

# St. Joseph Roman Catholic Church

## Parish Council Bylaws

### 2003

#### **Article I-Name**

The name of the organization shall be St. Joseph Parish Council (hereinafter referred to as the “Parish Council”)

#### **Article II-Mission**

The mission of St. Joseph Catholic Church is to give honor and glory to God and to sanctify and edify the souls of the faithful by preserving, protecting, fostering and defending the Traditional Latin Mass and sacraments, as contained in the Typical Vatican Edition of the Missale Romanum of 1962 and contemporaneous liturgical books. We seek to promote the universal and unrestricted access to and restoration of, this rite of Mass and sacraments.

The Sacrifice of the Mass is truly the Sacrifice of Calvary made present among us, a sacrifice at which we should dare to be present, only in a spirit of the utmost reverence and the most abject humility, conscious of our unworthiness in the presence of the all-holy God. “Quam terribilis est haec hora!” cries out the deacon in the Syrian liturgy, “How awesome is this hour!” Awesome indeed when our Saviour and our God is present among us as Priest and Victim. A prayer in the liturgy of St. John Chrysostom evokes the profound truth that: “It is really Thou who dost offer and art offered, Thou who dost receive the offering and art given back to us, Christ our God.”

In his Bull, *Si Quid est*, September 2, 1634, Pope Urban VII evoked the Spirit of wonder and reverence, which must characterize every true Catholic, when present at the Holy Sacrifice:

If there is anything divine among man’s possessions which might excite the envy of the citizens of heaven (could they ever be swayed by such a passion), this undoubtedly would be the Holy Sacrifice of the Mass, by means of which men, having before their eyes and taking into their hands, the very Creator of heaven and earth, experience, while still on earth, a certain anticipation of heaven.

How keenly, then, must mortals strive to preserve and protect this inestimable privilege with all due worship and reverence, and be ever on their guard lest their negligence offend the angels who vie with them in eager adoration!

These same feelings prompted an earlier Pontiff, Clement VII, to write:

Since the Most Holy Sacrament of the Eucharist, by means of which our Lord has made us partakers of His sacred Body, and ordained to stay with us unto the consummation of the world, is the greatest of all the Sacraments, and it is accomplished in the Holy Mass and offered to God the Father for the sins of all the people, it is highly fitting that we who are in one body, which is the Church, and who share of the one Body of Christ, should use in this ineffable and awe-inspiring Sacrifice the same manner of celebration and the same ceremonial observance and rite.

Inspired by these same sentiments, we seek to unite ourselves with the entire Church Militant, Suffering and Triumphant in offering sacrifice to God in our ancient and venerable rite. We seek to reach out and regain for Holy Mother Church those lost or disaffected souls who have left Holy Mother Church, mindful as we are of the changes occurring throughout the Latin Church since the Second Vatican Council. We proclaim Catholic Truth and use our traditional forms of worship, which have proved to be powerful, to attract new adherents to the One, Holy, Catholic and Apostolic Faith and provide for the spiritual welfare of the Catholic faithful in accordance with the Motu Proprio Ecclesia Dei with at all times, complete adherence and fidelity to all magisterial teachings pronounced by Pope John Paul II, his predecessors and successors.

## **The Parish**

The Parish is the basic component unit of a diocese. It is within their parish that the faithful normally receive the sacraments of the Church. The focal point of parish life is the Holy Sacrifice of the Mass. Though a parish typically comprises a certain geographic territory, St. Joseph is non geographical in nature, thus having a personal jurisdiction. As an integral part of the diocese, the parish should cooperate with other parishes and existing regional structures and with other religious and civic groups, in extending the social kinship of our Lord Jesus Christ.

## **The Pastor**

The pastor is the ordained priest who is appointed by the Church to rule a parish, both in spiritual and temporal things, subject of course, to the authority of his Bishop and the restrictions of Church Law. The Pastor is responsible for the cure of souls (cura anima rum) within the parish, as well as the parish's financial management.

## **The Parish Council**

The Parish Council is established to assist and serve the Pastor, to provide vision and direction for the parish, to set pastoral priorities and see to their implementation, in accordance with the direction of the Pastor.

The Parish Council is responsible for encouraging collaborative parish activity. This includes providing spiritual formation and leadership skills for Council members and various parish groups.

The Council should be open to the inspiration of the Holy Ghost in reflecting on the past and in planning for the future. At all times, the Council shall act in accordance with the traditional teachings and laws of the Church, diocesan policy and civil law.

## **Article IV-Membership**

A. **Eligibility**-All persons who are and have been active registered members of St. Joseph Roman Catholic Church for at least six continuous months and have received the Sacrament of Confirmation shall be eligible for election to the Parish Council. All

members shall be in communion with the Roman Catholic Church and must accept without reservation the Magisterium of the Church, including the Church's teaching on abortion, contraception and euthanasia. Religious and laymen are to be selected/elected according to the norms established in this article. No two members of the same household shall serve simultaneously. No ex officio member may concurrently serve as an elected member of Parish Council if he/she is a salaried employee of St. Joseph Parish. All members shall be at least 18 years of age.

**B. Number and Selection**-The Parish Council shall consist of the following:

1. Voting Members-Twelve members, elected from the parish at-large;
2. Ex Officio Members (non-voting)-The Pastor, Sacristan, Chairmen of all standing committees, and any other members of the parish and/or parish staff as the Pastor may approve. Ex officio members may also serve as voting members if they are elected council members and are not salaried employees of the parish.

**C. Term of Office**

1. The term of office of an elected member of the Parish Council shall be two years. The term of office shall be staggered so that the terms of six members will expire each year;
2. Members elected to fill unexpired terms in accordance with section E below, shall serve until the expiration of the terms they were elected to fill;
3. Ex officio members shall serve concurrent with the office which they fill.
4. Limitations on successive terms:
  - Elected members: no person shall be elected to more than two successive terms.
  - Members elected to fill unexpired terms: members filling half or less of an unexpired term may be elected to two additional successive terms. Members filling more than half of an unexpired term may be elected to one additional successive term.
5. The length of ineligibility between successive terms will be one year.

**D. Termination of Membership**-Membership on Parish Council shall be terminated by:

- Expiration of term of office;
- Resignation;

- Death or disability;
- Transfer of membership out of St. Joseph;
- Failure to attend three successive regular meetings without an excuse reasonably acceptable to a majority of the voting members of Parish Council;
- Removal from office by the Pastor. The removal must be for good and sufficient cause, which must be in writing, and which shall state the reasons therefore.

#### **E. Vacancies in Parish Council**

To fill vacancies of voting members occurring in the Council, the Council Chairman shall appoint a Nominating Committee which shall report a slate of candidates to the Council. At the next regularly scheduled meeting, after receiving the slate of candidates, the Council shall vote by secret ballot. The candidate(s) receiving the greatest number of votes shall fill the vacancy (or vacancies). The selection of the winning candidate(s) is contingent upon the approval of the Pastor prior to installation.

#### **F. Resignation of Council Members**

Any Council member may resign at any time by giving written notice to the Council, Pastor, Chairman or Secretary. Unless otherwise specified in the written notice, such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective. Any Council member shall be deemed to have resigned at such time as he ceases to be a member of the parish.

### **Article V-Elections**

A. **Frequency**-Elections for Parish Council shall be conducted annually, as provided for in Article IV. C.

#### **B. Procedures**

1. In the conduct of elections, all persons who are and have been active registered members of St. Joseph Roman Catholic Church for at least six continuous months, have received the Sacrament of Confirmation and are 18 years of age, shall be eligible to cast votes for Parish Council nominees.
2. Prior to the first Sunday in October, the Chairman shall appoint a nominating committee, consisting of at least three non-returning members of Parish Council. The Nominating Committee shall have sole and exclusive authority to conduct the annual election.
3. Insofar as possible, this committee shall select a minimum of two nominees for each vacancy to be filled.
4. On the last two Sundays of October, the Nominating Committee shall have Published in the parish bulletin, or a supplement thereto, notice of the annual Council election and an invitation to parishioners to submit nominees for positions on the Parish Council. This notice shall include:
  - A. Requirements for membership on Council;
  - B. Names, addresses and telephone numbers of members of the Nominating Committee;
  - C. A description of the extent of service expected from Council members;
  - D. Names of members whose terms are expiring;
  - E. A brief outline of the election process highlighting when and how nominations may be made, when they are due, when the election is to be held and where the completed election ballots are to be returned.

5. Nominations by members of the Parish must be in writing and must be submitted to any member of the Nominating Committee or placed in the nomination box. A nomination may be made on behalf of someone else or oneself.
6. Nominations shall be closed at 1:00 p.m. on the first Sunday of November.
7. Members of the Nominating Committee shall certify that the persons nominated have been contacted and have agreed to serve if elected.

8. At the time of the election, the ballots themselves shall include instructions for their return.
9. Ballots shall be pre-printed and shall be distribute at one time on the third Sunday of November to eligible voters. The Nominating Committee shall maintain a list of persons eligible to vote to ensure that only eligible voters receive and cast ballots, and shall require each voter to sign this list upon receiving his or her respective ballot.
10. Ballots must be returned no later than 1:00 p.m. on the third Sunday of November. The ballot box shall not be opened until the close of the election. The ballot box shall be opened only in the presence of the Nominating Committee.
11. The Chairman of the Nominating Committee shall certify the result of the election to the Pastor, no later than the Sunday of the close of balloting. The results of the election and the original ballots shall be given to the church Secretary to keep on file.
12. The results of the election shall be published in the Parish bulletin or a supplement thereto on the fourth Sunday of November.
13. Following the election, the Nominating Committee will send to each nominee a letter expressing appreciation for his/her willingness to commit to service on the Parish Council. Letters to elected nominees shall include a note of congratulations.

C. **Installation**-The first meeting of the newly elected Parish Council shall be held immediately following the High Mass on the first Sunday of Advent. Before assuming office, all new members shall take the Oath enjoined by the decree Sacrorum Antistitum, of September 1, 1910, a signed copy of which shall be maintained by the Council Secretary.

D. **Transitional Rules**-For the first Council election following the adoption of these bylaws,, the following special rules shall apply:

1. The Council may by resolution, adopt an amended timetable for the occurrence of those events necessary for an election.
2. The terms of all elected members of Council shall cease upon the installation of the newly elected members.
3. In the election of new members, those six individuals receiving the greatest number of votes shall be deemed elected to two-year terms and the remainder shall be deemed elected to one-year terms.

## **Article VI-Meetings**

A. **Regular Meetings**-Regular meetings of the Parish Council shall be held on the first Sunday of every month or such other Sunday as may be designated by the Council Chairman, provided at least one week's notice is given to all Council members. Parishioners should also be notified.

B. **Special Meetings**-The Council Chairman or the Pastor may call special meetings on a Sunday, provided that notice is given to all Council members no later than Mass on that Sunday. Parishioners should also be notified if possible.

## **C. Notice of Meetings**

1. Where a written notice is required by any provision hereof, the notice shall be deemed given :
  - A/when given in hand;
  - B/when mailed, first class postage paid;
  - C/when delivered to the mailbox established and maintained at the Church for this purpose; or
  - D/when published in the Parish bulletin.
2. Where an oral notice is required by any provision hereof, the notice shall be

deemed given if made as a general announcement at Sunday Mass.

D. **Quorum**-A quorum shall be deemed to be present throughout any meeting of the Council if persons entitled to cast more than half the votes are present at the beginning of such meeting. If a quorum is present, the affirmative vote of the majority of the votes represented at the meeting shall be the act of Council, unless the vote of a greater number is required by law or these Bylaws and except that in the election of voting members, those receiving the greatest number of votes shall be deemed elected, even though not receiving a majority.

E. **Absence of Quorum**-In the absence of a quorum at any meeting of the Council or in the absence of a member authorized to preside at or act as Secretary of such meeting, the members present and entitled to vote may adjourn the meeting from time to time, for periods not exceeding twenty days at any one time, until a quorum shall be present. No notice of the time and place of the adjourned meeting need to be given other than announcement thereof at the time of adjournment. At any such adjourned meeting at which a quorum is present. At any such reconvened meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called if a quorum had been present.

F. **Votes**

1/Only members present at the meeting may vote.

2/Manner of Voting-Voting by members shall be either by voice vote or by show of hands, unless any member present at the meeting demands a vote by written ballot.

3/All budgetary votes, including those pertaining to salaries, will be done in closed session.

G. **Special Rules**

No motion or series of related motions to authorize expenditure of funds in excess of \$100 shall be in order, except that each member of the Council shall have been provided with at least one week's notice of the intent to make such a motion. Said notice shall contain all material and relevant facts known as of that date of giving said notice. This provision may be suspended by a two-thirds majority of the Council.

H. **Order of Business**-Business shall be generally conducted according to the following agenda:

1. Opening prayer
2. Approval of minutes of previous meeting (voice vote)
3. Committee reports
4. Parishioners' comments
5. Unfinished business
6. New business
7. Pastor's comments
8. Adjournment (voice vote)
9. Closing prayer

This order may be suspended by the Council Chairman under certain circumstances to accommodate guests or other special situations.

I. **Open Meetings**-Council meetings shall be open to all parishioners.

J. **Compensation of Members**-No salary or other compensation shall be paid to any Council member for serving or acting as such, but this shall not preclude the payment of salary or other compensation for the performance by such member of other services to the Church. Any member may be reimbursed for his actual expenses incurred in the performance of his duties.

K. **Parliamentary Authority**-The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special

rules of order the Council may adopt.

### **Article VII-Officers**

A. The officers of the Council shall include a Chairman, Vice Chairman and Secretary, who shall be members of the Parish Council, and such other officers having such titles and duties, as the Council may from time to time determine by resolution. All officers shall be appointed by the Council to serve at the pleasure of the Council. Different persons shall hold the offices of Chairman, Vice Chairman and Secretary, but those persons or any other persons may hold any number of other offices. The offices of Chairman, Vice Chairman and Secretary shall be filled by a majority vote of the new Parish Council. Nominations shall be accepted from the floor for each office, starting with the Chairman. The outgoing Chairman shall conduct the voting for the election of the new Chairman, after which the new Chairman shall conduct the voting for the offices of Vice Chairman and Secretary. Election shall be by voice vote or closed ballot at the discretion of the Parish Council. A simple majority shall decide.

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B. **Committees**-The Parish Council, subject to the approval of the Pastor, may create and abolish from time to time such committees as the Council may deem appropriate to aid in the administration of the affairs of the Council and/or Parish. Such committees shall have the powers and duties fixed by resolution of the Council from time to time. The Parish Council shall appoint the chairman of each committee, and may either appoint the other members thereof or leave such appointment to the committee chairman.

### **C. Duties of Officers**

1. **Chairman**-It shall be the duty of the Chairman to preside at the meetings of the Council; see to the execution of the resolutions of the Council and report on any failure of it its resolutions to be executed; and to appoint a Secretary pro tem at any meeting at which the Secretary is absent; and subject to the resolutions of

council, to manage and control the affairs of the Council as its Chief Executive Officer.

2. **Vice Chairman**-It shall be the duty of the Vice Chairman to act in the place and Stead of the Chairman in the event of his absence or failure or inability to act.
3. **Secretary**-It shall be the duty of the Secretary to keep the minutes and record the resolutions at all meetings of the Council; to give all notices required by these Bylaws to Council members; and to distribute copies of the Minutes to all Council members, one week prior to the normal established time of regular meetings. Approved minutes are to be available to all parishioners upon request.

## **Article VIII. Miscellaneous**

- A. **Fiscal Year**-The Parish's fiscal year shall conform to diocesan regulations
- B. **Council Year**-The Parish Council year shall conform to the Church's liturgical year as contained in the Roman Missal of 1962. It thus shall begin with the first Sunday of Advent and end with the day preceding the first Sunday of Advent in the following year.

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### **C. Amendment**

1. **Method**-These Bylaws shall only be amended in writing.
2. **Notice**-Notice of proposed changes to these Bylaws must be given in writing to all Parish Council members, not later than at the regular meeting prior to the meeting of Council at which the amendment(s) will be introduced.
3. **Vote**-These Bylaws may only be amended by an affirmative vote of three fourths of all the voting members of the Parish Council. Votes may be cast in person by those eligible members present or by absentee ballot by those eligible members submitting their ballot to the Chairman prior to the scheduled meeting at which the vote will be conducted.

## **Appendix A-Standing Committees**

The Parish Council shall institute and maintain standing committees. Each committee shall have a Chairman to guide its activities. Membership on the committees shall be subject to approval by the Parish Council and the Pastor. The standing committees are as follows:

Altar/Sacristan	Social Justice	Youth
Finance	Music	Maintenance/Building & Grounds
Maintenance	Religious Education	Welcome
Hospitality	Public Relations	Altar Servers
Programs		

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Chairman, Marygrace C. Tatum

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Date

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Secretary, Greg Hice

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Date