing and contributing member of the parish, eighteen years of age or older, eligible for re-appointment by an absence of one year after having served for two successive terms; not related to any employee of the parish; not employed in any capacity by the parish, or any conflict of interest situation in the judgment of the pastor.

3. The names will be submitted to the pastor for his approval.

C. Election of members:

1. In June/July of each year, three members are to be elected to serve on the Parish Pastoral Council for a term of three years each. The election will take place in this manner.

a. A picture and small biography of each candidate will be placed in the bulletin.

b. The parish will vote for the candidates presented by the nominating committee choosing three members.

### **Section Three: Removal from the Council**

A member may be removed from the Parish Pastoral Council for a just cause, such as, but not restricted to, three consecutive absences from Council meetings without excuse. A two-thirds vote of the entire Council is necessary for such an action. Prior to such a vote, the member will be given the opportunity to be heard by the Council.

### **ARTICLE SIX: MEETINGS**

The Parish Pastoral Council will meet, generally speaking, once a month. Circumstances may require special meetings called by the Pastor in consultation with the Executive Committee. All Parish Pastoral Council meetings shall be open. Non-members attending meetings may speak or offer suggestions on his/her prior approved agenda items upon being recognized by the chairperson. At any time, a member may make a motion for the Council to move into executive session.

### **ARTICLE SEVEN: INSTALLATION**

At a Sunday Liturgy in August or September, the Pastor will invite newly elected members, current members, and retiring members to an Installation Mass. New Council members will participate in an installation ceremony and retiring members will receive the gratitude of the parish community for their service.

**ARTICLE EIGHT: RELATIONSHIP BETWEEN COUNCILS**

The overall good of the Parish community requires that there be a close working relationship between the Parish Pastoral Council and the Parish Finance Council.

**ARTICLE NINE: AMENDMENT PROCEDURE**

Should any portion of these By-Laws prove inadequate in the future, a change would be made upon a consensus of the Council. If a consensus cannot be reached, a majority vote of the Council would be needed to make the change.

***BY-LAWS***

***For Parish Finance Council***

### **DEFINITION OF A PARISH FINANCE COUNCIL**

The Finance Council is established in accord with Canon 537 to advise and assist the Pastor in matters pertaining to parish finances and properties. The Finance Council assists the Pastor in overseeing and planning the financial aspects of parish life with particular concern for good stewardship and proper use of the parish resources to spread the Gospel. The Finance Council must submit all recommendations for approval to the Pastoral Council and Pastor.

### **MISSION**

The Holy Family Parish Finance Council is a consultative body of lay persons mandated by Canon law 537 to advise the Pastor in matters pertaining to the financial affairs of the parish.

### **ARTICLE ONE: NAME**

The official name of this organization shall be “Holy Family Parish Finance Council”.

### **ARTICLE TWO: RESPONSIBILITIES**

A. Oversee the financial stewardship of the parish and recommend to the Pastor and Pastoral Council appropriate action in the areas of finance and administration of materialities in accordance with Archdiocesan Policies and Procedures;

B. Prepare and approve the annual parish budget together with the Pastoral Council at the July meeting;

C. Review on a periodic basis current parish finances in order to maintain budget and make adjustments needed;

D. Report at least two times a year (January and September) to the parishioners the financial status of the parish (financial report and budget);

E. Assist the Pastor in promoting stewardship and increased giving within the parish so that the financial needs of the parish will be adequately met;

F. Ensure the establishment and maintenance of a system of internal controls for the proper handling of funds;

G. Arrange for a list of priority repairs and improvements as a guide to parish maintenance needs.

H. Each member shall take at least one monthly rotation per year to bag the collection money and put it in the safe after Masses.

### **ARTICLE THREE: RELATIONSHIP TO THE PASTOR AND PARISH PASTORAL COUNCIL**

A. According to Canon Law, the Finance Council is consultative to, and directly accountable to the Pastor.

B. The Finance Council does not decide priorities for the Parish. This is the responsibility of the Parish Pastoral Council, who is responsible for the overall planning and the direction of the Parish community. Nor is the hiring of Parish personnel part of the function of the Finance Council. Within budgetary restraints, hiring of personnel is the function of the Pastor.

### **ARTICLE FOUR: MEMBERSHIP**

A. The Holy Family Finance Council shall include a maximum of seven members. An ex officio member is the administrative assistant as a non-voting member.

B. In May of each year, a list of qualified individuals shall be submitted to the Parish Pastoral Council and the Pastor for membership consideration. Qualified parishioners should include, but are not limited to, people knowledgeable in fund raising, financial planning, building maintenance and construction. The Pastor shall have the final approval of membership.

C. Members shall take office at the first August meeting of each year.

D. The term of membership on the Finance Council shall be set at three years, staggered to provide an even rotation year after year. A Finance Council member is eligible for a second three-year term, however, this person is not eligible for a third three-year term until two years after completion of the second term.

E. In August of each year, the Finance Council shall elect one member to serve as chairperson, one member to serve as vice-chairperson and one member to serve as secretary.

### **ARTICLE FIVE: MEETINGS**

The Holy Family Finance Council will meet, generally speaking, once a month at least one week prior to the regularly scheduled meeting of the Parish Pastoral Council. The Pastor should be present.

#### **ARTICLE SIX: OPERATION**

A. Note: All set of extraordinary administration require the pastor to consult with the Archbishop and to obtain his approval. These include new construction, major renovation, expenditures of funds in excess of \$25,000 for parishes with operating budgets (including school budgets) of less than \$1 million and \$50,000 for parishes of more than \$1 million, fund drives/financial campaigns and all legal matters of whatever kind.

B. In all matters the pastor and the Finance Council are subject to the norms of Canon Law, Archdiocesan Polices and the specific norms of the Archbishop.

#### **ARTICLE SEVEN: INSTALLATION**

At a Sunday Liturgy in August or September, the Pastor will invite newly elected members, current members, and retiring members to an Installation Mass. New Council members will participate in an installation ceremony and retiring members will receive the gratitude of the parish community for their service.

#### **ARTICLE EIGHT: RELATIONSHIP BETWEEN COUNCILS**

The overall good of the Parish community requires that there be a close working relationship between the Parish Pastoral Council and the Parish Finance Council.

#### **ARTICLE NINE: AMENDMENT PROCEDURE**

Should any portion of these By-Laws prove inadequate in the future, a change would be made upon a consensus of the Council. If a consensus cannot be reached a majority vote of the Council would be needed to make the change.



**RATIFICATION**

The By-Laws of the Holy Family Pastoral Council and Finance Council were ratified according to a two-thirds majority vote of the Council present for the May 2017 meetings.

Pastor \_\_\_\_\_

Pastoral Council members:

---

---

---

---

---

---

---

---

---

---

Finance Council Members:

---

---

---

---

---

---

---